

Designation Decree for fuels, energy sources and auxiliary materials for which the use of a checklist is required for bunkering/debunkering

The Harbour Master of Rotterdam,

in view of:

- Article 8.7 of the 2020 Rotterdam Port Bye-Laws, the 2019 Vlaardingen Port Bye-Laws, the 2020 Schiedam Port Bye-Laws, the 2020 Dordrecht Port Bye-Laws, the 2020 Papendrecht Port Bye-Laws and the Port Bye-Laws for the municipality of Zwijndrecht, in conjunction with;
- Rotterdam: Article 11.7 of the 2016 Decree for the mandate, power of attorney and authorisation for Rotterdam;
- Vlaardingen: Article III of the 2013 Mandate Decree for the Harbour Master of Rotterdam;
- Schiedam: Article 3 of the 2012 Decree for the mandate, power of attorney and authorisation for the Harbour Master;
- Dordrecht: Article 4 of the Decree for the mandate, power of attorney and authorisation for the Harbour Master;
- Zwijndrecht: Article 4 of the 2011 Decree for the mandate, power of attorney and authorisation for the Harbour Master;
- Papendrecht: Article 4 of the 2011 Decree for the mandate, power of attorney and authorisation for the Harbour Master;

whereas:

- the Harbour Master, on behalf of the municipal executive, is competent to establish a checklist for the bunkering or debunkering of fuels and energy sources or taking auxiliary materials on or off board;
- bunkering or debunkering a fuel or energy source or taking auxiliary materials on or off board can entail risks for the environment and port users;

has decided as follows:

Designation Decree for fuels, energy sources and auxiliary materials for which the use of a checklist is required for bunkering/debunkering

Article 1 Use of checklist for bunkering

1. The checklist referred to in the ISGOTT has been established for bunkering an seagoing vessel with residual fuels and distillates (fuel oil and diesel).
2. The checklists on the website [International Association of Ports and Harbours](https://sustainableworldports.org/clean-marine-fuels/lng-bunkering/bunker-checklists/) (IAPH) (<https://sustainableworldports.org/clean-marine-fuels/lng-bunkering/bunker-checklists/>) have been established for bunkering an seagoing vessel with LNG.

Article 2 Use of checklist report form for bunkering

The checklist referred to in annex 1 has been established for bunkering an seagoing vessel with residual fuels and distillates (fuel oil and diesel).

Article 3 Entry into force

This decree will be published in the Netherlands Government Gazette and will enter into a force on 6 January 2020.

Article 4 Citation

This decree will be referred to as: Designation Decree for fuels, energy sources and auxiliary materials for which the use of a checklist is required for bunkering/debunkering.

Enacted on 24 December 2019.

The municipal executives of Rotterdam, Vlaardingen, Schiedam, Dordrecht, Zwijndrecht and Papendrecht.

The Harbour Master of Rotterdam,

R.J. de Vries

Explanatory note to this designation:

Bunkering or debunkering is a transfer of energy that can entail risks for the environment or other port users. Completing a checklist prior to the activity ensures that provisions are made on all vessels involved so that the bunkering or debunkering proceeds in accordance with the regulations.

The bunkering checklists are based on best practice guidelines and industry knowledge used worldwide. Every bunkering company has the ISGOTT checklist. The ISGOTT checklist has also been digitally published on www.portofrotterdam.com.

Finally, it should be noted that, when several bunker ships are involved in the bunkering of an seagoing vessel and the fuel is transferred to the seagoing vessel via the loading tanks of the second bunker vessel, this is not considered to be a bunkering operation. This activity - transshipment between bunker vessels – is covered by Section 6 'Transshipment of dangerous or harmful liquid substances in bulk' of the Port Bye-Laws.

Pursuant to the Dutch General Administrative Law Act, an interested party may object to this decision within six weeks after announcement by submitting a notice of objection. The notice of objection must be addressed to the municipal executive of the relevant municipality where this decision applies.

That notice of objection must be signed and must contain at least:

- the name and address of the petitioner;
- date of the notice of objection;
- the grounds for the objection;
- a description of the decision against which the objection is made.

If you have submitted a notice of objection to the municipal executive of Rotterdam, Schiedam or Vlaardingen, you may submit a request for a provisional provision (including suspension) to:

Rechtbank Rotterdam, sector Bestuursrecht, Postbus 50951, 3007 BM Rotterdam.
Court fees will apply to a request of this kind.

If you have submitted a notice of objection to the municipal executive of Dordrecht, Papendrecht or Zwijndrecht, you may submit a request for a provisional provision (including suspension) to:

Rechtbank Dordrecht, sector Bestuursrecht, Postbus 7003, 3300 GC Dordrecht.
Court fees will apply to a request of this kind.

Correspondence:

Havenbedrijf Rotterdam N.V.

Divisie Havenmeester

Haven Coördinatie Centrum

tel: +31 (0)10-252 1000

fax: +31 (0)10-252 1600

vhf: Channel 14

HCC@portofrotterdam.com

World Port Center

Visiting address: Wilhelminakade 909 / Havennummer 1247

Postal address: Postbus 6622, 3002 AP Rotterdam

Annex 1

These forms can be obtained through the website of the Port of Rotterdam Authority.
www.portofrotterdam.com



DE-BUNKERING REQUEST		Please send completed form to: HCO@portofrotterdam.com	
Vessel	Name of vessel's owner/charterer		
IMO nr	Name of ships agency		
Gross tonnage	Name of contact at ships agency		
Type of vessel	Telephone nr		
Last port of call	Email		
Name of the company receiving the de-bunkered fuel			
Name of the (bunker) tanker/barge			
Name of contactperson			
Telephone nr			
Email			
Quantity of the de-bunkered fuel (in m ³)			
Type of de-bunkered fuel (according ISO 8217)			
<input type="checkbox"/> DMA <input type="checkbox"/> DMZ <input type="checkbox"/> DMB <input type="checkbox"/> RMA <input type="checkbox"/> RMB <input type="checkbox"/> RMD <input type="checkbox"/> RME <input type="checkbox"/> RMG <input type="checkbox"/> RMK <input type="checkbox"/> Other			
Location of de-bunkering (berth/portnumber)			
Next port (if applicable)			
Reason for de-bunkering (multiple reasons can be applicable)			
<input type="checkbox"/> Sulphur content <input type="checkbox"/> Excessive quantity <input type="checkbox"/> Change of grade <input type="checkbox"/> 'Unfit for use'			
<input type="checkbox"/> Catalytic fines (Al + Si) <input type="checkbox"/> Sludge <input type="checkbox"/> Filter blocking <input type="checkbox"/> Dry-docking			
<input type="checkbox"/> Chemical contamination <input type="checkbox"/> Final ships use before scrapping <input type="checkbox"/> Letter of protest attached <input type="checkbox"/> Analysis result			
<input type="checkbox"/> Water content <input type="checkbox"/> End of charter party <input type="checkbox"/> Other (please elaborate in remarks)			
Remarks/explanation			
Origin of the de-bunkered fuel			
E.g. place, country, terminal, name supplier			
Destination of de-bunkered fuel			
<input type="checkbox"/> Refinery <input type="checkbox"/> Storage terminal <input type="checkbox"/> Waste reception facility <input type="checkbox"/> Other			
Name & address			

DE-BUNKERING REQUEST – continued

Bunkers to be transferred/de-bunkered from seagoing vessel

Fuel grade

Litres at actual temp. (m³)

Gross Standard Volume (m³)

Total Metric Tons

Attachments

Analysis report ☒ yes ☐ no

Bunker Delivery Note ☒ yes ☐ no

Authorities

Customs

Name of applicant

Company

☒ No objection ☐ Objection ☐ No objection, provided

Date

Port Authority

Name of applicant

Company

☒ No objection ☐ Objection ☐ No objection, provided

Date

Sea Port Police

For information only

Please send completed form to: HCC@portofrotterdam.com

DE-BUNKERING SAFETY CHECK-LIST

Vessel	Name of vessel's owner/charterer
IMO nr	Name of ships agency
Gross tonnage	Name of contact at ships agency
Type of vessel	Telephone nr
Last port of call	Email

1. Checks by ship/barge prior to berthing

Bunkering	Ship	Barge	Code	Remarks
1. The barge has obtained the necessary permissions to go alongside delivering ship.	<input type="checkbox"/>	<input type="checkbox"/>		
2. The fenders have been checked, are in good order and there is no possibility of metal to metal contact.	<input type="checkbox"/>	<input type="checkbox"/>	R	
3. Adequate electrical insulating means are in place in the barge-to-ship connection. (34)	<input type="checkbox"/>	<input type="checkbox"/>		
4. All bunker hoses are in good condition and are appropriate for the service intended. (7)	<input type="checkbox"/>	<input type="checkbox"/>		

2. Checks prior to transfer

Bunkering	Ship	Barge	Code	Remarks
5. The barge is securely moored. (2)	<input type="checkbox"/>	<input type="checkbox"/>	R	
6. There is a safe means of access between the ship and barge. (1)	<input type="checkbox"/>	<input type="checkbox"/>	R	
7. Effective communications have been established between Responsible Officers. (3)	<input type="checkbox"/>	<input type="checkbox"/>	A R	VHF/UHF Ch Primary system Backup system Emergency stop signal
8. There is an effective watch on board the ship and on the barge or ship receiving bunkers. (22)	<input type="checkbox"/>	<input type="checkbox"/>		
9. Fire hoses and fire-fighting equipment on board the barge and ship are ready for immediate use. (5)	<input type="checkbox"/>	<input type="checkbox"/>		
10. All scuppers are effectively plugged. Temporarily removed scupper plugs will be monitored at all times. Drip trays are in position on decks around connections and bunker tank vents. (10) (11)	<input type="checkbox"/>	<input type="checkbox"/>	R	
11. Initial line up has been checked and unused bunker connections are blanked and fully bolted. (13)	<input type="checkbox"/>	<input type="checkbox"/>		
12. The transfer hose is properly rigged and fully bolted and secured to manifolds on ship and barge. (7)	<input type="checkbox"/>	<input type="checkbox"/>		

Numbers in brackets refer to the Guidelines for Completing the Ship/Shore Safety Check-List in the ISGOTT.

A = agreement R = repetitive

DE-BUNKERING SAFETY CHECK-LIST – continued

Bunkering	Ship	Barge	Code	Remarks
13. Overboard valves connected to the cargo system, engine room bilges and bunker lines are closed and sealed. (16)	<input type="checkbox"/>	<input type="checkbox"/>		
14. All cargo hatch lids are closed. All bunker tank hatch lids are closed. (15)	<input type="checkbox"/>	<input type="checkbox"/>		
15. (Bunker) tank contents will be monitored at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>	A R	At intervals not exceeding minutes
16. There is a supply of oil spill clean-up material readily available for immediate use.	<input type="checkbox"/>	<input type="checkbox"/>		At intervals not exceeding minutes
17. The main radio transmitter aerials are earthed and radars are switched off. (42)	<input type="checkbox"/>	<input type="checkbox"/>		
18. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off. (40)	<input type="checkbox"/>	<input type="checkbox"/>		
19. Smoking rooms have been identified and smoking restrictions are being observed. (36)	<input type="checkbox"/>	<input type="checkbox"/>	A R	Nominated smoking rooms tanker Nominated smoking rooms barge
20. Naked light regulations are being observed. (37)	<input type="checkbox"/>	<input type="checkbox"/>	R	
21. All external doors and ports in the accommodation are closed. (17)	<input type="checkbox"/>	<input type="checkbox"/>	R	
22. Safety Data Sheets (SDS) for the bunker transfer have been exchanged where requested. (26)	<input type="checkbox"/>	<input type="checkbox"/>	R	
23. The hazards associated with toxic substances in the bunkers being handled have been identified and understood. (27)	<input type="checkbox"/>	<input type="checkbox"/>	R	H ₂ S content

Operational agreement

Estimated pumping rate in m³/hr

Maximum pressure at manifold in bar

Before starting any operations, please call Harbour Coordination Centre on VHF channel 11 or telephone nr +31102521000 in order to obtain permission.
Email or fax: copy of Bunker Delivery Note (BDN) and (if available) copy of Analytical Report (Quality) to: hcc@portofrotterdam.com or fax nr +3110251600.

Surveyor appointed? ☒ yes ☐ no

De-bunker permission received? ☒ yes ☐ no

Name

Company

Numbers in brackets refer to the Guidelines for Completing the Ship/Shore Safety Check-List in the ISGOTT.

A = agreement R = repetitive

DECLARATION

We have checked, where appropriate jointly, the items of the Check-list in accordance with the instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.
We have also made arrangements to carry out repetitive checks as necessary and agreed that those items coded 'R' in the Check-list should be re-checked at intervals not exceeding hours.

If, to our knowledge, the status of any item changes, we will immediately inform the other party.

For ship

Name

Rank

Completed truthfully,
Signature

For barge

Name

Rank

Completed truthfully,
Signature

.....
Date

.....
Time

.....
Date

.....
Time

Record of repetitive checks

Date

Time

Initials for ship

Initials for barge

DE-BUNKERING SAFETY CHECK-LIST – continued

Bunkers to be transferred/de-bunkered from seagoing vessel

(Quantities prior start de-bunkering, as reported by C/E)

Date & time

Tank	Ullage/innage (cm)	Actual temp. (°C)	TOV - Total Observed volume (litres)	VCF ASTM 54B	GSV - Gross Standard Volume @ 15°C (litres)	Density in vac. @ 15°C	Mass in vac. (kilos)
Nr							
Nr							
Nr							
Nr							
Nr							
Nr							

Bargemeasurement

(quantity from barge is binding)

Tank	Actual temp. (°C)	TOV - Total Observed volume (litres)	VCF ASTM 54B	GSV - Gross Standard Volume @ 15°C (litres)	Density in vac. @ 15°C	Mass in vac. (kilos)
Before						
After						
Total received						

Sampling

1 x 1 litre (composite) for seagoing vessel, sealed:

1 x 1 litre (composite) for receiver, sealed:

1 x 1 litre (composite) for bunker surveyor, sealed:

2 x 1 litre from each tank for Port State Control:

Checklist to be retained after operation by ships agent