



WASHINGTON STATE
Department of Ecology
 Spill Prevention, Preparedness, and Response Program
 Prevention Section
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BUNKER OPERATIONS MONITORING REPORT

Bunkering Date: ___/___/___ Time*: ___:___ Location: _____
 Inspection Date: ___/___/___ Time: ___:___ ANT #: _____
 Inspector(s): _____ Location: _____

RECEIVING VESSEL				DELIVERING VESSEL			
NAME				NAME			
IMO/LLOYD'S NO.		TYPE		COMPANY			
PRODUCT INFORMATION TYPE(S) and QUANTITY (for each in Metric Tons, Barrels, or Gallons):							

WAC 317-40	REQUIREMENT "√" = Compliance "X" = Violation	REC VSL	DEL VSL	REMARKS
050(1)	TRAINING Person-In-Charge (PIC) conducted training: <ul style="list-style-type: none"> Within 48 hours prior to bunkering. Training of relief personnel, if applicable. In language common to bunker team. Training included: <ul style="list-style-type: none"> Pre-loading plan. 			
050(1)(a)	<ul style="list-style-type: none"> Civil/Criminal penalties and liabilities. 			
050(1)(b)	<ul style="list-style-type: none"> Vessel's Oil Transfer Procedures (OTP). 			
050(1)(c)	<ul style="list-style-type: none"> English phrases and hand signals for communication. 			
050(1)(d)	<ul style="list-style-type: none"> Emergency shutdown procedures. 			
050(2)	INTRASTATE OPERATION <i>(Above training required at least monthly for receiving vessels underway in state waters more than 50% of the calendar year and bunkering 3 or more times a month.)</i>			
050(3)	PRE-LOADING PLAN Pre-loading Plan prepared by Person in Charge (PIC). Pre-loading Plan includes: <ul style="list-style-type: none"> Identification, location, capacity of tanks receiving oil. 			
050(3)(a)	<ul style="list-style-type: none"> Level, type of liquid in each bunker tank prior to scheduled bunkering. 			
050(3)(b)	<ul style="list-style-type: none"> Planned final ullage/innage, and planned final percent of each tank to be filled. 			
050(3)(c)	<ul style="list-style-type: none"> Sequence for tanks to be filled. 			
050(3)(d)	<ul style="list-style-type: none"> Procedures to monitor all bunker tank levels and valve alignments. 			
050(4)	WATCHSTANDERS <ul style="list-style-type: none"> "Point-of-Transfer" watch designated in vessel's OTP. "Deck Rover" watch designated in vessel's OTP. Each bunker team member equipped with two-way communications. 			
050(4)(a)	"Point-of-Transfer" watch at point of connection during bunkering.			
050(4)(b)	"Deck Rover" watch primary duty is monitoring for oil spills on deck and over the side during bunkering. <ul style="list-style-type: none"> Visually inspecting water near or opposite all bunker tanks, and sounding tubes and vents, if accessible. In position to view spillage on deck or in water during tank changeover and topping off. 			
050(5)	PERSONNEL DUTIES All personnel assigned to bunkering in compliance with their assigned duties under vessel's OTP.			

NOTE: Bunkering Time is for signing of Declaration of Inspection (DOI) SEPTEMBER 2018
 ECY 050-29 (Rev. 9/18) If you require this publication in an alternative format, please contact the SPILLS Program at (360) 407-7455 (Voice) or (TTY) at 711 or 1-800-833-6388.

	REQUIREMENT	REC VSL	DEL VSL	REMARKS
050(6)	VESSEL ACCESS Accommodation ladder, or suitable alternative, in place for access between receiving and delivering vessels, or facility.			
050(7)	SOUNDINGS PIC receives sounding reports on tank levels during transfer.			
050(8)	COMMUNICATION 050(8)(a) Communication has been established between the receiving vessel and the delivering vessel or facility. 050(8)(a) Procedures in place for PIC to notify delivery vessel or facility immediately before topping off begins. 050(8)(b) PIC has ensured that bunkering personnel know and use English phrases and hand signals during bunkering.			
070	PRE-TRANSFER CONFERENCE 070(1) - DEL 080(3) - REC Both PICs have met and conducted a pre-transfer conference. PICs have discussed: <ul style="list-style-type: none"> Contents of the Declaration of Inspection. Procedures for relaying topping off information. Emergency Shut-down procedures and identified each vessel's means to shut down. 070(2) "Point-of-transfer" and "Deck Rover" watches identified to delivering vessel PIC. 070(3) Person present at pre-transfer conference who is proficient in English and the common language used onboard. Delivery vessel PIC may request translator. 070(4)			
085	WORK HOURS Bunkering personnel have not worked more than: <ul style="list-style-type: none"> 15 hours in any 24-hour period. 36 hours in any 72-hour period. 			
090	RECORD KEEPING 090(1) Log book entries (by Master): <ul style="list-style-type: none"> Date/Time of Training session. Name/Rating of all persons attending training session. 090(2) Log book entry by Master or Officer-in-Charge that Pre-transfer Conference held prior to bunkering. 090(3) Pre-loading Plan and Declaration of Inspection from past 30 days retained onboard receiving vessel. 090(4) Records available demonstrating compliance with work hour restrictions.			

WAC 317-40-040 compliance considerations:

- | | | |
|---|--|---|
| <input type="checkbox"/> Scuppers / Drain Plugs | <input type="checkbox"/> Oil Transfer Procedures Available | <input type="checkbox"/> OTP Contents & Transfer Line diagram |
| <input type="checkbox"/> Containment Bins | <input type="checkbox"/> Pipe Pressure Test (annual) | <input type="checkbox"/> Moorings (secure and appropriate) |
| <input type="checkbox"/> Transfer Hose Piping and Connections | <input type="checkbox"/> Warning Signs and Signals | <input type="checkbox"/> Adequate Lighting |
| <input type="checkbox"/> Other: _____ | | |

REMARKS/COMMENTS:

Gravity:
 Viscosity:
 Sulfur:

- Vessel in **compliance** with State Bunkering Regulations.
 Vessel in **violation** of State Bunkering Regulations as identified, corrective measures required.

Copy Received: PIC Rec. Vsl: _____ PIC Del. Vsl: _____
 Inspector: _____ Date: _____

Excerpts from Chapter 317-40 WAC BUNKERING OPERATIONS

WAC 317-40-010 Purpose.

This chapter establishes minimum standards for safe bunkering operations to reduce the likelihood of an oil spill by:

- (1) Emphasizing the importance of proper procedures, communication and monitoring before, during and after a bunkering operation;
- (2) Ensuring that the duties of each person involved in a bunkering operation are clearly defined; and
- (3) Requiring vessel owners and operators to adopt company policies that improve the safety of bunkering.

WAC 317-40-020 Application.

This chapter applies to all bunkering operations to refuel a self-propelled covered vessel 300 gross tons or more, and to all owners, operators, persons-in-charge, and other personnel involved in bunkering in state waters.

WAC 317-40-040 Compliance with federal law and regulations.

(1) All bunkering and personnel involved in bunkering must comply with applicable provisions of federal law and regulations governing licensing, documentation, and oil transfer operations under 33 C.F.R. Sec. 155 and 156, and 46 C.F.R. Sec. 12, 15, and 35.

(2) Federal law and regulations applicable to bunkering on the effective date of these rules are hereby incorporated. Any amendment or recodification of an applicable federal law or regulation is also hereby incorporated unless expressly stated otherwise.

WAC 317-40-050 Receiving vessel procedures.

Receiving vessel personnel on a covered vessel being refueled in state waters shall comply with the requirements of this section.

(1) **Training.** Except for a receiving vessel subject to subsection (2) of this section, a receiving vessel's person in charge shall conduct a training session for all personnel with duties under the vessel's oil transfer procedure within 48 hours before a vessel's scheduled bunkering. If personnel not assigned bunkering duties in the oil transfer procedure are assigned such duties, the person in charge shall train such personnel before they assume bunkering responsibilities. Training shall be conducted in a language common to both the person in charge and personnel being trained. The training shall include, but is not limited to, a review of the:

- (a) Vessel's preloading plan as described in subsection (3) of this section;
- (b) Civil and criminal penalties and liabilities for not complying with federal and state regulations, and for spilling oil in Washington waters;
- (c) Vessel's oil transfer procedure, including each person's responsibilities and station;
- (d) English phrases and hand signals to communicate the instructions listed in subsection (8)(b) of this section; and
- (e) Emergency shutdown procedures described under WAC 317-40-065.

(2) **Intrastate operation.** A receiving vessel underway in state waters more than 50 percent of the time in a calendar year and that bunkers three or more times in a month shall conduct the training session described in subsection (1) of this section at least once every month.

(a) The receiving vessel's owner or operator shall submit a written schedule of the vessel's operations to the office stating:

- (i) The vessel's name, call sign, and official number;

(ii) The typical routes served by the vessel; and
(iii) The typical number of bunkering operations performed in any 30 days.

(b) The receiving vessel's owner or operator shall notify the office in writing within 30 days of making a change in the vessel's typical operations

(3) **Preloading plan.** The receiving vessel's person in charge shall prepare a preloading plan prior to conducting the training session required under subsection (1) of this section. The person in charge shall ensure that a copy of the plan is posted at a place where the plan is easily seen by, and in a language common to, vessel personnel engaged in bunkering. The preloading plan must include the:

- (a) Identification, location and capacity of the vessel's bunker tanks receiving oil;
- (b) Level and type of liquid in each bunker tank prior to the scheduled time for bunkering;
- (c) Final ullage or innage, and percent of each bunker tank to be filled;
- (d) Sequence in which the bunker tanks are to be filled; and
- (e) Procedures to regularly monitor all bunker tank levels and valve alignments.

(4) **Watchstanders.** The vessel's oil transfer procedure must designate a point-of-transfer watch and a deck-rover watch. Each watch must be equipped with two-way communications to communicate with the person in charge and vessel master or officer in charge.

(a) A point-of-transfer watch must remain at the point of connection with the delivering vessel during bunkering.
(b) The primary duty of the deck-rover is to monitor for oil spills on deck or over the side during bunkering. The deck-rover may perform other duties not in conflict with his or her primary duty. The deck-rover shall:

- (i) Visually inspect the deck and water near or opposite all bunker tanks and each tank's sounding tube and vent, if accessible; and
- (ii) Remain in a position during changing over of tanks or topping off to view any spillage on deck or in the water.

(5) **Personnel duties.** Except for the deck-rover watch, personnel assigned bunkering responsibilities may perform only those duties assigned while the vessel is bunkering. All personnel assigned to bunkering shall comply with their assigned duties under the vessel's oil transfer procedure and remain at their work stations during topping off.

(6) **Vessel access.** A receiving vessel must have an accommodation ladder in place to use for access between the receiving and delivering vessels, or between the receiving vessel and facility. If the vessel's master determines that the ladder is inaccessible from the delivering vessel another means of access must be provided that meets the standards established in the International Convention for the Safety of Life at Sea, 1974, as consolidated in 1986 (SOLAS). If the vessel master determines access is not safe due to weather or seastate, the master may allow communication by radio or by means set forth in subsection 8 of this section.

(7) **Soundings.** The receiving vessel's person in charge shall ensure that he or she receives sounding reports on tank levels according to the monitoring procedure established in the vessel's preloading plan.

(8) **Communication.**

(a) The receiving vessel's person in charge shall ensure that communication between the receiving and delivering vessel or facility is accomplished either visually and by voice, sound-powered phones, radio, or air horn as required under 33 C.F.R.

Sec. 155.785. The receiving vessel's person in charge shall notify the delivering vessel's or facility's person in charge immediately before topping off begins.

(b) The person in charge shall ensure that bunkering personnel know and use English phrases and hand signals to communicate the following instructions during bunkering: "stop," "hold," "okay," "wait," "fast," "slow," and "finish."

WAC 317-40-060 Bunkering by a facility. During the pretransfer conference, the person in charge for a receiving vessel being refueled by a facility shall ensure that the receiving vessel's personnel comply with these rules and with the facility's operations manual as required under chapter 173- 180B WAC.

WAC 317-40-065 Emergency shut down procedures.

(1) If any of the receiving vessel's personnel discovers an oil spill either on deck outside fixed containment, or on the water, or believes an oil spill is likely, he or she shall request immediate shutdown of the bunkering operation.

(2) The delivering vessel's personnel shall immediately activate the emergency shutdown device at the request of any person on the receiving vessel.

WAC 317-40-070 Pretransfer conference.

(1) Before any oil is transferred during bunkering, the receiving vessel's person in charge and the delivering vessel's or facility's person in charge shall hold a pretransfer conference as required under 33 C.F.R. Sec. 156.120. The persons in charge shall meet in person onboard either vessel or at the facility unless the receiving vessel's master determines it is unsafe under WAC 317-40-050(6). The persons in charge shall:

- (a) State and discuss the contents of the declaration of inspection required under 33 C.F.R. Sec. 156.150;
- (b) Discuss procedures for informing the delivering vessel's or facility's person in charge before the receiving vessel changes over tanks or begins topping off; and
- (c) Discuss emergency shutdown procedures and identify each vessel's means to shut down the transfer in an emergency.

(2) The receiving vessel's person in charge shall identify for the delivering vessel's or facility's person in charge those personnel designated as point-of-transfer watch and deckrover watch.

(3) A receiving vessel may not receive bunkers unless a person proficient in English and a language common to the vessel's officers and crew is present at the pretransfer conference.

The receiving vessel's owner or operator shall provide an interpreter proficient in English and a language common to the vessel's officers and crew at the request of the office, the delivering vessel's or facility's person in charge, or the U.S. Coast Guard.

(4) If the delivering vessel's person-in-charge is not satisfied with the receiving vessel's representative's English proficiency, he or she shall request an interpreter.

WAC 317-40-080 Delivering vessel procedures.

Delivering vessel personnel may not begin bunkering unless:

- (1) The tanker man meets the certification requirements under 46 C.F.R. Subpart 12.20 and has undergone annual training to become familiar with the requirements of this chapter.
- (2) Access is provided to and from the receiving vessel that meets WAC 317-40-050(5).

(3) A pretransfer conference was held that met the requirements of WAC 317-40-070;

(4) A declaration of inspection was discussed in the pretransfer conference and signed by both persons in charge as required under 33 C.F.R. Sec. 156.120;

(5) The delivering vessel's person in charge ensures that communication between the receiving and delivering vessel is accomplished either visually and by voice, sound-powered

telephone, radio, or air horn, as required under 33 C.F.R. Sec. 155.785; and

(6) The receiving vessel's person in charge has discussed procedures for informing the delivering vessel's person in charge before changing over tanks and beginning topping off.

WAC 317-40-085 Work hours. Receiving and delivering vessel personnel involved in bunkering may not work more than 15 hours in any 24-hour period nor more than 36 hours in any 72-hour period except in an emergency or spill response operation. For purposes of this section, "emergency" means an unforeseen situation that poses an imminent threat to human safety, or the environment, or substantial loss of property.

WAC 317-40-090 Record keeping.

(1) The master of a receiving vessel or his designee shall record in the vessel's official or deck log the date and time of the receiving vessel training session required under WAC 317-40-060(1), and the name and rating of who attended, immediately upon completion of the session.

(2) The master or officer in charge shall record in the receiving vessel's official or deck log that a pretransfer conference was held prior to bunkering that complied with the requirements of WAC 317-40-070.

(3) The receiving vessel's preloading plan and declaration of inspection shall be retained on the vessel for 30 days from the date of bunkering.

(4) The receiving and delivering vessels' owner or operator shall maintain records, such as log book entries, maintenance records or payroll records, demonstrating compliance with work hour restrictions in Section 317-40-085 and shall, upon request, provide that information to the office of marine safety.

WAC 317-40-100 Owner and operator responsibilities.

(1) Owners and operators of receiving and delivering vessels must ensure that the procedures required under this chapter are implemented and followed on their vessels.

(2) Owners and operators shall ensure that records are kept as required by this chapter and federal regulations.

WAC 317-40-130 Oil spills.

(1) In the event oil is spilled into the water, or discharged onto either the receiving or delivering vessel's deck outside fixed containment, the vessel's persons in charge shall immediately shut down the bunkering operation.

(2) Bunkering may not resume until: (a) Notification is made as required in RCW 90.56.280; and (b) The persons in charge determine that there is no threat of subsequent oil spills.

WAC 317-40-140 Compliance.

(1) Upon request by the office, an owner or operator of a receiving or delivering vessel involved in bunkering in state waters shall demonstrate compliance with this chapter. The owner or operator shall make available to the office any or all of the following: (a) the receiving vessel's official and engineering logs; (b) written company policies; (c) standing orders; (d) the receiving vessel's preloading plan; (e) each vessel's declaration of inspection form; (f) the vessel's oil transfer procedures; and (g) training materials.

WAC 317-40-150 Enforcement.

(1) Failure to comply with the requirements of chapter 88.46 RCW, the provisions of this chapter, or any order or administrative action issued by the office under this chapter, the office may: (1) Order an immediate shutdown of the bunkering procedure; (2) Require additional personnel; (3) Refer the violations for criminal prosecution pursuant to 88.46.080 RCW; or (4) Take other appropriate actions to address the violation.