



3/20/2020 Rev2

### Valero Meraux Terminal – Site Specific Precautions

This guidance clarifies Section 1 of the 'Valero Marine Terminal Universal Precautions during Global COVID-19 Pandemic' issued on Monday, 3/16/2020, as specific to the Meraux Terminal.

#### As pertaining to Ships and ATBs (oceangoing barges):

1. Valero Dock operators are not to board ships to conduct face-to-face communication with vessel personnel.
2. Cargo conferences:
  - a. Pre-transfer conference between the Dockman and vessel personnel will be conducted via telephone or, a VHF radio.
    - i. For telephone, have the ship call the office phone to review paperwork.
      1. Ship Dock: 504-278-5257
      2. Barge Dock: 504-278-5255
    - ii. For radio, Ship Dock operator will utilize a VHF radio to communicate with the Ship.
      1. Conduct hourly radio checks with ship and use call sign always.
      2. Do not transfer Valero radio to the Ship.
      3. If the Ship does not have radio, Ship should contact the Agent.
      4. Note: Barge tankerman typically utilize VHF radio.
  - b. Paperwork, including Declaration of Inspection (DOI), will be exchanged by both parties via email, or fax, in addition to verbal communication via radio or telephone.
    - i. Note: The printer in the Barge Dock shack is capable of scanning to any Valero email address.
    - ii. Dock operator should pre-fill the DOI and other required paperwork (include Baker Hughes key meeting form, if needed).
    - iii. Scan this paperwork to the Dockman's email and email to the Agent, and ship email if available.
    - iv. The ship personnel will initial/sign to verify agreement. Ship will scan paperwork and send back to the Dock operator (via Agent if necessary), prior to beginning transfer.
  - c. Discussions between Inspector and chief mate should be conducted outside on the ship's deck. Inspectors should not go inside vessel for any reason.
  - d. As a last resort, any discussions required between Inspector and/or Dockman may be conducted outside on the Valero Meraux Dock, not in a shelter or building, and contact closer than 6 ft is prohibited.

#### As pertaining to Inland Barges:

1. Valero Dock operators and Tankerman are expected to conduct all necessary communication via VHF radio, or telephone.
  - a. Valero will not provide a VHF radio to Tankerman. Tankerman are expected to provide their own VHF radio and tune to Channel 17 to communicate with the Dock operator.
  - b. For telephone, the office may call 504-278-5255 to reach the Valero Meraux Barge Dock.



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2. Cargo conferences:

- a. Pre-transfer conference between the Dockman and Tankerman will be conducted via VHF radio, or telephone if needed.
- b. Paperwork, including the Declaration of Inspection (DOI) and SDS, will be exchanged by both parties via email, or fax, in addition to verbal communication via radio.
  - i. Note: The printer in the Barge Dock shack is capable of scanning to any Valero email address.
  - ii. Dock operator should pre-fill the DOI and other required paperwork.
  - iii. Scan this paperwork to the Dockman's email and email to the Tug Captain and/or Barge office.
  - iv. The paperwork will be provided to the Tankerman, who will initial/sign to verify agreement. Tug will scan paperwork and send back to the Dock operator (via office if necessary) prior to beginning transfer.
- c. As a last resort, any discussions required between Inspector and/or Dockman may be conducted outside on the Valero Meraux Dock, not in a shelter or building, and contact closer than 6 ft is prohibited.