



**PRINCE RUPERT
PORT AUTHORITY**

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PRINCE RUPERT PORT AUTHORITY

NOTICE TO SHIPMASTERS

"These notices contain guidance and advisory information only. For legal text and further detail users should refer to the Prince Rupert Port Authority's Operations Regulations, and the Practices and Procedures, which can be obtained from the Port Authority and are available on the website:

www.rupertport.com.

Gary Paulson, Harbour Master

Effective: November 2012

**PRINCE RUPERT PORT AUTHORITY
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PRINCE RUPERT, B.C.
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EXTRACTS FROM THE PRINCE RUPERT PORT AUTHORITY PRACTICES AND PROCEDURES

These Procedures:

- (a) apply to vessels within the harbour limits of the Prince Rupert Port Authority (herein referred as “The Authority” or “Harbour Master”);
- (b) apply to all persons responsible for the planning, operation, conduct and safe navigation of such vessels;
- (c) do not relieve any Master or Person-in-Charge of a vessel from compliance with the Canada Shipping Act, the Canada Marine Act, Collision Regulations, or other specific regulation, requirements, or standards in respect of vessels operating in Canadian ports;
- (d) do not lessen in any way the ultimate responsibility of the Master or Person-in Charge of a vessel for the safe navigation and prudent maneuvering of such vessel;

1.3.1

Control of movements: Every vessel either seeking to enter or in the harbour is subject to the orders of the Authority in respect of its entry, departure, draught, berth, anchorage, location, speed, direction and means and method of movement, whether or not such orders are issued through or by a Canadian Coast Guard Vessel Traffic Centre. A vessel lying in the harbour shall be moored and fastened to the satisfaction of the Authority. A vessel lying in the harbour otherwise than at a privately owned dock, pier, or wharf shall be subject to the direction of the Authority in regard to its position and removal. The Authority may direct the position a vessel shall occupy in the harbour; and the place where, the manner in which, and the time when the vessel shall be moored loaded or unloaded. A vessel shall proceed to the position assigned thereto by the Authority immediately after such assignment unless the Authority otherwise directs.

The owner or person in charge of a vessel in the harbour shall ensure that the vessel:

- (a) does not encumber a channel or wrongfully occupy any berth;
- (b) does not obstruct or impede navigation or the berthing of any other vessel;
- (c) or is not navigated in such a manner or at such a rate of speed so as to endanger or damage other vessels or goods or operations in the harbour or adjacent thereto or cause injury or harm to any person or wildlife.

Except in accordance with a permit from the Authority no person shall cause or permit any vessel, floating property or boom to tie up, moor, anchor, or occupy a berth at any wharf, dock, pier, buoy, float, pile, dolphin or bulkhead owned or administered by the Authority.

1.3.4

Loss of cargo, gear or goods overboard: Where any goods have been lost or thrown overboard from a vessel, the owner or person in charge of the vessel shall forthwith attempt to recover such goods. Where the recovery of such goods is interfering with navigation or if the goods constitute or may constitute contamination the Harbour Master may order the person in charge of the recovery to cease or alter this operation. Where lost goods are not recovered within 24 hours after their loss, the owner or person in charge of the vessel shall forthwith submit a statement to the Authority setting out:

- (a) the location where the goods were lost;
- (b) a description of the lost goods; and
- (c) such other information regarding the lost goods as the Authority may request.

If the owner or person in charge of the vessel fails to recover the lost goods within 24 hours after their loss, the Harbour Master may have the lost goods recovered at the expense of the owner of the vessel and the owner shall pay to the Authority the cost thereof upon demand.

1.7

Incidents and Emergencies: In the event of a fire or other emergency situation occurring on vessels within the harbour, the owner, Master or agent of the vessel is to immediately contact the Authority by calling Port Security Operations Center on channel 68 or by telephone at (250) 627-2522 and Vessel Traffic on channel 71 or by telephone at (250) 627-3074.

The owner, Master or person in charge of every vessel involved in an accident causing death of or injury to persons or loss of or damage to property, or collision, or grounding in the harbour, shall deliver immediately to the Authority a written report giving full details of such accident, collision or grounding.

The owner or person in charge of a vessel or floating property that is in danger of sinking or loss due to the distress of weather or any other cause, shall forthwith take such action as may be necessary to ensure that such vessel or floating property does not interfere with navigation or operations in the harbour.

The owner or person in charge of a vessel involved in an incident causing any damage to another vessel or property within the harbour shall deliver immediately to the Authority a written report giving full details of such incident.

1.8

Reporting Hazards: The owner or person in charge of a vessel shall forthwith report to the Harbour Master any situation or condition that may constitute a hazard to navigation. Marine accidents, navigational hazards, deadheads, oil or similar pollution incidents should be reported at the first opportunity to Prince Rupert Marine Communications and Traffic Services Centre (MCTS) on VHF channel 71.

1.5

Dangerous Goods: The Authority may refuse to allow any vessel, vehicle or person to enter within the harbour boundaries while carrying explosives or dangerous goods. No vessel having explosives on board shall enter, move within or depart from the harbour except with the prior permission of the Authority and upon such conditions, including any conditions respecting liability, as may be imposed by the Authority.

1.10.7

Overboard Discharges: For the purpose of this procedure, the term overside discharges refers to the discharge of any solid waste or any liquids from a vessel other than ballast water. Vessel's garbage must be retained on board in suitable containers with properly fitted covers. Garbage, dunnage and scrap materials must not be dumped in Canadian Territorial Waters. Burning of vessel's garbage is not permitted within the port. No person shall within the harbour drain, discharge or deposit in the water any pollutant that could cause damage to vessels or property, cause a nuisance or endanger persons, property or the environment.

1.10.8

Speed: Every vessel shall at all times proceed at a safe speed so that she can take proper and effective action to avoid collision and be stopped within a distance appropriate to the prevailing circumstances and conditions. No vessel shall move in the harbour at such a rate of speed or in such a manner as to endanger, injure or inconvenience any person; or damage or be likely to damage or interfere with any vessel, tow, wharf or structure or any work being carried on by any person in the harbour.

1.10.2

Bunkering: No vessel exceeding 50 m in length overall shall bunker or refuel within the harbour unless prior approval has been obtained from the Authority and the fuel safety check list is completed. Care should be taken if it is necessary to transfer oil internally between tanks. Except for bunker barges, there should be no internal transfer into a tank which is greater than 85 percent full prior to transfer. Within harbour limits the transferring of oil should not be used to adjust a vessel's trim.

2.6

Anchoring: Every vessel of 50 m or more in length must obtain permission from the Authority prior to anchoring within the harbour. No vessel shall anchor in the harbour in such a place or position as to prevent a free and unobstructed passage for all vessels to and from the harbour and from any wharf or bridge in the harbour.

Given the winter storms experienced between October 1st and March 31st in the Prince Rupert area along with the known anchor holding capability within the inner harbour, vessels should use the maximum anchor cable available given their anchorage position. Accordingly, vessels should use a minimum of ten (10) shackles at the waterline during the winter storm period to mitigate risk of dragging the vessel's anchor.

Every vessel while at anchor shall transmit its position through AIS, maintain a bridge watch and keep a listening watch on channel 71. If winds are forecast over 25 knots in the harbour, ships shall have engines ready for immediate use and the second anchor ready for letting go.

From 1 October to 1 May, ships shall remain in full ballast while at anchor.

2.6.22

Repositioning: Except to prevent imminent hazard to the vessel or its crew, no vessel which is subject to the Pilotage Act will reposition itself inside the inner harbour without having a pilot onboard.

2.7.2

Assignment of berths: Vessels berthing at a berth in Prince Rupert Harbour shall always maintain a water column of at least 10% of their draft under the vessel at all states of the tide. No vessel may load on a falling tide beyond a draft equal to 91 % of the available water column at the lowest daily tide.

2.7.7

Nesting of vessels: When two or more vessels are lying at the same wharf, one vessel outside the other, and the outside vessel does not have a gangway of its own extending to the wharf, the vessel lying nearest to the wharf shall allow a free and unencumbered passage over its decks to the vessel lying outside it for the purpose of loading or unloading the outside vessel and for ordinary communication to the shore from the outside vessel.

2.7.4

Berthing lines: The lines of every vessel berthed or moored at Authority property shall be made fast only to facilities provided for berthing or mooring purposes and as directed by the Authority and such lines shall not lie across any Authority wharf or across any channel in such a manner as to obstruct passage of any other vessel.

2.7.6

Gangways and safety nets: A vessel at a wharf or landing place in the harbour shall provide, for the use of persons going to and from the vessel, a good and sufficient gangway. A good and sufficient net or save-all shall be placed beneath the gangway to prevent persons from falling in the water. A light shall be placed on the vessel near the gangway between the hours of sunset and sunrise in such a manner that the gangway may be clearly seen from the wharf and from the vessel.

2.7.8

Overhang of vessels or gear: Any vessel requiring to overhang a berth should contact the Harbour Master's Office prior to berthing or shifting.

2.7.10

Use of Anchor at berth: A vessel berthing or casting off may not use an anchor for the purpose of hauling the vessel in or out, unless authorized by the Authority.

2.8.1

Demobilization of propulsion: No vessel shall de-mobilize its main engines whilst alongside without the approval of the Harbour Master's Office.