



HANDLING OF DRY BULK CARGOES AT FACILITIES IN THE PORT OF GEELONG

1 June 2009

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1. Executive Summary

This protocol rule applies to relevant Hirers and Licensees of Common User Facilities in the Port of Geelong.

2. Introduction

2.1 Title

“Dry Bulk Cargo Handling Protocol”

2.2 Purpose and Context

The purpose of this protocol is to set standards for the handling of dry bulk cargoes on vessels and on wharves at the Port of Geelong.

In complying with this protocol, users are also requested to refer to other existing guidelines in relation to the handling of dry bulk cargoes, including “The loading and Unloading of Solid Bulk Cargoes” published by ICHCA, “Code of Practice for the Safe Loading and Unloading of Bulk Carriers” published by AMSA and “The Handling and Transport of Dangerous Cargoes in Port Areas (Section 9)” under the Australia Standard AS 3846 2005.

It is the objective of this protocol to ensure that all dry bulk handling operations at the Port of Geelong are conducted in accordance with the GeelongPort Standards and Procedures. Operations are required to be conducted in a manner that will appropriately manage waste and pollution, promote efficient use of resources and manage environmental impacts. Hirers, Licensees and Tenants must comply with all applicable environmental legislation and other requirements, and ensure that they manage their environmental impacts.

This protocol will be subject to regular review to ensure that dry bulk cargo handling operations at GeelongPort are continually improved.

3 Scope

3.1 Operating Principles

When handling dry bulk cargoes at any shipping facility in the port, users must ensure that:

- i) Discharges of particulate from the facility, including fine dust, are managed in a way that might reasonably be expected to not be detrimental to:
 - a) the life, health and well being of humans;
 - b) life, health and wellbeing of other forms of life, including marine fauna and flora;
 - c) visibility;
 - d) useful life and aesthetic appearance of buildings, structures, property and materials; and
 - e) aesthetic enjoyment and local amenity.

- ii) Discharges of particulates, including fine dust, or contaminated wash waters from the facility are managed in such a way that might reasonably be expected to not be detrimental to:
 - a) industrial water supply;
 - b) navigation and shipping;
 - c) recreation, including secondary contact (eg. boating, fishing) and passive – aesthetic enjoyment;
 - d) production of edible fish;
 - e) maintenance and preservation of foreshore and stream-bank ecology; and
 - f) the quality of port waters

3.2 Handling of Cargo

3.2.1 Loading and Unloading

- (i) All activities carried out at the facility including dry bulk cargo handling, movement and storage, and waste storage and disposal must be carried out in accordance with this protocol.
- (ii) While loading / unloading dry bulk cargo from a vessel, sufficient deflectors must be attached and positioned to prevent particulates dropping / spilling directly into Port waters. As a minimum, deflectors must be placed between the hopper and the vessel and at the point where the grab crosses the vessel's rail.
- (iii) Subject to the cargo level in the vessel's hold, while loading / unloading, grabs must be lowered fully into the vessel's hold and also fully lowered into the hoppers, before releasing cargoes. At all times, cargoes must be released from a grab at a height and a speed that minimises escape of particulates from the hopper.
- (iv) No cargo may be placed on the wharf deck unless its properties are such that wind blown dust emissions can be managed and any residues can be cleaned off the wharf deck without staining. Users must lodge a job method statement and obtain written approval from GeelongPort before storing cargo on the wharf deck.
- (v) The tipping of cargo onto the wharf by trucks must be kept to a minimum.
- (vi) Grabs must be of a fully closing type to minimise spillage. Grabs that spill excessive quantities of cargo must not be used.
- (vii) All cargo handling must be carried out at all times in a manner that minimises emission of particulates and spillage of cargo.
- (viii) The loading / unloading of light cargos subject to wind blown dust emission (eg. soybean meal, fish meal etc.) must cease in the event of winds causing particulates to disperse past the facility boundary.

3.2.2 Facility Cleaning

- (i) All spillage arising from dry bulk cargo handling at the facility must be cleaned up and where necessary disposed of at an approved waste disposal facility.
- (ii) All spilt cargo must be continually swept up to minimise cargo build up on the wharf and to ensure no offsite emission of particulates occurs during the loading or unloading of dry bulk cargo as well as at the end of the cargo transfer. A vacuum street sweeper must be available at the facility at all times. Also, the provision of alternative equipment for cleaning up cargo residues in areas difficult to access must also be available where necessary.
- (iii) Clean up following completion of cargo handling must be undertaken as soon as practical and after discussion with Operations Team Leader.
- (iv) Clean up includes manual sweeping and collection of cargo residues around wharf capping, bollards and other wharf features, and the removal of cargo residues from stormwater pits.
- (v) All cleaning of equipment must be carried out in the designated areas as advised by GeelongPort.
- (vi) High pressure equipment must be used for any washdown with water.
- (vii) Water must not be used to wash down the wharf surface or equipment outside washdown areas or in contravention of any water restrictions imposed by GeelongPort.
- (viii) At no time shall cargo residues be swept or disposed of into Port waters or facility's stormwater system.

3.2.3 Vessel Cleaning

- (i) All spillage on vessel arising from dry bulk cargo handling must be cleaned up and disposed of in an appropriate manner before the vessel departs.
- (ii) All spilt cargo on a vessel must be continually swept up to minimise cargo build up on the vessel deck and to ensure that no offsite emission of particulates occurs during the loading or unloading of dry bulk cargo as well as at the end of the cargo transfer.
- (iii) At no time shall cargo residue be swept or disposed of into Port waters.
- (iv) Water must not be used to wash down a vessel's deck or equipment whilst the vessel is within Port waters.
- (v) Ballast water intake must not overflow onto the vessel deck resulting in cargo residues being washed into Port waters.

3.2.4 Cleaning of Local Roads

- (i) All spillage on local roads arising from the carriage of dry bulk cargo from GeelongPort facilities is required to be cleaned up on a regular basis by vacuum road sweeper

3.3 Cargo Planning

- (i) GeelongPort may require a person intending to handle dry bulk cargo to prepare an Environmental Management Plan (EMP) prior to the arrival of a particular vessel or in respect of a particular commodity generally. The EMP must include, amongst other things, the intended handling procedures and the environmental management measures that will be adopted by the Stevedore. If requested by GeelongPort, the EMP must be lodged by email or facsimile as follows:
 - (a) Email: k.stanley@patrick.com.au
 - (b) Facsimile: 03 5272 1560
- (ii) GeelongPort acting reasonably may require amendments to an EMP that must be incorporated into a revised EMP.

3.4 Inspections

- (i) In order to ensure that Users are complying with this protocol, GeelongPort may carry out random inspections of operations at the facility. These inspections will be carried out by a GeelongPort Environmental Controller
- (ii) Schedule 1 shows the detailed inspection checklist for 2009. GeelongPort may amend the inspection checklist from time to time.

3.5 Remedial Action

- (i) In the event that GeelongPort identifies a breach of this protocol and advises the User's contact person of the breach by telephone or in person, the User must remedy the breach within two hours. On the identification of a breach, a charge will be levied on the user for all time spent at the wharf by the environmental controller.
- (ii) If the breach is not properly remedied GeelongPort may order that cargo handling operations cease immediately and not re-commence until GeelongPort is satisfied that the breach has been remedied and will not be repeated.
- (iii) The breach may be recorded on the GeelongPort's *Dry Bulk Inspection Non-Conformance Report* sheet whereby the original would be retained by GeelongPort and a copy handed to the User's contact person.
- (iv) Schedule 2 shows the Dry Bulk Non-Conformance Report. GeelongPort may amend this report from time to time.

- (v) If in the reasonable opinion of GeelongPort, the obligations for cleaning will not be properly completed, GeelongPort may make arrangements for the works necessary to satisfy this protocol to be undertaken by GeelongPort's contractors.
- (vi) GeelongPort may seek to recover its costs from the relevant User.

4. Definitions

Term	Definition
Dry Bulk Cargo	Unpackaged non-liquid Cargo handled by grab or conveyor system
Facility	A common user facility at the Port of Geelong used for commercial shipping and includes a wharf and adjacent area used for berthing of vessels and storage of cargo
Hirer	Person granted access to a Common User Facility in response to an application
Licensees	Persons who hold GeelongPort licenses to perform certain functions in the Port of Geelong
GeelongPort	The operator of facilities owned by GeelongPort P/L
Port of Geelong	Has the meaning given in section 3 of the Port Services Act 1995 (Vic)
Protocol	GeelongPort rule or guideline published by GeelongPort from time to time in relation to the use of facilities in the Port of Geelong
Users	Means Hirers, shipping agents, stevedores, vessel owners, and importers as the case may be, involved in the handling of Cargo

Schedule 1



Dry Bulk Operations Inspection Checklist			
Berth		Temperature	
Vessel		Wind Speed and Direction	
Product		Date and Time	
Activity being undertaken			
Estimated time of completion			

* Prior to completing this checklist, the environmental controller must identify themselves to the cargo handling operations supervisor and advise of the intention of the inspection.

		Requirement	Yes/No	Comments	
Grabs	1A	Must use fully enclosing grabs			
	1B	No leakages from base or top of grab			
	1C	Grabs in good state of repair			
Hoppers	2A	Must have large enough hopper openings			
	2B	Grabs must be fully lowered into hopper			
	2C	Grabs speed of release minimises emissions			
Deflectors (Savealls)	3A	Must be located: <ol style="list-style-type: none"> 1. beneath the grab swing zone 2. beside the hopper 			
	3B	Of sufficient size to prevent spillages to bay			
Spillages	4A	Berth must be regularly swept			
	4B	A vacuum sweeper must be onsite			
	4C	There should be minimal spillages: <ol style="list-style-type: none"> 1. beneath the hopper 2. beneath the grab swing zone 3. between the vessel and wharf 4. around the mooring points 5. on other areas of the berth 			
Dust	5A	No dust beyond the boundary of the site.			
	5B	Minimal dust present: <ol style="list-style-type: none"> 1. above the hoppers 2. from the vessels hold 3. generated during truck loading 			
		5C	Truck loads covered prior leaving the site		
For Post-Loading Inspections					
Cleaning	6A	Site clean within 2hours of cargo completion			
	6B	No material around: <ol style="list-style-type: none"> 1. wharf capping 2. bollards 3. stormwater pits 4. berth surface 			
		6C	Wharf clean		
Any other issues or comments					
Environmental Controller		Cargo Supervisor			
Signature		Cargo Supervisor Signature			

Schedule 2



Dry Bulk Inspection Non-Conformance Report				Ref No	
WHO	Report Date/Time				
	Report by	Name	Title / Dept	Organisation	Contact Numbers
	Issued by:				
	Issued to:				
WHEN	Incident Date/Time:				
WHERE	Location:				
WHAT	Brief Description of Non-Conformance(s) & Impacts(s)				
CORRECTIVE ACTION	Actions Required/Undertaken to Rectify Non-Conformance			Due Date	Completed
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
COMPLETION		Name		Signature	Date
	GeelongPort Representative				
	Client				

Original to be Retained by GeelongPort. Copy to be provided to Supervisor / Stevedore