

# ANNEX H

## REMAIN IN PORT REQUEST

### OCEAN GOING VESSELS OVER 500 GT

1. Vessel Name: \_\_\_\_\_ Flag: \_\_\_\_\_  
Call Sign: \_\_\_\_\_ Official # : \_\_\_\_\_
2. Nationality of the Vessel: \_\_\_\_\_
3. Name of Master: \_\_\_\_\_
4. Name of Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address of Agent: \_\_\_\_\_  
\_\_\_\_\_
5. Name of Charter/Operator: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Address of Charter/Operator: \_\_\_\_\_  
\_\_\_\_\_
6. Name of Owner: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Address of Owner: \_\_\_\_\_  
\_\_\_\_\_
7. Vessel -- Length: \_\_\_\_\_ Gross Tonnage \_\_\_\_\_
8. Reason why the vessel cannot leave port: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Condition of Vessel: \_\_\_\_\_  
\_\_\_\_\_
10. Number of personnel to remain on the vessel and their qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Amount of ballast the vessel may hold: \_\_\_\_\_
12. Amount of bunkers, lube oil, and diesel oil on board: \_\_\_\_\_  
\_\_\_\_\_
13. Estimated draft with the vessel ballasted: \_\_\_\_\_
14. Name of Berth: \_\_\_\_\_ Location: \_\_\_\_\_
15. Depth of Water in the vessel's berth at low tide: \_\_\_\_\_
16. Availability of vessel's main propulsion: \_\_\_\_\_  
\_\_\_\_\_

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17. Describe how the vessel will be secured to the berth. Submit a diagram showing the mooring arrangements with the size of mooring lines or wire \_\_\_\_\_.

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18. Operational status of machinery on board (i.e. engines, generators, fire fighting pumps, bilge pumps, anchors and number of anchors, etc.) \_\_\_\_\_

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19. Fire fighting capabilities of the vessel: \_\_\_\_\_

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20. Any unusual conditions affecting the vessel's seaworthiness: \_\_\_\_\_

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## VESSEL REPRESENTATIVE

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## FACILITY REPRESENTATIVE

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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# ANNEX H

## REMAIN IN PORT CHECKLIST

### TUG/BARGE UNITS

1. Tug name: \_\_\_\_\_ Flag: \_\_\_\_\_  
Call Sign: \_\_\_\_\_ Official #: \_\_\_\_\_
2. Nationality of the Tug and barge(s): \_\_\_\_\_
3. Name of Tug's Master: \_\_\_\_\_
4. Name of Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address of Agent: \_\_\_\_\_  
\_\_\_\_\_  
Name of Charter/Operator: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Address of Charter/Operator: \_\_\_\_\_  
\_\_\_\_\_  
Name of Owner: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Address of Owner: \_\_\_\_\_  
\_\_\_\_\_
5. Tug -- Length: \_\_\_\_\_ Gross Tonnage \_\_\_\_\_  
Barge -- Length: \_\_\_\_\_ Gross Tonnage \_\_\_\_\_
6. Reason why the Tug/Barge cannot leave port or wishes to enter port: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Will the Tug be tending the barge(s) while in port:                    YES                    NO
8. Number of personnel to remain on Tug: \_\_\_\_\_
9. Amount of bunkers, lube oil, and diesel oil on board the Tug: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Type of cargo onboard the barge(s) and the amount of oil or hazardous material onboard if carried as cargo \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Estimated drafts of Tug and barge(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Name of berth: \_\_\_\_\_ Location: \_\_\_\_\_

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13. Operational status of machinery onboard the Tug (i.e. engines, generators, fire fighting pumps, bilge pumps, anchors and number of anchors, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Any unusual conditions affecting either the Tug's or barge(s)' seaworthiness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### VESSEL REPRESENTATIVE

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

### FACILITY REPRESENTATIVE

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

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## FACILITY PARTICULARS

1. Fendering configuration and condition: (provide diagram and description of available fendering)

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2. Has an engineering study been performed to determine the maximum size vessel that could safely be moored at the facility during severe weather, with maximum sustained wind speeds indicated? (YES or NO)

If yes, what year was study done? \_\_\_\_\_

3. Condition of bollards, dolphins, and deadmen. Are they capable of holding vessel?

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4. Shoreside firefighting capabilities? (Briefly describe resources facility has available.)

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5. Tugboat assistance available? Have arrangements been made with a tow company? (YES or NO)

If yes, what is company name? \_\_\_\_\_

6. Distance from berth to closest obstruction that may cause damage to vessel (i.e. cranes, drydocks, buildings, tanks, etc.) \_\_\_\_\_

7. Distance to nearest oil storage facility, hazardous material facility, oil or hazardous material storage tanks at facility where vessel will be moored, and any oil pipelines).

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### VESSEL REPRESENTATIVE

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### FACILITY REPRESENTATIVE

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE: Facility operators should ensure the open areas of their docks, wharves, and piers are cleared of all missile hazards: Hazardous materials should be removed from areas prone to flooding. Drums should be banded on pallets not more than two tiers high or laid horizontally with secure dunnage.**

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## Contingency Information

1. Plans for emergency evacuation of crewmen. (If necessary)

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2. Plans for emergency medical services.

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3. Plans to contain and remove oil discharges or hazardous material releases into the environment.

Discrepancies:

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### VESSEL REPRESENTATIVE

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### FACILITY REPRESENTATIVE

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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