

# Terminal Information Booklet •



## Vopak Terminal Europoort

### Key Contacts:

- In Case of Emergency: **00-31-181-240333** or use the Vopak radio
- Radio Contact: Through the radio given on board up on arrival

#### **Vopak Terminal Europoort B.V.**

Moezelweg 75, 3198 LS Europoort – Rotterdam

Shiftleader – Control Room (24hrs) +31 (6) - 20006855

Telephone 00-31-181-240201 (option 2) Ship planner (between 07.00-23.00 hrs)

E-mail: [europoort.planning@vopak.com](mailto:europoort.planning@vopak.com) (between 07.00-23.00 hrs)

[www.vopak.nl](http://www.vopak.nl)

#### **Harbour Master/Port authority**

Port of Rotterdam

Wilhelminakade 909, 3072 AP Rotterdam

Telephone: +31 10 252 1010

[www.portofrotterdam.com/en](http://www.portofrotterdam.com/en)

#### **Pilotage**

Loodswezen Rotterdam – Rijnmond

Markweg 200, 3198 NB Europoort – Rotterdam

Telephone: +31 88 900 3000

[www.loodswezen.nl/en](http://www.loodswezen.nl/en)

## Preface

# Vopak Terminal Europoort Information Booklet

This Terminal Information Booklet is addressed to masters, owners, operators, and agents of all vessels calling at the Vopak Terminal in Rotterdam Europoort designated on the front of the Manual. The master, owner and operator of the vessel calling at the Designated Terminal are responsible for: (a) the condition of the vessel, (b) the safe conduct of all operations on board the vessel, (c) compliance with all federal, state and local laws, rules and regulations, and (d) compliance with all rules and regulations in the Manual.

Vopak reserves the rights and remedies it may have for noncompliance with the terms in the Terminal Information Booklet. Terminal personnel have the discretion to exercise Vopak's rights and remedies for non-compliance with the Manual, including refusing to permit a vessel to dock or requiring a vessel to immediately disconnect and leave the berth. Every effort has been made to ensure that the data and information herein is accurate at the time of issue, and that the rules and regulations cited are complete. However, it is the responsibility of the master, owner and operator to be familiar with all applicable governmental regulations and rules.

Vessels are required to maintain copies of this booklet on board the vessel, with all notices and amendments fully accessible to all crewmembers, owner's and operator's personnel and/or appointed agents.

This Manual is the property of Vopak. The information contained herein may not be duplicated, used or disclosed except as authorized by Vopak. Vopak reserves the right to periodically amend this Manual. Please verify you are referencing the most current version. Additional copies or updates of this manual can be obtained by e-mail at [europoort.planning@vopak.com](mailto:europoort.planning@vopak.com).



# TERMINAL INFORMATION BOOKLET

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Revision		
0	December 2017	New layout
1	March 2018	First edition
2	August 2018	Parameters VP3 changed
3	August 10 <sup>th</sup> 2018	Appendix 1 Terminal lay-out revised
4	August 11 <sup>th</sup> 2020	Appendix 2 Odour emission checklist naphta loading
5	January 4 <sup>th</sup> 2020	ISGOTT 6 compliance for Terminal Information Booklet
6	January 11 <sup>th</sup> 2020	Removed ISGOTT Part 1 from Appendix
7	February 19 <sup>th</sup> 2020	OCIMF compliance

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## Section 1: Emergency Procedures

### 1.1: General (alarms, contacts, pollution response equipment description, safety equipment maps/locations)

Vopak alarm signals:

- Site alarm: Slow whoop : 
- All clear signal : 

On each first Monday of every month at 12.00 hrs the site alarm will be tested.

### 1.2: Procedure for Oil Spill & Vapour Release

In case a pollution has occurred on the Jetty or water surface as the result of any operation on board the tanker please contact the CCR via the Emergency number **00-31-181-240333** or use Vopak radio.

Each Jetty is equipped with a spill kit (picture), a rescue hook and rescue buoys



### 1.3: Procedure for Fire & Explosions (International Shore Connection)

Contact the CCR via the Emergency number **00-31-181-240333** or use Vopak radio.

An International shore fire connection (ISGOTT) is available on each Jetty:





Actions in case of fire on board:

- Stop loading / discharging.
- Sound alarm via the ships horn / inform Vopak personnel through the general number/radio emergency channel or the intercom system with open connection with CCR.
- Evacuate the crew (see 1.4: Procedure for Evacuation)
- Try to extinguish the fire.
- Check the number of crew members from your ship.
- Wait for further instructions from Vopak personnel.

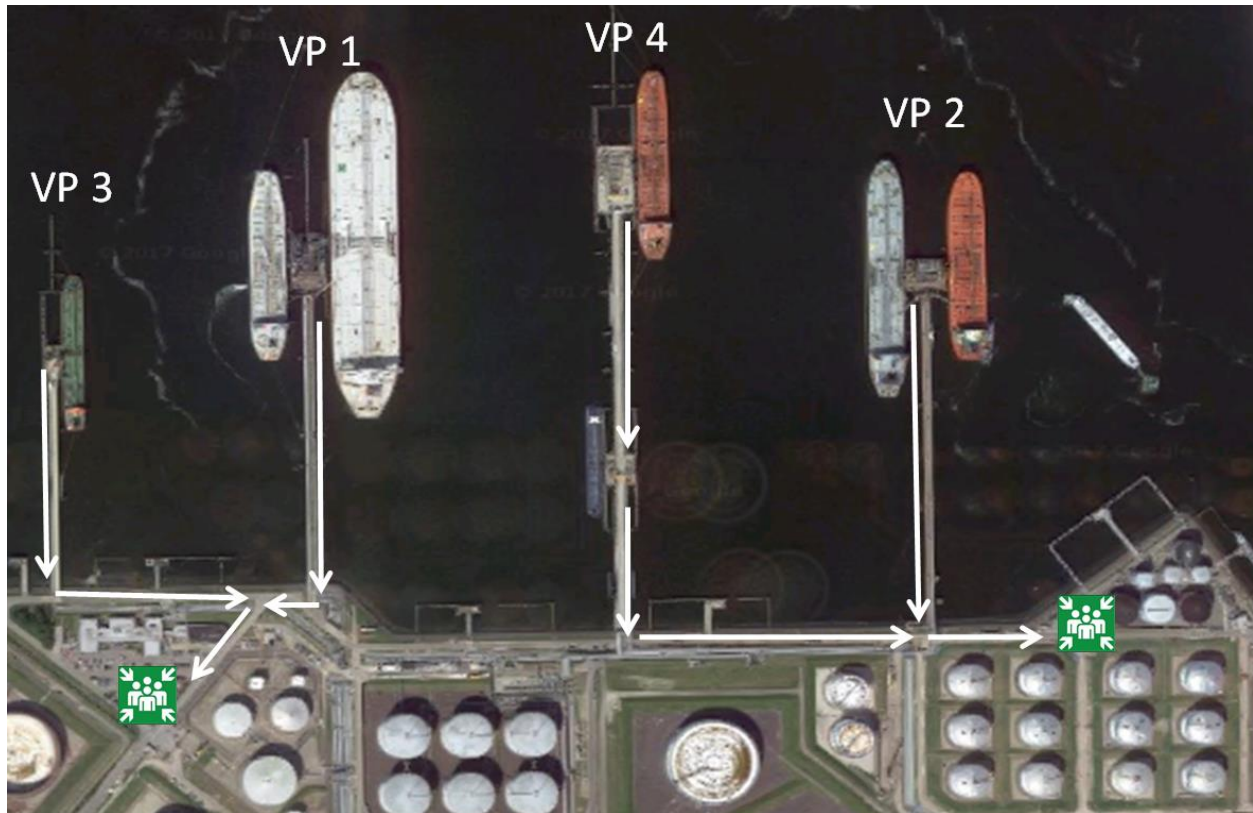
In case of fire on the jetty or terminal:

- Site alarm will be activated
- Stay on board
- Wait for Vopak instructions (do not evacuate onto the jetty / terminal)

#### 1.4: Procedure for Evacuation (Evacuation Route and Muster Point Map)

Contact the CCR via the Emergency number **00-31-181-240333** or use Vopak radio.

- Wait for Vopak instructions
- Assemble at the nearest assembly point. See map below.



### **1.5: Procedure for Collision/Damage to Berth**

Contact the CCR via the Emergency number **00-31-181-240333** or use Vopak radio.

### **1.6: Procedure for Medical Emergency**

Contact the CCR via the Emergency number **00-31-181-240333** or use Vopak radio.

Do not call emergency services yourself. CCR will inform the services and guide them through the terminal to the right jetty.

### **1.7: Security breach**

Contact the CCR via the Emergency number **00-31-181-240333** or use Vopak radio.

### **1.8: Person Overboard**

Contact the CCR via the Emergency number **00-31-181-240333** or use Vopak radio.

### **1.9: Vessel breakout or drift along berth**

Contact the CCR via the Emergency number **00-31-181-240333** or use Vopak radio.

### **1.10: Emergency Shutdown (ESD)**

Before commencing loading/ discharge operation, the shore emergency stop box will be tested by the jetty operator and handed over to the tanker's deck watch, with instructions central cargo room. By pulling the emergency stop button on the box or the emergency stop button on the radio, the ESD valve of the loading arm(s) will close, and all terminal cargo pumps will be stopped.

The emergency stop button may only be pulled in case of emergency, for example

- when due to circumstances the loading arm gets disconnected from the tanker's manifold during product transfer, and product is spilled.
- when the tanker's tanks are in danger of over filling during loading operation.
- when fire breaks out on board of tanker during loading operation.

### **1.11: Incident Notification Policy**

Contact CCR via the Vopak radio or dial the Emergency number **00-31-181-240333**.



## Section 2: Health, safety and security policies

### 2.1: Personal Protective Equipment (PPE) requirements

Safety helmet, glasses, shoes, overall and a H2S meter are obligatory on the operational area of the terminal.

PPE free walkways for seafarers/crew are indicated from Jetty to Main gate and vice versa. Exception: On the walkway from Caland Jetty to Jetty VP2 and vice versa PPE's are mandatory.



### 2.2: Terminal access/crew to shore/visitors policy



Follow the walkway between the blue (PPE free) and white lines to the Gate and vice versa.



On the terminal smoking and open fire are forbidden.



On the terminal (also on the blue walkways) photography and the use of a mobile phone are forbidden. In the operational area the carrying of a mobile phone is forbidden.

Entry into operating areas of the terminal is prohibited. These areas include, but are not limited to: terminal office buildings, tank pits, metering and sampling areas, barge dock area, cargo control rooms, fire equipment areas, terminal lunchrooms, etc.

Minimum age to have entrance to the terminal is 18 years

A sanction policy applies.

### 2.3: Vessel/terminal security interface (Declaration of Security)

ISPS is applicable on the terminal. Please advise name of the Ship Security Officer.

As the Port Security Officer (PSO) in the port of Rotterdam, the Harbour Master is the authority for security in the entire port on behalf of the Mayor. To keep the risk of security incidents to a

minimum, security rules apply in the port of Rotterdam. These rules are set by the International Maritime Organisation (IMO) in the International Ship and Port Facility Security (ISPS) Code.

#### Security level in the port of Rotterdam

The security level is part of the ISPS Code. For terminals, these security levels are set by the national government. For sea-going vessels, the level is established by the flag state or the port state. In the event of an increased threat, the security level is raised and vessels and terminals must take additional security measures. The Port of Rotterdam Authority informs those responsible for security at terminals (PFSOs) about changes to the security level.

#### Security levels:

1. Normal situation: the standard security measures apply
2. General increased threat: stricter security measures are implemented
3. Specific threat: very strict security measures are implemented

#### Registration:

Shipping agents of vessels, subject to the ISPS Code, are obliged to register the ship security pre-arrival information at least 24 hours in advance. They will do that via the security screen in Portbase (website).

### 2.4: Drugs, Alcohol, Firearms Policy



On the terminal the possession or use of drugs, alcohol or firearms is forbidden.

No alcohol is allowed to enter the Terminal. Crew members under the influence of alcohol, or carrying alcohol, will be detained at the entry gate by Terminal Security and the Master informed. Reasonable cause for detaining crewmembers is speech, manner, behavior and/or general appearance. The Terminal will advise the Master of detained crewmembers; however the Terminal is not responsible for returning crewmembers to the ship, or elsewhere, as a result of failure to pass the alcohol test.

### 2.5: Smoking Policy



Smoking is strictly prohibited on jetties and on board of tankers, except in those places aboard specifically designated as 'smoking areas'.

### 2.6: Portable electronic equipment and naked lights



The use of battery-operated devices, including cell phones, pagers and cameras, is prohibited while alongside the jetty or while traveling to or from the vessels moored at the marine terminal. Open lights are also forbidden.



There are potentially explosive areas on the site.

Opening and closing of hatches, (de)blinding of flanges and any other operation on deck involving metal instruments shall be carried out in such a manner that generation of sparks is avoided.

## **2.7: Repairs while alongside**

Repair work is prohibited on any tanker unless the agent has confirmed in writing that permission of Port Authority has been requested and granted. Also the agent must inform the Port Authority permission to terminal and request terminal permission. The terminal will then decide whether or not to grant permission.

Hot work repairs on the deck and in engine room while alongside our jetties are not allowed. For repairs on main engine and ship is not able to sail under own power (dead ship), permission is requested from Terminal and Port Authorities of Rotterdam. If permission is given – tugboats must be stand by at all time.

## **2.8: Provisions and stores (other craft alongside)**

Only by barge alongside to be arranged via Vessel's agents, prior to arrive always inform CCR

## **2.9: Safety data sheets**

To be provided by product owner prior to arrival.

## **2.10: Benzene and Hydrogen Sulphide (H<sub>2</sub>S)**

Both can occur in our products.

In case of transshipment of products, containing H<sub>2</sub>S or Benzene, suitable ppe's must be used

When H<sub>2</sub>S concentration in ship's tanks (liquid phase) is above 2 ppm this must be reported to the terminal prior to arrival. To report as per vessel Clearance Procedure.

## **2.11: Static Accumulator Policy**

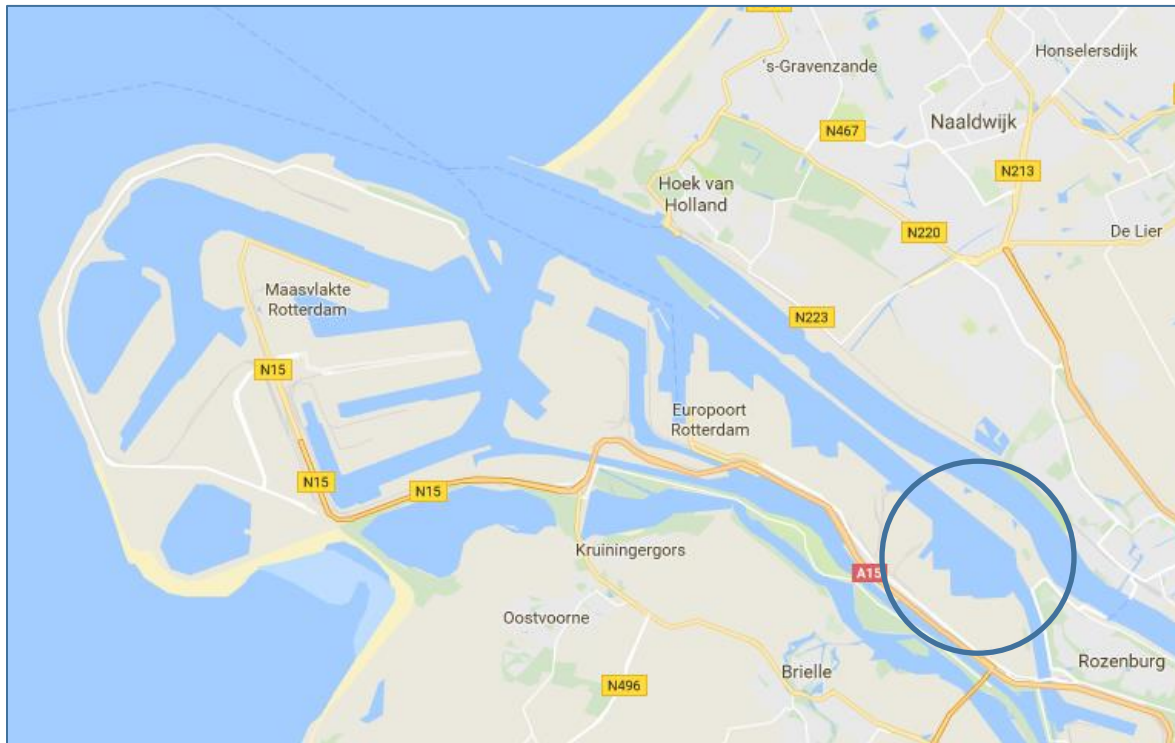
Measures in case of manipulation with a static accumulating product with a risk of explosion

To prevent static discharge, the ship and jetty are insulated from each other. There is an insulating flange in each loading arm which is regularly inspected. The loading arm must be placed in such a way that no contact is made with the ship except with the ship's manifold. Connections to the connected loading arm such as nitrogen hose for emptying the pipe may only be made on closed non-leaking systems.

Hoses may be used where the connection to the loading arm has an insulating flange. When using hoses, avoid contact with railings.

## Section 3: General Information

### 3.1: Terminal location (description and maps)



### 3.2: Terminal Layout (Description and Maps)

As per appendix.

### 3.3: Hours of Operation

24/7

### 3.4: Local Time

Standard Time UTC/GMT: +1 hr

Daylight saving +/- hrs: +1 hr

DST start: Night of last Saturday on Sunday in march

DST End: Night of last Saturday on Sunday in October

### 3.5: Vessel/Shore communications policy

During the loading/discharge there will be no jetty man present. Cameras will guard the jetty. Communication will be done by portable UHF, handed to you on arrival, by the Terminal Representative. This portable UHF will be for operational as well as for safety communication, so at all times it will be with the officer on duty. All special events should be reported to the control room.

The cranes on the jetty are only for operational use of the Vopak operators and will, *under no circumstances*, be used for ship's purposes. Communication by intercom and portable UHF will be recorded for handling of disputes, incidents, internal control and security. While our personnel is

carrying out operations in connection with the loading of a vessel, the Master or his deputy shall be available on board at all times.

You will understand that all regulations must be strictly adhered to, not only to ensure the safety of your vessel, the installation and the cargo, but also in the general interest of urban community and harbour. We request you to read the registered jetty conditions carefully. Please note that the mooring of any other vessel(s) alongside your vessel is subject to our explicit consent. The master herewith declares that his ship is in all respects capable of performing the loading/discharging in accordance with regulations set by I.M.O. and at present in force in the Rotterdam Harbour Area.

### **3.6: Language Spoken**

English

### **3.7: Vessel Acceptance Policy**

Prior to arrival the Vopak questionnaire has to be filled in and sent to the terminal

### **3.8: Important Telephone Numbers**

See Appendix 3: Important Information

### **3.9: Environmental (weather, tides, etc.) monitoring procedures**

- If a weather alert for the region takes effect, the Shift leader informs the ship's management of both seagoing and inland vessels approximately 3 hours in advance of the expected weather.
- Approximately 3 hours in advance, the operational department checks whether the ships are adequately moored, in the operator's opinion this is not the case, then this is made known to the captain.
- During the weather alert, the CCR keeps the ship's control via radio / telephone informed of any additional measures regarding the weather alarm.

## Section 4 Berth Information:

(Products handled, LOA, Max Beam, Max Displacement, Controlling Depth, Max Draft, Load Rates, Discharge rates/MAWP, Hose(s) and/or Arm(s) Size, Vapor Recovery etc.)

VOTOB Jetty Conditions (2014 edition) are applicable. See Chapter 9 Important/interesting links.

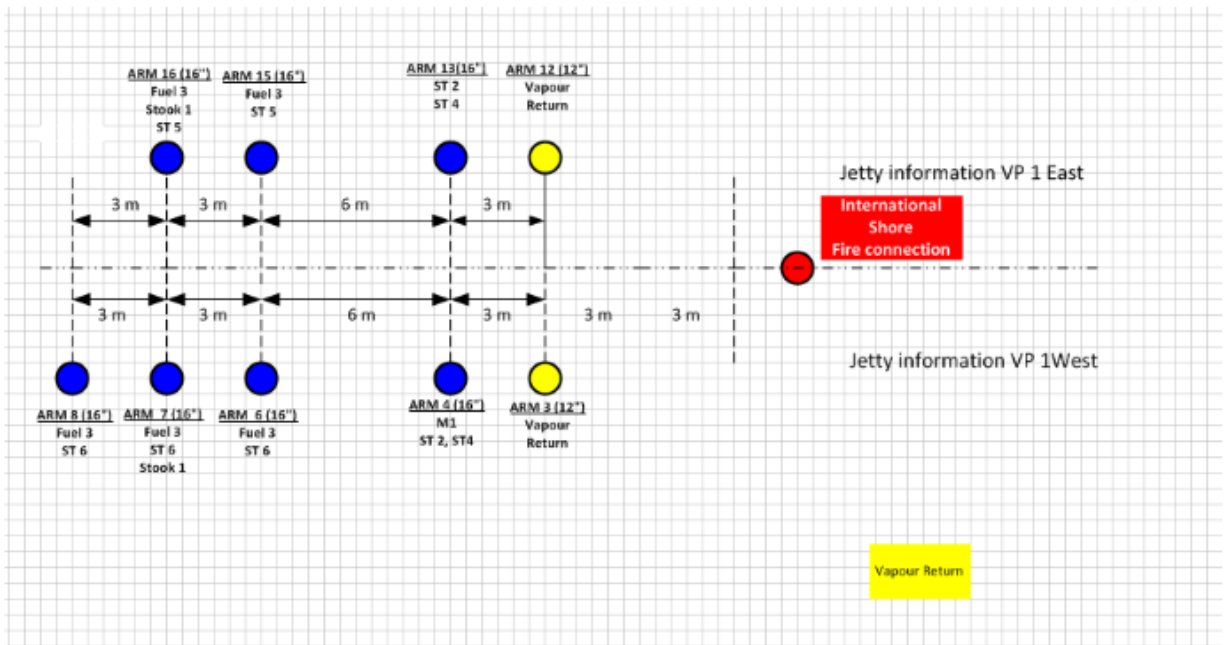
### 4.1: Berth **VP 1** Description and Parameters

It is only permitted to exceed the contract depth after obtaining permission from the Port Authority. The contract depth is determined relative to NAP.

VINGERPIER 1 (Sea going vessels only)		K-1, K-2, K-3 PRODUCTS PERMITTED.			
Information about mooring/docking at Vingerpier 1 Port number:	West 5534	East 5533	Information on the loading arms		
Max. displacement in metric tons on arrival	369,000	369,000	West	Arm 3	12" Vapour return
Maximum length in metres		360		Arm 4	16"
Minimum length in metres	See *	See *		Arm 6	16"
Max. mooring width with BAB manipulations on opposite pier.	See nautical directive			Arm 7	16"
Max. mooring width with BAB manipulations on opposite pier.	See nautical directive			Arm 8	16"
Minimum parallel body length	n/a	n/a	East		
Maximum draft in meters NAP (Water depth)	21,65 m	21,65 m		Arm 12	12" Vapour return
Maximum draft in metres NAP (Contract depth)	21,10 m	21.10 m		Arm 13	16"
				Arm 15	16"
				Arm 16	16"
Minimum fender distance - ship manifold (in metres)	1.10	2.70			
Maximum fender distance - ship manifold (in metres)	7.60	9.20			
Minimum deck / manifold height in metres for fixed loading arm support	n/a	n/a			
Pier deck / waterline distance to NAP:					
Lowest position of the loading arm connection point relative low tide water.	4	4			
Highest position of the loading arm connection point relative high tide water.	29	29			
Maximum mooring speed in metres / second	0.10	0.07			
<b>VP-1 particulars with regards to mooring / docking:</b>			<b>Details regarding the loading arms:</b>		
* Crude oil and fuel oil ships with a length of <200 m should be moored with the head on the inside because of the position of the loading arms. If necessary, the superintendent can decide to moor a ship BB or SB on the longitudinal side.			The connection point can be increased or decreased with a reducer.		



Version juli 2017



Distances between the vapour return line and the various loading arms on VP-1

### Vopak Oil Rotterdam Pier Data

Avg. high tide water = NAP + 1.17 m.

Avg. low tide water = NAP - 0.47 metres.



## 4.2: Berth **VP 2** Description and Parameters

It is only permitted to exceed the contract depth after obtaining permission from the Port Authority. The contract depth is determined relative to NAP.

VINGERPIER 2 Sea going vessels only.			K-1, K-2, K-3 PRODUCTS PERMITTED.		
Information about mooring/docking at Vingerpier 2 Port number:	West 5528	East 5527	Information on the loading arms		Size
Max. displacement in metric tons on arrival	341,000	135,000	West	Arm 1	12"
Maximum length in metres	375	250		Arm 2,3,4	16"
Minimum length in metres	n/a	n/a		Arm 5.6	16"
Max. width:	n/a	48 m	East		
Maximum permissible width BAB VP-2 East see particulars at 1 VP-2 East.	<b>See spec. 1 VP-2 East</b>			Arm 7,8	12"
Maximum permissible width BAB VP-2 West see nautical directive.	n/a			Arm 9	16"
				Arm 10	12"
				Arm 11	16"
Maximum draft in metres NAP (Water depth)	16,65 m	15,65 m	<b>Details regarding the loading arms:</b>		
Maximum draft in metres NAP (Contract depth)	16,00 m	15,00 m			
Maximum draft in feet NAP (Contract depth, including 1,65 ft keel clearance)	54.6	51.3	The connection point can be increased or decreased with a reducer.		
Minimum fender distance - ship manifold (in metres)	2.50	2.50			
Maximum fender distance - ship manifold (in metres)					
Minimum deck / manifold height in metres for fixed loading arm support	n/a	n/a			
Pier deck / waterline distance to NAP:					
Lowest position of the loading arm connection point relative to low tide. .	0.5	0.5	Connection through hoses is possible at VP-2. The loading arms are equipped with hydraulic clutches. <b><u>Spec. 1: BAB VP-2 EAST:</u></b> Before accepting BAB manipulations, the Planning Department must contact the Port Authority.		
Highest position of the loading arm connection point relative to high tide.	23	23			
Maximum mooring speed in metres / second	0.10	0.10			
Vapour return connection of 8" on both the West and the East. Restriction: Vapour recovery cannot be used simultaneously on both sides.					
<b>Information about mooring/docking at Vingerpier 2</b>					
If necessary, the superintendent can decide to moor a ship BB or SB on the longitudinal side.					

### Vopak Oil Rotterdam Pier Data

Avg. high tide water = NAP + 1.17 m.

Avg. low tide water = NAP - 0.47 metres.



## 4.3: Berth **VP 3** Description and Parameters

It is only permitted to exceed the contract depth after obtaining permission from the Port Authority. The contract depth is determined relative to NAP.

Ships with a length of 230 metres and a displacement of 100.000 metric tons can be received on this Jetty, on the conditions that ships larger then 55kDWT incidentally will be received and moor always under the guidance of a pilot and a portable docking system (PPU of the pilotage).

<b>VINGERPIER 3 East. Sea going vessels and barges.</b>			<b>FUEL OIL and MAXIMUM K-3 PRODUCTS PERMITTED.</b>			
<b>VINGERPIER 3 West. Barges only.</b>						
<b>Information about mooring/docking at Vingerpier 3</b>	<b>West 5536</b>	<b>East 5537</b>	<b>Information on the loading arms</b>	<b>Size</b>	<b>Connection</b>	<b>Outer diameter</b>
<b>Port number:</b>						
Max. displacement in metric tonnes on arrival	25,000	100,000				
Maximum length in metres	150	230	West Arm 1	12"	12"ASA 150 lbs	482.6 mm
Minimum length in metres	n/a	n/a	Arm 2	12"	10"ASA 150 lbs	406.4 mm
Maximum mooring width with BAB manipulations on opposite pier *	See nautical directive		East Arm 5	12"	12"ASA 150 lbs	482.6 mm
			Arm 6	12"	12"ASA 150 lbs	482.6 mm
Maximum draft in metres NAP (Water depth)	5.65	14.65				
Maximum draft in metres NAP (Contract depth)	5,00	14,00				
Minimum fender distance - ship manifold (in metres)	1.50	1.50**				
Maximum fender distance - ship manifold (in metres)			<b>Details regarding the loading arms:</b>			
Minimum deck / manifold height in metres for fixed loading arm support	0.80	0.80	The loading arms on VP-3 are equipped with hydraulic clutches.			
Pier deck / waterline distance to NAP:			The connection point can be increased or decreased with a reducer.			
Lowest position of the loading arm connection point relative to low tide water (N.A.P.)	2.4	2.4				
Highest position of the loading arm connection point relative to high tide water (N.A.P.)	13.8	13.8				
Maximum mooring speed in metres / second	0.10	0.09				

### Vopak Oil Rotterdam Pier Data

Avg. high tide water = NAP + 1.17 m.

Avg. low tide water = NAP - 0.47 metres.







## 4.4: Berth **VP 4** Description and Parameters

It is only permitted to exceed the contract depth after obtaining permission from the Port Authority. The contract depth is determined relative to NAP.

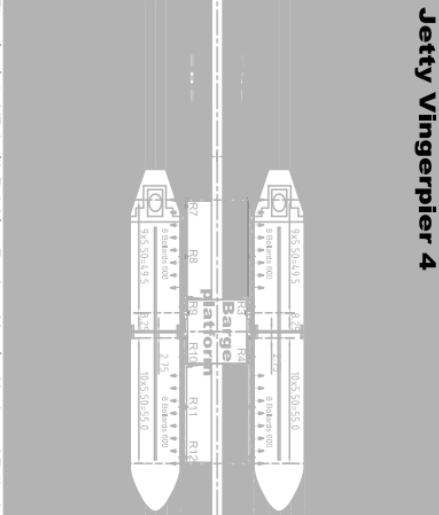
<b>VINGERPIER 4</b>		<b>K-1, K-2, K-3 PRODUCTS PERMITTED.</b>					
<b>Information about mooring/docking at Vingerpier 4 Sea platform Port number</b>	<b>West 5531</b>	<b>East 5530</b>	<b>Information on the loading arms</b>		<b>Size</b>	<b>connection</b>	<b>Outerdiameter</b>
Max. displacement in metric tonnes on arrival	177,500	177,500	West	Arm 16	16"		
Maximum length in metres	285	285		Arm 4	10"	10"ASA150lbs	406.4 mm
Minimum length in metres	n/a	n/a		Arm 5	12"		
Max. mooring width with BAB manipulations on opposite pier.	See nautical directive			Arm 6	12"		
Max. mooring width with BAB manipulations on opposite pier.	See nautical directive		East	Arm 7	16"		
Maximum draft in metres NAP (Water depth)	18,50 m	18,50 m		Arm 15	16"		
Maximum draft in metres NAP (Contract depth)	17,65 m	17,65 m		Arm 11	10"	10"ASA150lbs	406.4 m
				Arm 12	12"		
Maximum mooring speed in metres / second	0.1	0.1		Arm 13	12"		
				Arm 14	16"	16" or 10" ASA150lbs	
<b>12" and 16" LOADING ARMS</b>							
Minimum fender distance / manifold (in metres)	3 mtr	3 metres					
Minimum deck / ship manifold height in metres for fixed loading arm support	0.8 m	0.8 m					
Pier deck / waterline distance to NAP:	+ 5.75 m	+ 5.75 m					
Lowest position of the loading arm connection point relative to low tide water (NAP – 0.47 metres)	+ 5 metres	+ 5 metres					
Highest position of the loading arm connection point relative to high tide water (NAP + 1.17 metres)	18 metres	18 metres					

### Vopak Oil Rotterdam Pier Data

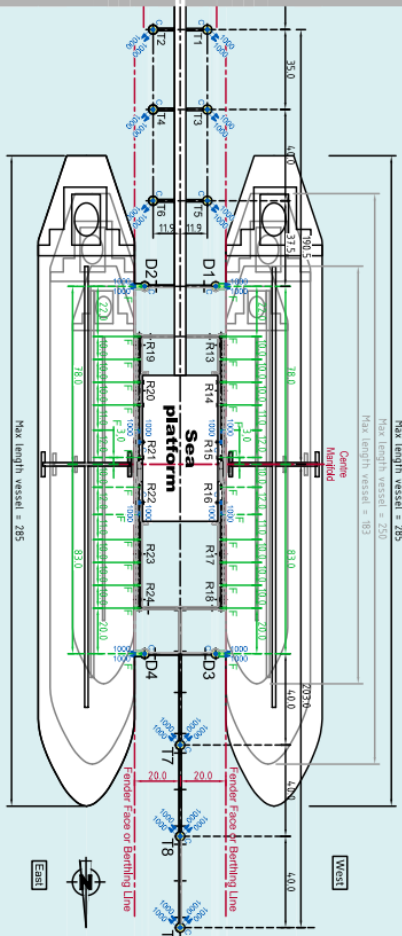
Avg. high tide water = NAP + 1.17 m.

Avg. low tide water = NAP - 0.47 metres.

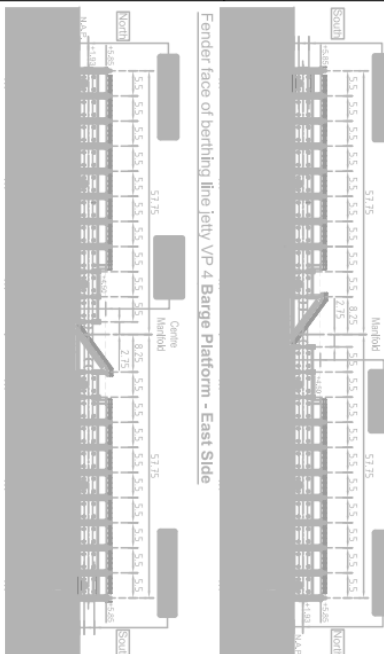
## Jetty Vingerpier 4



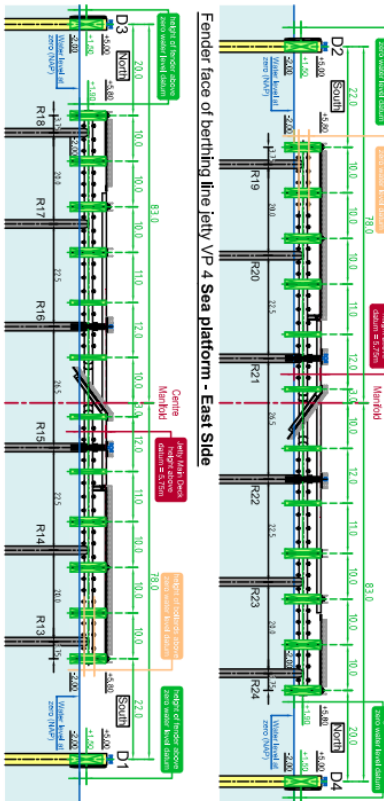
Plan view Jetty VP 4 with Dolphins, Fenders, Mooring Hooks and Bollards



Plan view Jetty VP 4 with Dolphins, Fenders, Mooring Hooks and Bollards



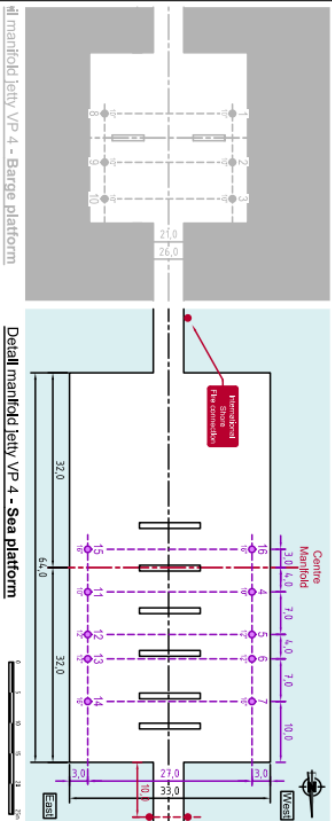
Fender face of berthing line Jetty VP 4 Barge Platform - East Side



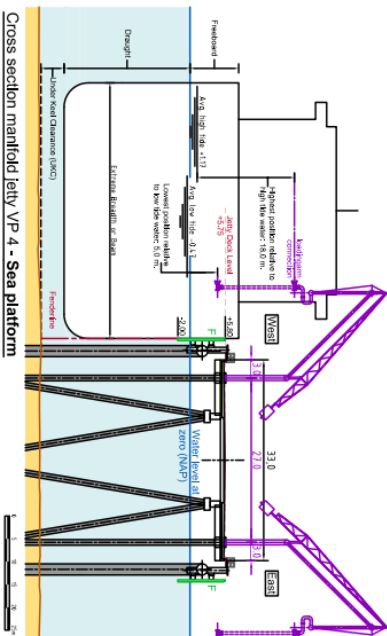
Fender face of berthing line Jetty VP 4 Sea platform - East Side

Fender face of berthing line Jetty VP 4 Barge Platform - West Side

Fender face of berthing line Jetty VP 4 Sea platform - West Side



Detail manlift Jetty VP 4 - Sea platform



Cross section manlift Jetty VP 4 - Sea platform

## Jetty Information

### Sea platform

- West: (51°54'57"N / 4°12'38"E) Port no. 5531
- Max. displacement in metric tonnes on arrival: 177,500 tonnes
- Max. length in meters: 285
- Min. length in meters: 210
- Min. draft in meter Water Level at Zero (NAP): 17.65
- Min. draft in meter Water Level at Zero (NAP): 17.65
- Min. distance fender - ships manifold in meters: 1.10
- Max. distance fender - ships manifold in meters: 7.50
- Max. Mooring speed in m/sec: 0.10

- East: (51°54'57"N / 4°12'39"E) Port no. 5530
- Max. displacement in metric tonnes on arrival: 177,500 tonnes
- Max. length in meters: 285
- Min. length in meters: 210
- Min. draft in meter Water Level at Zero (NAP): 17.65
- Max. draft in meter Water Level at Zero (NAP): 17.65
- Min. distance fender - ships manifold in meters: 2.70
- Max. distance fender - ships manifold in meters: 9.20
- Max. Mooring speed in m/sec: 0.07

### Details regarding the loading arms :

- The loading arms are equipped with hydraulic clutches.
- The connection point can be increased or decreased with a reducer, max. 1 reducer allowed

### Vapor return :

- Vapor return connection of 8" on both the east and the west side of the Jetty.
- Restricting Vapor recovery can be used simultaneously on both sides at the same time.

### Mooring hooks :

- Capacity hook in kN (SWL, safe working load).
- Cupston, if present indicated by C.

### Bollards :

- Capacity bollard in kN (SWL, safe working load).

### General Information :

- Water density 770 PPM (maximum)
- Generally ranges from 1025 kg/m<sup>3</sup> at high tide to 1012 kg/m<sup>3</sup> at low tide, depending on personal, tidal and meteorological influences.

### Distance between the various Jetties :

- Distance between VP-3 East and VP-1 West: 200 meter.
- Distance between VP-3 East and VP-4 West: 235 meter.
- Distance between VP-4 East and VP-3 West: 235 meter.

### Site mooring :

- The decision of the number of moorings required to safely moor a vessel rests with the captain of the relevant vessel.
- Avg. high tide water = NAP +1.17m
- Avg. low tide water = NAP -0.47m

## Section 5: Pre-Arrival Communications

### 5.1: Pre-arrival information exchange requirements from terminal to vessel and communications process

Prior to arrival we need a complete filled in pre-arrival form via Vessels Agent or customer. In case of loading you have to declare to arrive stench free. According our permit regulations Vopak will, in most cases, receive vapours in order to treat and avoid permit violation (Odour). This is done by means of vapour processors. The jetties are equipped with various vapour processors

#### 5.1.2: Water depths (channel and berthing pocket(s). Controlling Depth Letter Statement

See Section 4: Berth Information

#### 5.1.3: Pilotage procedures/anchorage

In case your Jetty is occupied you have to arrange an anchorage place which will be arranged via Ship's Agents.

#### 5.1.4: Tug requirements

Rotterdam is an open Port, no tug regulations required. On advise of the pilot, the Master of the vessel can decide whether and number of tugs is required.

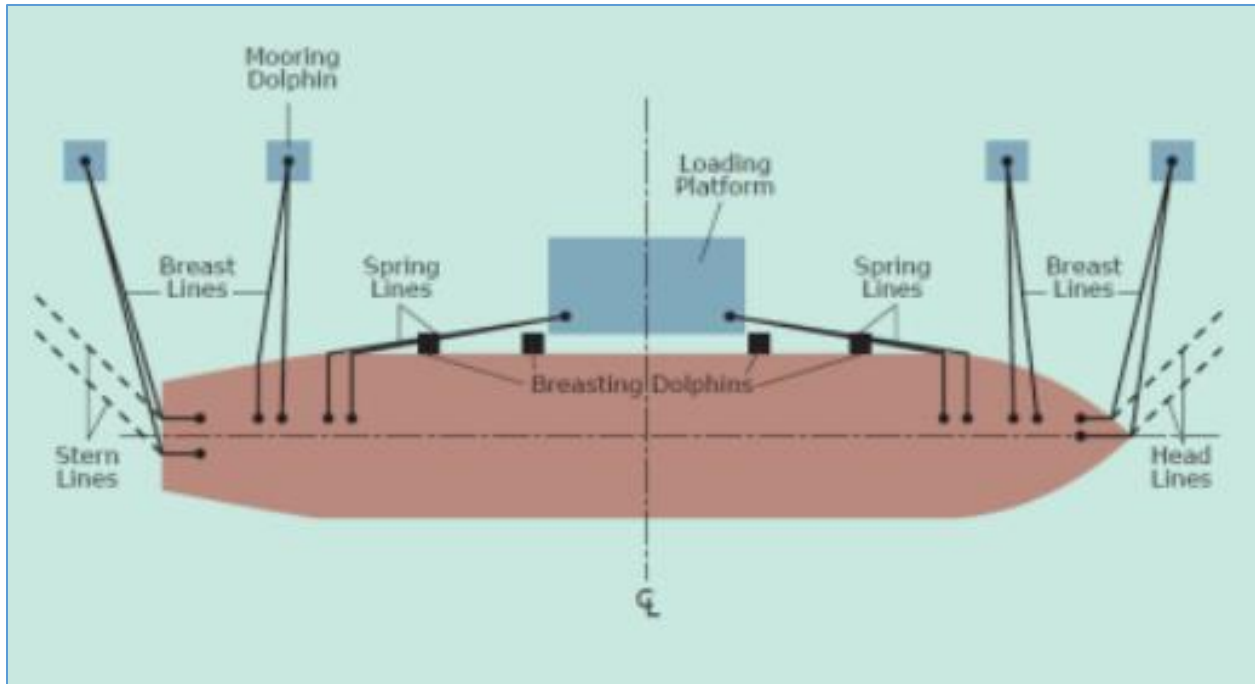
#### 5.1.5: Vessel displacement and dimensional limitations per berth

See chapter 5 – Berth Information

#### 5.1.6: Minimum mooring requirements per berth and typical mooring diagrams per berth

Minimum required mooring to ensure that a vessel can be safely moored (This standard is a guideline). The decision on the number of moorings required to safely moor a vessel rests with the captain of the relevant vessel.

Between 20,000 tonnes and 100,000 tonnes DWT	Between 100,000 tonnes and 150,000 tonnes DWT	150,000 tonnes DWT and more.
3 front and rear moorings	3 front and rear moorings	3 or 4 front and rear moorings
2 breast lines, both front and rear	3 breast lines, both front and rear	3 breast lines, both front and rear
1 spring, both front and rear	2 springs, both front and rear	2 springs, both front and rear



#### 5.1.7: Line handling procedures

No unauthorized person is allowed onto the Jetty during the mooring and unmooring of a tanker. No tanker shall moor at a Jetty without previous permission of the Terminal.

The Master shall:

- Ensure that his tanker is adequately moored alongside with all available wires in accordance with the Minimum Mooring Requirements (see 4.6),
- Ensure that his tanker's moorings are tended as required to prevent undue movement of the tanker;
- Ensure that the winches are in manual mode.
- Adjust the tension of the lines when needed.

#### 5.1.8: Berthing maneuvers/approach speeds

See Chapter 4: Berth Information.

#### 5.1.9: Garbage and Slops Disposal Procedures

Only by barge alongside to be arranged via Vessel's agents, prior to arrange always inform CCR

## 5.2: Pre-Arrival information exchange from vessel to terminal as per ISGOTT, chapter 22

The new ISGOTT 6 ship – shore checklist has a new pre-arrival checklist for ship and Terminal Below Part 2 of Terminal.

Part 2. Terminal: checks pre-arrival			
Item	Check	Status	Remarks
12	Pre-arrival information is exchanged (6.5, 21.2)	✓ Yes	Pre-Arrival Questionnaire & Terminal Information Booklet
13	International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5)	✓ Yes	Available on all jetties
14	Transfer equipment is of suitable construction (18.1, 18.2)	✓ Yes	Equipment in good and safe condition
15	Terminal information booklet transmitted to tanker (15.2.2)	✓ Yes	Sent by Agent
16	Pre-berthing information is exchanged (21.3, 22.3)	✓ Yes	See Terminal Information Booklet (TIB)

We request you to fill in part 1A & 1B (if applicable) attached in the Pre-Arrival Questionnaire and send this back to:

[europoort-cs@vopak.com](mailto:europoort-cs@vopak.com) and [europoort.planning@vopak.com](mailto:europoort.planning@vopak.com)

## Section 6: Operational Information

### 6.1: Gangways (Ships and Barges)

Place gangway.

After the Vessel has been moored (all fast) and the pilot has agreed, the gangway can be placed.

Note: In the event of a storm, the gangway will be secured by Vopak personnel

Before the ship leaves, the following steps must be taken:

- The radio must be returned to the terminal
- The emergency stop must be taken back
- A copy of the ISGOTT checklist must be issued with regular check interval times
- Crew and pilot must be on board
- All shore personnel must be off the ship

After all the above steps have been taken, the gangway can be removed and turned ashore.

The operator then remains on the jetty and ensures that the ship has sailed away without any damage.

### 6.2: Pre-transfer conference policy

Prior to commence the manipulation, the operator first tests the emergency stop and sends it to the CCR from of your vessel.

After the manipulation has started and the “leakage check” has been done, the Jetty control is handed over to the Process Controller in the CCR. He can see the status of the manifold via the monitors.

### 6.3: Ship to Shore Safety Checklist and declaration of inspection (Including shift relief policy)

Before commencement of a manipulation, agreements are made between Vopak and the ship's management with regard to the safety rules and the loading / unloading, which apply to vessels moored alongside one of the Vopak Europoort jetty. The forms, which must be completed and signed, are listed below:

LOADING		
ISGOTT safety checklist	Safety arrangements between Vopak and ship management (Ship alongside jetty)	
Operational Arrangement	Agreement between Vopak and ship management regarding the Terminal safety rules (VOTOB) and loading of the ship.	
Pigging letter (only if lines have to be emptied)	Agreement between Vopak and ship management regarding the emptying of pipes by pigging to the ship.	
MSDS	MSDS is provided by the sender (customer) in loading vessels.	
Notice of readiness	Form, in which the ship's representative indicates that the ship alongside the Jetty is ready for the agreed loading.	
DISCHARGING		
ISGOTT safety checklist	Safety arrangements between Vopak and ship management (Ship alongside jetty)	
Operational Arrangement	Agreement between Vopak and ship management regarding the Terminal safety rules (VOTOB) and the discharge of the ship.	
Cargo papers	The cargo papers and customs forms and MSDS of the loaded product provided by the sender	
Notice of readiness	Form, in which the ship's representative indicates that the ship alongside the Jetty is ready for the agreed discharge.	

The Operational Arrangement and the ISGOTT list can also be delivered digitally (via tablets)

### 6.4: Ballasting policy

The Terminal is not equipped to receive ballast. Please contact Agents to arrange a barge.

### 6.5: Loading arm or hose connection and disconnect/draining procedures

Each jetty has its own manual which describes the operation of the loading arms. Coupling the loading arms, placing the support and the pressure test is described in this manual.  
Disconnect



As soon as the Master or Chief on board informs the Loading Master that the manipulation has been completed, the Loading Master informs the operator that the ship can be disconnected. The loading arm must be supported, protected, operated and stored in such a way that damage is prevented.

#### **6.6: Cargo transfer policy (including manning requirements)**

Monitoring process, the Loading Master monitors the process (line displacements, pump speeds and intermediate tuning quantities). The operator performs checks at regular intervals during the transfer. 3 times per shift (begin shift - halfway shift - end of shift) must be checked which quantity has been pumped in the ship or tank and whether this is correct with the delivered quantity. In addition, ISGOTT re-checks will be done every 8 hrs during the transfer.

#### **6.7: Vapour recovery**

According our permit regulations Vopak will, in most cases, receive vapours in order to treat and avoid permit violation (Odour). This is done by means of vapour processors. The Jetties are equipped with various vapor processors.

#### **6.8: Crude Oil Washing (COW)**

The agent reports via the Port Base system that the ship intends to carry out a COW operation. The Port Authority will not give a permission but they will carry out checks on the basis on random check/sample

Vopak: COW is allowed for the crude oil types mentioned in Annex D.2 of the ISGOTT. Gas condensate is unsuitable as COW liquid and therefore forbidden to use.

#### **6.9: Safe operations requirements (Wind, Lightning, Tide, Current, Waves, Ice)**

Below are the general guidelines for how to deal with different wind forces. The final precaution per jetty depends on several aspects (wind direction, force of gusts, mooring posts where ship is moored). During the "weather alarm" meeting, the actual and definitive precaution will be determined per jetty.

As background information the data from the jetties can be found in Chapter 6: Berth Information

##### **Precautions in case of wind weather alert KNMI**

Wind force 7 Beaufort (Strong wind)

- With wind force 7 (28-33 Knots) , the cargo operation is continued.
- The Gangway must be attached to the ship's deck with storm lines. Check whether the attachment is still sufficient to protect the Gangway from being knocked over.

Wind force 8 Beaufort (Stormy wind)

- When the wind increases and wind strength reaches 8 (33-40 Knots), the loading / unloading is stopped, the loading arms are drained and prepared for disconnection. In this case, the terminal assesses whether tugs are to be ordered for assistance.
- The line-up is aligned and the tank placed in leak detection.

- If the wind is expected to increase even further, all loading arms will be disconnected and the gangway will be taken off board.

#### Wind force 9 Beaufort (Storm)

- At wind force 9 (41-47 Knots) or more no ship movements may take place at Vopak, such as mooring and unmooring.

### **Interrupting board / board manipulations of seagoing and / or inland barges in the event of a storm**

For board / board manipulations, stricter standards will apply than for normal manipulations. In the storm consultation it must ultimately be determined which measures must be taken..

### **Precautions in case of slipperiness and / or heavy snowfall**

- During slipperiness and / or heavy snowfall, it must be taken into account that all manipulations and activities must be stopped temporarily.
- If stairs, platforms and / or gangway are covered with snow and / or ice, it is not permitted to enter them.
- Action will be taken to ensure safe working conditions

### **Precautions in case of poor visibility (due to fog, hard rain, heavy snowfall)**

Camera surveillance during loading or unloading and board-board manipulation is only permitted with a visibility of 50 meters or more. If the visibility is <50 meters or other extreme weather conditions, camera surveillance is suspended. If visibility due to extreme weather conditions is <50 meters, this means that all loading / unloading and board / board manipulations have to be stopped temporarily.

### **Precautions in the event of thunderstorms (lightning)**

- During thunderstorms in the immediate area, it must be taken into account that all manipulations must be temporarily stopped / suspended.
- If there is lightning in the nearby, manipulation and ventilation of tanks must be stopped until the lightning has stopped. Manholes from dirty open tanks, in which vapor is released or can be released, must be closed. In view of the speed with which a thunderstorm moves and the unpredictability of the place where a discharge may take place, it will not always be necessary to wait for an instruction from the supervisor to stop manipulations or suspend work and every Vopak employee is authorized to do so.

### **Precautions after notification of the end of weather alarm by KNMI**

- Immediately after the end of the weather alarm, a check for eventual damages is made by a Vopak Operator on the site.
- Manipulations, which can be started responsibly/safely, are resumed immediately after inspection.
- All damages relating to the safe start of the manipulations are passed on directly to the Maintenance. In consultation with the Maintenance it is determined within which time a repair can be carried out.
- Damage have to be repaired before the manipulation can be resumed.

## **6.10: Tank cleaning and tank entry policy**

Ships are not allowed to perform cleaning and / or inspection operations, both in cargo as well in ballast tanks, cofferdams and other confined spaces.

The Terminal is not responsible for activities carried out by the ship on its own behalf, for example cleaning and repair work.

#### **6.11: Inert gas systems policy**

- The SOLAS rules indicate which ships must be equipped with an inert gas installation. The owner is responsible for this.
- The captain is responsible for the proper operation.
- The control of the use and proper functioning of the inert gas installation is carried out by the Rotterdam Port Authorities, Management and Operation Dangerous and Harmful Substances Department.
- The Shift leader is responsible for compliance with the control of the operation of the inert gas installation as required on the ship / shore safety checklist.

#### **6.12: Surveyors/sampling and gauging**

Master of the vessel has to inform the CCR when a surveyor will be appointed to go on board.

#### **6.13: Bunkering policy**

The mooring of any other vessel(s) alongside your tanker is subject to explicit Terminal and Port Authority consent. Furthermore other vessels are only allowed to moor alongside your tanker provided that all tank lids and ullage ports are closed, and the vessels comply with Port Authority rules on structure, outfit and safety equipment.

The Master has to inform the Terminal, in advance, about deliveries on board.

#### **6.14: Pollution prevention**

(Sea Suction Valves, Stack Emissions, Scuppers, Pre Boom, noise, etc.)

Vapor handling:

- Vapor release via mast risers is only allowed after permission of Vopak Shift leader
- Ships tank hatches/covers must be closed throughout the ship's operations
- Procedures and work instructions for operating vapor systems, if applicable are communicated

Prior to arrival of your vessel the pre arrival has to be filled in. In case of loading you have to declare to arrive stench free. According our permit regulations Vopak will, in most cases, receive vapors in order to treat and avoid permit violation (Odour). This is done by means of vapor processors. The jetties are equipped with various vapor processors. With the exception of loading naphta vessels. As Vopak Terminal Europoort cannot return/process naphta vapours, we kindly request to fill out and sign the so called "ODOUR EMISSION CHECKLIST FOR NAPHTA LOADING". Pls find attached a copy of this specific checklist.


It is not allowed (under no circumstances) to emit soot (black smoke).

#### **6.15: Potable Water and provisions**

Only to be supplied by barge. To be arranged via Vessel's Agent. And always inform the CCR  
The Master has to inform the Terminal, in advance, about deliveries on board.



## Appendix 2: Odour emission checklist for naphtha loading

	Vopak Rotterdam Europoort	<u>Docnr:</u>	61.071867
	<u>Odour</u> emission checklist for naphtha loading	<u>Revisie:</u>	0
		<u>Datum:</u>	14-5-2020
		<u>Pagina:</u>	1 van 1

Dear Captain,

Welcome to Vopak Terminal Europoort. We would like to draw your attention to our stench reduction policy. Vopak Terminal Europoort is situated amongst several populated areas and depending on product characteristics and weather circumstances these areas can experience odour hindrance from our terminal. To reduce possible stench nuisance, Vopak closely monitors odour emission with a so called e-nose network also being used by local authorities.

Vopak Terminal Europoort cannot return/ process naphtha vapours. Therefore, we ask vessels which are to load naphtha to closely cooperate with Vopak Terminal Europoort in order to minimize the odour emission to the surrounding area. Therefore we ask you to fill out and sign the checklist below.

Vessel can- and is willing to use the mast riser to approximate constant flow of vapour.	Yes / No
Is your mast riser operated from your Cargo Control Room	Yes / No
Is your Mast riser capable of a percentage open or only fully open/close	% / open/close
If No what will be the minimum percentage opening	_____
Vessel can- and is willing to use the inert gas system to control the pressure in ship cargo tanks.	Yes / No
Vessel will Liaise with Vopak CCR if the overpressure inside the cargo tanks is decreasing and therefore expects to adjust the mast riser valve.	Yes / No
Vessel will liaise with Vopak CCR if the overpressure in the cargo tanks is rising and therefore expecting to increase the release of vapours.	Yes / No
Last cargo(s) .....	
Did you perform any cleaning operations after last cargo? If yes please describe cleaning operation.....	Yes / No
Remarks vessel..... .....	

Name Master:

Signature / vessel stamp:

.....

.....



### Appendix 3: Important information & List of Abbreviations

**Terminal**

Vopak Terminal Europoort B.V.  
Moezelweg 75, 3198 LS Europoort – Rotterdam  
Shiftleader (24hrs) +31 (6) - 20006855  
Telephone 00-31-181240201 (option 2) Ship planner (between 07.00-23.00 hrs)  
E-mail: [europoort.planning@vopak.com](mailto:europoort.planning@vopak.com) (between 07.00-23.00 hrs)  
[www.vopak.nl](http://www.vopak.nl)

**Port Authority**

Port of Rotterdam  
Wilhelminakade 909, 3072 AP Rotterdam  
Telephone: +31 10 252 1010  
[www.portofrotterdam.com/en](http://www.portofrotterdam.com/en)

**Boatsman**

KRVE – Koninklijke Roeiers Vereeniging Eendracht  
Europoort  
Telephone: +31 88 113 3060  
[www.kvre.nl/en](http://www.kvre.nl/en)

**Pilotage**

Loodswezen Rotterdam – Rijnmond  
Markweg 200, 3198 NB Europoort – Rotterdam  
Telephone: +31 88 900 3000  
[www.loodswezen.nl/en](http://www.loodswezen.nl/en)

**Important links:**

Vopak Terminal Europoort:  
[www.vopak.com/terminals/vopak-terminal-europoort-rotterdam](http://www.vopak.com/terminals/vopak-terminal-europoort-rotterdam)

Port of Rotterdam ISPS:  
[www.portofrotterdam.com/en/shipping/port-security](http://www.portofrotterdam.com/en/shipping/port-security)

Port of R'dam Information Guide:  
<https://www.portofrotterdam.com/nl/files/port-information-guide>

Portbase:  
<https://www.portbase.com/en/services>

Pilotage:  
<https://www.ispo-standard.com>

VOTOB Jetty Conditions:  
<http://www.votob.nl/wp-content/uploads/2015/03/Jetty-conditions-2014-EN.pdf>

OCIMF:  
[www.ocimf.org](http://www.ocimf.org)



## List of Abbreviations

VTE	:	Vopak Terminal Europoort B.V.
CCR	:	Central Control Room
ESD	:	Emergency Shut Down
VP	:	Finger pier / Jetty
ISGOTT	:	International Safety Guide for Oil Tankers & Terminals