Alaska Maritime Agency

We coordinate and facilitate the tankers that Tesoro brings to Cook Inlet

An Agent's Role (According to BIMCO) :

- "Maritime Mr. Fixit"
- Local expertise
- Ensures that the paperwork is perfect
- Ensures the tugs and the linesmen are on hand
- books the pilot
- Ensures the berth is ready
- Alerts the stevedores
- Informs the Master about any special problems of the port approaches, or any "customs of the port" which might be unusual
- Provides some rough idea of the disbursements - the costs - which that ship will incur during her visit.
- One of the first persons aboard the ship upon arrival, smoothing the path of the Master with the customs, port health and other official visitors
- Delivers mail and other items the ship or ship owners have ordered prior to the vessel arrival
- Fulfils demands from the ship
- One of the last persons down the gangway
- Arranges payment on behalf of the owner; all the costs that have been incurred during the visit.

Mr. Fixit is already thinking of the next customer, even now arriving in the roadstead with her different set of demands to be fulfilled and problems to be fixed.

A good steamship agent is never idle for long.

Alaska Maritime Agencies – Typical job description

Purpose of Job:

• To facilitate vessel arrival and departure to and from port and to attend to all crew, cargo and other related matters on behalf of the Principal.

• **Duties and Responsibilities:**

• Order pilots, tugs and tie up service for the vessel's arrival. Arrange for various governmental authorities to attend the vessel upon arrival in order to be able to handle cargo and conduct other business while in port.

• Liaise with stevedores and port authorities to ensure that the vessel is guaranteed a berth and will be able to discharge or load cargo. Liaise with vendors, suppliers and repair companies when required by the vessel.

• Board the vessel on arrival to coordinate documentation for authorities such as U.S. Coast Guard, Customs and Immigration services. Ensure that cargo work has commenced in a timely manner and as per Principal's instructions.

• Visit the vessel daily or as frequently as needed to resolve any problems. Attend to the Master's requirements.

• Ensure that the vessel and crew are complying with all federal, state and port laws and regulations, and that the vessel and principal are kept current on laws and all the various requirements.

• Provide ongoing communications and report including recap upon sailing to the Principal in order to keep them accurately informed on vessel status.

• Monitor all costs and approve expenses to ensure that the Company always has sufficient funds to cover same.

• Be familiar with CBP-customs and CBP-Immigration procedures in order to enter/clear vessels at the customs-house, present foreign crew for processing and handle other custom procedures as required by the Principal.

• Be able to attend to arriving and departing crewmembers at the airport, local hotels and other locations throughout the city in order to facilitate the needs of the principal. Hours are varied and may require an agent to work a flexible schedule.

• Assist in a variety of accounting, admin, freight processing and other office functions depending on the need of the Principal.

• **Job Requirements:**

• Must be capable of boarding ships, both at anchor and dockside, via stationary or moving ladder or gangway, carrying applicable paperwork, laptop computer, cellular phone, small packages and be able to navigate irregular surfaces.

• Must be willing to work irregular and overtime hours, including rotational weekend duty and evenings.

• Must have good organizational and communication skills, including written and verbal.

• Must be capable of attending vessels in remote ports in Alaska many of which can only be accessed by commercial or chartered aircraft.

• Must be able to drive company automobile to/from airport, customs-house, local hotels, local retail store, medical facilities and other locations throughout Anchorage and other communities depending on the vessel location.

What important function does an agent perform for Tesoro?

Single Point of Contact

PILOT

- Confirm ETA
- Provide vessel specific information
  - length, draft, etc.
- Discuss limiting factors
  - tides/currents/ice
  - inspections/delays
  - berthing conflicts
  - assist tugs
  - navigational issues specific to port call

VESSEL OWNER

- Confirmation of regulatory compliance
  - currency of COCs and port state exams
  - seasonal guidelines (i.e. winter rules)
- Spares delivery
- Crew Changes
- Cash advances
- Provisioning

VESSEL CHARTERER

- Regulatory compliance
- ETA adjustments
- Cargo documentation
- Charterer's expectations/ performance issues

USCG

- Regulatory compliance issues
- Scheduling inspections
- Special requirements
  - i.e. ice rules inspection
- Security Requirements
  - facility security requirements
  - vessel security requirements
- eNOA/D

CBP

- Advance notification
  - eNOA/D
  - file 3171
- Confirm approval to commence operations in advance of inspection
- Special crew restrictions

FACILITY OPERATOR

- Confirm scheduling
  - resolve scheduling conflicts
- Order linehandlers
- Continuous updates
  - ETA
  - ETD

VENDORS

- ETA updates
- Timely service requests
- Coordinate deliveries
- Provide shipping information

ADEC

- ETA updates
- Provide information as requested
- Coordinate boarding with Master (if necessary)

VESSEL

- eNOA/D
- Advance document requirements
- Special port parameters/restrictions
- Special facility restrictions
- Scheduling conflicts
- Crew coordination
  - crew changes
  - medicals
- Provision requests
- Repairs/Spares

From: Hamane Spirit- master
[mailto:master.hamane@teekay.com]
Sent: Wednesday, June 09, 2010 3:21 AM
To: Kelly Reichert
Cc: kenops@alaskamaritime.com
Subject: HAMANE SPIRIT - Pre-arrival
Good Day Kelly
Pls provide some more info:
1) Will any USCG inspection/Port State Control take place on arrival Homer anchorage (ISPS,etc) ?
2) Shall I send any ETA notification to USCG prior arrival ?
3) What is temp at Nikiski terminal during day/night ?
4) Lat./Long. coordinates for Homer anchorage ?
Thank you very much in advance
Best regards,
Pawel Chanas
Master
M/T Hamane Spirit
Teekay Marine Services - Committed to Operational Leadership Sat.B phone: 331129782 Sat.B FAX : 331129787 Sat.B Tlx : 331129789 Sat.C Tlx : 430982510 Mobile(In Port GSM Only): +65 9115 1603

E-Mail: : master.hamane@teekay.com

From: Kelly Reichert [mailto:kelly.reichert@alaskamaritime.com]
Sent: Wednesday, June 09, 2010 8:28 AM
To: 'Hamane Spirit- master'
Cc: kenops@alaskamaritime.com
Subject: RE: HAMANE SPIRIT - Pre-arrival

Hello Captain,

Well received your below inquiry with thanks.

1) Local USCG currently has no intentions of boarding your vessel for inspection. We do expect that a state inspector from Alaska Department of Environmental Conservation (ADEC) will board while at KPL Dock. To better prepare for this inspection, I have included a copy of the checklist that he/she will use. For your records, please find the attached form containing necessary ISPS contact info.

2) Please submit eNOA/D well in advance to the 96hr deadline. This will help avoid potential delays if there are any errors in initial report, we will have time to correct them before crossing the 96hr threshold.

3) We have been experiencing overnight low temperatures around 43 deg F (6 deg C), and daytime highs up to 65 deg F (18 deg C)

4) A pilot will board your vessel upon arrival to the P/Stn and direct you to a safe location inside of Kachemak Bay. The exact location will be determined by the pilot based on the latest weather forecast and expected wind conditions. I have attached a scanned chartlet of the general location and the USCG guidelines for anchoring in Kachemak Bay.

5) In order to meet the Terminal's mooring requirements, please ensure that mooring line pigtails are made and secured to each mooring line. Attached is a diagram for reference in this preparation.

6) Attached you will find the Quick Reference Guide. This is from the Tesoro Oil Spill Prevention and Contingency Plan (C-Plan), which will be placed on board with the pilot. Please carefully review this reference guide and the C-Plan, and then ensure it is placed in vessel's CCR with the two laminated placards on a wall in open view.

7) Customs & Border Protection will be attending the vessel directly upon arrival to berth. Please prepare the following certificate copies and documents for smooth entry of ship and crew:

-Certificate of registry
-Int'l Tonnage Cert.
-Int'l Loadline Cert.
-Certificate of Financial Responsibility (USCG) -Operational Agreement letter between owner on registry and operator on USCG COFR (none needed if same company) -Safety Construction Certificate (SOLAS) -Safety Equipment Certificate (SOLAS) -Tonnage Tax Receipts (only if within past 12 months)

Please have filled out for arrival:

Clearance from Last Port

I-95 Crewman landing permits (Immigration may fine vessel for each landing permit not filled out) 6X CF 1300 Master's Oath signed originals (2 completed and marked for entrance, 2 completed and marked for clearance, 2 blank and signed) 2X CF 1302 Cargo Manifest (completed) 2X CF 1303 Ship Stores (completed) 2X CF 1304 Crews' Effects (completed) 3X I-418 Crew list signed original (completed) 3X I-418 Passenger List (if any on board)

Thanks & best regards,

Kelly Reichert
Alaska Maritime

Vessels Inspection Form (per 18 AAC 75.480)

Inspection date: ____/_____/_____ **Company Name: Tesoro Alaska**

ADEC Oil Discharge Prevention and Contingency Plan #041 CP 2039

Vessel Name _____ IMO_____

Master: _____

C/E: _____Pollution Officer:_____

☐ Are there any special safety considerations that you want me to be aware of on board your vessel today?

☐ Before we start the inspection, are there any mechanical, operational or personnel issues that I should be aware of? _____ Name of Person in Charge

Yes	No	NA	
☐	☐	☐	1. Officer on board that speaks English and the language of the crew?
☐	☐	☐	2. Spot Charter Amendment Approval Dates ___/___/___to ___/___/___
☐	☐	☐	3. Certificate of Financial Responsibility date of expiration ____/____/____
☐	☐	☐	4. Verify all navigational equipment is operational
☐	☐	☐	5. Contingency Plan verification form signed with terminal
☐	☐	☐	6. Response Action Plan (Part 1 of Approved Plan) on board
☐	☐	☐	7. Oil Record Book reviewed: Deck_____ Engine Room_____
☐	☐	☐	8. Crew training records on board
☐	☐	☐	9. Declaration of Inspection has been completed (Dock)
☐	☐	☐	10. Declaration of Inspection has been completed (Vessel)
			11. Cargo being transferred: _____
☐	☐	☐	12. Emergency shutdown system and procedures are in place
☐	☐	☐	13. Continuous positive communication link during transfer
☐	☐	☐	14. Cargo Hoses and piping inspected. Last date ____/____/____
☐	☐	☐	15. Emergency towing system. Date of last inspection ____/____/____
			Inspection records on board
☐	☐	☐	16. Emergency towing system is in place
☐	☐	☐	17. Verify essential machinery, aux. machinery and cargo machinery is operational
☐	☐	☐	18. Hoses or manifolds leaking
☐	☐	☐	19. Hoses/manifolds not in use flanged off
☐	☐	☐	21. Deck watch for spill in place during transfer
☐	☐	☐	22. Boom deployed around vessel during transfer (if applicable)
☐	☐	☐	23. Vessel security program in place
☐	☐	☐	24. Deck discharge containment system in place
☐	☐	☐	25. Scuppers closed and water tight during transfer
☐	☐	☐	26. Drip pans under cargo manifolds
☐	☐	☐	27. Response equipment (approved plan) on board.
			Last inspection date ____/____/____

ADEC Inspector: (print) _____ signature: _____

Vessel Representative:

Name (print) _____ signature: _____ position: _____

MOORING LINE PIGTAIL CONFIGURATION

1) Pigtails arranged as shown greatly reduce the risk of injury as well as simplifying the tie-up.

2) Pigtails should be made with ¾ inch or 1 inch line.

3) The end of the pigtail should be even with the end of the mooring line.

4) During freezing temperatures pigtails shall be thawed prior to use.

U.S. Department of Homeland Security

United States Coast Guard

U.S. Coast Guard
Captain of the Port
Western Alaska

510 L Street, Suite 100
Anchorage, AK 99501-1946
Staff Symbol: MSD Kenai
Phone: (907) 271-6700
Fax: (907) 271-6751

16710
February 4, 2006

CAPTAIN OF THE PORT, WESTERN ALASKA
NAVIGATION ADVISORY

Subj: SPECIAL OPERATING GUIDELINES FOR VESSELS ANCHORING IN KACHEMAK BAY, ALASKA

Working in consultation with the Southwest Alaska Pilot's Association (SWAPA) and representatives of the marine industry, the Coast Guard has developed special operating guidelines for vessels anchoring in Kachemak Bay. The waters of Cook Inlet and Kachemak Bay are environmentally sensitive and a precious economic and environmental resource. These guidelines were developed in response to past instances of vessels dragging anchor in Kachemak Bay. While the majority of companies and vessels have good procedures for responding to heavy weather, it is apparent by these past incidents that there are gaps that need to be filled to ensure all are taking the appropriate precautions. These guidelines shall be followed at all times by any vessel anchoring in Kachemak Bay. Failure to follow these guidelines may result in the issuance of a Captain of the Port Order under Title 33 United States Code (USC) 1221.

GENERAL REQUIREMENTS FOR ALL VESSELS:

1. 33 CFR Part 164.19 (a) & (b): Ensure that a proper anchor watch is maintained at all times. Utilize all means available in order to detect the dragging of the anchor.

   While anchored in Kachemak Bay, a 24-hour bridge watch shall be maintained by an English-speaking deck watch officer.

2. 33 CFR Part 164.19 (c): Whenever the weather conditions are such that it is likely the anchor will drag, appropriate actions are taken in order to ensure the safety of the vessel, structures, and other vessels. Appropriate actions include: veering more chain, letting go a second anchor or getting underway using the vessel's own propulsion or tug assistance.

3. 33 CFR Part 160.215: A vessel dragging anchor in port during severe weather always constitutes a hazardous condition. As such, the requirement to give a Notice of Hazardous Condition(s) applies. The agent, master, operator, or person in charge shall ensure that the Marine Safety Office Anchorage or Marine Safety Detachment Kenai is immediately notified of a hazardous condition as soon as practicable.

Coast Guard Unit	Office Number	After Hours Number
Marine Safety Office Anchorage	(907) 271-6700	(907) 229-8203
Marine Safety Detachment Kenai	(907) 283-3292	(907) 398-6267

COOK INLET VESSEL
OIL DISCHARGE
PREVENTION & CONTINGENCY PLAN
QUICK REFERENCE EXCERPT

The following key points are provided as a quick reference for the Tesoro Cook Inlet Vessel Oil Discharge Prevention and Contingency Plan:

NOTIFICATIONS:

Vessel's are required to make the following notifications in the event of a spill in Alaska State waters:

- USCG National Response Center (NRC)..... (800) 424-8802
- Alaska Department of Environmental Conservation..... (907) 269-3063
  (after hours)... (800) 478-9300

OIL SPILL RESPONSE ORGANIZATION

The designated Oil Spill Response Organization (OSRO) identified in the Tesoro Cook Inlet Vessel Oil Discharge Prevention and Contingency Plan is Cook Inlet Spill Prevention and Response Inc. (CISPRI).

- CISPRI.....(907) 776-5129
- OSRV Perseverance (Response Vessel).....(VHF-FM).....Channel 16

OSRV Perseverance is equipped for Emergency Towing.

QUALIFIED INDIVIDUALS

Tesoro has designated the following employees to act as Qualified Individuals for the Tesoro Cook Inlet Vessel Oil Discharge Prevention and Contingency Plan:

- Shawn Brown Primary Q.I.
- John Kwietniak Alternate Q.I.
- Stephen Hansen Alternate Q.I.
- Paul Samora Alternate Q.I.

All Q.I.(s) can be contacted via the Tesoro Refinery at: 907-776-8333 or 907-776-8191

All Shipboard Problems will be immediately communicated to a Tesoro Q.I.

ALASKA MARITIME AGENCIES IS:

- One of three vessel agencies in **General Steamship Agencies, Inc.**
- With roots in San Francisco, California dating back to 1920, our tramp agency network has staffed offices that span the entire continent. Our years of dedicated service to ship owners, charterers, shippers and receivers have prepared us well to take on future challenges.
- Our domestic and worldwide customer base consists of principals who nominate and appoint us on vessels of all types and sizes and which carry just about every commodity presently being imported to and exported from North America. We also regularly handle drydockings and military vessels. Our cruise divisions service passenger vessels on all US coasts and up into Canada and Alaska.
- Whether you require full or protective agency services, the experienced team at General Steamship Agencies, Inc. stands ready to assist you 24 hours a day, 7 days a week and 365 days a year.

ALASKA MARITIME AGENCIES

Alaska Maritime Agencies – Kenai Office

130 Trading Bay Road, Suite 360

Kenai, Alaska 99611

Tel: (907) 283-8009

Fax: (907) 283-7765

Email: Kenops@alaskamaritime.com

Port Manager: Kelly Reichert

Cell: (907) 252-6090

Alaska Maritime Agencies – Anchorage Office

4341 B Street, Suite 101

Anchorage, Alaska 99503

Tel: (907) 562-8808

Fax: (907) 562-8810

Email: Ancops@alaskamaritime.com

Vice President: Robert Arts

Cell: (907) 223-9713

General Manager: Tom Rueter

Cell: (907) 223-2907

OSG
OSG
OSG

That's all Folks!