

U.S. Department of
Homeland Security

United States
Coast Guard



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Sector Houston-Galveston

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SECHOUGALVINST 16711.2
JUN 16 2014

SECTOR HOUSTON-GALVESTON INSTRUCTION 16711.2

Subj: CARGO TRANSFER OPERATIONS BY A FOREIGN TANK VESSEL IN ADVANCE
OF AN OVERDUE SAFETY COMPLIANCE EXAMINATION

Ref: (a) Title 46, United States Code, Section 3714
(b) Title 46, United States Code, Section 3711
(c) USCG Marine Safety Manual, Volume II, COMDTINST M16000.7B, Section D, Chapter 6
(d) 46 Code of Federal Regulations (CFR), Parts 153.808-809

1. **PURPOSE.** This instruction establishes policy governing the transfer of cargo by foreign tank vessels in advance of overdue safety compliance examinations to help minimize cargo transfer delays within the Houston-Galveston (including Texas City, Freeport, Port Arthur and Lake Charles) Area of Responsibility (AOR).
2. **ACTION.** Sector Houston-Galveston, MSU Texas City, MSU Port Arthur and MSU Lake Charles Prevention Department personnel shall abide by the provisions set forth herein.
3. **DIRECTIVES AFFECTED.** SECHOUGALVINST 16711, dated 10 DEC 2007, is hereby cancelled.
4. **BACKGROUND.** Reference (a) requires that each foreign tank vessel undergo a full safety examination at its initial U.S. port of call and at least annually thereafter. Reference (b) requires the Coast Guard to issue a Certificate of Compliance (COC) to each foreign tank vessel that is valid for 24 months. Reference (c) outlines the procedures by which foreign tank vessel re-examinations, including COC renewal exams and mid-period exams, shall be conducted. Reference (d) requires vessels carrying cargoes noted in Table 1 of 46 CFR 153 receive a COC examination at a U.S. port by the Officer in Charge, Marine Inspections of that port, and that the owner of a foreign flag vessel requesting an exam arranges the exam at least seven days before the vessel arrives in the port.
5. **DISCUSSION.**
 - a. **Applicability.** This instruction applies to Sector-wide Prevention Department, Vessel Inspection Divisions engaged in the performance of foreign tank vessel COCs and to foreign tank vessel owner/operators who operate a vessel performing cargo operation in the ports of Houston, Texas City, Freeport, Port Arthur and Lake Charles with a COC that has expired or is beyond its mid-period anniversary date but, is no more than three months past either.

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- b. **Definition.** As defined in Title 33 Code of Federal Regulations Part 3.01-3(d)(1), the Sector Commander's Office is referred to as a Coast Guard Sector Office. Where the term "Sector Houston-Galveston" is used, it means the Sector Office and MSU Texas City collectively. Where the term "Sector Office" is used, it means only those departments, divisions, and personnel assigned to the Sector Office.
- c. **Responsibilities.**
- (1) Chief, Prevention Department, Sector Houston-Galveston:
 - (a) Under the COTP/Officer in Charge, Marine Inspections (OCMI) "By direction" authority, approve or deny requests following the guidance contained in this instruction.
 - (2) Commanding Officer, MSU Texas City:
 - (a) Under the COTP/Officer in Charge, Marine Inspections (OCMI) "By direction" authority, approve or deny requests following the guidance contained in this instruction.
 - (3) Commanding Officer, MSU Port Arthur:
 - (a) Approve or deny requests following the guidance contained in this instruction under its COTP/Officer in Charge, Marine Inspections (OCMI) authority.
- d. Tank vessels overdue for a safety examination are generally required to be examined prior to the commencement of cargo transfer operations. Reference (c), however, permits the local COTP discretion, under certain circumstances, to allow a vessel past due for examination to commence the transfer of cargo prior to the examination. Accordingly, vessels that are not more than three (3) months past their COC expiration dates or mid-period anniversary dates may commence with the transfer of cargo prior to an examination provided they comply with the requirements outlined in this instruction. **This policy does not apply to a vessel more than three months past due for a renewal or mid-period exam or to a vessel needing its first examination by the Coast Guard.**
6. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. **DISTRIBUTION.** No paper distribution will be made of this Instruction. An electronic version will be located on the following Sector Houston-Galveston CGPortal page: .
<https://cgportal2.uscg.mil/units/sectorhougal/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Funits%2Fsectorhougal%2FShared%20Documents%2FUnit%20Instructions%20%28SECHOUGA>

[LVINST%29&FolderCTID=0x0120005365E7C71D9AE34E94EC4617C52E7ECF&View={0F830614-17A9-486A-80C5-D80D86A72EEB}](#)}.

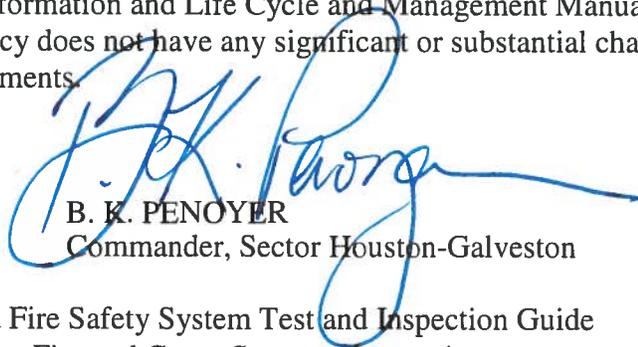
9. **PROCEDURES.** A foreign tank vessel that is not more than three months overdue for a COC renewal or mid-period exam, may request approval in the form of a Cargo Waiver letter to commence cargo transfer operations prior to its renewal or mid-period COC examination. The following procedures outline the request and approval process:
- a. The vessel's agent, owner/operator, or master shall schedule the renewal or mid-period examination with the Coast Guard unit where the vessel will first perform cargo operations at least seven days prior to the vessel's arrival. Where less than seven days notice is provided, the Coast Guard will make a good faith effort to honor requests for examinations. However, due to competing industry requests an earlier notice affords more assurance an examination will be conducted when requested.
 - b. The vessel's master shall conduct tests and inspections of critical cargo and fire safety systems as specified in enclosure (1) within 72 hours of the vessel's anticipated arrival to the port.
 - c. The vessel's master shall complete, sign, and submit to the Coast Guard, by either email, or other acceptable method, a Cargo Waiver Request: Fire and Cargo Systems Attestation, to attest to the safe and proper operation of the vessel's fire and cargo related systems, provided in enclosure (2), along with the vessel's cargo manifest and cargo stowage block diagram that identify the cargoes being carried. The Coast Guard shall review the attestation check sheet and other information for Cargo Waiver consideration.
 - d. If APPROVED, the Cargo Waiver Request: Fire and Cargo Systems Attestation form will be signed by a Coast Guard official and returned to the vessel's master or agent indicating approval to conduct cargo transfer operations prior to the scheduled renewal or mid-period COC examination. The Coast Guard shall then conduct the overdue COC examination prior to the vessel's departure from port. The exam shall be completed at the first available berth after the vessel enters port. The vessel WILL NOT be allowed to depart port until the overdue examination has been completed. Due to the nature of tank vessel operations, especially operations involving the transportation and delivery of chemicals, a single vessel may on occasion transfer various cargo parcels to a number of terminals during a single port call. Although an overdue safety examination should be conducted at the first berth a tank vessel visits after entering port, the examination may be deferred to a berth other than the first one visited if agreed upon by Coast Guard and vessel representatives. Nonetheless, a concerted effort shall be made by vessel representatives and Coast Guard officials to complete each overdue examination at the first opportunity after a vessel enters port.
 - e. If DENIED, the Cargo Waiver Request: Fire and Cargo Systems Attestation form will be signed and returned to the vessel reflecting the reason for denial. The vessel will be notified by Coast Guard Port State Control personnel the request was denied, and a COC exam must be completed prior to commencing cargo operations. The exam shall be completed at the first available berth after the vessel enters port. Offshore exams may be performed in extenuating circumstances and only by trained Coast Guard personnel.
 - f. Approved Cargo Waiver Request: Fire and Cargo Systems Attestation forms will be valid for no more than ten days from the date of Coast Guard Official signature. In no circumstance will an

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approved Cargo Waiver Request extend beyond three months from the date of the vessel's COC expiration date.

- g. In order for a Cargo Waiver Request to remain valid, the vessel's master must ensure all systems and equipment listed in the Cargo Waiver Request: Fire and Cargo Systems Attestation form are operational during the length of the waiver period and during all cargo operations.
- h. The vessel's master shall immediately contact the Coast Guard if any of the vessel's fire or cargo systems or equipment becomes inoperable for any reason during the length of the waiver period or during cargo transfer operations while operating under the waiver letter.

10. **RECORDS MANAGEMENT CONSIDERATIONS.** This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle and Management Manual, COMDTINST M5212.12(series). This policy does not have any significant or substantial change to existing records management requirements.



B. K. PENOYER
Commander, Sector Houston-Galveston

- Encl: (1) Pre-arrival Cargo and Fire Safety System Test and Inspection Guide
(2) Cargo Waiver Request: Fire and Cargo Systems Attestation

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PRE-ARRIVAL CARGO AND FIRE SAFETY SYSTEM TEST AND INSPECTION GUIDE

Cargo and Fire Safety Systems to be tested and inspected per Sector Houston-Galveston Instruction, SECHOUGALVINST 16711, dated June 16, 2014, are as follows:

1. **Cargo pump room:** If so equipped, the pump room shall be inspected by the vessel's master or chief officer who shall carefully look for any conditions or material/operational deficiencies that are not consistent with U.S. Coast Guard regulations, classification society rules, international convention requirements, or general maritime safety standards.

2. **Cargo pump emergency shutdowns for quick-closing valves:** The vessel's master or chief officer shall ensure that cargo pump emergency shutdowns are appropriately exercised. Where one common shutdown system is used, it shall be tested in a random fashion from at least fifty percent of the remote shutdown stations. This test shall include the remote station nearest the routinely manned deck location. Where independent remote shutdowns exist, all remote emergency shutdowns associated with cargoes to be transferred shall be tested. All quick-closing valves associated with cargoes to be transferred shall be successfully inspected and tested.

3. **Operation of IGS shutdowns/alarms and calibration of oxygen analyzed to 0% and 21%:**

The vessel's master or chief officer shall ensure that all alarms and shutdowns required by U.S. Coast Guard and international convention regulations are appropriately tested per the manufacturer's procedures. The oxygen analyzer shall also be tested per the manufacturer's procedures to ensure proper functioning of the Inert Gas System (IGS). In addition, any cargo tanks that are required to be in an inert condition by U.S. or International regulations shall be tested for proper inert atmosphere.

4. **Cargo overflow and Vapor Control System (VCS):** The vessel's master or chief officer shall ensure that cargo overflow and vapor control monitoring systems and safety alarms are appropriately inspected and tested. At a minimum, satisfactory tests of the high-level and overflow audible and visible alarms for each tank to be loaded with cargo while in port, as well as the audible and visible alarms for high and low pressure for the VCS, shall be conducted prior to use.

5. **Operational test of the fire-fighting system:** The vessel's master or chief officer shall ensure that the main and emergency fire pumps are operationally and independently tested. Each system shall be tested by demonstrating flow from two hose stations simultaneously. The two stations tested shall be located the furthest forward and the highest on the vessel. If equipped with a foam firefighting system, the foam monitor furthest from the main fire pumps shall be tested (water only, no foam).



Commanding Officer
United States Coast Guard
Marine Safety Unit Texas City

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Cargo Waiver Request: Fire and Cargo Systems Attestation

In accordance with Sector Houston-Galveston Instruction, SECHOUGALVINST 16711.2, 16 JUNE, 2014

Indicate where FIRST cargo transfer will take place

Houston Texas City Freeport Galveston Port Arthur Lake Charles Lightering Zone

I, _____, hereby affirm the following systems have **ALL** been successfully examined and tested aboard the tank vessel _____, IMO # _____, owned by _____:

| <i>Systems to be Examined and Tested</i> | | <i>S</i> | <i>U</i> | <i>N</i> | <i>Y</i> |
|--|--|----------|----------|----------|----------|
| Cargo Pump Room | | | | | |
| Cargo Emergency Shutdown Devices | | | | | |
| IGS Calibration and Operation | | | | | |
| Vapor and Cargo Overflow Protection | | | | | |
| Main and Emergency Fire System | | | | | |
| Vessel possesses a valid Subchapter O Endorsement <small>(Gas Carriers Only)</small> | | | | | |
| Date systems Examined and Tested | | | | | |
| Class Society | | | | | |
| Date of last USCG Exam | | | | | |
| Vessel Email | | | | | |
| Vessel Phone | | | | | |
| Agent Phone | | | | | |
| Master Signature | | | | | |

S=Satisfactory U=Unsatisfactory N=Not Required/Installed Y=Yes

1. A signed, approved, receipt is **REQUIRED BEFORE** cargo transfer operations can begin.
2. If approved, cargo transfer operations are authorized **PRIOR** to the initiation of the USCG Safety Exam. **However, the Safety Exam MUST be completed PRIOR to the vessel's departure from Port.**
3. Approval is contingent upon all statutory certificates, including the Certificate of Fitness, being **VALID** and onboard the vessel, or available in port if temporarily removed to facilitate regulatory clearance.
4. Approvals will remain valid, provided all cargo systems listed above are checked daily. Failure of any system **SHALL** be reported immediately to the cognizant Coast Guard approver.
5. Approvals will remain valid for 10 days from approval date, not to exceed 03 months from the date of COC expiration.

APPROVED

DENIED a. Failure to provide proper 7 Day Notice
b. COC Expired beyond 03 Months
c. Safety/Security Concerns

R. M. Alonso, Commander
MSU Texas City
By direction
Inspectionmsutexascty@uscg.mil