



EAST BOSTON MARINE TERMINAL HANDBOOK

Sunoco Logistics			
East Boston Terminal	Marine Terminal Information Handbook	Issued:	June 8, 2012
		Revised:	June 6, 2014

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PREFACE

This booklet is addressed to the Masters, owners, operators, and agents of vessels that call at the East Boston Terminal. This booklet contains information that is applicable to the East Boston Terminal and is not represented as complete in every aspect of safe and pollution-free cargo-transfer operations.

This information is not intended to relieve any vessel or Master of the responsibility to safely dock, moor, and sail the vessel and to use whatever assistance over and above these requirements he/she feels are necessary. This information does, however, represent the minimum requirements for the terminal. Dock personnel will have authority in seeing that these requirements are met.

The Master or person in charge of any vessel, while at the terminal, shall have adequate knowledge of these rules and regulations and ensure that his crew members are fully informed of these requirements. Vessels that do not comply with all the requirements may not be permitted to dock or may be asked by the terminal representative to immediately disconnect and leave the berth.

1.0 TERMINAL AND PRE-ARRIVAL INFORMATION

1.1 LOCATION

Latitude:	42° 23' 05" North
Longitude:	71° 01' 28" West
Name:	East Boston Terminal
Operator:	SunocoLogistics
Street address:	467 Chelsea Street
Town:	East Boston
State:	Massachusetts
Zip:	02128
Phone:	617-568-2244

1.2 DOCK DESCRIPTION

The East Boston Terminal has one vessel berth, which is capable of loading or unloading ships or barges. The dock is a piling-supported concrete cap structure with a submerged sheet pile bulkhead situated along the Chelsea River.

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1.3 BERTH DATA

Vessel restrictions include the following:

- Maximum docking displacement: 65,000 mt
- With beam up to 106 ft, max LOA 610 ft
- With beam up to 90 ft, max LOA 660 ft
- Maximum height of manifold above the waterline while hoses connected: 50 ft

1.4 DOCKING DRAFTS

As of the date of this revision, the following maximum docking drafts apply to East Boston Terminal. Confirmation of current docking drafts can be obtained from the terminal via the agent.

High Water
37.5 ft salt

Low Water
32.5 ft salt

These docking drafts are guidelines only. Variances may be considered on an individual basis.

1.5 SHIP TRANSIT

Controlling project depth of the transit channels is 38 ft MLW. Vessels with a maximum salt draft between 32.5 ft and 37.5 ft should meet tugs for berthing between two hours before high water and one hour before ebb current, as coordinated with the docking pilots.

For docking drafts less than 32.5 ft salt, the timing of the passage relative to tides is more flexible and should be made at the discretion of the Master with the advice of the docking pilot.

If unusual circumstances occur, the Master, with the advice of the docking pilot, should adjust the timing of the transit to increase the transit's overall safety.

Ships are normally berthed starboard side to but can be port side to if circumstances dictate.

No transit should begin until the intended berth is verified to be clear.

All ships should maintain a minimum under-keel clearance of 2 ft in transit.

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1.6 MINIMUM MOORING REQUIREMENTS

Minimum mooring requirements must be met in order to comply with the terminal wind limits for safe mooring and transfer of cargo.

1.6.1 Ships

A minimum of fourteen mooring lines are required at the East Boston Terminal.

1.6.2 Barges

Barges with 80kb and greater capacity shall deploy a minimum of eight mooring lines.

Barges with less than 80kb capacity shall deploy a minimum of six mooring lines.

1.6.3 Exceeding Minimum Mooring

Additional lines may be used at the discretion of the vessel Master or may be required depending on unfavorable weather conditions.

1.6.4 Winches and Line Handling

The terminal has strategically placed motorized capstans for assistance in pulling in mooring lines. Terminal personnel will handle shoreside mooring operations. A fee for this operation will be charged to the vessel owner.

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1.6.5 Hand Signals

Following are recommended hand signals to be used by both parties during the mooring process:

Note—The instructions correspond to the numbers on Figure 1.

1. An outstretched arm with hand open and flat being waved downward means “slack off.”
2. A sharp upward movement of the arm with the hand cupped towards the signaller means “let go” or “cast off.”
3. Crossed arms in front of the body means “make fast” or “is made fast.”
4. A circular movement of the hand above the head means “heave away.”
5. Both hands raised above the shoulders, with open hands facing forward means “stop.”
6. A raised hand with the fist being clenched and unclenched means "heave or hoist slowly" (inching).



Figure 1: Hand Signals

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1.6.6 Recommended Mooring Diagrams

The following are recommended mooring diagrams. Vessels unable to meet the recommended mooring arrangement must contact the terminal and propose an alternate mooring arrangement.

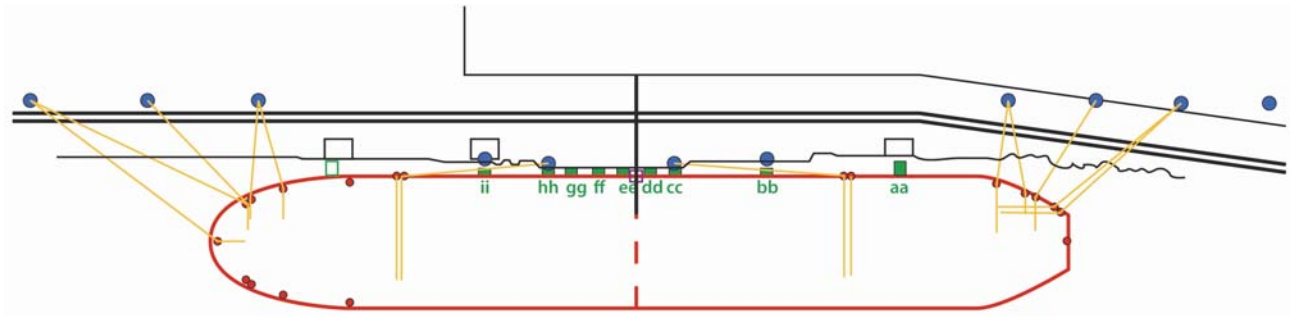


Figure 2: Recommended Mooring Arrangement for M/V 45000 DWT, LOA 600 ft

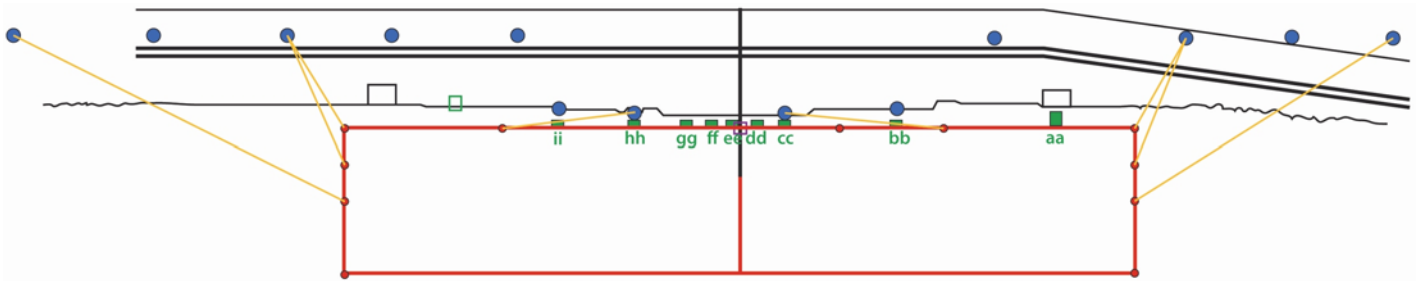


Figure 3: Recommended Mooring Arrangement for 135kb barge, LOA 470 ft

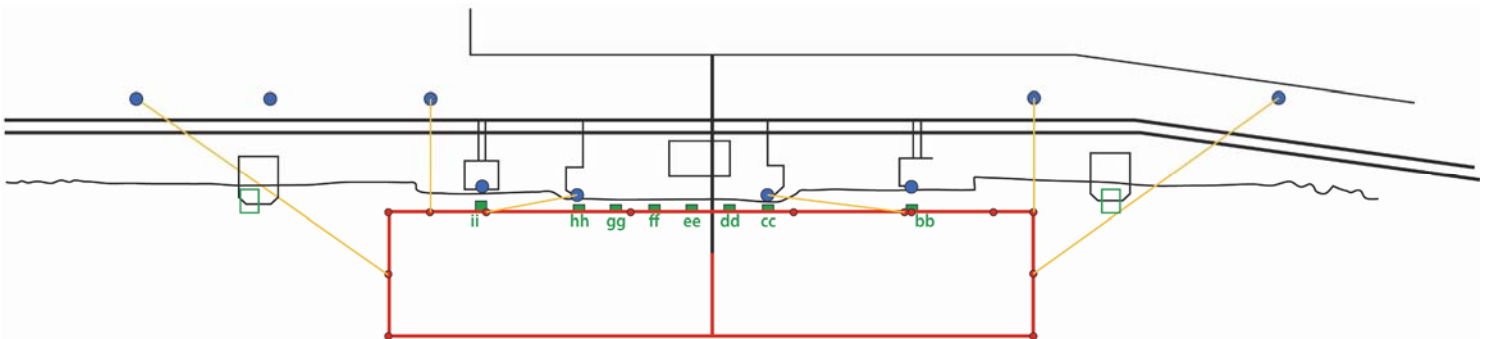


Figure 4: Recommended Mooring Arrangement for 55kb barge, LOA 300 ft

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1.7 TUG REQUIREMENTS

Normal docking maneuvers will require a minimum of two tugs. Typical undocking maneuvers will require three or four tugs to back the vessel down to the Chelsea River entrance for turning. The size of tugs utilized will be determined and agreed upon by the docking pilot and Master.

Barges shall utilize adequately powered tug(s) to ensure control of barges during maneuvering, always considering prevailing conditions.

1.8 BERTHING MANEUVERS

Vessels need to approach the dock at an approximate angle of 5 degrees or less. Velocity cannot exceed .38 ft per second.

All vessels calling on, attending to or are under contract providing support to or at any SunocoLogistics Marine Terminal will ensure that "Hand Steering" is used when inside a 500 meters radius of the terminal or facility. The use of "auto" pilot inside this radius is prohibited unless permission is given by the terminal. Nothing in this requirement shall prevent the Master from taking such action deemed necessary and prudent, in the ordinary practice of good seamanship, for the safety of the vessel or crew.

1.9 DOCK EVACUATION ROUTES

1.9.1 Primary Evacuation Route

Follow the dock to the east, then south by way of the Marine Entrance Road and then exit through the Marine Entrance Gate to Chelsea Street. Proceed west along Chelsea Street to the roll call area. See the diagram on Page 9.

1.9.2 Secondary Evacuation Route

Follow the dock to the west, then south past tank #127 and proceed out through the tank farm exit gate to Chelsea Street. Cross over Chelsea Street to the roll call area.

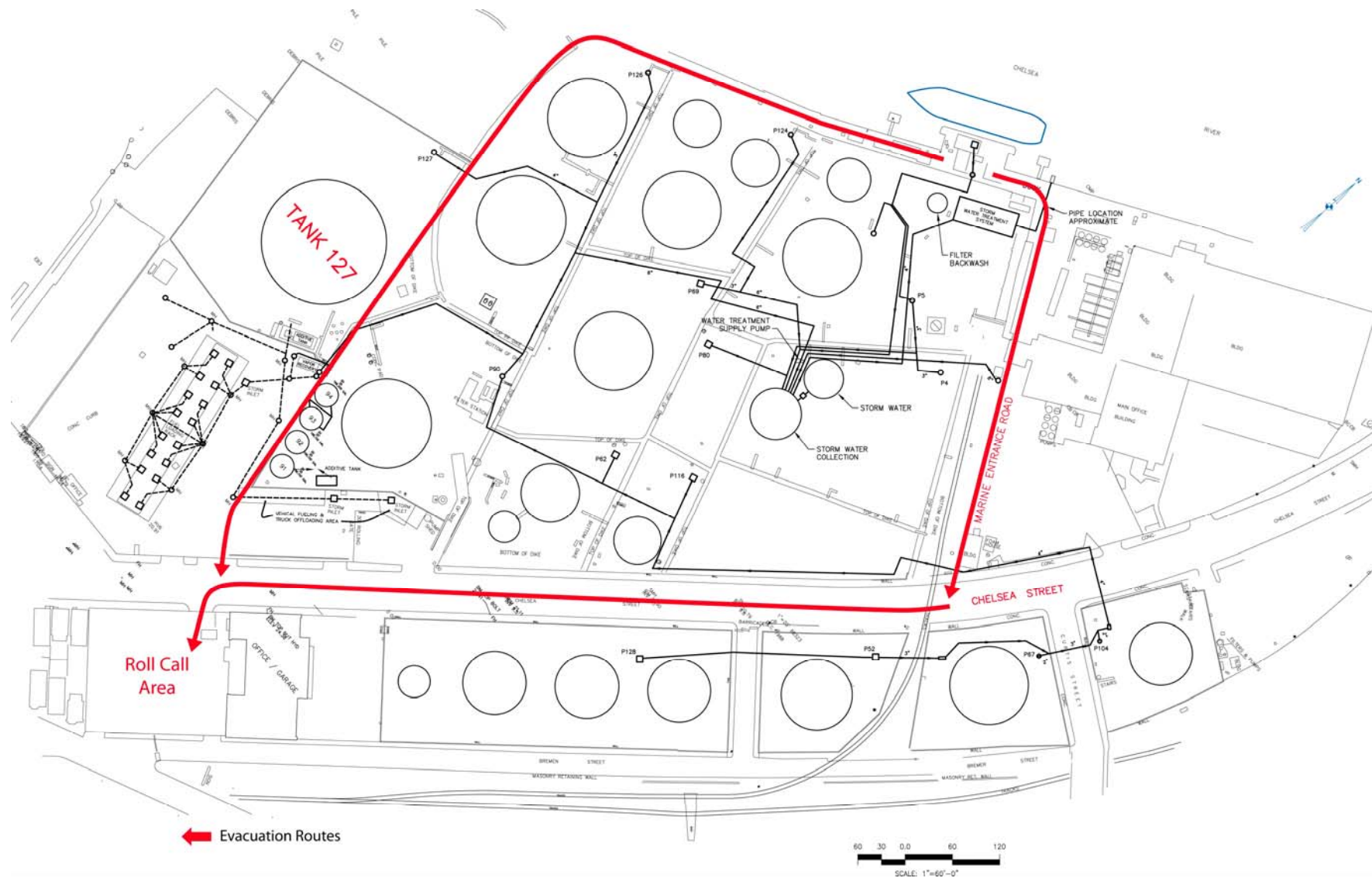


Figure 5: Evacuation Routes for the East Boston Terminal

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1.10 PRE-ARRIVAL INFORMATION

Vessels and their cargos are nominated by Sunoco Logistics Product Supply, and that information is passed on to terminal personnel with an estimated time of arrival.

While vessels are enroute, the owner or agent shall provide an ETA daily. The agent will handle required U.S. Coast Guard (USCG) notification, coordinate other port authorities, and pass on the ETA to the terminal.

Once in port, contact with the terminal shall be maintained for confirmation of berthing time.

Ships are required to respond to the terminal's pre-arrival questionnaire 48 hr before arrival. This questionnaire will be forwarded to the ship by the vessel's agent.

All verbal communications will be made to the terminal's 24-hr number 617-568-2244 or written communications to the dock fax number 617-568-2251. Information can also be emailed. Call the 24-hr number for current email addresses.

2.0 OPERATIONAL INFORMATION

2.1 WIND LIMITS

Berthing maneuvers should normally not be conducted in winds in excess of 45 knots. Unberthing maneuvers should normally not be conducted in winds in excess of 40 knots. Once berthed, if storm winds in excess of 55 knots are forecast, Master shall make arrangements for departure in advance of storm arrival to permit safe sailing. In any event, all maneuvers shall be based on mutual agreement of the Master and docking pilot, subject to assessment of the effects of current and weather on the ability to conduct safe ship handling.

The East Boston Terminal's maximum safe-operating wind limit is 50 kts. Wind limit will be expressed as a sustained wind blowing for an average of 30 seconds or longer. When the wind limit is reached, cargo transfer shall stop, and all transfer equipment shall be drained and disconnected, if safe to do so. After evaluation of weather forecast, consideration should also be given to whether deploying additional mooring lines or arranging for a standby tug is warranted. The wind anemometer displays wind speed on a meter display at the dock office. Action needs to be taken if a reading from the anemometer exceeds the allowable average wind speed.

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2.2 ELECTRICAL STORMS

When an electrical storm is in the vicinity, all cargo discharge or loading operations will cease. All compartment hatches and loading headers will be closed. The vessel and terminal will remain in this inactive state until the electrical storm has moved out of the area.

2.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Contractors are required to follow the Sunoco Logistics PPE policy while on the dock. While onboard their vessel, the crew are allowed to follow their own company policies. The Sunoco Logistics PPE policy requires the following:

- Safety glasses with side shields
- Sturdy work shoes
- Hard hat
- Coast Guard approved Personal Flotation Devices (PFD), minimum Type 3, within 6 ft of the dock's edge

2.4 TERMINAL CONTACT INFORMATION

For mailing or contact information, please refer to the following:

SunocoLogistics
East Boston Terminal
467 Chelsea Street
East Boston, MA 02128

Operations and dock scheduling: 617-568-2244
Dock cell phone 24- hour number 832-535-9187
Terminal Supervisor: 617-568-2239

All correspondence regarding the management and operations of the East Boston Terminal should be directed to the Terminal Supervisor.

2.5 OFFICIAL LANGUAGE

The official language of the terminal is English. All vessels must have personnel on duty at all times who can communicate in and understand English with the dock personnel.

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2.6 COMMUNICATIONS

During the pre-transfer conference, a handheld UHF terminal radio set to Channel 1 will be issued to the PIC of the ship/barge. Terminal operations personnel will have similar radios monitoring the same channel. The following will be required of the vessel:

- The radio will be kept on at all times and in the possession of a person who understands and speaks English.
- If the radio fails, the secondary means of communication will be one long blast of the dock air horn. If the dock air horn sounds, vessel personnel should contact the dock personnel immediately.
- Radio checks will be conducted every hour to ensure communications are working.

2.7 RESPONSIBILITY OF OWNER AND MASTER

The owner and/or the operator of the vessel, as well as the Master of each vessel using the terminal facilities, is responsible for the condition of that vessel, and the Master shall be responsible for the safe and business-like conduct of personnel and operations onboard the vessel while alongside our terminal.

The terminal takes no responsibility for the condition of any vessel alongside the terminal, whether inspected or not, nor does the terminal take any responsibility for the safe conduct of operations onboard the vessel. At a minimum, all procedures used by the vessel must conform to the latest editions of the *International Safety Guide of Oil Tankers and Terminals (ISGOTT)* and *Mooring Equipment Guidelines (MEG)* as well as all applicable state, local, and federal regulations.

2.8 VESSEL COMPLIANCE

All ships and barges loading or unloading at the Sunoco Logistics East Boston Terminal must comply with all federal, state, and local laws, as well as company regulations and policies.

If the vessel is boarded by the U.S. Coast Guard and does not pass inspection or is found to be unfit to transfer product, the vessel may be asked to leave the dock. This also applies to all other government agency regulations such as U.S. Customs and Border Protection. The terminal also reserves the right to cease operations and ask the vessel to leave the berth if any safety or compliance issues are noted.

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Before arriving at the East Boston Terminal, all equipment on the vessel to be used for mooring, cargo handling, and fire protection should be inspected and confirmed safe for use.

It is the shipping company's responsibility to contact the terminal, either directly or through an agent, should the vessel be in non-compliance with any federal, state, or local laws, rules or regulations, or with any part of this manual. The shipping company must ensure that any conflict is resolved before the vessel's arrival at the terminal.

2.9 PRE-TRANSFER CONFERENCE

Before the transfer of any cargo, a conference will be conducted between the vessel PIC and the terminal PIC. The purpose of the conference is to ensure that the vessel and the terminal are fully informed and advised of the entire transfer plan and that all security and safety requirements are in place.

During the conference, the following will be discussed:

- Products and amounts to be transferred
- Cargo load/discharge plan
- Rates and pressure requirements
- Any unusual safety or security requirements
- Communications
- Completion of the Declaration of Inspection (DOI)
- Applicable security measures for current MARSEC level.

2.10 DECLARATION OF INSPECTION (DOI)

A DOI must be completed before any cargo transfers. The following instructions must be followed:

1. All items must be discussed and initialed by each PIC.
2. All areas must be filled in, including start times and dates. This includes the use of "not applicable" (N/A) if appropriate.
3. The DOI must be signed by both PICs.
4. Relieving personnel must read and initial the DOI.
5. When the transfer is completed, the dock PIC must enter the finish time and date on the DOI.
6. DOIs will be retained in the dock office.

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2.11 ISGOTT SAFETY CHECK LIST

A ship/shore safety check list must also be completed to meet the requirements of ISGOTT. This may be completed in conjunction with a ship's officer by the Sunoco Logistics Marine Advisor, who will remain on board the vessel throughout the loading/unloading procedures.

A barge/shore safety check list will also be completed by the barge and terminal PIC.

2.12 GANGWAYS AND LADDERS

Ships calling at the terminal must provide either their accommodation ladder or portable gangway, depending on landing configuration. Most vessels will have to use their portable gangway, which must be minimum 15 m and maximum 18 m long with minimum 4 cm high tread. Vessels with an unsuitable portable gangway should make arrangements with their agent to rent one locally. Gangways shall be properly rigged and landed safely onto the dock with handrails. The use of a safety net is mandatory.

Barges shall supply a gangway or adequate access ladder that is safely secured and tended.

2.13 TERMINAL SMOKING REGULATIONS

No smoking is permitted on terminal property.

2.14 HEALTH AND ENVIRONMENTAL HAZARDS ASSOCIATED WITH CARGO

Vessels should have available on request an MSDS for the cargoes being transferred. Information on any toxic substances in the cargo should be highlighted during the pre-transfer conference to enable the adoption of proper precautions, if needed, to minimize the impact on personnel.

2.15 CARGO TRANSFER

Vessels will use 8 in. terminal hoses for most transfers. The terminal will tender the free end to the vessel, and the vessel's crew is required to perform the connection. Maximum allowable discharge pressure at the rail is 100 psi, and ships can anticipate a 10 to 15 kb/hr discharge rate. After discharge is completed and manifold valves are closed, the ship will provide a vent and the terminal will pump product ashore out of each hose before it is disconnected.

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Barges supplying cargo hoses for transfer must have documentation on board verifying that the hose has been in service less than 5 years and has been hydro-tested within the prior year.

2.16 PERSON IN CHARGE (PIC)

Both the terminal and the vessel must have a trained, qualified, and designated PIC on duty at all times.

2.17 REQUIREMENTS DURING TRANSFER

Sunoco Logistics requires the following during the transfer:

- The vessel will have a person on the deck and in line of view of the transfer piping and hoses at all times.
- Moorings must be tended conscientiously and kept taut at all times.
- If the vessel experiences excessive movement away from the dock or in either direction along the dock, all cargo transfer operations shall be stopped and manifold valves closed. Operations will not be resumed until the mooring situation has been corrected.
- Transfer hoses must be checked periodically for leaks, kinking, and proper positioning with the up and down movement of the vessel.
- The waters around the vessel will be checked periodically for any evidence of spilled product.

2.18 DANGEROUS CARGO SIGNAL

The vessel shall display a red warning light by night and a red flag by day to advise passing traffic that the vessel has dangerous cargo on board.

2.19 VESSEL-TO-SHORE VOLUME COMPARISONS

Vessels either loading or unloading will conduct periodic volume and flow rate comparisons with the terminal. Frequency and timing of these comparisons will be discussed and agreed upon during the pre-transfer conference. If there is a difference greater than 10%, the transfer will be stopped until the difference is reconciled.

2.20 TANK CLEANING/TANK ENTRY

Tank cleaning is not allowed at any time the vessel is alongside the East Boston Terminal. Any tank entry must be pre-approved by the terminal.

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3.0 SAFETY AND SECURITY INFORMATION

3.1 EMERGENCY DEPARTURE

During an emergency situation at the East Boston Terminal, a vessel may be required to leave the dock on short notice. Masters will ensure that the vessel is ready at all times to sail on short notice after cargo hoses are disconnected.

3.2 FIRE AND SAFETY

3.2.1 Emergency Equipment

Vessels must maintain all emergency equipment required by U.S. Coast Guard regulations. The equipment must be inspected and maintained in a safe, ready-to-use condition. All deck hands must be trained in the use of this equipment.

The terminal uses oil spill response organizations for spill response and has river boom staged shoreside at the dock.

3.2.2 Terminal Fire System

The fire/evacuation alarm consists of a loud, prolonged siren.

Firefighting at the East Boston Terminal is done by the Boston Fire Department.

There are fire extinguishers located next to the dock office building. These include wheeled units as well as handheld extinguishers.

There are fire water and foam hydrants along the bulkhead with portable foam monitors.

3.2.3 Fire and Smoking Safety Notices

Warning notices are to be posted on the vessel for the following:

- Visitor restrictions
- No open lights, matches, or lighters
- Smoking restriction and designated areas

3.3 EMERGENCY STOP

An emergency situation is considered to have arisen when any of the following occur:

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- Oil is released on the deck of the vessel or the dock.
- Oil is released into the water.
- Fire occurs on the vessel, dock, or anywhere in the terminal.
- Any other major incident that seriously affects safety of the vessel or the terminal.

As soon as an emergency situation is declared over the radio, the vessel shall immediately cease all transfer operations, secure the deck, and stand by to drain and disconnect all hoses. Resumption of the transfer will begin only with the agreement between vessel and terminal personnel and with the approval of the USCG if applicable.

3.4 TERMINAL SECURITY

Access to the Sunoco Logistics East Boston Terminal is strictly limited to Sunoco Logistics personnel, vessel crews, pre-approved maintenance or store contractors, government agencies, ship's agents, and cargo inspectors. Any other visitors must be first approved by Sunoco Logistics personnel. Listed below are the requirements for entrance to the Sunoco Logistics Terminal.

- Contactor list and visitor list must be faxed to terminal 24 hr before arrival of the vessel.
- Contactors and visitors must have picture ID. Visitors desiring unescorted access must possess a TWIC.
- Visitors must be willing to submit to a search of their vehicles by security personnel before entry to the dock will be allowed.
- All Sunoco Logistics rules and regulations concerning safety must be adhered to by personnel entering the marine dock area.

Security procedures for Sunoco Logistics at the varying MARSEC levels are in the Facility Security Plan. If the MARSEC level is raised from 1 to a higher level, the Facility Security Officer will notify all customers doing business at the terminal of the increased level and any additional security procedures. The current MARSEC level will be displayed on the outside of the dock office.

3.5 VESSEL/FACILITY SECURITY INTERFACE

After the arrival and docking of the vessel, security procedures required will be discussed before any other action is taken. The discussion will include the current MARSEC level (terminal/vessel/USCG requirements under the current level),

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Declaration of Security, and any other security measures deemed necessary by the vessel or terminal.

3.6 PHOTOGRAPHS

Permission to take photographs must be given by the terminal management and will only be approved under special circumstances.

3.7 TIDES AND CURRENTS

Tides have a mean range of 9.6 ft. Currents average a maximum flood of 0.2 knots and maximum ebb of 0.3 knots.

3.8 WEATHER FORECASTS

Vessels should maintain a weather watch and monitor forecasts. Any weather alerts received by the terminal will be passed on to the vessel.

3.9 ELECTRICAL EQUIPMENT

Any electrical equipment powered by generators, fixed power sources, or batteries that are not classified as intrinsically safe are not allowed to be used while at the East Boston Sunoco Logistics Terminal. This includes radios, pagers, cell phones, portable lighting, or any other equipment that is electrical but not approved for use in hazardous areas.

4.0 ENVIRONMENTAL INFORMATION

4.1 PRODUCT CONTAINMENT

4.1.1 Dock

The East Boston Terminal has a cement containment area encompassing the manifold platform and containment trays at the receipt headers.

4.1.2 Vessel

Vessels must plug all scuppers and drains before transfer to prevent any drippings or spills from draining to the river. Vessel must have a means of draining, pumping, or cleaning up any oil on the deck.

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4.2 POLLUTION RESPONSE

In accordance with federal- and state-mandated oil spill response measures, the terminal is equipped with containment boom and other spill response equipment, which can be readily deployed in the case of an oil spill. Response vessels, as required, will be provided by the local oil spill response organization.

Any vessel moored at the Sunoco Logistics East Boston Terminal is required to have and maintain all pollution control equipment mandated by federal and state regulations for use in case of an oil spill.

4.2.1 Pollution Reporting Procedures

In the event of any oil spill into the water, the following government agencies will be notified immediately:

National Response Center

U.S. Coast Guard COTP Boston

Massachusetts D.E.P.

Massachusetts State Police

Boston Fire Department

Boston Police Department

If a spill is from the vessel, terminal personnel will assist with notifications and response. Additional facility notification information is in both the *Facility Response Plan* and the *U.S. Coast Guard Marine Terminal Operations Manual* located in the dock office.

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4.2.2 Action Taken in the Event of a Spill

The following actions will be taken in the event of a spill.

1. Shut down all transfer operations.
2. Notify terminal/vessel/agent personnel immediately.
3. Start management, response, and agency notifications.
4. Initiate a site safety plan.
5. Start documentation of actions taken.
6. Obtain USCG approval before restarting the transfer.

4.3 BALLAST DISCHARGE

The East Boston Terminal does not have a ballast reception system, and discharge of ballast from cargo tanks to the river is not allowed in U.S. waters.

4.4 GARBAGE RECEPTION

The terminal is required by the Certificate of Adequacy to provide a means for reception of non-hazardous vessel garbage. The vessel's agent can make the necessary arrangements for removal if needed.

5.0 MISCELLANEOUS INFORMATION AND REQUIREMENTS

5.1 DRUG, ALCOHOL, AND FIREARMS POLICY

No alcohol or illegal drugs are allowed to enter the terminal. Crew members under the influence of drugs or alcohol will be detained at the dock office and their company notified. Reasonable cause for detaining crew members is speech, manner, behavior, and/or general appearance that may indicate that an individual is under the influence of drugs or alcohol. If a crew member is detained for reasonable cause, the shipping company must have the person tested for drugs and alcohol and cleared before entry to the terminal will be granted.

Firearms of any kind are not allowed on Sunoco Logistics property, except for those carried by authorized law enforcement officers.

Vessels and barge companies doing business at the Sunoco Logistics East Boston Terminal must have an alcohol and drug policy that meets or exceeds the standard as described in "The Oil Companies International Marine Forum Guidelines for the Control of Drugs and Alcohol on board Vessels" (*OCIMF Guidelines*).

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5.2 REPAIR WORK PERMISSION

Repairs that involve hot work are not allowed at any time the vessel is alongside the East Boston Terminal. Any repairs or maintenance not requiring hot work must be pre-approved by the terminal. A list of any additional personnel and parts required to complete the repairs must be supplied to the terminal before their arrival.

5.3 LOADING PROVISIONS AND STORES

Loading of provisions and stores is allowed at the East Boston Terminal with operational and security restrictions.

Operational—Contractor vehicles are not allowed on the dock. If shoreside delivery is being made, provisions and stores must be hand-trucked down the dock to the vessel. With prior permission from the terminal, stores may also be delivered via launch.

Security—A list of personnel delivering the provisions must be supplied to the terminal before their arrival. Before they will be admitted in to the dock area, they must show photo ID. If MARSEC levels rise, other restrictions could be applied. Call the terminal if you have questions. (See the Security Section for further details.)

5.4 OTHER CRAFT ALONGSIDE

No craft is authorized to come alongside or remain alongside a vessel while handling hazardous cargo without permission from the terminal. The operator of the craft must be fully aware of all safety rules and regulations applying to the vessel/terminal and must comply.

5.5 BUNKERING/FUELING

The East Boston Terminal does not allow bunkering at the dock. The terminal does not have capability for fueling of tugs.

5.6 POTABLE WATER

Potable water is available. Cost for providing potable water will be billed to the vessel owner.