



Transfer Procedures

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References

- **33 CFR 155 Subpart C**
- **33 CFR 156 Subpart A**
- **Marine Safety Manual Vol. II Sec. B.6**



Applicability

33 CFR155.720

The operator of a vessel with a capacity of 250 or more barrels of oil, hazardous material, or liquefied gas as regulated in Table 4 of 46 CFR 154 shall provide transfer procedures that meet the requirements of 33 CFR 155 and 156 for transferring to or from the vessel and from tank to tank within the vessel.



Compliance & Availability

- Transfer procedures must be maintained as current.
- Transfer procedures shall be used for each transfer operation.
- Must be available for inspection by the USCG.
- Legibly printed in a language understood by the Person in Charge (PIC) or Tankerman.
- Must be permanently posted or available in a location where they can be easily see by the crew conducting transfer operations.



Contents of Procedures

33 CFR 155.750

- Must be in specific order listed or by use of a cross-reference index and contain the following information.
- A list of products:
 - Generic or chemical name
 - Cargo info
 - Applicability for transfer procedures



Contents of Procedures (Cont.)

- A description of each transfer system.
 - A line diagram of piping, valves, pumps, controls, vents and overflow.
 - Location of shutoff valves that separates bilge or ballast from transfer system.
 - Description and procedures for emptying discharge containment.
- Number of persons require to be on duty for transfers.
- Duties by title of each Officer, PIC, Tankerman, or others required for each transfer operation.



Contents of Procedures (Cont.)

- Procedures and assignments for tending moorings during transfers.
- Procedures for operating the emergency shutdown and communications.
- Procedures for topping off tanks.
- Procedures for ensuring that all valves used during transfer ops are closed upon completion of transfer.
- Procedures for reporting discharges.
- Procedures for closing and opening vessel openings.



Contents of Procedures (Cont.)

- Statements explaining each transfer hose and products that each hose can be used for. This can be done with numbers or letters referencing hose documents.
- Exemptions or alternatives granted must be placed in the front of the transfer procedures.
- Each Amendment shall be incorporated in the procedures with the related existing requirements, or at the end.



Contents of Procedures (Cont.)

33 CFR 155

- Description of the vapor control system (if fitted):
 - Line diagram showing all components.
 - Maximum allowable transfer rate.
 - Initial transfer rate.
 - Table/graph of transfer rates and vapor collection pressure drops.
 - Relief settings for each spill valve, rupture disk and p/v valve.
 - Procedures for operating the VCS.



Contents of Procedures (Cont.)

- Description of the vessels overfill devices (if fitted):
 - Specific procedures.
 - Monitoring tank level.
 - Shut down of operations not to exceed 98.5% of tank level.
 - Pre-transfer overfill testing and inspection requirements.



Amendments to Procedures

33 CFR 155.760

The COTP or OCMI may require vessels to amend procedures if we find they do not meet the requirements.



Person in Charge (PIC)

- The PIC must be qualified to conduct transfer operations in accordance with 33 CFR 155.710.
 - Qualification requirements are specific to each type of vessel and its operations.
- The PIC must be designated in writing by the operator. (Name or position) 33 CFR 155.700.



PIC Limitations

33 CFR 156.115

- No person may serve as the PIC on more than one vessel at a time during transfers between vessels or between two or more vessels and a facility unless authorized by the COTP.
- No person may serve as the PIC of both a vessel and a facility during transfer operation unless authorized by the COTP.



Common Errors

- No line diagram showing emergency shutdowns and communications.
- Improper line diagram.
- No product information or MSDS's.
- No procedure for internal transfer.
- No emergency contacts.
- No reference to vessel response plan for reporting spills.



Questions?