



Superior Bay Marine of Alabama, LLC
118 Industrial Parkway
Saraland, AL 36571

Towing Safety Management System (TSMS)

Prepared By:



**Maritime
Consulting**

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OF ALABAMA

Superior Bay Marine of
Alabama, LLC.



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**Towing Safety Management
System**

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SUPERIOR BAY MARINE
of Alabama, LLC.
Towing Safety Management System

Record of Changes and Reviews			
SOP Revised	SOP Revision #	Date Revised	By
All	01	01Aug2023	SLM/gl
2302	00 (New)	17May2024	SLM/rs
4101	00	05Jan2025	SLM/rs
1002, 1003, 2102, 2402, 3103, 4201,	02	05Jan2025	SLM/rs
3014	02	21Apr2025	SLM/rs
7205	02	25Jul2025	SLM/rs
1501, 4302, 8005	02	01May2026	SLM/rs
2005, 2202	00	01May2026	SLM/rs

	Vessel Operating Procedures		Table of Contents	
	Revision#		01May2026	SOP: TOC
	Written By:	R. Singley	Approved By:	B. W. Haney
				Page 1 of 5

STANDARD OPERATING PROCEDURES

1000 Management of Personnel			
1000	Shoreside Management	Rev	Date
1001	Mission Statement	01	08/02/2023
1002	Management Organization Chart	02	01/05/2025
1003	Management Roles and Responsibilities	02	01/05/2025
1004	Designated Person	01	08/02/2023
1005	Selection of Third-Party Organizations	01	08/02/2023
	Employment	Rev	Date
1101	Hiring Policy	01	08/02/2023
1102	Physical Examination Policy	01	08/02/2023
1103	Physical Standards - Wheelhouse	01	08/02/2023
1104	Physical Standards - Deckhand	01	08/02/2023
	Drugs and Alcohol	Rev	Date
1201	Drug and Alcohol Policy	01	08/02/2023
1202	Prescription Medication Notification Policy	01	08/02/2023
1203	Employee Assistance Program	01	08/02/2023
1204	Medical Records	01	08/02/2023
	Auditing	Rev	Date
1301	Internal Shoreside Auditing	01	08/02/2023
1302	Vessel Auditing	01	08/02/2023
	Reporting of Non-Conformities	Rev	Date
1401	Reporting Responsibilities	01	08/02/2023
1402	Non-Conformance System Operating Instructions	01	08/02/2023
1403	Corrective Preventative Actions	01	08/02/2023
	Document Control	Rev	Date
1501	Document Control Procedures	02	05/01/2026
2000 Vessel Management			
2000	Vessel Management	Rev	Date
2001	Vessel Organization Chart	01	08/02/2023
2002	Captain's Responsibilities and Authority	01	08/02/2023
2003	Pilot's Responsibilities and Authority	01	08/02/2023
2004	Deckhand Responsibilities and Authority	01	08/02/2023
2005	Tankerman Responsibilities and Authority	00	05/01/2026
	Training	Rev	Date
2101	Orientation and Training Policy	01	08/02/2023
2102	Contents of Training	02	01/05/2025
	Employee Development	Rev	Date
2201	Deckhand Trainee to Deckhand	01	08/02/2023
2202	Deckhand to Tankerman	00	05/01/2026
2203	Steersman	01	08/02/2023
2204	Pilot	01	08/02/2023
2205	Captain	01	08/02/2023



Vessel Operating Procedures

Table of Contents

Revision#

Date Revised

01May2026

SOP: TOC

Written By:

R. Singley

Approved By:

B. W. Haney

Page 2 of 5

2206	Proficiency Evaluation	01	08/02/2023
	Discipline	Rev	Date
2301	Disciplinary Action Policy & Letter of Warning	01	08/02/2023
2302	Harassment Policy	00	05/17/2024
	Vessel Manning	Rev	Date
2401	Vessel Manning Procedures	01	08/02/2023
2402	Vessel Safety Orientation	02	01/05/2025
3000	Vessel Operations		
3000	Vessel Operations	Rev	Date
3001	Navigation	01	08/02/2023
3002	Vessel to Dispatcher Communications	01	08/02/2023
3003	Vessel to Vessel Communications	01	08/02/2023
3004	Vessel to Authority Communications	01	08/02/2023
3005	Communications Onboard	01	08/02/2023
3006	Standing Radio Watch	01	08/02/2023
3007	Crew Change Procedures	01	08/02/2023
3008	Change of Watch	01	08/02/2023
3009	Vessel Log/Required Logbook Entries	01	08/02/2023
3010	Vessel Security	01	08/02/2023
3011	Carriage of Personnel Other Than Vessel Crewmembers	01	08/02/2023
3012	Required Documents On Board	01	08/02/2023
3013	Locking	01	08/02/2023
3014	Scheduling Horsepower	02	04/21/2025
3015	Critical Equipment	01	08/02/2023
3016	Identifying Critical Stores and Supplies	01	08/02/2023
3017	Minimum Rigging Requirements	01	08/02/2023
3018	Making Up Tow	01	08/02/2023
3019	Bridge Transit	01	08/02/2023
3020	Multi-Media Distractions	01	08/02/2023
3021	Pre-voyage Departure Checklist	01	08/02/2023
3022	Voyage Planning	01	08/02/2023
3023	Vessel Traffic Services	01	08/02/2023
	Transfers	Rev	Date
3101	Fuel Transfer Procedures	01	08/02/2023
3102	Cargo Transfer Procedures	01	08/02/2023
3103	Boat to Barge Transfer Procedures	02	01/05/2025
3104	Person In Charge of Transfers	01	08/02/2023
3105	Benzene Safety	01	08/02/2023
3106	Hydrogen Sulfide Safety	01	08/02/2023
3107	Vapor Pre-Transfer	01	08/02/2023
3108	Vapor Transfer Rate	01	08/02/2023
3109	Vapor Piping	01	08/02/2023
3110	Vapor Vent Line	01	08/02/2023
3111	Cargo Hoses	01	08/02/2023
3112	Static Accumulation	01	08/02/2023



Vessel Operating Procedures

Table of Contents

Revision#

Date Revised

01May2026

SOP: TOC

Written By:

R. Singley

Approved By:

B. W. Haney

Page 3 of 5

4000 SAFETY			
4000	Safety Procedures	Rev	Date
4001	Company Safety Policy	01	08/02/2023
4002	Company Safety Rules	01	08/02/2023
4003	Stop Work Obligation	01	08/02/2023
4004	Confined Space Entry	01	08/02/2023
4005	Skiff Use and Operation	01	08/02/2023
4006	Welding/Cutting	01	08/02/2023
4007	Handling Facewire/Rigging	01	08/02/2023
4008	Portable Electric/Air Tools	01	08/02/2023
4009	Headline Operation	01	08/02/2023
4010	Hazard Communication Procedures	01	08/02/2023
4011	Safe Use of Deck Machinery/Winches	01	08/02/2023
4012	Fall Overboard protection	01	08/02/2023
4013	Job Safety Analysis	01	08/02/2023
4014	Hearing Conservation Program	01	08/02/2023
4015	Bloodborne Pathogens	01	08/02/2023
4016	Personal Hygiene Safety	01	08/02/2023
4017	Galley Safety	01	08/02/2023
4018	Slip, Trip & Fall Prevention	01	08/02/2023
4019	Non-Skid Policy	01	08/02/2023
4020	Fall Prevention Policy	01	08/02/2023
4021	Safe Use of Ladders	01	08/02/2023
4022	Smoking Policy	01	08/02/2023
4023	Rigging Policy	01	08/02/2023
4024	Painting in Enclosed Spaces	01	08/02/2023
4025	Abrasive Wheel Machinery	01	08/02/2023
4026	Flammable Materials	01	08/02/2023
4027	Electrical Safety	01	08/02/2023
4028	Potable Water	01	08/02/2023
4100	PERSONAL PROTECTIVE EQUIPMENT (PPE)	Rev	Date
4101	PPE Policy	00	01/05/2025
4102	Head Protection	01	08/02/2023
4103	Eye & Face Protection	01	08/02/2023
4104	Ear Protection	01	08/02/2023
4105	Back Protection	01	08/02/2023
4106	Foot Protection	01	08/02/2023
4107	Hand Protection	01	08/02/2023
4108	Respiratory Protection	01	08/02/2023
4109	Work Vests	01	08/02/2023
4200	SAFETY PROCEDURES	Rev	Date
4201	Safety Meetings	02	01/05/2025
4202	Safety Drills	01	08/02/2023
4300	EQUIPMENT	Rev	Date
4301	Lifesaving Equipment	01	08/02/2023
4302	Firefighting Equipment	02	05/01/2026



Vessel Operating Procedures

Table of Contents

Revision#

Date Revised

01May2026

SOP: TOC

Written By:

R. Singley

Approved By:

B. W. Haney

Page 4 of 5

5000 ENVIRONMENTAL PROTECTION			
5000	WASTE HANDLING	Rev	Date
5001	Environmental Policy	01	08/02/2023
5002	Garbage Disposal Management Policy	01	08/02/2023
5003	Handling of Waste Oil, Bilge Slops, and Used Filters	01	08/02/2023
5004	Hazardous Waste Disposal/Handling	01	08/02/2023
5005	Marine Sanitation Devices	01	08/02/2023
5006	Vessel General Permit	01	08/02/2023
6000 INCIDENT REPORTING			
6000	INCIDENT REPORTING PROCEDURES	Rev	Date
6001	Vessel Responsibilities	01	08/02/2023
6002	Personal Injury or Illness	01	08/02/2023
6003	Oil Spills	01	08/02/2023
6004	Collision	01	08/02/2023
6005	Grounding	01	08/02/2023
6006	Reporting and Chemical Testing Requirements	01	08/02/2023
6007	Near Miss Reporting	01	08/02/2023
6008	Incident Report	01	08/02/2023
6009	Report of Personal Injury or Illness	01	08/02/2023
6010	Witness Report	01	08/02/2023
6100	INCIDENT REPORTS AND INVESTIGATION	Rev	Date
6101	Incident Investigation	01	08/02/2023
7000 EMERGENCY PROCEDURES			
7000	PERSONNEL	Rev	Date
7001	Personal Injury/Illness	01	08/02/2023
7100	CARGO SPILL	Rev	Date
7101	Oil Spill	01	08/02/2023
7102	Spill from an Incident	01	08/02/2023
7103	Notification Checklist for Cargo Spill	01	08/02/2023
7200	GENERAL/STATION BILL	Rev	Date
7201	Collision/Allision	01	08/02/2023
7202	Grounding	01	08/02/2023
7203	Fire	01	08/02/2023
7204	Man Overboard	01	08/02/2023
7205	Sinking	02	07/25/2025
7206	Hurricane	01	08/02/2023
7207	Operator Incapacitation	01	08/02/2023
7208	Loss of Steering	01	08/02/2023
7209	Radar Failure Procedures	01	08/02/2023
7210	Tow Break Up	01	08/02/2023
7211	Station Bill	01	08/02/2023
8000 VESSEL MAINTENANCE			
8000	VESSEL MAINTENANCE PROCEDURES	Rev	Date
8001	Equipment Maintenance Schedules	01	08/02/2023
8002	Maintenance and Repair Reporting	01	08/02/2023
8003	Routine Vessel Repairs	01	08/02/2023



Vessel Operating Procedures

Table of Contents

Revision#		Date Revised	01May2026	SOP: TOC
Written By:	R. Singley	Approved By:	B. W. Haney	Page 5 of 5

8004	Non-routine Vessel Repairs	01	08/02/2023
8005	Emergency Vessel Repairs	02	05/01/2026
8006	Permit to Proceed	01	08/02/2023
8007	Lockout/Tagout Procedure	01	08/02/2023
8008	Towing Gear Maintenance and Inspection	01	08/02/2023
8009	Main Engine Shutdown During Delays	01	08/02/2023
8010	Qualifications of Maintenance Personnel	01	08/02/2023
8011	Rigging Replacement Procedures	01	08/02/2023
8012	Vessel Piping Color Codes	01	08/02/2023
8100	VESSEL INSPECTION PROCEDURES	Rev	Date
8101	Inspections	01	08/02/2023
8102	Internal Survey Program	01	08/02/2023
8103	Drydocking and Internal Structural Examination	01	08/02/2023
INDEX OF FORMS			
	FORMS		
2201	Deckhand Assessment Record (DAR)	01	08/02/2023
2207A	Pilot Performance Review Checklist	01	08/02/2023
2207B	Deckhand Evaluation Checklist	01	08/02/2023
2301	Letter of Warning	01	08/02/2023
3007A	Wheelhouse Turnover Form	01	08/02/2023
3105	Pre-Transfer Checklist	01	08/02/2023
4015	Hepatitis B Vaccine Declination	01	08/02/2023
4203	Drill Report	01	08/02/2023
6008	Incident Report		
6009	Report of Personal Injury or Illness	01	08/02/2023
6010	Witness Report	01	08/02/2023
6102	Incident Investigation Checklist & Report	01	08/02/2023
7103	Notification Checklist for Cargo Spill	01	08/02/2023
7211	Station Bill	01	08/02/2023

	QUALITY POLICY			Mission Statement	
	Revision#	01	Date Revised	02Aug2023	SOP # 1001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

MISSION STATEMENT

Superior Bay Marine of Alabama, LLC. Mission is to provide our customers excellent marine services and value while:

- ***Causing NO harm to people;***
- ***Causing NO harm to assets;***
- ***Causing NO harm to the environment;***
- ***Maintaining a culture of professionalism and mutual respect.***

To accomplish this mission **Superior Bay Marine of Alabama, LLC.** will, as a matter of policy;

- Promote a culture in which HSSE performance is paramount;
- Address all HSSE matters in a systematic fashion;
 - Have goals and incentives for improvement of HSSE performance;
 - Require our subcontractors to manage HSSE in line with our program;
 - Recognize that HSSE is the responsibility of everyone;

The success of our program depends on our employees because ultimately, each person must be primarily responsible for his or her own safety. We have to depend on our employees to use their skills, training, and knowledge to maintain a safe, health, and secure work environment. There is no substitute for care, thought, attention to detail, and the use of good judgement.

To achieve our mission, each employee of Superior Bay Marine of Alabama, LLC. is expected to;

- Assume primary responsibility for his or her own safety at all times;
- Commit to working safely;
- Read, understand and follow the Superior Bay Marine of Alabama, LLC Safety Management System Manual;
- Actively participate in the Superior Bay Marine of Alabama, LLC HSSE program;
- Exercise his or her skills, training, knowledge, and good judgement to keep a health, secure, and safe work environment;

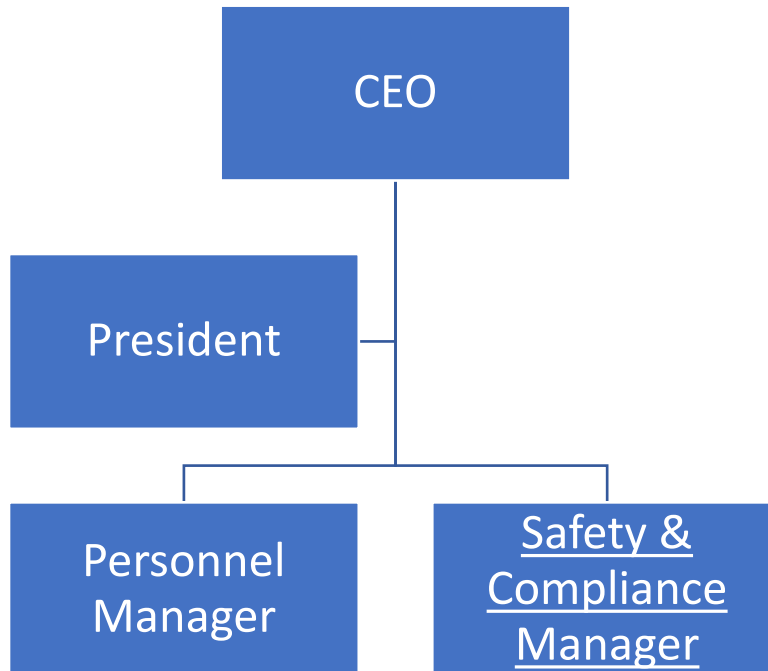
Total commitment to working safely and full compliance with Superior Bay Marine of Alabama, LLC HSSE program are conditions of employment at Superior Bay Marine of Alabama, LLC. Nothing less is acceptable.

B. W. Haney
Vice President of Operations
Superior Bay Marine of Alabama, LLC

	Levels of Organization			Shoreside Management	
	Revision#	02	Date Revised	05Jan2025	SOP # 1002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

Superior Bay Marine of Alabama, LLC

Company Organization Chart



	Levels of Organization			Shoreside Management	
	Revision#	02	Date Revised	05Jan2025	SOP # 1003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Chief Executive Officer

The Chief Executive Officer (CEO) is responsible for the overall operations of Superior Bay Marine of Alabama, LLC. including but not limited to, fiscal and facilities management and ensuring the provision of quality services and community public relations. Responsibilities include approval of all large purchases, asset acquisitions, new customers, and vendors. Approve all financing. Authority supersedes all others.

President

The President contributes to the successful operation of Superior Bay Marine of Alabama, LLC. and regularly reports on the organization's progress to the CEO. As a member of the Senior Management Team, the President participates in the development of Superior Bay Marine priorities and objectives. Works closely with the Safety and Personnel Managers to ensure that the fleet and personnel meet all federal and state requirements. Ultimately responsible for maintaining and administering the company's Towing Safety Management System (TSMS). Responsible for managing the company's document control process.

Safety and Compliance Manager

Responsible to the president. Supervising maintenance of tugboats and keeping inventory of tug's spares and machinery. Responsible for monitoring preventative maintenance program (SINEX) to ensure Non-Conformities are addressed in a proper and in a timely fashion. Responsible for preparing and maintaining manuals and operating procedures necessary for the upkeep of machinery equipment. Purchasing marine equipment and supplies and maintaining company list of approved suppliers. Providing info to the President on status of equipment. Responsible for implementation of the Company's Vessel Security Plan. Responsible for the safety of all activities and compliance with applicable safety laws and regulations and has the authority to stop all vessel operations pending the correction of non-conformities and deficiencies. He is responsible for assessing hazardous and unsafe situations and developing measures for assuring personnel safety. Responsibility also includes monitoring the safety and pollution-prevention aspects of the operation of each ship and ensuring that adequate resources and shore-based support are applied, as required. Has direct access to the highest level of management.

Personnel Manager

Responsible to the President. Responsible for developing and implementing companywide employee training plans and ensuring that the fleet personnel meet all federal, state and TSMS training requirements. Supports all aspects of company

	Levels of Organization			Shoreside Management	
	Revision#	02	Date Revised	05Jan2025	SOP # 1003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

operations by ensuring all departments are fully staffed with qualified personnel. Prepares employees for assignments by establishing and conducting orientation and training programs. Responsible for implementing the company's Drug and Alcohol program. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; and maintaining records. The Personnel Manager has the requisite authority and support appropriate to the position.

	Levels of Organization			Designated Person	
	Revision#	01	Date Revised	02Aug2023	SOP # 1004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. POLICY

To ensure the safe operation of each vessel and to provide a link between Superior Bay Marine of Alabama, LLC., and those personnel on board company vessels, Superior Bay Marine of Alabama, has Designated a Person Ashore (DPA) having direct access to the highest level of management.

The DPA is responsible for ensuring the safe operation of the vessels, monitor the safety and pollution-prevention aspects of the vessel's operations and ensuring there are adequate resources and shore-based support to carryout those operations safely, and provide a link between the management and the crew.

B. PROCEDURES

1. Due to the small size of the company, the Designated Person(s) for Superior Bay Marine of Alabama, LLC. is:

a) Tim Purvis 251-604-9602 cell

C. REPORTING

1. The company expects that crewmembers will speak with their immediate supervisor with concern about the safe, pollution free operation of all vessels and the proper functioning of the Safety Management System. However, a crewmember's immediate supervisor may be the person responsible for these concerns.
2. Any crewmember with a concern about the safety and pollution-prevention aspects of his/her vessel that has not been addressed through normal chain of command, or other company policies and procedures should contact the above designated persons.

	Levels of Organization			Selection of Third-Party Organization	
	Revision#	01	Date Revised	02Aug2023	SOP # 1005
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure establishes a process for the selection of Third-Party Organizations (TPO) and the interaction of the TPO and the company.

B. RESPONSIBILITY

The President is responsible for overseeing all vessel compliance activities.

The Safety Manager is responsible for interacting with the TPO and tracking corrections of non-conformities and deficiencies. The Safety Manager is also responsible for notifying the TPO prior to commencing activities for a credit drydock and Internal Structural Examination. The Safety Manager is responsible for documenting and reporting non-conformities & corrective actions to the TPO.

C. PROCEDURES

1. Superior Bay Marine of Alabama, LLC. will choose a TPO based upon its ability to provide the following services in compliance with Sub Chapter M.
 - a. Conduct Audits and Surveys of company vessels;
 - b. Issue detailed reports detailing the results of conducted audits and surveys;
 - c. Issue a TSMS Certificate.
 - d. Provide an independent auditor/surveyor when requested by the USCG.
 - i. Superior Bay Marine of Alabama, LLC. will bear all financial costs for meetings by independent auditor/surveyor when requested by USCG beyond the regular requirements of this TSMS.
2. The TPO must:
 - a. Be independent of Superior Bay Marine of Alabama, LLC.;
 - b. Operate within a Quality Management System acceptable to the USCG.
 - c. Ensures its auditors and surveyors are qualified and maintain continued competence;
 - d. Demonstrates the ability to carry out the responsibilities of approval; and
 - e. Meets all other requirements of Sub Chapter M.
3. The company has chosen the Internal Survey program and as such will conduct all surveys in accordance with SOP #8103

	Personnel Procedures			Hiring Policy	
	Revision#	01	Date Revised	02Aug2023	SOP # 1101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This policy establishes procedures to be followed by the Personnel Manager when interviewing and reviewing potential applicants for positions as vessel crewmembers on Superior Bay Marine of Alabama. The final decision to hire a new employee rest solely with the President.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for every step of the hiring process, including, but not limited to:
 - a. applications;
 - b. review;
 - c. hiring; and
 - d. scheduling

C. PROCEDURES

1. Receive phone call from potential applicant.
2. Pre-qualify potential applicants by phone. To be considered for a position as a Superior Bay Marine of Alabama, LLC. crewmember, an applicant must be at least 18 years old, hold a valid Government issued identification, and hold licenses and/or documents appropriate to the job. Also, no drug/alcohol problems last three years; no DWI or more than three moving violations in three years.
3. Mail application to applicant
4. Receive completed application and review application.
5. Due to Security requirements, personnel working aboard Superior Bay Marine, vessels must now hold a valid Transportation Worker Identification Credential (**TWIC**). A check of the prospective employees TWIC must be conducted in the USCG Homeport Website.
6. For those persons that do not have a valid TWIC in their possession, a criminal background check must be conducted.
7. Research work history
8. Schedule an interview after submitting to Manager for approval.
9. Conduct personal interview.
 - a. Explain job description
 - b. Discuss salary
 - c. Discuss company benefits

	Personnel Procedures			Hiring Policy	
	Revision#	01	Date Revised	02Aug2023	SOP # 1101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- 10 Offer the applicant a conditional offer of employment or notify the applicant that he or she does not qualify.
- 11 Have applicant review and sign the Pre-Employment Drug & Alcohol Testing Consent Form. Fax form(s) to applicant's prior employer.
- 12 Schedule physical exam and D.O.T. drug screen. There may be some applicants that require additional medical exams before they qualify.
- 13 Review physical exam and drug screen results upon receipt from Medical Review Officer (MRO). Consult MRO if necessary.
- 14 Review criminal background check results (if no TWIC). Prospective employees will be hired prior to receipt of a criminal background check. Because of the different states and counties involved, there is no specific time frame for receiving results of the criminal background check.
- 15 Notify applicant that he/she does or does not qualify for employment.
- 16 Assign new employee to a vessel. New personnel are on 90 days probation and are subject to termination if they violate company policies.
- 17 Each new employee on first tour of duty is guided throughout the vessel by the Wheelman on watch. The new employee is given a Vessel Orientation List to refer to on the first tour.
- 18 Personnel that have been hired with prior experience and valid credentials must demonstrate their ability to perform the functions of their position.
 - a) Each prospective Pilot will be required to complete a full hitch while demonstrating their competency to the satisfaction of the Port Captain and have one satisfactory evaluation.

	Personnel Procedures			Physical Examinations	
	Revision#	01	Date Revised	02Aug2023	SOP # 1102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This policy provides a list of physical examinations required of vessel crewmembers by Superior Bay Marine of Alabama, LLC. policy and/or federal regulation.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for ensuring that the physical exams required by this policy are performed.
2. The President is responsible for monitoring the administration of this program.

C. PROCEDURES

1. The following physical exams and tests are required of Superior Bay Marine of Alabama, LLC. vessel crewmembers by company policy or by regulation:
 - a. pre-employment physical, including a DOT drug screen;
 - b. annual audiogram for those personnel enrolled in the Hearing Conservation program (SOP #4014)
 - c. urinary phenol test when overexposure to benzene occurs;
 - d. random drug tests as mandated by the federal regulation;
 - e. reasonable-cause drug tests; and,
 - f. post- accident exams and drug tests.
2. These exams are performed at the company's request, but all test results must be provided to employees and copies made available to employees upon request.

	Personnel Procedures			Physical Standards Wheelhouse	
	Revision#	01	Date Revised	02Aug2023	SOP # 1103
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Superior Bay Marine of Alabama, LLC. is committed to complying with the letter and the spirit of the Americans with Disabilities Act of 1990 and to maintaining a safe workplace for all Superior Bay Marine employees. This policy outlines the job responsibilities and physical demands associated with a position in the wheelhouse.

B. RESPONSIBILITY

The Personnel Manager is responsible for reviewing employee physicals and conferring with the MRO if any questions arise.

C. PROCEDURE

1. Work Schedule

- a) The standard work schedule for Wheelhouse personnel (Captains, Relief Captains and Pilots) is 28 days on the vessel and 14 days off; however, this work schedule may vary. Watches are normally 12-hour shifts, but may vary at the Master's option, provided no operator work more than 12 hours in any 24-hour period, except in an emergency. Federal regulation requires that a vessel operator not work more than 12 hours in any 24-hour period, except in emergencies. Captains may be requested to return to a boat during their scheduled time off if an emergency arises.

2. Physical Demands of the Job

- a) All pilothouse personnel are required to communicate with the DISPATCHER, other vessels, authoritative bodies (Coast Guard, lockmasters, etc.) and their own crewmembers. Communications may be made via a VHF radio, a satellite communications system (computer), orally, by sound signals, or by hand signals. All pilothouse personnel must have hearing that allows them to communicate effectively in the conditions that might be encountered aboard a towboat.
- b) Pilothouse personnel must have vision that allows them to safely operate the vessel in situations that are likely to occur when a boat is in navigation night and day, year-round. They must have color vision that enables them to identify navigation lights, signals, and symbols, as well as warning lights or symbols. Their depth perception must be adequate for navigation in close quarters, including lock or bridge approaches.

	Personnel Procedures			Physical Standards Wheelhouse	
	Revision#	01	Date Revised	02Aug2023	SOP # 1103
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- c) Pilothouse personnel must be capable of ascending and descending stairs or ladders safely, of lifting or moving equipment that may be used while they are aboard the boat, and of performing their emergency duties as listed in the vessel's Station Bill. Wheelhouse personnel must know how and when to use the emergency equipment located on the boat.
- d) Pilothouse personnel must be able to read well enough to understand Coast Guard Notices to Mariners, Rules of the Road, federal regulations, company directives, Corps of Engineers publications, and river charts. They must be able to write well enough to accurately record all required events in the vessel's log and to communicate as required in the course of their job.
- e) Pilothouse personnel must have hearing that enables him to perform his duties safely while in the presence of operating machinery. He must be capable of hearing alarms, unusual noises in operating machinery, and signals from passing vessels. In addition, he must be able to communicate with boat or dock personnel by radio, telephone, and voice communications.
- f) The pilothouse personnel must be capable of performing his emergency duties without endangering himself or the vessel.
- g) Pilothouse personnel must be capable of participating in the routine maintenance of their assigned vessel and barges.
- h) Medical facilities are not readily available in many areas along the inland waterway system. In some instances, a lengthy delay in obtaining medical assistance or medicine may occur. Crewmembers needing medicine or periodic medical treatment are responsible for obtaining such treatment and medicine during their time off the boat.
- i) It is the responsibility of every Superior Bay Marine of Alabama, LLC. crewmember to report to the vessel in a timely manner, fit and ready for duty.

	Personnel Procedures		Physical Standards Deckhand		
	Revision#	01	Date Revised	02Aug2023	SOP # 1104
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Superior Bay Marine of Alabama, LLC. is committed to complying with the letter and the spirit of the Americans with Disabilities Act of 1990 and to maintaining a safe workplace for all Superior Bay Marine of Alabama, LLC. employees. This policy outlines the job responsibilities and physical demands associated with a position as deckhand.

B. RESPONSIBILITY

The Personnel Manager is responsible for reviewing employee physicals and conferring with the MRO if any questions arise.

C. PROCEDURE

1. Work Schedule

- a) The standard work schedule is 28 days on the vessel and 14 days off; however, this work schedule may vary. Watches are normally 12-hour shifts, but may vary at the Master's option. The daily work schedule will vary according to the operational demands of the vessel with a maximum of 15 hours in any 24-hour period, except in emergencies. In addition, except in emergency situations, crewmembers shall not work more than 36 hours in a 72-hour period.

2. Physical Demands of the Job

- a) Standard deckhand duties include making tow, transferring rigging, laying rigging, handling lines, shifting barges, dropping or picking up barges, checking the tow, moving and operating portable pumps, assisting in making locks or bridges, assisting in mid-stream transfers, routine housekeeping duties, and general maintenance. In addition, deckhands may be required to catch a line on deck fittings, work lines at locks, cast lines free when getting underway, and assist in the navigation of the boat. Specific duties for the forward and after watches are detailed in the deckhand duty poster aboard the boat. These duties will be performed during all types of weather, night and day, and while the vessel is underway.
- b) Deckhands are required to launch, use, and ride in a skiff from time to time. They may be required to mount the outboard motor, participate in emergency evaluations, and recover the skiff when small boat operations have been completed. These procedures require a deckhand to work on a moving platform where an individual's balance may be critical.

	Personnel Procedures		Physical Standards Deckhand		
	Revision#	01	Date Revised	02Aug2023	SOP # 1104
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- c) Deckhands are required to use hand tools, power tools, painting equipment, and personal protective gear. Power tools may be heavy or awkward and generate dust or loud noise.
- d) Deckhands are frequently required to move equipment that is heavy or awkward. Moving this equipment may require more than one person in order to move or lift the item safely. No deckhand should lift more than he can safely handle. It is the responsibility of the individual deckhand to request assistance from other members of the crew when he feels it is necessary.
- e) Medical facilities are not readily available in many areas along the river system. In some instances, a lengthy delay in obtaining medical assistance or medicine may occur. Anyone needing medicine or periodic medical treatment is responsible for obtaining such treatment or medicine during his time off the boat.
- f) It is the responsibility of every Superior Bay Marine of Alabama, LLC. crewmember to report to the vessel in a timely manner, fit and ready for duty.

	Personnel Procedures			Drug & Alcohol	
	Revision#	01	Date Revised	02Aug2023	SOP # 1201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

It is the policy of Superior Bay Marine of Alabama, LLC. to maintain a work environment on our boats and other workplaces that is safe for our employees and others and that is conducive to the maintenance of high work standards. Superior Bay Marine of Alabama, LLC. prohibits employees from reporting to work having used illegal or unauthorized drugs or under the influence of alcohol, regardless of when or where the prohibited substance entered the person's system. The use and possession of drugs or alcohol on the job poses a serious threat to the safety of all Superior Bay Marine of Alabama, LLC. will do all that is possible to prevent and discourage such use and possession while employees are on company time or on company premises. In keeping with this policy, Superior Bay Marine, will conduct periodic searches, drug tests and alcohol tests as required by 46 CFR Part 16, as requested by a customer, or due to reasonable cause.

B. RESPONSIBILITY

1. The President is responsible for ensuring that the policies set forth in this procedure are made known to all employees.
2. The Personnel Manager is responsible for conducting random drug and alcohol tests and searches.
3. All Superior Bay Marine of Alabama, LLC. employees are required to submit to all federally mandated drug tests, alcohol tests, and searches.

C. PROCEDURE

1. Searches
 - A. Superior Bay Marine of Alabama, LLC. may conduct periodic, unannounced searches of employees and their personal effects for illegal drugs or other unauthorized items if reasonable cause exists. Searches may include searching the person, personal effects, lockers, quarters, and other areas on Superior Bay Marine of Alabama, LLC. or customer premises that shall include vehicles and vessels transporting personnel to and from vessels or other Superior Bay Marine of Alabama, LLC. worksites. Should a search disclose that an employee possesses dangerous drugs or alcohol, that employee will be subject to disciplinary action, including but not limited to, termination. As a result, the entire crew will be *immediately* subject to a drug and alcohol test. All prohibited items discovered through these searches may be taken into custody and turned over to the proper law enforcement authorities. Cooperation in any search is a condition of employment.

	Personnel Procedures			Drug & Alcohol	
	Revision#	01	Date Revised	02Aug2023	SOP # 1201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

2. Drug and Alcohol Tests

- a) All applicants are required to pass a drug test prior to employment with the company (pre-employment).
- b) Any employee involved in a job-related accident or illness (post-accident) are required to submit to a drug and alcohol test.
- c) All employees are required to submit to a random drug test each month. Each employee has an equal chance of being selected each and every month. Random drug and alcohol testing may be conducted at a drug testing facility, a physician's office, or on board any Superior Bay Marine vessel.
- d) Employees may also be subject to periodic and reasonable-cause drug tests. Cooperation in any drug testing situation is a condition of employment. All drug and alcohol tests performed fall under the Department of Transportation (D.O.T.) guidelines.

3. Positive Results and Refusals:

As required by federal regulations, employees testing positive for one or more dangerous drugs must be terminated immediately and reported to the U.S. Coast Guard Marine Safety Office nearest their home. Refusing to take a drug test is equal to an admission of guilt and must be treated as a positive result. Non-compliance with these regulations by Superior Bay Marine of Alabama, LLC. employees will result in fines and criminal prosecution by the U.S. Coast Guard.

	Personnel Procedures			Prescription Medications	
	Revision#	01	Date Revised	02Aug2023	SOP # 1202
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this Standard Operating Procedure is to establish notification requirements for Superior Bay Marine of Alabama, LLC. vessel employees using prescription medications.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for ensuring that the policies set forth in this procedure are made known to all employees.
2. The Personnel Manager is responsible for conducting random drug and alcohol tests and searches.
3. All Superior Bay Marine of Alabama, LLC. employees are required to report prescription drugs to the Captain.

C. PROCEDURE

1. The use of prescription or non-prescription (over-the-counter) medication may affect the ability of an individual to safely perform his duties.
2. All vessel personnel are urged to use extreme caution when taking medications while employed on board a Superior Bay Marine of Alabama, LLC. vessel. The incapacitation which can result from imprudent use of medication may be the cause of a serious accident involving personal injury, property damage, and perhaps loss of life.
3. Some non-prescription drugs (for example, some of those sold for the relief of cold symptoms and which contain antihistamines) can cause drowsiness and should not be taken by persons operating vessels, machinery or motor vehicles. In addition, some medications which have no harmful effects if taken on their own or in the quantity recommended by the manufacturer may become dangerous if the proper dosage is exceeded or if taken in conjunction with alcohol or other medications. The directions supplied with any medication should always be read carefully and followed precisely.
4. Information concerning the properties and side effects of many commonly used prescription and non-prescription medications is available from your pharmacist. Vessel employees are encouraged to notify the Captain when they are taking prescription medication and to consult with the Captain to determine whether and how a particular medication may affect their ability to safely perform their duties.

	Personnel Procedures		Employee Assistance Program		
	Revision#	01	Date Revised	02Aug2023	SOP # 1203
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

The purpose of this Standard Operating Procedure is to offer CONFIDENTIAL, professional counseling so that employees and their families can cope with personal issues.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for ensuring that the policies set forth in this procedure are made known to all employees.
2. All Superior Bay Marine of Alabama, LLC. employees are eligible for participation in the Superior Bay Marine of Alabama, LLC. Employee Assistance Program.

C. PROCEDURE

1. At some time in their careers, many employees will experience a problem that will affect a major aspect of their lives. Examples of these are:
 - Alcoholism
 - Drug abuse
 - Divorce
 - The death of a loved one
 - Bankruptcy
 - Some other family or workplace crisis
2. The problem might not be the employee's concern; it might be the problem of a family member or a close friend. No matter where the problem originates, these problems can affect an employee's job performance or conduct.
3. The EAP is a voluntary, work-based program that provides cost-free (subject to company health benefits coverage) and confidential assessment, short-term counseling, referral, and follow-up services to employees who have personal and/or work-related problems that may affect attendance, work performance, and/or conduct. The goal of the EAP is to help employees effectively address and overcome problems such as alcohol and drug abuse, work and family pressures, and job stress which can adversely affect their performance, reliability, and personal health.

	Personnel Procedures		Employee Assistance Program		
	Revision#	01	Date Revised	02Aug2023	SOP # 1203
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

4. Below are definitions for some common EAP terms.

Alcoholism/Drug Addiction

A chronic and progressive disease, characterized by the loss of control over the use of alcohol and/or drugs, that adversely affects a person's physical, mental, emotional, and social capabilities, interpersonal relationships, and/or occupational, and economic functioning.

Alcohol/Drug Abuse

The excessive use of alcohol or drugs in a manner that may impair a person's physical, mental, emotional, interpersonal, occupational, and economic functioning.

Self-Initiated Referral

An employee who voluntarily seeks EAP assistance or who seeks EAP assistance at the recommendation of a co-worker, friend, family member, nurse, etc.

Management-Initiated Referral

An employee who is formally referred to the EAP by a supervisor, usually as a result of a performance or conduct deficiency, or an employee who is identified as using or abusing drugs in accordance with Executive Order 12564.

Self-Identification

An employee who admits to drug abuse to his or her supervisor or to the EAP and seeks rehabilitative assistance from the agency EAP in accordance with Executive Order 12564 prior to being identified through other means.

Firm Choice

A clear warning to an employee who has raised alcohol and/or drug use in connection with a specific performance, conduct, or leave use problem. The employee must make a choice between accepting treatment for the alcohol and /or drug problem and improving job performance or facing disciplinary action, up to and including removal.

Last Chance Agreement

An agreement reached between the employee and the employer that holds in abeyance the employee's disciplinary action, when certain conditions are met.

Emotional/ Behavioral Problems

Problems, such as financial, family, marital issues, etc., that may have an adverse impact on employee performance, conduct, or reliability.

	Personnel Procedures		Employee Assistance Program		
	Revision#	01	Date Revised	02Aug2023	SOP # 1203
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

Community Resources

Organizations such as treatment and rehabilitation facilities and programs that exist in the community, such as Alcoholics Anonymous and other self-help groups.

5. Employees who feel they have a substance abuse problem are encouraged to seek rehabilitation. Any employee who voluntarily enters a bona fide drug or alcohol rehabilitation program will be given a leave of absence, in accordance with the company's personal leave or absence policy, in order to complete the program and will not be subject to disciplinary action, provided he or she remains in strict compliance with the program, successfully completes the program and remains free of drugs or alcohol thereafter. This rehabilitation amnesty will only be given one time to any employee and will not be available to any employee after he or she has notice that a drug or alcohol test is to be given, or after an event has occurred which could lead to testing.
6. If you have a substance abuse problem, it is your responsibility to seek and complete treatment. We encourage you to contact our primary EAP Resource, Occupational Health Center at the below address.

OUR LOCATIONS

MOBILE OFFICE

PASCAGOULA OFFICE

HWY 43

CONTACT NUMBERS

MOBILE: 251.434.6770

PASCAGOULA: 228.762.4642

HWY 43: 251.265.1215

MOBILE & PASCAGOULA OFFICE HOURS

MONDAY - FRIDAY:

7:30AM - 5:00PM

HWY 43 OFFICE HOURS

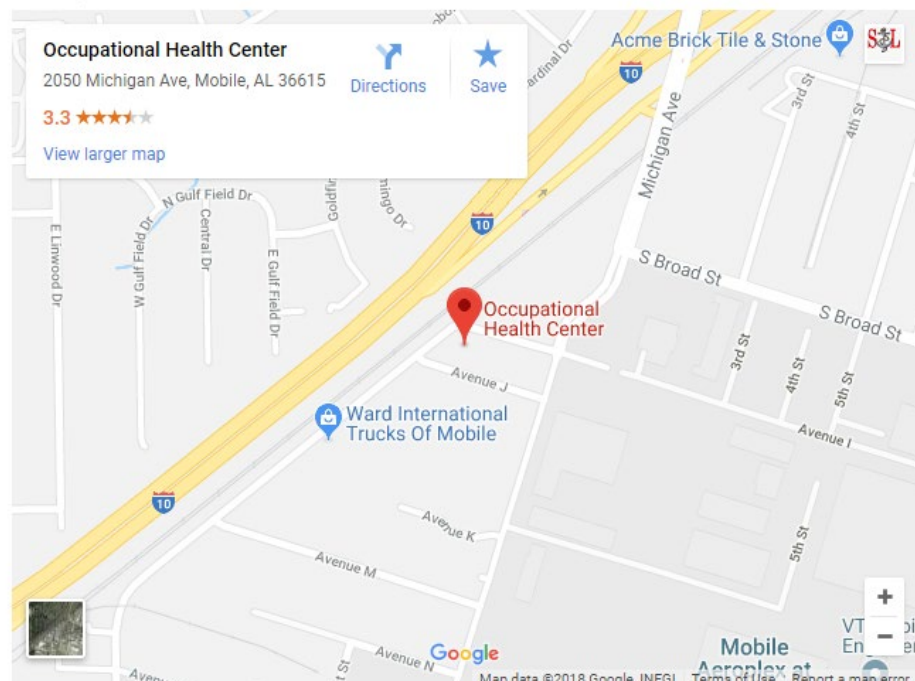
MONDAY - FRIDAY:

8AM - 4:30PM



MOBILE OFFICE LOCATION

2050 MICHIGAN AVENUE
MOBILE, AL 36615



	Personnel Procedures			Medical Records	
	Revision#	01	Date Revised	02Aug2023	SOP # 1204
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

As part of the investigative process surrounding an incident or accident aboard a company vessel or property, it will often be necessary to send the involved individuals to the company physician to provide medical treatment and document any ailments or injuries resulting from that incident.

The purpose of this procedure is to explain employees right to have access to their medical records associated with any unsafe condition or incident they may have been involved in.

B. RESPONSIBILITY

1. The President is responsible for ensuring that the policies set forth in this procedure are made known to all employees.
2. The Personnel Manager is responsible for providing the necessary medical records to the employee in accordance with this procedure.
3. The Safety Manager must implement procedures for reporting unsafe conditions and must have records of the activities conducted under this section.
4. The Personnel Manager must maintain records of health and safety incidents that occur on board the vessel, including any medical records associated with the incidents. Upon request, the Personnel Manager must provide crewmembers with incident reports and the crewmember's own associated medical records.

C. PROCEDURE

1. If you are an employee who has been exposed to an unsafe condition or involved in an incident requiring a medical evaluation, you are entitled access to your own medical record and a copy of the incident report.
2. Access means the right to examine and copy medical and exposure records. As an employee, you have the right to access exposure and medical records and analyses based on these records that concern your employment.
3. Medical Records for Superior Bay Marine of Alabama, LLC. personnel are not kept at the operations office. The contracted physician keeps all medical records.
4. If it is necessary for personnel to obtain a copy of their medical record, arrangements must be made with the physician in control of those documents. If desired, the President or his designee will help coordinate with the physician's office, access to these records. Any cost associated with the reproduction of these records will be borne by the person seeking those records.

	Auditing Procedures			Management	
	Revision#	01	Date Revised	02Aug2023	SOP # 1301
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

This procedure establishes the guidelines for the process of internal shore side auditing. Internal auditing provides a means of evaluating performance, recognizing strengths and weaknesses, and promotes safe and efficient operation.

This annual (or more frequently if the company specifies it) internal audit of the management system must include an evaluation of the effectiveness of the entire management system, either as a component of the internal audit or a separate activity.

B. RESPONSIBILITY

1. The Safety Manager shall act as the facilitator of the internal auditing process of the office and overall company management system.
2. Employees of Superior Bay Marine of Alabama, LLC. are responsible for complying with company policies and procedures. This includes the logging of any required documentation that follows any policy or procedure. Full cooperation in any audit or investigation is to be considered a condition of employment.
3. The auditor must have the authority to examine documentation, question personnel, examine vessel equipment, witness system testing, and observe personnel training, including drills, as necessary to verify TSMS effectiveness.

C. AUDITOR QUALIFICATIONS

1. The Internal Auditor must be knowledgeable in the management, its SMS, and the regulations of 46 CFR Subchapter M;
2. Be independent of the area being audited.
3. The Internal Auditor will meet the following sets of qualifications:
 - a) Be a high school graduate or equivalent;
 - b) Be a Superior Bay Marine of Alabama, LLC. employee or contracted third party with at least four (4) years' experience working as a Master, Mate, or Engineer, or other relevant marine experience such as Coast Guard Inspector, licensed mariner, military personnel with relevant maritime experience, or marine surveyor;
 - c) Be a Superior Bay Marine, LLC. employee or contracted third party that has successfully completed an ANSI/ISO/ASQ Q9001-2000 or ISO 9001:2008 Lead Auditor/Assessor course or Coast Guard equivalent;
 - d) Successfully completed a training course for the auditing of a TSMS; and

	Auditing Procedures			Management	
	Revision#	01	Date Revised	02Aug2023	SOP # 1301
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

e) Have audit experience in auditing the ISM Code or the RCP.

4. The Internal Auditor may not be the Designated Person, or any other person within the company that is responsible for the development or implementation of the TSMS.
5. The External Auditor must be a third-party auditor approved by the TPO as an External Auditor.

D. PROCEDURES

1. Each aspect of the safety management system shall be audited by an internal audit team at least annually. Each internal audit must be initiated within 3 months of the anniversary date of the TSMS Certificate for each of the company's managing offices. The internal audit may be divided into feasible units, i.e. Per vessel, per procedure, etc. to facilitate completion without hindering company operations. The company may specify additional items or areas of the company to be audited during the audit process.
2. All the policies and procedures that we have adopted here at Superior Bay Marine of Alabama, LLC. form the core of the internal auditing process. The first phase of an internal audit operation consists of implementation of these policies and procedures. This is an ongoing process. For instance, the master's weekly is used by the captain to verify that required equipment is on board and operational. In that respect he is auditing his vessel. Safety and maintenance inspections are also part of the internal auditing process.
3. The second phase of internal auditing is the "in house" phase. The company may use the external audits conducted by customers, vendors or suppliers, as well as its own auditing protocol to meet the annual internal auditing requirement.
4. An audit protocol approved by the TPO will be used to determine compliance. The identified non-conformances and observations found during the course of any of the above audits will be recorded in Sinex and tracked according to the Corrective and Preventative Actions procedures (SOP #1403).
5. The "Service Request Summary" in Sinex shall be reviewed periodically by senior management. The management addresses that the conformities have been closed out in a timely manner. The management maintains a written record covering the results of the internal audit and all corrective actions taken.
6. The audit checklist will be retained in the Superior Bay Marine of Alabama corporate offices in Saraland, AL. It will be used during next year's audit of the office to verify that all non-conformities have been satisfactorily addressed.

	Auditing Procedures			Management	
	Revision#	01	Date Revised	02Aug2023	SOP # 1301
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

E. EXTERNAL AUDITING

1. The company's external audit of the management system must be coordinated through its TPO and includes an evaluation of the effectiveness of the entire management system, either as a component of the external audit or a separate activity.
2. This audit is done once every five years and can commence no more than 90 days prior to the anniversary date of the initial or previous audit.
3. The Safety Manager must notify the local OCMI at least 72 hours prior to an external audit being conducted. The Coast Guard may attend the audit and may, at their discretion, conduct their own audit, or require an expanded audit.
4. The company must also conduct a mid-period audit to review the effectiveness of the safety management system. Mid-period audits are to be conducted between the 27th and 33rd month after the previous external compliance audit, but no more than three months prior to the anniversary date of the previous mid-period audit. Auditors will look at the last external findings (documentations, compliancy and completion of corrective actions etc.) to verify that all areas are in compliance. It is focused on documented compliance "results & record" and not a repeat of the "five-year" certification audit.

F. RECORDKEEPING

The results of the audits must be documented and maintained for a period of 5 years and made available to the Coast Guard upon request.

	Auditing Procedures			Vessel Auditing	
	Revision#	01	Date Revised	02Aug2023	SOP # 1302
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

A vessel auditing system is an essential element of a professional maritime management system. It provides senior management a tool for overseeing the entire range of major and minor equipment and personnel discrepancies aboard the company boats and barges. It ensures that every boat and barge receive professional scrutiny at least once a year.

This procedure defines and describes the scope and extent of the vessel auditing process, vessel auditor credentials and provides schedules for boat and barge audits. The persons conducting the audit must be independent of the area being audited. The auditor should not be doing the audit of his or her own work areas.

B. RESPONSIBILITY

The Safety Manager is responsible for distributing a fleet vessel audit schedule for the calendar year. The Safety Manager will maintain an audit schedule in the office. Each vessel will be required to be audited annually, and these audits must be initiated by the anniversary of the previous internal audit. These audits may be conducted up to three months before the anniversary date of the original or previous audit and will maintain the original anniversary date.

C. AUDITOR QUALIFICATIONS

1. The Internal Auditor may not be the Designated Person, or any other person within the company that is responsible for the development or implementation of the TSMS.
2. Must be knowledgeable in the management, its SMS, and the regulations of 46 CFR Subchapter M;
3. Be independent of the area being audited.
4. The Internal Auditor will meet the following sets of qualifications:
 - a) Be a high school graduate or equivalent;
 - b) Be a Superior Bay Marine of Alabama, LLC. employee or contracted third party with at least four (4) years' experience working as a Master, Mate, or Engineer, or other relevant marine experience such as Coast Guard Inspector, licensed mariner, military personnel with relevant maritime experience, or marine surveyor;
 - c) Be a Superior Bay Marine of Alabama, LLC. employee or contracted third party that has successfully completed an ANSI/ISO/ASQ Q9001-2000 or ISO 9001:2008 Lead Auditor/Assessor course or Coast Guard equivalent;
 - d) Successfully completed a training course for the auditing of a TSMS; and

	Auditing Procedures			Vessel Auditing	
	Revision#	01	Date Revised	02Aug2023	SOP # 1302
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- e) Have audit experience in auditing the ISM Code or the RCP.
- 5. The External Auditor must be a third-party auditor certified by the TPO as a Lead Auditor or Vessel Auditor:

D. PROCEDURES

1. Internal Vessel Audits

- a. The auditor(s) will conduct an audit of the vessel using an audit protocol approved by the Safety Manager.
- b. The auditor(s) will debrief the vessel captain and crew and leave a copy of the audit findings with the captain prior to leaving the vessel.
- c. Vessel crew members are responsible for immediately correcting non-conformities that are within the crew's capability, and for notifying the office concerning those completed corrections.
- d. The Safety Manager will ensure that all non-conformances and observations are immediately entered into Sinex.
- e. The audit report checklist will be retained in the office by the Safety Manager. It will be used during the following year's audit to verify that each non-conformance has been satisfactorily corrected.

2. External Vessel Audits

- a. An external audit of all vessels covered by the company's TSMS certificate must be conducted during the 5-year period of validity of the TSMS certificate. The vessels must be selected randomly and distributed as evenly as possible.
- b. The auditor(s) will conduct an audit of the vessel using an audit protocol approved by the TPO.
- c. The Safety Manager will ensure that all non-conformances and observations are immediately entered into the company Non-conformance Tracking System, and results reviewed by senior management during the Shoreside Semi-Annual Safety Sharing Meeting.

E. RECORDKEEPING

- 1. The results of internal audits must be documented and maintained for a period of 5-years and made available to the Coast Guard upon request.

	Incident Reporting Procedures			Reporting Procedures	
	Revision#	01	Date Revised	02Aug2023	SOP # 1401
	Written By:	R. Singley	Approved By:	B. W Haney	Page 1 of 3

A. INTRODUCTION

The following procedures are to be followed by Superior Bay Marine of Alabama, LLC. vessel crewmembers in communicating emergency situations to the proper personnel.

B. RESPONSIBILITY

1. Vessel crewmembers are responsible for immediately reporting emergency situations to the Captain, Relief Captain, or pilot on watch.
2. The Wheelman on watch is responsible for reporting the emergency via the most expeditious manner possible to the Operations Dispatcher or his designee.
3. The Safety Manager is responsible for receiving emergency response calls and implementing the Superior Bay Marine of Alabama, LLC. Vessel Response Plan if necessary.

C. DEFINITIONS

- An “Incident” includes any manner of injury or damage to personnel, tools, or equipment.
- An “Incident” includes any damage or injury, potential damage or injury or otherwise incidental or accidental involvement with a third party of any kind.
- “Incident” includes any work related injury or illness.
- “Incident” includes any environmental damage, or otherwise loss of tools, or equipment owned or controlled by Superior Bay Marine.
- “Incident” includes any “Near Miss” or “Near Hit” that averted or nearly averted any injury, illness or loss of any type otherwise.

D. PROCEDURES – Vessel Personnel

1. For safety related deficiencies that are discovered during the course of an inspection or as a result of an observation, all crewmembers are required to report the deficiency to the Captain. All reported deficiencies are to be managed according to SOP #1402.
2. Whenever the Captain, Relief Captain, or Pilot experiences one of the emergency situations listed in #3 below, he must institute the provisions of the Superior Bay Marine of Alabama, LLC. Vessel Response Plan, including:
 - a. Serving as the company On-Scene Representative until properly relieved;

	Incident Reporting Procedures			Reporting Procedures	
	Revision#	01	Date Revised	02Aug2023	SOP # 1401
	Written By:	R. Singley	Approved By:	B. W Haney	Page 2 of 3

- b. Immediately reporting emergency response situations to the Superior Bay Marine, LLC. Dispatcher by calling 1 (251) 604-9602 and stating, "I HAVE A VESSEL EMERGENCY!";
 - c. Investigating the incident; and,
 - d. Reporting the results of investigations to the Safety Manager in the appropriate time period.
3. Emergencies include, but are not limited to:
 - a. Collisions;
 - b. Allisions;
 - c. Groundings;
 - d. Spills (not limited to cargo spills), whether on deck or in the water;
 - e. Personal injury;
 - f. Serious or potentially serious illness;
 - g. Fire on board the towing vessel or the barge;
 - h. Hurricane, tsunami, tornado, or other natural disaster; and,
 - i. Major mechanical or structural failure.
4. After emergency action has been completed, the Wheelman on watch must complete an Incident Report (SOP #6103) as follows:
 - a. A hand-written Incident Report must be submitted to the Safety Manager to verify compliance with its policies/procedures.
5. The Captain, Relief Captain, or Pilot must assess all damages and report the information to the Safety Manager.

E. PROCEDURES – Shoreside Personnel

1. The Safety Manager must follow the Superior Bay Marine of Alabama, LLC. Vessel Response Plan to handle and report the emergency, utilizing the Incident Command structure as needed for the emergency.
2. If the emergency involves an oil or hazardous material spill to the water, the Safety Manager must notify the National Response Center immediately at:

NATIONAL RESPONSE CENTER (800) 424-8802
--

3. The Safety Manager must report decisions made in response to an emergency, even if they are delegated to other personnel.
4. The Safety Manager must keep a log of parties to whom the incident has been reported, including the name of the person contacted and time of contact.

	Incident Reporting Procedures			Reporting Procedures	
	Revision#	01	Date Revised	02Aug2023	SOP # 1401
	Written By:	R. Singley	Approved By:	B. W Haney	Page 3 of 3

5. As required by Coast Guard regulation, immediately after addressing resultant safety concerns, the Safety Manager must submit Form CG-2692 and notify the nearest Coast Guard Marine Safety Office, Marine Inspection Office, or Coast Guard Group Office whenever a vessel is involved in a marine casualty consisting of the following:
 - a) An unintended grounding, or an unintended strike of a bridge;
 - b) An intended grounding, or an intended strike against a bridge, that creates a hazard to navigation, the environment, or the safety of the vessel;
 - c) Loss of main propulsion, primary steering, or any associated component or control system that reduces the maneuverability of the vessel;
 - d) An occurrence materially and adversely affecting the vessel's seaworthiness or fitness for service;
 - e) A loss of life; or,
 - f) An injury that requires professional medical treatment beyond first aid and renders the individual unfit to perform his or her routine duties.
6. The Safety Manager must make the notifications required by the Superior Bay Marine of Alabama, LLC. Vessel Response Plan and complete the following forms:
 - a) Coast Guard Forms CG-2692 and 2692 B, as required; and
 - b) An emergency notification checklist;
7. The Safety Manager must complete all paperwork for inclusion in the Accident Investigation.

	Incident Reporting Procedures			Non-Conformance System Reporting Responsibilities	
	Revision#	01	Date Revised	02Aug2023	SOP # 1402
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

A Non-conformance reporting and tracking system is a vital element of a professional management organization. It provides senior management a tool for improving safety conditions and pollution prevention measures. It ensures that every discrepancy and / or non-conformance item or issue is not neglected, forgotten or overlooked. It requires that an individual be assigned to steward each item through the corrective action process while it is thoroughly investigated and analyzed until it is satisfactorily completed.

This procedure defines and describes the non-conformance reporting responsibilities.

B. DEFINITION

The term “non-conformance” is defined as “the non-fulfillment of a documented or specified requirement”. Non-conformities are:

1. Incidents and near misses (collision, allision, grounding, sinking, fire, etc.)
2. Actual or potential pollution incidents
3. Actual or potential customer complaints
4. Incorrect goods or services received (Vendor products or services)
5. Maintenance failures (equipment breakdowns or inoperability)
6. Failure of a management system element (violation of a company procedure)
7. Audit discrepancies (boat and barge inspections)
8. Personnel injuries (actual injury, man overboard)
9. Safety discrepancies

C. RESPONSIBILITY

1. Vessel crewmembers are responsible for immediately reporting non-conformities or discrepancies to the vessel wheelman on watch.
2. The wheelman on watch is responsible for reporting non-conformities or discrepancies to management depending on the seriousness of the non-conformity by completing an Incident Report (SOP #6103).
3. Office staff will enter all non-conformities identified through audits, SIRE inspections and internal surveys into the Incident Investigation Checklist (SOP #6105).

	Incident Reporting Procedures			Non-Conformance System Reporting Responsibilities	
	Revision#	01	Date Revised	02Aug2023	SOP # 1402
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

D. PROCEDURES

1. The wheelman on watch shall contact the office immediately. As required by other procedures, an equipment failure that requires stopping the vessel/tow shall be reported immediately via the fastest means. (Cell phone, radio, etc.) A less serious discrepancy such as missing or broken equipment identified during the captain's vessel or barge inspection shall be reported via Sinex with the submission of the "Service Request".
2. The Safety Manager shall ensure that the non-conformities or discrepancies are recorded in Sinex.
3. All open issues traced within Sinex shall be reviewed at least once a month by the Safety Manager. Each item shall be addressed, and progress reported to the Vice President of Operations.
4. In the event issues continue to remain open, senior management will address and drive progress and closure to the defined non-conformity.

	Incident Reporting Procedures			Corrective & Preventative Actions	
	Revision#	01	Date Revised	02Aug2023	SOP # 1403
	Written By:	R. Singley	Approved By:	B .W. Haney	Page 1 of 3

A. INTRODUCTION

The company's Corrective Action Policy is a written document that outlines the procedures to follow when the corrective actions are generated and addressed. It is a vital tool for management to be able to ensure that all proper actions are taken when deficiencies are found.

The company's Correction Action Policy addresses the findings of non-conformities related to, but not limited to:

- a. Routine and non-routine maintenance
- b. Internal and external investigations and audits
- c. Suggestions from employees and customers
- d. During management reviews

B. RESPONSIBILITY

1. Crewmembers are required to report all safety deficiencies immediately to the captain.
2. The Captain is responsible for verifying all reported deficiencies and completing the "Service Request" in Sinex when necessary. It is also the Captain's responsibility to implement the corrective actions and communicate the changes necessary to all crew.
3. The Safety Manager is responsible for the overall management of the policy, which includes, assigning personnel responsible for tracking corrective and preventative actions, review and approval of corrective and preventative actions and implementation timelines, as well as corrective action implementation and any follow-up measures necessary.

C. PROCEDURES

1. Corrective actions
 - 1.1. Corrective actions are implemented to address actual nonconformities.
 - 1.2. Corrective action requests (CAR) may be proposed by any shore-side or vessel member, but all CARs must be authorized by the Safety Manager.
 - 1.3. This is to prioritize and direct resources where corrective actions are most urgent.
2. Corrective actions

	Incident Reporting Procedures			Corrective & Preventative Actions	
	Revision#	01	Date Revised	02Aug2023	SOP # 1403
	Written By:	R. Singley	Approved By:	B .W. Haney	Page 2 of 3

2.1. Corrective actions may be requested in the following cases:

- 2.1.1. Identification of a nonconforming process or work operation;
- 2.1.2. Recommendations made by management or other personnel;
- 2.1.3. A nonconformity identified during a regulatory or third-party audit, or internal audit;
- 2.1.4. Customer or regulatory complaint;
- 2.1.5. Identification of any other component, device, process, or condition that does not conform to the requirements of the Towing Vessel Safety Management System or applicable regulations.

3. Preventative Actions

- 3.1. Preventative actions are implemented when there is an increased risk for potential nonconformity.
- 3.2. The need is identified on the basis of information regarding capability and performance of processes and business operations, service and user feedback, customer complaints, and effectiveness of the quality system.
- 3.3. The Safety Manager is responsible for collecting, compiling, and reviewing the pertinent information, to include:
 - 3.3.1. Service nonconformity reports;
 - 3.3.2. Customer complaints; and
 - 3.3.3. Quality system audit records.
- 3.4. Preventive actions are initiated when quality performance data indicates that there are trends of decreasing quality capability and/or effectiveness of the quality system.

For example: increasing incidence of service nonconformities traceable to the same common cause or increasing number of audit findings against the same quality system process or department.

	Incident Reporting Procedures			Corrective & Preventative Actions	
	Revision#	01	Date Revised	02Aug2023	SOP # 1403
	Written By:	R. Singley	Approved By:	B .W. Haney	Page 3 of 3

3.5. When a problem requiring preventive action is identified, the process of dealing with the problem follows the same steps that apply to corrective actions, as described in this procedure in Section 3, Requesting and Processing CARs.

3.6. In subsequent processing stages both types of actions are referred to as corrective actions.

4. Requesting and processing CARs (applies also to preventative actions)

4.1. Corrective and preventative actions are requested through the use of the "Service Request" in Sinex

4.1.1. The requests include a description of the unsatisfactory condition that needs to be corrected and are addressed to the division/manager responsible for correcting the condition.

4.1.2. The same "Service Request" is also used to request corrective actions from subcontractors.

4.2. Upon receiving a request for corrective action, the Safety Manager will investigate the cause of the problem that initiated the request.

4.2.1. The Safety Manager and Master will determine a corrective action to be taken and indicates the date by which the corrective action will be fully implemented.

4.3. The nonconformity and the proposed corrective action are documented in the "Deficiency Tracker".

4.3.1. Every effort will be made to ensure the deficiency is closed out by the "Due Date". If more work/time is needed to fully implement the corrective action, then a new follow-up date is agreed upon.

4.3.2. Deficiencies are closed out by the Safety Manager only when there is objective evidence that the corrective action is effective.

4.4. The Safety Manager should make reasonable efforts to discuss safety related facts and lessons learned that were identified through the corrective action process with applicable crew members.

	Document Control Procedures			Document Control Numbers	
	Revision#	02	Date Revised	01May2026	SOP # 1501
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The document control program includes the process for approval, identification, distribution, review, revision and control of obsolete documentation, and includes record retention.

In order to perform the procedures as outlined in this manual, it is important to use the proper forms of documentation. As this manual, will be a constantly evolving document as new policies are created, revised, or dismissed, a system must be devised for the control of these documents. It is necessary to know who is responsible for the logging, collection and review of documents. It is also necessary to ensure that the most recent revision of a document is being implemented.

B. RESPONSIBILITY

1. The following page contains a form used in conjunction with this manual to accurately track the disposition of controlled documents and the revisions to those controlled documents. The responsibility of who prepares the document and who receives the document is also noted.
2. The President is responsible for ensuring that all documentation complies with applicable federal and state regulations.
3. The President is responsible for ensuring that the following documents are maintained under strict document control procedures and that each copy reflects the latest issued change:
 - a) - TSMS (Towing Vessel Safety Management System)
 - b) - VRP (Vessel Response Plan)
 - c) – VSP (Vessel Security Plan)
4. Control of Documents:

OWNER	TSMS	VRP	VSP
President	X	X	X
Vessel Captain	X		X

5. The President is responsible for the approval of new or revised documentation.
6. It is essential to our operations that all personnel follow the most up to date and approved policies and procedures. To maintain control, and ensure all personnel are following the same procedures, all documents listed above as needing to be controlled can be found on the company's "Google Drive". All paper documents will be considered "Uncontrolled".

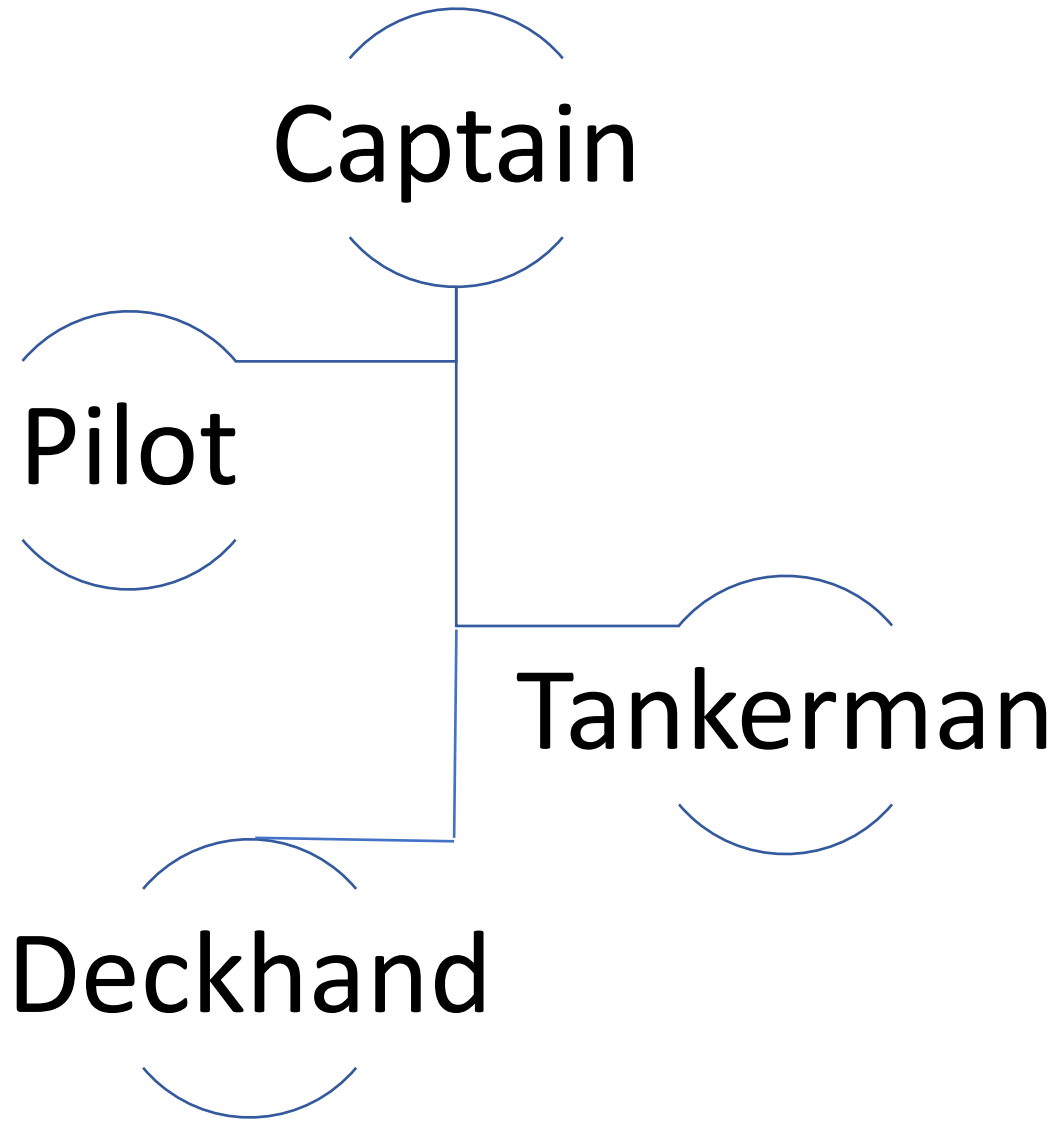
	Document Control Procedures			Document Control Numbers	
	Revision#	02	Date Revised	01May2026	SOP # 1501
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

7. It is recommended that all revisions to “Controlled” documents be incorporated into the “Uncontrolled” document as well.

C. PROCEDURES

1. As a document is created it is to be assigned a control number, or SOP #, which is to be noted on the document.
2. Changes to existing documents will be annotated with the revision number and revision date in the header. The Table of Contents will also be updated with the revision date and number.
3. Changes or revisions made to any “Controlled” document or company policy will be made known to all employees via email to the vessel master, or via a LMS training session.
4. If notified by email, the master will retrieve the document from the “Google Drive” and review the new documents with the crew. The master will reply to the email or send an email to the president indicating that they have been trained on the contents of the new policy.
5. If it is determined that a LMS training session is necessary, all personnel will be required to review the course and documentation of the review will be available through the training portal.
6. Once the document(s) have been received by the master, the master will review the new documents with the crew, and each person in attendance will sign the Document Transmittal Letter indicating that they have been trained on the contents of the new policy.
7. For revisions to the Vessel Security Plan, The Company Security Officer will notify each Vessel Security Officer, via email, that changes have been made to the plan and that all persons are to be trained on the changes. Once all personnel have been trained, the VSO will reply to the email attesting that the training has been conducted.

	Levels of Organization			Vessel Organization	
	Revision#	01	Date Revised	02Aug2023	SOP # 2001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1



	Levels of Organization		Captain's Responsibilities		
	Revision#	01	Date Revised	02Aug2023	SOP # 2002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 4

A. INTRODUCTION/ QUALIFICATIONS

This procedure outlines the function of a Captain working for Superior Bay Marine of Alabama, LLC. All wheelhouse personnel are required to hold a valid Coast Guard Merchant Mariner Credential, endorsed for service in Inland Waters and Western Rivers. A Captain must exhibit a strong sense of leadership, a dedication to the safety and welfare of crewmembers, and have a working knowledge of company policies and procedures.

B. AUTHORITY

The Captain of the vessel is the Master. In his absence, his relief is Master. He has the authority to take whatever action(s) required to protect the vessel, the crew, the cargo, and the environment.

The Captain falls under the authority of the Operations Department.

The Captain has the authority to determine if the towing vessel is unsafe to proceed. If that is determined, the Captain must ensure that the corrective action is taken and not proceed until it is safe to do so. If at any time the Captain deems it necessary, he has the ability to ask for the company's help.

The Captain has the authority to determine if an unsafe operation endangers the vessel or the crew. If one is found to exist, the Captain must ensure that adequate corrective actions are taken and not proceed until it is safe to do so. This responsibility includes determining if an unsafe condition exists. The same actions are to be taken.

C. RESPONSIBILITY- General

1. The Captain is responsible for the safe operation of the vessel and/or barges. The Master must also ensure that company policy, rules, and regulations are followed. He is responsible for supervising all people onboard in carrying out their assigned duties.
2. The Captain has total responsibility for the safety of the towing vessel. This includes ensuring that the vessel is adhering to the provisions of the Certificate of Inspection and is in compliance with applicable regulations regarding the towing vessel. The Captain has the responsibility for the total compliance of the safety management system as it is applicable to the towing vessel.
3. He is responsible for reporting any accident, incident, illness of the crew, or maintenance problem on his vessel to the proper department or authorities.
4. He is also responsible for any paper work (accident reports, U.S.C.G form 2692, etc.) that may be required following an accident, incident or illness.
5. The company's safety management system clearly makes the Captain aware that nothing is to be misinterpreted in a manner that may limit the

	Levels of Organization		Captain's Responsibilities		
	Revision#	01	Date Revised	02Aug2023	SOP # 2002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 4

Captain of their own responsibility to take steps deemed necessary to assist vessels in distress or any other emergency conditions.

6. The Captain must conduct an annual review of the Safety Management System and report all identified non-conformities to management.

D. PERSONNEL RESPONSIBILITES

1. The Captain is responsible for ensuring all personnel that hold a MMC have that credential in their possession, and all other personnel onboard have valid personal identification, and each must be able to produce that credential or identification when requested. The Captain must advise the office of anticipated crew shortages or overages immediately, so office can make timely adjustments
2. The Captain must instruct every crewmember to be courteous to all people at fleets, docks, locks, etc. The Captain must enforce discipline among the crew.
3. The Master must set the watch standing schedule for his crew, ensuring that no licensed wheelman works more than 12 hours in any 24-hour period.
- 4 The Master must post a station bill and ensure that all crewmembers are familiar with their respective stations and duties in case of an emergency.
- 5 Either the Master, Relief Captain or Pilot will be on watch at all times. If he must leave the wheelhouse when the vessel is not underway, a crewman must be posted in the wheelhouse for security reasons and to monitor the radio.

E. EQUIPMENT RESPONSIBILITES

1. The Master must make frequent inspections of crew quarters, heads, galley, and all other areas of the boat and tow to ensure neatness, cleanliness, orderliness, safety and proper maintenance.
2. The Master must ensure that all barges are in navigable condition and report any deficiencies to the office. Damaged or endangered barges must be reported immediately, and appropriate measures taken to ensure their safety.

F. OPERATIONAL RESPONSIBILITIES

1. The towing vessel must be operated in a manner that minimizes the risk of down flooding and progressive flooding. The master must ensure that all hatches, doors, and other openings designed to be watertight or weather-tight function properly.
2. The Master is responsible for operating the towing vessel in a safe manner and following the Navigation procedures outlined in SOP #3101.
3. Radio Records and Reports

	Levels of Organization		Captain's Responsibilities		
	Revision#	01	Date Revised	02Aug2023	SOP # 2002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 4

- a) Each morning the Pilot on watch must have the following information compiled so that when he gives the morning traffic or daily position report to the office there will be no delay. Radio reports must be given in this sequence:
 - i. Give boat position and direction (up, down, East, West), milepost, waterway, and prior positions at 0600, 1200, 1800, and 2400 hours. Give this report between 0600 and 0700 hours every morning.
 - ii. Name of barge(s)
 - iii. Time and location of an exchange of barges with another towboat
 - iv. Estimated time of arrival at destination; any delay time and cause
 - v. Quantity of fuel received on boat and location and name of supplier
 - vi. Names, times and locations of crewmember changes
 - vii. All other pertinent information
4. Vessel Daily Log Reports
 - a) It is the responsibility of the Master to maintain the Vessel Daily Log and see that it is posted at the end of each six-hour watch.
5. Crew Injury and Illness Report
 - a) The Master will report all personal injuries or illnesses to crewmembers or any illness occurring on his vessel while working for Superior Bay Marine of Alabama, LLC. Standard Personnel Injury form as soon as he becomes aware of such.
 - b) The Master will report any serious personal injury/illness or fatality to the office. Remember that mobile phones and radios are not private. If reported by radio/verbal, Master must still submit written report. Serious personal injury/illness includes, but not limited to the following:
 - i. apparent stroke or seizure
 - ii. partial or total paralysis
 - iii. partial or total loss of limb
 - iv. loss of consciousness
 - v. second or third-degree burns
 - vi. compound fracture
 - c) The Master should also enter the incident in the Vessel Daily Log and have the injured party sign if possible.

G. ACCIDENT REPORTS

- a) The Master will report all accidents resulting in actual or possible damage to any Superior Bay Marine of Alabama, LLC. boat or tow, other vessels or tows, fixed objects such as bridges, docks, or locks, other objects such as buoys, or damage which results in cargo loss, contamination, spills, or pollution on the Superior Bay Marine of

	Levels of Organization		Captain's Responsibilities		
	Revision#	01	Date Revised	02Aug2023	SOP # 2002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 4

Alabama, LLC. Standard Incident Report form. Groundings and wheel fouling should be reported, regardless of the extent of damage.

- b) Serious accidents, such as collisions with other vessels or tows, which seriously disrupt the voyage and result in the grounding, sinking, or overturning of the vessel, cargo loss, pollution, or major fire should be reported on VHF radio. This verbal report does not relieve the Master of the obligation to submit the Superior Bay Marine of Alabama, LLC. Standard Incident Report form.
- c) The Master is required to enter the incident in the Vessel Daily Log.
- d) The original report should be mailed to the main Superior Bay Marine office. The Master should retain a copy of the incident form should any future developments on the incident occur.

H. REQUISITIONING SUPPLIES

- a) Before placing requisitions or orders for supplies (rigging, equipment, etc.) the Master should determine the need and necessity of each item. The Master must ensure that all receipts for fuel, oil, groceries, lines and other supplies are sent to the office 48 hours prior to needing the items.

I. SAFETY RESPONSIBILITIES

- a) The Master is responsible for the following:
 - i. Having all fire extinguishers recharged or refilled.
 - ii. Having a fire hose with a nozzle at each fire station.
 - iii. Ensuring that dewatering pumps are on board and ready for use.
 - iv. Having an adequate number of approved life preservers in good condition on board.
 - v. Ensuring that there is an adequate quantity of first aid supplies on board.
 - vi. Ensuring that crew members are properly trained in first aid procedures.
 - vii. Ensuring that all crew members are properly trained in the use of the firefighting equipment available at their assigned stations.
 - viii. Ensuring that all crewmembers are properly trained in all emergency procedures, including fire drills and abandon-ship drills.
 - ix. Ensuring the seaworthiness of the lifeboat if the vessel is so equipped.
 - x. Conducting monthly drills and safety meeting in accordance with Superior Bay Marine of Alabama policies and procedures.

	Levels of Organization			Pilot's Responsibilities	
	Revision#	01	Date Revised	02Aug2023	SOP # 2003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure outlines the function of a Superior Bay Marine of Alabama, pilot. All wheelhouse personnel are required to hold a valid Coast Guard Merchant Mariner Credential, endorsed for service in Inland Waters and Western Rivers. A pilot must be dedicated to the safety of crewmembers and have a working knowledge of company policies and procedures.

B. RESPONSIBILITY

1. The Pilot is directly responsible to the Master and acts solely on behalf of the Master when on watch. He does not have the authority to fire personnel but should report any deficiency demonstrated by a crewmember to the Captain.
2. The Pilot is responsible for the safe operation of the vessel and/or barges. He has the authority to take whatever action(s) required to protect the vessel, the crew the cargo and the environment.
3. The Pilot is responsible for adhering to the provisions of the vessel's Certificate of Inspection (COI) and Safety Management System.
4. Should the Master become incapacitated or leave the vessel for any reason, the Pilot becomes acting Master and assumes the duties, responsibilities, and authority of the Master. Therefore, he should at all times be familiar with the Master's responsibilities, authority, and duties as outlined in this procedure. In the event the Pilot assumes command; he must immediately notify the office and advise the Manager of Vessel Operations of the reasons therefore.
5. When the vessel is operational, the Pilot must stand his watch in the pilothouse, relieving the Master, even if the vessel is moored.
6. The Pilot must ensure that all logs are completed for the period he is on watch and enter crew changes occurring on his watch in the daily vessel log.

C. PROCEDURES

1. The pilot's duties may include but are not limited to:
 - a) Piloting the vessel in a safe and timely manner.
 - b) Delivering the boat, barge(s), cargo and/or crew to the proper destination safely.
 - c) Maintaining unity and harmony among the crew.
 - d) Overall operation involving the boat, barge(s), cargo and crew.
 - e) Ensuring that company policies and procedures are followed.
 - f) Assisting in the transfer of cargoes including but not limited to hookup, start, topping off, stripping, finish, disconnect, and tanker man relief.
 - g) Maintaining a professional attitude during operations.
 - h) Participation in drills and onboard safety meetings.
 - i) Assisting in vessel orientation for new crewmembers

	Levels of Organization		Deckhand's Responsibilities		
	Revision#	01	Date Revised	02Aug2023	SOP # 2004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure outlines the function of a Superior Bay Marine of Alabama, deckhand.

B. RESPONSIBILITY

1. The Deckhand is directly responsible and accountable to the Master or his relief, working directly under him and following his instructions, any crewmember has the authority to refuse access to anyone who arrives un-announced to the vessel. The Captain must be notified before a visitor is granted entry to the vessel.
2. All members of the crew are responsible for ensuring that the vessel is adhering to the provisions of the Certificate of Inspection (once the COI has been issued) and is in compliance with all applicable regulations and this safety management system at all times.
3. The deckhand is responsible for general maintenance, housekeeping, and safety of the vessel and barge(s). He is primarily accountable for his own health, safety, and cleanliness. He must be familiar with Superior Bay Marine of Alabama, LLC. policies procedures, safety rules and regulations, and must abide by them at all times.
4. The Deckhand will prepare meals as directed by the captain of the vessel.

C. PROCEDURES

1. The deckhand's duties vary from vessel to vessel and from watch to watch. These may include, but not limited to the following:
 - a) making or breaking up tow
 - b) transferring and laying rigging
 - c) dropping, spotting, and switching barges at docks
 - d) handling lines, including splicing and throwing lines
 - e) standing lookout, or riding the head of the tow as a lookout
 - f) assisting in making locks and bridges
 - g) checking the tow
 - h) operating boat and barge winches
 - i) securing vessel and barge(s) to docks

D. MAINTENANCE DUTIES

1. The deckhand will be required to perform the following maintenance functions:
 - a) chipping and painting
 - b) shingling minor cracks in vessels (obtain office permission to enter any void tank)

	Levels of Organization		Deckhand's Responsibilities		
	Revision#	01	Date Revised	02Aug2023	SOP # 2004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- c) repairing of flame screens, cleaning P/V valves, greasing winches, etc. (see Barge Maintenance Department checklist)
 - d) participation in drills and safety meetings
 - e) other equipment maintenance as needed.
- 2. The deckhand may also be required to assist in the transfer of cargo to and/from the barge(s) under the direct supervision of a licensed tankerman. These duties may include:
 - a) hookup
 - b) start
 - c) topping off/strip
 - d) finish
 - e) disconnect
 - f) May be assigned to the Engineer by the Master

E. HOUSEKEEPING DUTIES

- 1. The deckhand will be required to perform the following housekeeping functions:
 - a) cleaning and scouring the boat.
 - b) cleaning quarters, including personal quarters
 - c) cleaning the wheelhouse and galley
 - d) cleaning the heads and companionways
 - e) maintaining the barge, grease winches, dogs on hatch covers etc.
 - f) dewatering the barge as necessary
 - g) perform other cleaning duties directed by the Captain
- 2. The deckhand falls under the authority of the Captain, Relief Captain, and Pilot.
- 3. All Superior Bay Marine of Alabama employees are required to follow all company policies and procedures and to maintain a safe and professional attitude.
- 4. Report all hazardous or unsafe conditions to the Master and making "on-the-spot" corrections when capable.

	Vessel Organization		Tankerman		
	Revision#	00	Date Revised	01May2026	SOP #2005
	Written By:	R. Singley	Approved By:	B. Haney	Page 1 of 2

A. INTRODUCTION

This procedure outlines the function of a *Superior Bay Marine of Alabama*. tankerman. All tankermen must maintain and have in his/her possession a current Transportation Worker Identification Credential (TWIC), and hold a U.S. Coast Guard Merchant Mariner's Document with a tankerman endorsement (Tankerman – PIC (Barge) DL) .

B. RESPONSIBILITIES

1. Tankermen are directly responsible to the vessel Master for ensuring all transfers are conducted in accordance of company policy and are done in accordance with applicable regulations.
2. Tankermen are responsible for ensuring that the vessel is adhering to the provisions of the Certificate of Inspection (once the COI has been issued) and is in compliance with all applicable regulations and this safety management system at all times.
3. Tankermen are also responsible for the general maintenance, housekeeping, and safety of the boats and barges. He is responsible for his own health, safety, and cleanliness. He must be familiar with Reliant Maritime Solutions policies, procedures, safety rules and regulations, and must abide by them at all times.
4. The tankerman has the authority to carry out the duties and functions of his position.

C. PROCEDURES

1. The primary function of a tankerman is the transfer of petroleum cargo, fuel, water, and lube oil to the boat. Any fuel transfer, oil transfer, or bilge water transfer must be in accordance with *Superior Bay Marine of Alabama*. procedures and all applicable laws and regulations. However; in addition to the transfer of product, the tankerman shares the same duties and responsibilities as a deckhand. These duties may include but are not limited to:
 - a) making or breaking up tow
 - b) transfer and laying riggings
 - c) handling lines, including splicing and throwing lines
 - d) dropping, spotting, and switching barges at docks
 - e) standing lookout, or riding the head of the tow as lookout

	Vessel Organization		Tankerman	
	Revision#	00	Date Revised	01May2026
	Written By:	R. Singley	Approved By:	B. Haney
				SOP #2005 Page 2 of 2

- f) checking the tow
- g) assist in making locks and securing vessel to docks

2. MAINTENANCE

- a) chipping and painting vessel and tow
- b) shingling minor cracks in vessels (must obtain office permission to enter void tank)
- c) repairing of flame screens, cleaning P/V valves, greasing winches etc. (see Barge Maintenance Checklist)
- d) vessel and barge preventive maintenance
- e) participation in drills and safety meetings
- f) assisting in vessel orientation for new crewmembers

3. HOUSEKEEPING DUTIES

- a) cleaning and scouring the boat
- b) cleaning quarters, including personal quarters
- c) cleaning the wheelhouse and galley
- d) cleaning the heads and companionways
- e) maintaining the barge, grease winches, dogs on hatch covers, etc.
- f) dewatering the barge as necessary
- g) performing others cleaning chores as directed by the Master

4. SAFETY DUTIES

Report any hazardous or unsafe condition to the Master minimizing any distractions from the operation of the vessel for performance of duty and making "on-the-spot" corrections when capable.

5. OTHER

The tankerman falls under the authority of the Captain, and pilot.

	Personnel Procedures			Orientation and Training	
	Revision#	01	Date Revised	02Aug2023	SOP # 2101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

Superior Bay Marine of Alabama, LLC. believes that effective employee training programs influence behavior in a positive way. Job training programs are regarded as an investment for the company. To that end, Superior Bay Marine of Alabama has established a company-wide program to develop and institute an effective training regimen for Superior Bay Marine of Alabama vessel crewmembers.

B. RESPONSIBILITY

1. The Personnel Manager must determine minimum training requirements for vessel employees.
2. The Personnel Manager must ensure that vessel employees are trained according to the minimum requirements laid out in the Superior Bay Marine of Alabama Training Matrix.
3. The Personnel Manager or designee must document completed training in the employee's personnel file.
4. The Captain is responsible for the initial onboard training for each new crewmember and this must be completed prior to getting underway.

C. PROCEDURES

1. The following elements comprise the Superior Bay Marine of Alabama training philosophy:
 - a) Training must be justified by hazards analysis, cost-benefit analysis, and/or legal requirements, and must be approved by management.
 - b) If initial training is deemed to be justified, a re-training schedule must also be identified.
 - c) Learning objectives must be defined and communicated to training participants by competent instructors.
 - d) Post-training evaluation must be conducted to measure the effectiveness of the training.
 - e) Management will audit the training conducted and determine its effectiveness for future programs.
2. The orientation program is applicable to all Superior Bay Marine of Alabama new hires, and will consist of the following:
 - a) Each new hire will be required to complete the "New Hire Orientation" training course within five (5) days of employment. The orientation covers job expectancies, company safety policies, Drug & Alcohol policies, etc.

	Personnel Procedures		Orientation and Training	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 2101 Page 2 of 3

- b) Once assigned to a vessel, the vessel captain will conduct a Vessel Safety Tour (SOP #2402). The tour will address locations of emergency equipment and emergency procedures. The Vessel Safety Orientation is to be completed and signed by the captain and new crewmember. Once completed, the form will be maintained in Sinex.
 - c) Each credentialed crewmember must become familiar with the relevant characteristics of the vessel appropriate to his or her duties and responsibilities prior to assuming those duties and responsibilities. This vetting will usually be carried out by a more experienced wheelman, however other means as determined by the President. A satisfactory evaluation must be conducted by the evaluator prior to releasing individual for unsupervised duty.
 3. The following Training Matrix identifies the minimum training to be provided to vessel employees and may be conducted using Computer Based Training, Video, "In-House" Training, or Third-Party services.

COURSE TOPIC	REQUIRED FOR	FREQUENCY
Blood Borne Pathogens	All	Initially / Annual
Company Policies & Procedures	All	Initially / Annual
Back Safety	All	Annual
Change of Watch	All	Annual
Electrical Safety	All	Annual
Fall Overboard Prevention	All	Annual
First Responder/Spill Mitigation	All	Annual
Slip, Trip and Falls Prevention	All	Annual
Working Aloft	All	Annual
Welding & Hot Work	All	Annual
Confined Space Awareness	All	Initially / Annual
Drug and Alcohol Awareness	All	Initially / 3 Years
EAP (for Supervisors)	Wheelhouse	Initially
Employee Assistance Program	All	Initially
First Aid / CPR Awareness	All	Initially / 3 Years
Handling & Storage of Hazardous Mat	All	Initially / Annual
Hazard Communication	All	Initially / Annual
Lock-out/Tag-out	All	Initially / Annual
New Hire Orientation	All	Initially
Reporting Unsafe Conditions	All	Initially / Annual
Respiratory Protection / Maintenance	All	Initially / Annual
Safe Use of Equipment	All	Initially / Annual
Hand Tool Safety	All	Initially / Annual
Power Tool Safety	All	Initially / Annual

	Personnel Procedures			Orientation and Training	
	Revision#	01	Date Revised	02Aug2023	SOP # 2101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

Safe Use of Deck Machinery	All	Initially / Annual
Abrasive Wheel Machinery Safety	All	Initially / Annual
Ladder Safety	All	Initially / Annual
Rigging Safety	All	Initially / Annual
Selection and Use of PPE	All	Initially / Annual

	Personnel Procedures			Contents of Training	
	Revision#	02	Date Revised	05Jan2025	SOP # 2102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 4

A. INTRODUCTION

The purpose of this procedure is to outline the subject matter of required training, establish minimum guidelines for both in house and external training, and indicate the frequency of company required training.

B. RESPONSIBILITY

1. The Personnel Manager must determine minimum training requirements.
2. The Personnel Manager must ensure that vessel employees are trained according to the minimum requirements of training as outlined in this procedure.
3. Vessel employees are required to actively participate in all company-required training.

C. PROCEDURES

1. The Following is a list of required training, followed by a brief explanation of course contents, where it is to be conducted, and who will conduct the training. Unless otherwise noted, all training is available online as computer-based training (CBT).

New Hire Orientation:

New hire orientation training is designed to be an introduction of a new employee to company policies and procedures. It is also provided as an aid to those employees who may be new the towing industry and may not be aware of some of the hazards involved.

Topics covered include:

- Exposure and understanding of standard operating procedures and the company Safety Program and Policy
- Drug & Alcohol policy requirements
- Exposure and understanding of the company safety program and policies
- Safety as a condition of employment
- Safety equipment and PPE requirements
- Injury prevention including back training
- Fall overboard prevention
- Slip, trip & fall prevention

New hire orientation is conducted via computer-based training and aboard the vessel when the new employee reports aboard for his first hitch but no later than 5 days after reporting aboard. The Vice President of Operations will ensure that the New Hire portion of the training is conducted, and the vessel

	Personnel Procedures			Contents of Training	
	Revision#	02	Date Revised	05Jan2025	SOP # 2102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 4

master ensures that the shipboard portion is conducted either by himself or one of the vessel crewmembers.

Vessel Orientation Training:

Vessel Orientation is a means of introducing a new crewmember to the vessel and/or barges he or she will be assigned. As safety being a high priority, it is important that a new crewmember become aware of all the safety and emergency equipment located on the vessel or barge. The master will ensure that the new crewmember (new to the boat) receives a comprehensive vessel safety tour as soon as reasonably possible (Prior to getting underway) (See procedure 2402). The master of the vessel conducts vessel orientation on the vessel. The master of the vessel uses the "Vessel Safety Orientation Checklist" form (2403) as a guide as to what topics are to be discussed. When the "Vessel Safety Orientation Checklist" form is completed, it is to be maintained onboard the vessel for one (1) year. The Master will also ensure that the new crewmember is made aware of the different dangers associated with deck operations.

➤ Emergency Procedures Including:

- | | |
|------------------------------|------------------------|
| 1.) Fire response | 2.) Collision/Allision |
| 3.) Sinking | 4.) Grounding |
| 5.) Man overboard | 6.) Personal injury |
| 7.) Confined space awareness | 8.) Lock-out/Tag-out |

Back Safety

Employees are first introduced to back safety upon hire as part of their orientation. Then employees are given annual training on back safety. This training addresses proper lifting techniques, exercise, and work habits.

Benzene Awareness

Benzene awareness training is not provided at this time since Superior Bay Marine of Alabama does not handle cargoes with greater than .5% benzene.

Bloodborne Pathogens

Developed to educate the mariner on how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious materials.

Confined Space Awareness

Confined space awareness is covered on an orientation level and as part of regular safety meetings. The Personnel Manager conducts this training. The hazards involved in confined spaces are illustrated to employees via video

	Personnel Procedures			Contents of Training	
	Revision#	02	Date Revised	05Jan2025	SOP # 2102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 4

and classroom discussion. Company policies concerning this issue are also expressed.

Drug and Alcohol Awareness

Drug and alcohol awareness is a form of training that is conducted in several ways. As an important factor in the workplace, it is of utmost importance that all crewmembers are made aware of the signs and symptoms of drug and alcohol use, and how to receive help if needed. Employees are first exposed to company drug and alcohol policies upon hire as part of their orientation. Employees then receive annual drug and alcohol awareness training “in house” via CBT.

Emergency Response Procedures

Emergency Response training focuses on steps necessary to ensure the safety of personnel and the environment in the event of a spill or incident.

Employee Assistance Program

Training covers the benefits of the company’s confidential EAP program that helps employees (including management) work through various life challenges that may adversely affect job performance, health, and personal well-being to optimize an organization's success.

Fall Overboard Prevention

Training is designed to heighten the crewman’s awareness to situations and tasks that could result in a man overboard situation.

Firefighting/Fire Prevention

Training includes theory, firefighting tactics and overarching issues such as vessel stability and emergency communications.

First Aid/CPR Awareness

First Aid and CPR Awareness is conducted in several ways. Awareness level training is conducted “in house” by the Personnel Manager. This training covers the handling of basic first aid type emergencies.

First Responder / Spill Mitigation

Discusses common spill prevention measures, control measures used, response strategies, and notification procedures that may be encountered during a cargo or fuel spill.

Hazard Communications

This online course educates maritime crews on the importance of properly recognizing and safely working with chemicals and hazardous materials

	Personnel Procedures			Contents of Training	
	Revision#	02	Date Revised	05Jan2025	SOP # 2102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 4

commonly encountered onboard vessels. It provides instruction on where to find product hazard information and how to utilize this information. Topics covered include HazCom rules, including new GHS requirements for chemical classification, labeling, and Safety Data Sheets (SDSs).

Lock Out / Tag Out

This program focuses on the basics of Lockout/Tagout, such as the purpose of LO/TO and situations when LO/TO is necessary. Employee responsibility is covered as well as how to use tags without locks in certain cases, and how to maintain Lockout/Tagout during a shift change.

Master's Responsibility and Authority

This program focuses on the roles and responsibilities of the vessel master.

Navigation Safety Training

The Navigation Safety Training module is designed to ensure each member with navigation watchstanding duties is properly trained and familiar with the duties of a watchstander. Training includes the terms and definitions used, the duties of a watchstander, communications and the procedures for reporting hazards, watch change procedures and basic safety requirements necessary to ensure the lookout is ready to stand duty

Personal Protection Equipment

This program provides awareness-level training on all types of PPE including specialized equipment, such as respiratory protection, personal flotation devices, hardhats, safety boots, work gloves and hearing protection.

Safe Use of Equipment Training

This training is an overview of the safe practices necessary when working with or near equipment found aboard the vessel. This training includes the safe use of deck machinery, rigging, welding and cutting equipment, hand tools, ladders and abrasive wheel machinery.

Slips, Trips, & Falls

Slips, trips, and falls are the most common cause of workplace injury - and among the most preventable. This program discusses how to prevent injuries by removing trip and slip hazards, keeping walking surfaces in top condition, wearing the proper footwear, walking using the right technique, and never rushing.

	Personnel Procedures		Employee Development Deckhand		
	Revision#	01	Date Revised	02Aug2023	SOP # 2201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 4

A. INTRODUCTION

For an employee to progress to a higher level of employment, he or she must demonstrate competency in certain knowledge and/or skills that are required of each position. Once all the required criteria are met and the employee has been recommended by vessel management to proceed to the next level, he or she will be evaluated by the Personnel Manager. This procedure outlines the requirements for a deckhand Apprentice to progress to a Deckhand.

B. RESPONSIBILITY

1. It is the trainee's responsibility to become familiar with each of the below listed tasks and where necessary demonstrate the ability to conduct such tasks to a Performance Assessor (P.A.). A P.A. is considered to be anyone onboard that has the skills and training to properly demonstrate the task, i.e. a qualified Deckhand or wheelhouse person.
2. It is the responsibility of each qualified P.A. onboard the vessel to assist the deckhand trainee in learning and becoming familiar with each of the listed tasks.
3. Documentation of all training is to be recorded in the Deckhand Assessment Record (D.A.R.), and this D.A.R. must be turned in to the Training Manager at the end of each hitch for review and evaluation.

C. PROCEDURES

To be considered for a position as Deckhand, a trainee must demonstrate and document the following competencies:

- a) Good work ethic and positive attitude.
- b) Obtain recommendation from the wheelhouse.
- c) Familiarity with and understanding of:
 - 1) Applicable Superior Bay Marine of Alabama personnel policies
 - 2) Superior Bay Marine of Alabama safety program
 - 3) The chain of command aboard towing vessels
 - 4) The watch system aboard towing vessels
 - 5) Superior Bay Marine of Alabama Safety Rules
- d) Understanding of the importance of:
 - 1) Daily wake-up and personal preparation
 - 2) Proper dress for day/night, foul weather, etc.

	Personnel Procedures		Employee Development Deckhand		
	Revision#	01	Date Revised	02Aug2023	SOP # 2201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 4

- 3) Proper personal protective equipment for various job functions where required
- 4) Good personal hygiene and grooming
- 5) Proper stowage of personal gear and laundry
- e) Ability to identify and knowledge of the advantages and disadvantages of:
 - 1) Nylon line
 - 2) Polypropylene line
 - 3) Poly-Dacron line
 - 4) Poly-D line
 - 5) Spectra line
- f) Knowledge of and demonstrated ability to tie the following:
 - 1) Bowline
 - 2) Square knot
 - 3) Round turn and two half-hitches
 - 4) Clove hitch
 - 5) Eye splice
- g) Demonstrated ability to:
 - 1) Catch a line
 - 2) Throw a line
 - 3) Lay a breast lead
 - 4) Lay a backing lead
 - 5) Lay a towing lead
 - 6) Handle a line under strain
 - 7) Handle a lock line
 - 8) Make bumpers
 - 9) Make up a line by both faking and coiling
 - 10) Open a new coil of line
 - 11) Serve the end of a line with a permanent whipping
 - 12) Use a Capstan safely and effectively
 - 13) Operate and maintain portable barge jigger pump
 - 14) Identify different areas of the engine room
 - 15) Demonstrate correct start-up and shut-down procedures for main engines, generators, and barge pump and generator engines
 - 16) Identify different types of oils used in the engine room

	Personnel Procedures		Employee Development Deckhand		
	Revision#	01	Date Revised	02Aug2023	SOP # 2201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 4

- 17) Identify all valves and hoses in the engine room and the uses of each
- 18) Lay the following wires:
 - (a) Backing
 - (b) Towing
 - (c) Breast
 - (d) Jockey
 - (e) Fore and aft
 - (f) Boat face
 - (g) Boat jockey
 - (h) Long: and hold-down or roll
- 19) Use barge winches safely and effectively
- 20) Roll a temporary eye and install clamps correctly in a winch wire
- h) Demonstrate a knowledge of winch maintenance
- i) Demonstrate the proper knowledge and use of wire clamps, cables, and slings
- j) Sooge boat
- k) Clean inside of boat
- l) Clean barge
- m) Safely use a grinder and needle gun
- n) Identify different types of paints and their uses
- o) Prepare a surface for painting
- p) Paint a surface
- q) Knowledge of how to make a line fast to:
 - 1) Timberheads
 - 2) H-bits
 - 3) Kevel
 - 4) Sampson post
- r) Knowledge of how to rig running lights and jackstaff.
- s) Ability to identify and use:
 - 1) Portable CO₂ fire extinguishers
 - 2) Portable dry chemical fire extinguishers
 - 3) Fixed fire extinguishing system (if installed)
 - 4) Fire pump

	Personnel Procedures		Employee Development Deckhand		
	Revision#	01	Date Revised	02Aug2023	SOP # 2201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 4

- 5) Fire hose
- 6) Life ring buoys
- t) Knowledge of which extinguishing agent to use on A, B, and C class fires.
- u) Demonstrated knowledge of all methods of communication including:
 - 1) Hand signals
 - 2) Portable VHF radio
 - 3) Emergency general alarm or whistle for man overboard, fire or abandon ship situations
- v) Knowledge of how to enter, exit and operate a skiff properly.
- w) Ability to identify the following barge and towing vessel parts and areas:
 - 1) Wheelhouse/pilothouse
 - 2) Crew quarters
 - 3) Engine room
 - 4) Galley
 - 5) Bow
 - 6) Stern
 - 7) Starboard
 - 8) Tow knees
 - 9) Life lines/rails
 - 10) Line deck
 - 11) Rake
 - 12) Rake and stern voids
 - 13) Headlog
 - 14) Rake knuckles
 - 15) Bilge knuckles
 - 16) Wing tanks
- x) Successful completion of the following training programs:
 - 1) Confined space entry
 - 2) Emergency response
 - 3) **Hazard Communication** (Hazcom)
 - 4) First Aid, CPR
 - 5) Bloodborne pathogens
- y) Good performance evaluation.

	Personnel Procedures			Personnel Development Deckhand to Tankerman	
	Revision#	00	Date Revised	01May2026	SOP #2202
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

For an employee to progress to a higher level of employment, he or she must demonstrate competency in certain knowledge and/or skills that are required of each position. Once all the required criteria are met and the employee has been recommended by vessel management to proceed to the next level, he or she will be evaluated by the President and Safety and Compliance Manager. This procedure outlines the requirements for a Deckhand to progress to a Tankerman.

B. RESPONSIBILITY

Documentation of all training must be turned into the Safety and Compliance Manager.

C. PROCEDURE

1. In order to be considered for a position as a Tankerman Trainee, a Deckhand must meet the following criteria:
 - a) Complete DAR
 - b) Completed three (3) months as a Deckhand
 - c) Have a good performance evaluation
2. Once the above criteria have been met, the Tankerman Trainee must conduct the following:
 - a) Assist in the following barge transfers:
 - 1) 20 loads; and,
 - 2) 20 discharges.
 - 3) 10 double-ups
 - b) Demonstrate knowledge of all cargoes carried by Superior Bay Marine of Alabama barges and the following:
 - 1) hose handling, including hook-up, disconnection, and proper slinging
 - 2) re-packing pumps
 - 3) barge maintenance
 - c) All of the above listed criteria must be logged in the Tankerman Log Book.
 - d) Complete a course in Dangerous Liquids and Barge Firefighting.
 - e) Obtain endorsement as Tankerman-PIC (Barge).
 - f) Obtain positive recommendations from:
 - a. 1 from a Tankerman
 - b. 1 from a Captain
 - g) Maintain a good performance evaluation.
 - h) Complete license preparation classes

	Personnel Procedures		Personnel Development Steersman		
	Revision#	01	Date Revised	02Aug2023	SOP #2203
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

For an employee to progress to a higher level of employment, he or she must demonstrate competency in certain knowledge and/or skills that are required of each position. Once all the required criteria are met and the employee has been recommended by vessel management to proceed to the next level, he or she will be evaluated by the Personnel Manager. This procedure outlines the requirements for an employee to become a Steersman.

B. RESPONSIBILITY

Documentation of all training must be turned in to the Personnel Manager.

C. PROCEDURE

1. To be considered for a Superior Bay Marine of Alabama position as an Apprentice Mate (Steersman), an applicant must meet the following criteria:
 - a) Secure recommendations from wheelman and Personnel Manager;
 - b) Maintain a good employee record with no prior disciplinary proceedings, safety violations, or tankerman error spills within the previous 12 months;
 - c) Produce documented steering time in all geographic areas in which Superior Bay Marine of Alabama LLC. operates. (Note: A Steersman may steer the vessel only under the direct supervision of the Captain, Relief Captain, or Pilot of the vessel to which he or she is assigned.)
 - d) Obtain the necessary qualifying experience
 1. 540 days of service, OF WHICH;
 - a. 360 days of service working on towing vessels, AND
 - b. 90 days must be on the particular route requested (any type of vessel), AND
 - c. Pass exams for particular routes.
 - e) Complete and document...
 - 1) 30 successful dockings (in various weather conditions, with both loaded and empty barges);
 - 2) 10 successful attempts at building tow; and,

	Personnel Procedures			Personnel Development Steersman	
	Revision#	01	Date Revised	02Aug2023	SOP #2203
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- 3) Eight hours (not necessarily consecutive) operation by radar only.
- f) Have good communication skills;
 - g) Have above average leadership, management and training ability;
 - h) Demonstrate good customer and human relations;
 - i) Document experience on different classes of Superior Bay Marine of Alabama boats;
 - j) Obtain a valid Radar Observer endorsement;
 - k) Demonstrate ability to use a compass and swing meter properly;
 - l) Demonstrate ability to use charts and other written navigational aids;
 - m) Demonstrate ability to use Superior Bay Marine of Alabama LLC. vessel communication system properly;
 - n) Complete a Coast Guard approved firefighting course.
 - o) Obtain valid first aid and CPR certification;
 - p) Demonstrate a working knowledge of Superior Bay Marine of Alabama, LLC. emergency response system.
2. The Personnel Manager will determine the number of trainees that may participate in the Steersman program each year. Management may increase or decrease the number of trainee positions available at any time during the year depending on company needs.
3. A Steersman trainee will be responsible for all fees associated with obtaining his or her wheelhouse license, Radar Observer endorsement, and any other required training that is conducted outside the Superior Bay Marine of Alabama, LLC. training program.
4. While at docks, it is the duty of the Steersman to aid in the training of Tankerman Trainees and to assist in all cargo startup and shutdown operations. Upon leaving the customer's dock, and when en route to the next destination, the Steersman will stand a supervised watch in the wheelhouse and will carry out all functions of a wheelhouse employee.

	Personnel Procedures			Personnel Development Steersman	
	Revision#	01	Date Revised	02Aug2023	SOP #2203
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

5. The Steersman will submit his or her steering logs to the Personnel Manager and all training requirements, the Steersman will be evaluated for promotion by a committee consisting of the Personnel Manager and President.
6. A Steersman's training may be discontinued at any time upon the recommendation of the Operations, Training or Personnel Departments.
7. Upon completion of all training requirements, the Steersman will be required to demonstrate his or her competence to a shoreside representative appointed by the Personnel Manager. If the shoreside operations representative is satisfied that the Steersman is competent, he will recommend to the CEO that the Steersman be promoted to pilot.

	Personnel Procedures			Personnel Development Pilot	
	Revision#	01	Date Revised	02Aug2023	SOP #2204
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

For an employee to progress to a higher level of employment, he or she must demonstrate competency in certain knowledge and/or skills that are required of each position. Once all the required criteria are met and the employee has been recommended by vessel management to proceed to the next level, he or she will be evaluated by the Personnel Manager. This procedure outlines the requirements for a Steersman to progress to Pilot.

B. RESPONSIBILITY

Documentation of all training must be turned in to the Personnel Manager monthly.

C. PROCEDURE

1. In order to be considered for a position as Pilot, an individual must satisfactorily complete the Steersman Program.
2. In addition, the following competencies must be learned, demonstrated, and documented:
 - a) Knowledge of all Superior Bay Marine of Alabama, LLC. policies and procedures;
 - b) Knowledge of maintenance of all boat and barge mechanical and electrical systems;
 - c) First aid and CPR training; and,
 - d) Firefighting training.
3. A Pilot may be considered for the position of Captain.

	Personnel Procedures		Personnel Development Captain		
	Revision#	01	Date Revised	02Aug2023	SOP #2205
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

For an employee to progress to a higher level of employment, he or she must demonstrate competency in certain knowledge and/or skills that are required of each position. Once all the required criteria are met and the employee has been recommended by vessel management to proceed to the next level, he or she will be evaluated by the Personnel Manager. This procedure outlines the requirements for a Pilot to progress to Captain.

B. RESPONSIBILITY

Documentation of all training must be turned in to the Personnel Manager.

C. PROCEDURE

1. To be considered for a position as Captain, an individual must have documented all the competencies required of a Pilot.
2. In addition, he or she must meet the following criteria:
 - a) No less than 5 years of experience as a pilot;
 - b) Demonstrated knowledge of maintenance of all boat and barge mechanical and electrical systems;
 - c) Superior boat handling skills with no pilot error casualties;
 - d) Demonstrated knowledge of all Superior Bay Marine LLC. policies and procedures;
 - e) Approval from the Personnel Manager and President
 - f) First aid and CPR training; and,
 - g) Firefighting training.
3. A Captain may be considered for the position of Port Captain.

	Personnel Procedures			Performance Evaluations	
	Revision#	01	Date Revised	02Aug2023	SOP # 2206
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The following procedure outlines the reasons for conducting a performance evaluation on pilots, tankermen, and deckhands.

B. RESPONSIBILITY

The Captain must complete a performance evaluation form on the pilot, tankermen and deckhands (if aboard) on initial trip and annually thereafter. The Captain must review the performance evaluation form with the crewmember prior to the captain or crewmember leaving the boat.

C. PROCEDURE

1. Crew performance evaluations are performed for the following reasons:

- a) Developmental purposes: Performance evaluations help to determine the employee's level of training and expertise and point out areas in which further training is needed. In addition, they can aid in the evaluation of previous training programs.
- b) Motivational purposes: The presence of a properly used performance evaluation program can have a positive motivational effect on employees. It can encourage initiative, develop a sense of responsibility and accountability, and provide the stimulus for improved performance.
- c) Management assistance: A performance evaluation system assists management in making promotion, transfer, reward, and disciplinary decisions.
- d) Human resource and employment planning purposes: The performance evaluation system can aid the company in assessing future staffing needs, and in the planning and development of recruiting strategies and developmental training programs.
- e) Communications purposes: A performance evaluation system provides an opportunity for one-to-one communication between supervisor and employee. It offers workers an opportunity to express frustrations and difficulties and enables the supervisor to recommend personal developmental strategies.
- f) An Evaluation Report is to be done for each deckhand, engineer, tankerman, and steersman on an annual basis, taking into account knowledge, skills, attitude, and progression. Evaluations are to be completed by the end of March using the following forms:

PERSONNEL	Wheelhouse	Deckhand
FORM	2207-A	2207-B

	Personnel Procedures			Performance Evaluations	
	Revision#	01	Date Revised	02Aug2023	SOP # 2206
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- g) The vessel Captain is responsible for evaluating each pilot under his command annually, taking into account knowledge, skills, attitude, progression, and management skills.
- h) The Personnel Manager is responsible for evaluating the vessel Captains on an annual basis, taking into account their ability to work within the TSMS, condition of the vessel, and management skills.
- i) The management of Superior Bay Marine of Alabama, LLC. reviews all Evaluation Reports.
- j) The Personnel Manager decides what actions to take regarding the results of the Evaluation Reports.
- k) Individual conferences are scheduled with employees to discuss the results of the reports.

	Personnel Procedures		Disciplinary Action Policy		
	Revision#	01	Date Revised	02Aug2023	SOP #2301
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

In a continuing effort to establish a safe work environment for its employees Superior Bay Marine of Alabama, LLC. (the Company) has established a *disciplinary action policy*. This policy was designed as an aid in managing all the policies and procedures set forth in the Superior Bay Marine of Alabama, LLC. Towing Safety Management System. The Company's safety program will only be effective if all employees uphold those policies and procedures. To uphold all the policies and procedures specific to Superior Bay Marine of Alabama, LLC. employees must know and have access to those policies and procedures.

B. RESPONSIBILITY

1. Superior Bay Marine of Alabama, LLC. has the responsibility to maintain a safe workplace for all its employees. In order to meet that obligation, management has the right to impose discipline when and where needed. It is management's intention to be fair and consistent in our dealing with individuals who violate our personnel or safety policies; therefore, the following disciplinary standards have been established. Every employee must take the time to read and clearly understand these standards. Your job security may be affected if you are not aware of what is considered unacceptable conduct.
2. Any employee of Superior Bay Marine of Alabama, LLC. who fails to comply with any company policy, and is caught doing so, will receive disciplinary action consisting of, but not limited to:
 - a) both verbal and written warnings
 - b) loss of safety awards
 - c) loss of up to \$10/day for 30 calendar days
 - d) loss of one hitch (14 days)
 - e) DISMISSAL
3. In some instances, minor infractions will result in a reprimand or counseling from management personnel. Employees who are counseled on their behavior should understand that their performance is expected to improve and that there should be no need for additional counseling sessions. Repetitive counseling for failure to observe company policies or acceptable standards of conduct will result in termination.
4. If you are counseled for misconduct or a perceived violation of Superior Bay Marine of Alabama, LLC. operating policies, you have the right to respond. If there is a misunderstanding or if inaccurate information has been given to management, you should make every effort to help correct the information.

	Personnel Procedures		Disciplinary Action Policy	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP #2301
				Page 2 of 3

Every employee will be given the opportunity to speak to any manager or present his or her position. Do not ignore counseling sessions or warnings without providing your explanation of events.

5. Some violations are so serious that we have no choice but to terminate an individual immediately. The following standards are grounds for immediate termination. If you have questions about any of these standards, contact the Human Resource Supervisor for guidance:
 - a) Leaving the vessel to which you are assigned without prior approval or relief;
 - b) Any act of dishonesty, including theft or wrongful use of money, equipment, supplies, or materials belonging to the company or to a fellow employee;
 - c) Willfully giving false information, including providing false information on an application for employment, an accident report, on official logs, or while acting in your capacity as an employee of Superior Bay Marine of Alabama, LLC.
 - d) Willfully or negligently destroying or damaging company-owned property, including equipment on boats, in the office, or in vehicles, and including such items as written directives, publications, and notices;
 - e) Assaulting, threatening, or attempting to do bodily harm to anyone on company property, in a company-operated vehicle, or while engaged in company business electronically;
 - f) Engaging in immoral or indecent conduct while employed by the company or on company property; including accessing inappropriate websites on company computers.
 - g) Gambling on company property or while serving as an employee of the company;
 - h) The use of alcohol or illegal drugs while on company vessels, property, or vehicles or while on company business; the abuse of prescription drugs; or, the possession, distribution, or consumption of illegal drugs. (Superior Bay Marine of Alabama, LLC. is required by regulation to report drug violations by licensed or documented persons to the Coast Guard. Conviction of a drug offense or failure to pass a drug screen will result in the loss of an individual's license or preclude the issuance of an original license. Therefore, it is extremely important that every Superior Bay Marine of Alabama, LLC. employee understand the importance of staying drug-free. For more information see Drug & Alcohol Policy, SOP No. 1201).

	Personnel Procedures		Disciplinary Action Policy		
	Revision#	01	Date Revised	02Aug2023	SOP #2301
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

- i) Refusal to participate in a drug or alcohol test or to allow your luggage to be searched for any signs of drug or alcohol use;
 - j) Possession of a firearm aboard a Superior Bay Marine of Alabama, LLC. vessel, in company vehicles, or on company property;
 - k) The use or attempted use of any weapon against another person;
 - l) Allowing any unauthorized person to visit a company boat, company property or customer property;
 - m) Insubordination. Insubordination includes, but is not limited to:
 - 1) failure to observe management's instructions;
 - 2) disrespectfully disagreeing with your supervisor or manager, or;
 - 3) acting in an insolent or threatening manner;
 - n) Failing to make a crew change. Crewmembers failing to make a crew change may be responsible for arranging and paying for their own travel to the vessel.
 - o) Willfully disregarding company policies and procedures as determined by management.
6. All written warnings will be kept in the employee's permanent employee folder for future reference.
 7. The Captain shall enforce to the best of his ability the policies and procedures set forth by the company. If at any time, a member of the crew willfully disregards a company policy or procedure, that employee shall be referred to the office for disciplinary action. If, in the opinion of the Captain, the offense was of such magnitude as to put the crew, in whole or in part, in danger, the employee shall be terminated immediately.
 8. Once an employee is terminated for failure to abide by company policies and procedures, that employee shall not be allowed to return to work on a Superior Bay Marine, LLC. vessel for a minimum period of six (6) months. At the discretion of Superior Bay Marine of Alabama, LLC.
 9. Crewmembers terminated for violation of the Superior Bay Marine of Alabama, LLC. drug and alcohol policy are not eligible for re-employment for a period of six months. A crewmember will be considered for re-employment only with proof of successful completion of an acceptable rehabilitation program.
 10. Crewmembers terminated twice for similar offenses may not be eligible for re-employment at Superior Bay Marine of Alabama, LLC.

SUPERIOR BAY MARINE OF ALABAMA, LLC

LETTER OF WARNING

In accordance with Superior Bay Marine of Alabama, LLC. (SOP # 2301) I _____
_____ have been issued this letter of warning as the result of direct violation of a Superior Bay Marine of Alabama, LLC. company policy. With safety being a condition of my employment, I must uphold all company policies as listed in the Superior Bay Marine of Alabama, LLC. Policies & Procedures Manual. It is also my responsibility to become familiar with all company policies and procedures. I realize that as a result of my actions, I may be putting fellow employees and myself in danger. Therefore, I will be subject to one or more of the following disciplinary actions that may include, but are not limited to:

- ☐ Verbal/Written Warning ☐ Loss of Safety Award ☐ Deduction of wages
- ☐ Loss of one hitch (14) days ☐ Other _____

Policy Violation Description:

Remarks:

I have read and fully understand the warning as listed above. Further non-compliance with company policy will result in an increase in disciplinary action and/or the termination of my employment with Superior Bay Marine of Alabama, LLC.

Employee signature _____ Date _____

This document has been prepared by _____ Date _____

	Personnel Procedures		Harassment Policy		
	Revision#	00	Date Revised	17May2024	SOP #2302
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Superior Bay Marine of Alabama is committed to providing an environment for all employees that is comfortable, safe and free from discrimination or harassment of any kind. Any type of harassment is a violation of this policy, and is illegal.

Recent changes to the law now require the owner, master, or operator of a towing vessel to report any complaint or incident of harassment, sexual harassment, or sexual assault to the Coast Guard that violates company policy. The Coast Guard Investigative Service (CGIS) is required by law to investigate every claim.

B. RESPONSIBILITY

1. The Operations Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined.
2. The Captain is responsible for ensuring that vessel crewmembers are trained and familiar with this procedure.

C. DEFINITION

1. Harassment may take many forms. It may be, but is not limited to the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcomed by the receiver.
2. All employees are responsible for keeping our work environment free of harassment, including the work environment of any clients with whom you have contact. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to management. When the company becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants the company to do so. The owner, master, or managing operator, is required to report any incident of harassment, sexual harassment, or sexual assault to the Coast Guard.

	Personnel Procedures			Harassment Policy	
	Revision#	00	Date Revised	17May2024	SOP #2302
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

D. PROCEDURE

1. Any covered person who believes that he or she has suffered harassment in violation of the harassment policy has a right and a duty to report the behavior by taking the following action.

- a) If you are able to go without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcomed.
- b) If the behavior continues, advise your direct supervisor of your complaint. Clearly identify the behavior surrounding the complaint.
- c) If you are unable to satisfactorily resolve the situation, contact the US Coast Guard directly using any of the following methods:
- d) CGISTIPS@USCG.MIL
- e) NCC: (202) 372-2100
- f) The CGIS Tips App can be downloaded from a mobile provider's marketplace using the following QR code:



2. Confidentiality

- a) The company includes all persons to whom a violation of this harassment policy has been reported and persons who have become aware of a complaint, must maintain confidentiality to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

3. Retaliation

- a) The company or any officer or employee of the company may not retaliate against any victim or witness who reports a violation of this harassment policy. Any person who believes that he or she has been retaliated against should notify CGIS by the above method.

	Personnel Procedures			Vessel Manning	
	Revision#	01	Date Revised	02Aug2023	SOP #2401
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure establishes the guidelines to the manning of Superior Bay Marine of Alabama, LLC. vessels. In order to ensure safety to crewmembers, equipment, and environment, all vessels should be manned with personnel that are licensed (if applicable), experienced, and trained in the job functions in which they will perform.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for the selection, recruitment, and qualification verification of vessel personnel (see SOP # 1101).
2. The Personnel Manager is also responsible for ensuring that vessels are sufficiently manned in accordance with this procedure and the vessel's Certificate of Inspection (COI).
3. The Personnel Manager is responsible for ensuring that vessel personnel receive the proper training (initial and refresher) in the job functions to be performed.
4. The Personnel Manager is responsible for ensuring that only properly manned vessels are operational.
5. The Personnel Manager will monitor the status of all mariners' credentials to ensure the vessels are always properly manned.

C. PROCEDURES

1. There are several factors which should be taken into consideration when determining proper manning levels. These factors may include but are not limited to:
 - a) Applicable Laws and Regulations
 - b) Vessel/Tow size:
 - c) Service in which the tow is engaged. This may include duties of the crew in addition to navigation
 - d) Towing Route
 - e) Safety of personnel, equipment, and environment.
 - f) Functional duties required of crew in addition to standard navigation.
 - g) Configuration of vessel superstructure and deck and engine room.
 - h) Extent of the vessel's automation.
 - i) Size and power of equipment used.

	Personnel Procedures			Vessel Manning	
	Revision#	01	Date Revised	02Aug2023	SOP #2401
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

j) Environmental/climatic conditions (e.g. icing).

k) Experience of the crew.

2. When on voyages of more than 12 hours, each vessel will be manned with two (2) properly licensed wheelhouse personnel with valid U.S. Coast Guard issued licenses that pertain to the vessel to be operated and the specific river segments
3. For those vessels operating less than 12 hours, the vessel will be manned at all times by a properly licensed wheelman and a deck crewmember.
4. No less than two persons shall be on watch at all times.
5. In addition to wheelhouse personnel, a vessel with one barge must have no less than one deck crewmember *.

In addition to wheelhouse personnel, a vessel with two barges must have no less than two deck crewmembers *.

** The term "deck crew member" refers to persons on a vessel not acting as wheelman. This may include tankermen, deckhands, or a licensed wheelman who is on board in addition to the minimum requirement of wheelhouse personnel on that vessel.*

1. The number of tankerman on a vessel may not reflect the size of the vessel or the tow in the fact that other options may be used for the transfer of product such as:
 - a) The use of shore tankermen
 - b) The use of wheelhouse personnel with valid U.S. Coast Guard issued Merchant Mariners Documents.
 - c) The use of one or more tankermen in addition to one or more of the options listed above.

	Personnel Procedures		Vessel Safety Orientation Record		
	Revision#	02	Date Revised	05Jan2025	SOP #2402
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to describe the vessel safety tour that is required for crewmembers that are new to the vessel or who have not been assigned for a significant amount of time and need to be reacquainted to the vessel's safety equipment.

B. RESPONSIBILITY

It is the responsibility of the Personnel Manager to ensure that this procedure fully describes the requirements of the vessel's safety tour.

C. PROCEDURES

1. Prior to getting underway for the first time on a particular vessel, each new crewmember will receive a personally guided tour of the vessel to become acquainted with all the installed and portable emergency and safety equipment utilizing the Superior Bay Marine of Alabama **Vessel Safety Orientation Checklist**. He or She will also be instructed concerning the duties and assignments during vessel emergencies and drills, including their abandon ship muster location. He/She will learn the location of the nearest portable fire extinguisher to their stateroom and the location of all the fire stations aboard the vessel. He/She will also learn, if they are new to the company, the safety philosophy and safety training that is required of each *Superior Bay Marine of Alabama, LLC*. crewmember and the location of the vessel's posted station bills.
2. The tour usually lasts about 30 – 45 minutes and traditionally starts in the wheelhouse. It works its way progressively down through the vessel, ensuring that every space is visited, and every piece of safety and emergency equipment is pointed out. New deckhands and others will also learn their respective Fire Watch duties.
3. The Orientation will be recorded by the vessel Master on the Superior Bay Marine of Alabama **Vessel Safety Orientation Checklist** which can be found in Sinex.
4. In addition to the safety orientation checklist, wheelmen coming aboard the vessel for the first time must also complete the Superior Bay Marine of Alabama **Vessel Safety Orientation Checklist – Wheelman**, which covers additional responsibilities and duties that are required of that position.
5. At a minimum, the orientation must include:
 - a) His or her duties in an emergency;
 - b) The location, operation, and use of lifesaving equipment;

	Personnel Procedures		Vessel Safety Orientation Record		
	Revision#	02	Date Revised	05Jan2025	SOP #2402
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- c) Prevention of falls overboard;
- d) Personal safety measures;
- e) The location, operation, and use of Personal Protective Equipment;
- f) Emergency egress procedures;
- g) The use and operation of watertight and weathertight closures;
- h) Responsibilities to provide assistance to individuals that are not crewmembers;
- i) How to respond to emergencies relative to the tow;

	Vessel Operating Procedures			Navigation	
	Revision#	01	Date Revised	02Aug2023	SOP # 3001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 4

A. INTRODUCTION

The purpose of this procedure is to establish a standard operating procedure for general navigation aboard all Superior Bay Marine of Alabama, LLC. vessels. Following this procedure will result in uniform and consistent work practices which help to safeguard Superior Bay Marine of Alabama, LLC. crewmembers, equipment and the environment.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that the vessel crews are aware of the requirements outlined in this procedure.
2. The Personnel Manager is responsible for ensuring at all times, the movement of a towing vessel and its tow is under the direction and control of a properly licensed master or mate (pilot).
3. The Personnel Manager that all vessel operators are properly licensed.
4. The master or officer in charge of a navigational watch must operate the vessel in accordance with the conditions and restrictions stated on the COI and the procedures of this TSMS.
5. The pilot on watch must be licensed by the U.S. Coast Guard as a Master of Towing Vessels, with the Inland Waters and Western Rivers endorsement, and must maintain this license aboard the vessel while navigating.
6. The pilot on watch must have a valid radar endorsement.
7. The Wheelhouse Personnel are responsible for following these procedures.

C. PROCEDURES

The pilot on watch must navigate the vessel in a safe and prudent manner. This includes, but is not limited to, the following:

1. Complying with all applicable U.S. Coast Guard Inland Navigation Rules (Rules of the Road).
2. Planning and carrying out orders received from the Superior Bay Marine of Alabama, LLC. dispatcher and reporting any variances or discrepancies to the dispatcher.
3. Ensuring that the current information and documentation is located in the wheelhouse of the vessel and maintained in an orderly manner. Required information includes the following:
 - a) Navigation charts or maps for the area to be transited;

	Vessel Operating Procedures			Navigation	
	Revision#	01	Date Revised	02Aug2023	SOP # 3001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 4

- b) Current copy of U.S. Coast Guard Inland Navigation Rules;
 - c) U.S. Coast Guard Vessel Traffic Service System manuals for Berwick Bay, Houston, Port Arthur, Lower Mississippi River, and Louisville.
 - d) FCC radio station license;
 - e) Company TSMS Certificate
 - f) U.S. Coast Guard Certificate of Inspection (If issued)
 - g) U.S. Coast Guard Certificate of Documentation;
 - h) Fuel transfer procedures;
 - i) U.S. Coast Guard licenses for vessel wheelhouse personnel;
 - j) Compass deviation chart;
 - k) Tide-Current Tables; Tide Tables Light List (4, and/or 5), &
 - l) Local Notice to Mariners
4. Ensuring that the vessel and tow are suitable for the waterway to be transited and expected operating conditions. To be considered suitable, the vessel must:
- a) Maintain appropriate draft, trim and dimensions for the intended waterway;
 - b) Be staunch, tight and seaworthy; and,
 - c) Have appropriate lines, wires, and fittings for the tow configuration to be used.
5. The master must ensure that all hatches, doors and other openings designed to be watertight or weather-tight function properly and all openings of the hull and deck are kept tightly closed except:
- a) When access is needed through the opening for transit
 - b) Provided the master determines the safety of the vessel is not compromised.
 - c) The vessel shall be navigated at a safe speed.
 - d) Ballasting should be used only as a last means of safe navigation.
 - e) Where installed all watertight doors in watertight bulkheads must be closed during the operation of vessel, unless they are being used for transit between compartments and when down streaming, all exterior openings at the main deck level must be closed.
 - f) Decks and bulkheads designed to be watertight or weathertight must be maintained in that condition.
6. Contacting the Superior Bay Marine of Alabama, LLC. dispatcher for an assist tug to help navigate or other orders when conditions may endanger the safety of the tow, its cargo, or the vessel crew. Such conditions may include, but are not limited to, the following:
- a) Strong current;
 - b) High winds;

	Vessel Operating Procedures			Navigation	
	Revision#	01	Date Revised	02Aug2023	SOP # 3001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 4

- c) High or low river stages;
 - d) Dangerous maneuvering; and,
 - e) Tripping locks or bridges.
7. Checking U.S. Coast Guard marine information radio broadcasts regularly for relevant navigation information.
 8. Maintaining in proper working order the vessel's installed navigation equipment, including:
 - a. VHF radios;
 - b. Radar(s);
 - c. Compass;
 - d. Swing indicator;
 - e. Searchlights;
 - f. Horn;
 - g. Navigation lights;
 - h. Electronic Navigation Charts, if vessel is so equipped; and
 - i. GPS, if vessel is so equipped.
 9. Using the judgment of a prudent mariner and stopping operations when conditions dictate. Such conditions may include, but are not limited to, the following:
 - a. Limited visibility;
 - b. Severe weather;
 - c. Traffic restrictions;
 - d. Lack of required crew; and
 - e. Mechanical problems or failure.
 10. Observing the Superior Bay Marine of Alabama, LLC. look-out policy which states:
 - a. It is Superior Bay Marine of Alabama, LLC. policy to be in strict compliance with U.S. Coast Guard Navigation Rules regarding look-outs.
 - b. Inland Navigation Rule No. 5 states: "Every vessel shall at all times maintain a proper look-out by sight and hearing, as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and the risk of collision."
 - c. The vessel operator shall appoint and instruct a qualified person to perform lookout duties in any situation deemed appropriate by the operator.
 - d. In any situation he deems appropriate, the pilot on watch shall take precautions including, but not limited to, the following:

	Vessel Operating Procedures			Navigation	
	Revision#	01	Date Revised	02Aug2023	SOP # 3001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 4

- i. Appointing a qualified person to perform look-out duties;
 - ii. Instructing the look-out person as to his or her duties; and,
 - iii. Setting up an appropriate means of communication with the person acting as look-out.
11. Communicating with the Superior Bay Marine of Alabama, LLC. dispatcher in accordance with the Vessel to Dispatcher Communications procedure (SOP #3002).
12. Communicating with other vessels in accordance with the Vessel to Vessel Communications (SOP #3003).
13. Communicating with regulatory bodies and persons in charge in accordance with the Vessel to Authorities Procedure (SOP #3004).
14. Following the Superior Bay Marine of Alabama, LLC. Change of Watch Procedure (SOP #3007).
15. Conducting pre-voyage tests and inspections (SOP #3019).
16. Wheelhouse personnel shall monitor the following gauges and/or alarms while on watch;
 - a) Main engine water temperature
 - b) Main engine lube oil pressure
 - c) Generator lube oil pressure
 - d) Generator water temperature
 - e) Marine gear oil pressure, and
 - f) Bilge alarms
17. Ensuring that all navigation safety equipment including marine radar, searchlight, VHF radio, compass, swing-meter, GPS is in operative condition (33 CFR 164.82(a)).
18. Reporting to the Safety Manager failure of any navigational safety equipment including; marine radar, searchlight, VHF radio, magnetic compass, swing meter, or GPS (33 CFR 164.82(b)).
19. Reporting any inoperative or malfunctioning equipment while in a Vessel Traffic Service (VTS) area including main engines, steering gear, radar and navigational lighting (33 CFR 164.82(c)(1)).

	Vessel Operating Procedures			Vessel to Dispatcher Communications	
	Revision#	01	Date Revised	02Aug2023	SOP # 3002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to establish guidelines for communication between Superior Bay Marine of Alabama, LLC. vessels and the main office.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. All Wheelhouse Personnel are responsible for following these procedures.

C. PROCEDURES

1. Report routinely to the Safety Manager providing information including, but not limited to:
 - a) traffic
 - b) port times
 - c) transfer times
 - d) locking times
 - e) delays
 - f) vessel's position
2. Make contact to Safety Manager at 0600 daily
3. For radio call, the methods of contact by order of preference are:
 - a) VHF Radio
 - b) Land-based telephone
 - c) Cellular telephone
 - d) Marine Operator
4. Report to the Safety Manager on a "priority" call basis information including, but not limited to:
 - a) Vessel Incidents
 - b) Mechanical failures
 - c) Major delays
 - d) Spills
 - e) Personal injury

SBM	Vessel Operating Procedures			Vessel to Dispatcher Communications	
	Revision#	01	Date Revised	02Aug2023	SOP # 3002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

5. For “priority” calls, the methods of contact by order of preference are:
 - a) Cellular telephone
 - b) Land-based telephone
 - c) VHF radio
 - d) Marine Operator

6. Report promptly to the Safety Manager discrepancies associated with cargo transfer procedures including, but not limited to:
 - a) Dock person or cargo inspector’s orders differ from Safety Manager’s orders
 - b) Dock person shuts down cargo transfer operations before tankerman is finished loading or discharging barge
 - c) Dock person will not allow use of crossover hose when transferring cargo from more than one barge
 - d) Dock person or cargo inspector delays transfer procedures
 - e) Dock person or cargo inspector delays release from dock
 - f) Conflict with dock personnel regarding the standard operating procedures for cargo handling, dangerous cargo, hazardous cargo, vapor control, etc.
 - g) Excess R.O.B.’s (Remaining on Board) after discharging

7. Maintain the Vessel Logbook daily, documenting information as described in SOP # 3008, *Vessel Log/Required Logbook Entries*.

8. Continue communications as per the instructions of the Safety Manager when the vessel is in a shipyard for repairs.

	Vessel Operating Procedures			Vessel to Vessel Communications	
	Revision#	01	Date Revised	02Aug2023	SOP # 3003
	Written By:	R. Singley	Approved By:	B . W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to establish guidelines for communication between Superior Bay Marine of Alabama, LLC. vessels and other vessels, bridge to bridge.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. All Wheelhouse Personnel are responsible for following these procedures.

C. PROCEDURES

1. Use the Radio Call Sign assigned to your vessel.
2. Use VHF Channel 13 as the primary channel to contact other vessels.
3. Use VHF Channel 16 between Pelican Cut (Mile 351.0 WHL GIWW) and Brownsville, TX, and between Paris Road Bridge (Mile 14.0 EHL GIWW) and St. Marks, FL.
4. Use VHF Channel 67 on the Lower Mississippi River south of Baton Rouge, LA and Industrial Locks to the Mississippi River Gulf Outlet (MRGO) intersection and throughout the length of the MRGO.
5. Limit use to navigational communication such as in meeting and passing situations, abbreviated operating procedures (call signs omitted), and 1-watt maximum power for calling and working (range 3-5 miles).
6. If a vessel is called three (3) times with no response, use high power (25 watts) to contact that vessel. Turn back to low power after use. This low power rule applies to Channels 13 and 67.
7. Non-compliance with this rule can result in a fine to the radio operator from the FCC.
8. Use Channels 7, 8, 9, 10, 19, 79, 80, or 88 for non-navigational use by commercial vessels.
9. Transmit in an appropriate manner including, but not limited to:
 - a) Give name and call sign of vessel at the beginning and end of each radio transmission
 - b) Speak slowly and clearly
 - c) Speak politely and courteously
 - d) Use professional language

	Vessel Operating Procedures			Vessel to Authorities Communications	
	Revision#	01	Date Revised	02Aug2023	SOP # 3004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to establish guidelines for communication between Superior Bay Marine of Alabama, LLC. vessels and state and federal regulatory authorities.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. All Wheelhouse Personnel are responsible for following these procedures.

C. PROCEDURES

1. Utilize the Radio Call sign assigned to your vessel.
2. Monitor VHF Channel 16 while the vessel is underway. The U.S. Coast Guard monitors this channel for distress, safety, and contact with USCG vessels and shore-based operations.
3. Contact lock Captain and bridge operators on Channels 13, 14, or 16 depending on the policy of the area.
4. Contact U.S. Coast Guard VTS or Port Authority on Channels 11 or 12. Be prepared to give the following information:
 - a) Name of vessel
 - b) Horsepower of boat
 - c) Length overall of boat
 - d) Length and width of tow
 - e) Cargo names and estimated tonnage or name of last cargo
 - f) Destination
 - g) Maximum draft
 - h) Speed
5. Contact the Houston Port Authority on Channel 14.
6. Contact docks or terminals, plants, refineries, and shore facilities on the VHF frequencies used by them based on local knowledge, or by cellular telephone if so instructed. Transmit in an appropriate manner including, but not limited to:
 - a) Give name and call sign of vessel at the beginning and end of radio transmissions
 - b) Speak slowly
 - c) Speak politely and courteously, using professional language
 - d) Use low power (1 watt) on Channel 13 and 67

	Vessel Operating Procedures		Communications On Board		
	Revision#	01	Date Revised	02Aug2023	SOP # 3005
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to establish guidelines for communication onboard Superior Bay Marine of Alabama, LLC. vessels to provide a uniform flow of information internally.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. All Wheelhouse Personnel are responsible for following these procedures.

C. PROCEDURES

1. Conduct communications on board the vessel so that the crew are continuously informed of conditions in order that they may work together in an orderly and timely manner including, but is not limited to:
 - a) Brief crew members on their assigned duties
 - b) Give clear instructions and ensure they are understood
 - c) Be professional and courteous
2. On board communications include use of the handheld radio and/or prearranged hand signals.
 - a) Use the handheld radio (walkie-talkie) issued to the vessel
 - b) The wheelhouse person on watch and the tankerman are subject to a fine for the loss, abuse and/or neglect of the handheld radio
 - c) Neglect includes failure to use the carrying case
3. "Revving up" main engines is a signal from the Captain or pilot on watch to other personnel to come to the wheelhouse.
4. Use the public address (P.A.) system on the vessel.
5. Report unresolved crew problems to the Personnel Manager.

	Vessel Operating Procedures			Standing Radio Watch	
	Revision#	01	Date Revised	02Aug2023	SOP # 3006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to provide uniform guidelines for pilots standing radio watch on Superior Bay Marine of Alabama, LLC. vessels.

B. RESPONSIBILITY

The pilot on watch is responsible for standing, or designating someone to stand, the radio watch.

C. PROCEDURES

1. While standing by at a fleet or at a dock facility, the pilot on watch must monitor the channel required by the facility and monitor the company communications system.
2. While underway, the pilot on watch must:
 - a) Monitor channel 16 and the designated navigation channel for the area being transited; and
 - b) Monitor the company communications system.
3. The pilot on watch must notify the facility and the Superior Bay Marine of Alabama, LLC. dispatcher before leaving the wheelhouse of the approximate amount of time he will be away from the radio.
4. If hand-held VHF radio is available and is used to maintain communications with the fleet or facility, it is not necessary to notify the facility before leaving the wheelhouse.
5. When leaving the wheelhouse for short periods of less than 15 minutes, it is not necessary to notify facility before leaving the wheelhouse.
6. It is the duty of the person standing radio watch to monitor the radio listening for distress calls from other mariners in need of help. If distress traffic is heard, it is incumbent on the watch to notify the USCG as soon as possible regarding the distress. Try to gather as much amplifying information as possible, such as:
 - a) Location
 - b) Persons on board
 - c) Nature of distress
 - d) Closest landmark
 - e) Log the date, time, and information gathered in the log book.
7. If no distress traffic is heard, at the conclusion of the watch, the person going off watch should make a logbook entry stating no distress traffic was heard over the channels (list) that were being monitored.

	Vessel Operating Procedures			Crew Change	
	Revision#	01	Date Revised	02Aug2023	SOP # 3007
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

The purpose of this procedure is to provide guidelines for the information exchanged at Master's and Deck crew change.

B. RESPONSIBILITY

1. The Safety Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The Master and Deckhand is responsible for providing the following information to his or her relief at crew change.

C. PROCEDURES

1. It is critical to the safe and efficient operation of Superior Bay Marine of Alabama vessels that information about the condition of the vessel, the status of the machinery and the type of operations currently in progress be passed between departing Master and Deckhand and the arriving ones.
2. A record must be maintained in the Daily Boat Log with the names of all crew members aboard and any crew changes that occur.
3. Master
 - a) The Master will inform his or her relief of any information important to the safe and efficient operation of the vessel. This will include, but not necessarily be limited to, the following:
 - i) Safety meetings and drills held
 - ii) Safety Alerts or Memos concerning safe operations
 - iii) The details of Hazards, Near Misses, Injuries, Illnesses or Accidents that occurred during their time on board
 - iv) The details of any groundings, allisions, collision, or other similar incidents
 - v) Details of JSA's or other training conducted
 - vi) Any other safety-related events or concerns that the relief should be aware of
 - b) Vessel Operations
 - i) Information on Vessel Operations, including operations completed, operations underway at that time, and operations planned
 - ii) Condition of equipment; any problems encountered with equipment failures or inefficiencies
 - iii) Navigation Conditions/River and Channel changes
 - iv) Conditions at docks, fleets or facilities including any hazards or problems

	Vessel Operating Procedures			Crew Change	
	Revision#	01	Date Revised	02Aug2023	SOP # 3007
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- v) Condition of the tow, including: problems associated with tow such as leaking barges, barge maintenance issues, etc.
 - vi) Any projects or maintenance performed or currently underway
 - vii) Any other events or concerns that the relief should be aware of
- c) Administrative
 - i) Status of all aboard documents; expiration dates or documents missing
 - ii) Vessel orders from dispatch and operations
 - iii) Equipment / tools sent out for repair
 - iv) Equipment or material on order
 - v) Equipment or material on back order
 - vi) Equipment or material received and storage location
 - vii) Record of expenditures and budget status
- d) Personnel
 - i) Dates of upcoming crew changes, due off dates, etc.
 - ii) Problems or events during the trip with crew. Any Employee Incident Reports filed
 - iii) Performance evaluations completed
 - iv) Any entry-level crewmembers or new crewmembers on the vessel
 - v) Date when available to relieve. Any events that may cause to relief late
 - vi) Any other personnel-related events or concerns that the relief should be aware of
- e) Miscellaneous
 - i) Any other information that the relief should be aware of
- f) When the Master hands over command of the vessel, it is essential that the critical stores be carefully checked.
- g) A Turnover Report Form (Form # 3007A) shall be completed by the off-going Master and signed by both Masters after review. A copy of the turnover report shall be emailed to the office.

	Vessel Operating Procedures			Crew Change	
	Revision#	01	Date Revised	02Aug2023	SOP # 3007
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

4. Deck Crew

- a) All other positions (Mate, Deckhand, Engineer, etc) should have a verbal exchange of any information that is important to the safe and efficient operation of the vessel. This will include, but not necessarily be limited to the following:
 - i) The details of Hazards, Near Misses, Injuries, Illnesses or Accidents that occurred during their time on board
 - ii) Details of Safety Meetings, JSA's or other training conducted
 - iii) Condition of the tow, to include couplings, rigging, and navigation lights
 - iv) Any hazards that may exist on tow
 - v) Status of current projects
 - vi) Current work in progress, what has been done and what needs to be done
 - vii) Any other information that the oncoming deckhand may need to know

	Vessel Operating Procedures			Change of Watch	
	Revision#	01	Date Revised	02Aug2023	SOP # 3008
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

The purpose of this procedure is to describe the change of watch procedure to be followed by crew aboard Superior Bay Marine of Alabama, LLC. vessels and to provide a uniform and consistent work practice that will safeguard Superior Bay Marine of Alabama, LLC. crewmembers and equipment, and the environment.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The Captain is responsible for ensuring that the practices described in this procedure are implemented by the crew.

C. PROCEDURES

1. Watches must change at 0600, 1200, 1800, and 2400 hours unless otherwise agreed in advance.
2. The change of watch must be postponed if it occurs during a critical stage of vessel operations, if it is believed the oncoming watch stander is not immediately capable of carrying out his or her duties effectively.
3. Wheelhouse personnel must comply with applicable federal law regarding hours worked. 46 USC 8104 (h) provides that "an individual licensed to operate a towing vessel may not work for more than 12 hours in a consecutive 24-hour period, except in an emergency."
4. A record must be maintained in the Daily Boat Log and Watch Change Checklist found in Sinex.
5. Wheelhouse personnel -- vessel underway
 - a) The oncoming wheelman must review the current voyage plan with the off going wheelman to ensure there have been no changes or revisions to the assessment.
 - b) The wheelhouse person on duty must exchange with the relief person coming on duty information including, but not limited to, the following:
 - i) Performance of the vessel, its engines, steering system, pumps, generators, and other critical machinery;
 - ii) Location and direction of the vessel, including traffic in the area and whether the tow is overtaking, or being overtaken;
 - iii) Work instructions or duties in progress of the crew;
 - iv) Status of routine boat call to the dispatcher;

SBM	Vessel Operating Procedures			Change of Watch	
	Revision#	01	Date Revised	02Aug2023	SOP # 3007
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- v) Orders or information received from the dispatcher; and,
 - vi) Tide, current, and weather conditions.
- 6. Wheelhouse personnel -- vessel not underway
 - a) The wheelhouse person on duty must exchange with the relief person coming on duty information including, but not limited to, the following:
 - i) Status of the current operation;
 - ii) Last contact with the dispatcher;
 - b) Information vital to the dispatcher;
 - i) State of the transfer, if in progress, including performance of the pump, pump engine, or other transfer equipment; and,
 - ii) Time of last contact with the dock person in charge.
- 7. Tankerman -- vessel underway
 - a) The tankerman on duty must exchange with the relief person coming on duty information including, but not limited to, the following:
 - i) Condition of the tow, including:
 - (a) Couplings and rigging.
 - (b) Navigation lights.
 - ii) Status of current tasks in progress, including:
 - (a) What has been done.
 - (b) What needs to be done.
 - iii) Status of engine room functions, including:
 - (a) Oil level in engines;
 - (b) Water level of engines; and,
 - (c) Generator change-over.
 - iv) Status of barge transfer capability.
 - (a) Is the barge ready to load or discharge?
 - (b) Does the barge meet Superior Bay Marine of Alabama, LLC. readiness criteria?
- 8. Tankerman -- cargo transfer in progress
 - a) The tankerman on duty must exchange with the relief person coming on duty information including, but not limited to, the following:
 - i) State of the transfer;
 - ii) Performance of the pump, pump engine, or other transfer equipment;

SBM	Vessel Operating Procedures			Change of Watch	
	Revision#	01	Date Revised	02Aug2023	SOP # 3007
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

- iii) Declaration of Inspection (DOI) procedures:
 - (a) Discuss the items on the DOI.
 - (b) The tankerman on duty must continue transfer operations until the relief tankerman is fully aware of the state of the transfer.
 - (c) Sign the DOI.
 - b) The tankerman going off watch must report the status of the transfer in progress to the wheelhouse person coming on duty.
- 9. Tankerman -- cargo transfer not in progress
 - a) The tankerman on duty must exchange with the relief person coming on duty information including, but not limited to, the following:
 - i) Readiness of barges waiting to load or discharge, including, but not limited to, the following:
 - (a) Readiness of the barge;
 - (b) Condition of the cargo tanks;
 - (c) Fuel in the tank; and,
 - (d) Test start pump engine.
 - ii) Last contact with the dock person in charge.
 - iii) Status of current tasks in progress.
 - (a) What has been done;
 - (b) What needs to be done.
- 10. Deck Crew
 - a) The Deckhand on duty must exchange with the relief person coming on duty information including, but not limited to the following:
 - i) Condition of the tow, to include couplings, rigging, and navigation lights
 - ii) Leaking barges and any pumps on tow
 - iii) Any hazards that may exist on tow
 - iv) Status of current projects
 - v) Current work in progress, what has been done and what needs to be done
 - vi) Any other information that the relief deckhand may need to know

	Vessel Operating Procedures			Towing Vessel Record Entries	
	Revision#	01	Date Revised	02Aug2023	SOP # 3009
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

This procedure establishes guidelines for the maintenance of vessel Logbooks on board Superior Bay Marine of Alabama, LLC. vessels.

It is extremely important that entries regarding incidents be completed, regardless of how trivial an incident may seem at the time. The Towing Vessel Record (TVR) must contain a true and accurate record of the event, and any questions concerning the information to be included in the TVR should be referred to the Safety Manager.

For the purposes of this TSMS, the terms Towing Vessel Record (TVR), Logbook, Daily Log, and Record are synonymous.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The pilot on watch is responsible for ensuring that the practices described in this procedure are implemented.

C. PROCEDURES

1. Each Superior Bay Marine of Alabama vessel must maintain a Towing Vessel Record (TVR). The following guidelines for maintaining the TVR must be adhered to:
 - a) The TVR must be kept daily, accurately, and legibly;
 - b) The TVR must be retained aboard the vessel for a period of one year;
 - c) TVR entries, properly dated, must be made as soon as possible after the occurrence for which the entry is made;
 - d) No errors or erasures should be made in the TVR. Any incorrect statements must be corrected by drawing a single line through the entry and initialing it; and,
 - e) The TVR must be returned to the Superior Bay Marine of Alabama, LLC. main office when completed and retained for a least one (1) year after the date of the last entry.
2. The following information is required to be entered in the Superior Bay Marine of Alabama Logbook:
 - a) Details of all required fire, boat, man overboard, abandon ship, damage control, and vessel response plan drills;

	Vessel Operating Procedures			Towing Vessel Record Entries	
	Revision#	01	Date Revised	02Aug2023	SOP # 3009
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- b) Details of steering gear, navigation equipment, and communications gear tests conducted prior to departure from port;
- c) Results of weekly and monthly testing of emergency lighting and power systems;
- d) Safety Orientations conducted for persons reporting aboard the vessel for the first time.
- e) Any navigation safety training conducted as part of a watch standers duties if training conducted by the Master.
- f) The inspection and tests conducted of the fire detection and fire extinguishing.
- g) Offenses by and/or disciplinary actions against crewmembers, including a statement concerning the notification of such an entry to the crewmember. Any reply by the crewmember must be recorded in the TVR and a copy of the entries must be furnished to the crewmember, duly executed by the captain and another member of the crew;
- h) The nature of any illness suffered by a crewmember, including medical treatment administered and the name of the individual who administered it;
- i) Any personal injuries reported whether to a crewmember or another individual aboard the vessel. Where there are no injuries, make the notation, "No personal injuries reported today";
- j) The name of every crewmember who ceases to be a member of the crew other than by death, with the place, time, manner, and cause of departure;
- k) Report of any death and cause of death;
- l) Report of any collision, stranding or grounding;
- m) Search for contrabands or stowaways;
- n) The number and description of any non-crewmembers carried onboard the vessel, their boarding and departure points, and the reason or authorization for their being aboard;
- o) A chronological record of the times and places of all arrivals and departures of the vessel, including changes of river segments, locks, bridges, etc.;
- p) Intermittent operations such as drops or additions of barges, standby time, hire of tug, and change of river segment, along with notations as to where, by whose orders, and for what purpose these operations were undertaken;

	Vessel Operating Procedures			Towing Vessel Record Entries	
	Revision#	01	Date Revised	02Aug2023	SOP # 3009
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

- q) A complete list of vessel crewmembers, including their name and position;
 - r) Crew change times, and a listing of persons relieved and coming on duty;
 - s) Report of any vessel damage;
 - t) Notation of any machinery or equipment not properly working, and all repairs undertaken;
 - u) Notation of any repair work undertaken by an outside contractor along with any tickets or invoices;
 - v) Any purchases of groceries or supplies made by the vessel, including the name of the vendor;
 - w) The inspection of towing gear and any rope, hawser or wires broken during the day's operations (Sinex)
 - x) Weather conditions affecting navigation;
 - y) Navigation time, including geographic departure point and arrival point, and reason for trip (deliver cargo, receive cargo, etc.);
 - z) Details of all crew safety meetings;
 - aa) Times of any delays (groundings, Coast Guard boarding, traffic, lock closures, etc.);
 - bb) Discharge ashore of all MARPOL wastes (i.e. garbage, oil, slops)
3. In the event of abandoning ship, the TVR should be taken from the vessel.

	Vessel Operating Procedures			Vessel Security	
	Revision#	01	Date Revised	02Aug2023	SOP # 3010
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure provides uniform guidance for vessel security aboard Superior Bay Marine of Alabama, LLC. vessels.

B. RESPONSIBILITY

1. The Designated Person Ashore is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The vessel Master on watch is responsible for ensuring that the practices described in this procedure are implemented.

C. PROCEDURES

1. Persons other than employees, customer representatives, government officials, or authorized service personnel are not allowed onboard *Superior Bay Marine, LLC* vessels without prior authorization or proper identification. It is the responsibility of the Captain to ensure that no unauthorized visitors board the vessel at any time. **(Refer to the Superior Bay Marine of Alabama, LLC approved Security Plan).**
2. Authorization for outside personnel to come aboard a Superior Bay Marine of Alabama, LLC. vessel must be requested by the Captain from any member of management, before allowing visitors onboard.
3. No solicitation of any kind is allowed onboard any Superior Bay Marine of Alabama, LLC. All solicitations must be directed to the Vice President of Operations.
4. All provisions for Security Drills and Training, recordkeeping, and security measures will be conducted according to the U.S. Coast Guard approved Vessel Security Plan.

	Vessel Operating Procedures			Carriage of Personnel	
	Revision#	01	Date Revised	02Aug2023	SOP # 3011
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure provides uniform guidance for the carriage of personnel other than vessel crewmembers (“non-crewmembers”) aboard Superior Bay Marine of Alabama, LLC. vessels.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The pilot on watch is responsible for ensuring that the practices described in this procedure are implemented.

C. PROCEDURES

1. It may be necessary from time to time for non-crewmembers to ride aboard the vessel.
2. If the additional person(s) exceeds the amount of personnel authorized on the Certificate of Inspection (COI), prior authorization must be obtained.
3. Authorization must be granted by the Safety Manager who will notify the cognizant OCMI at least 48 hours in advance of the temporary excursion.
4. When a non-crewmember is given authorization to board a Superior Bay Marine of Alabama vessel, the crew must ensure that the following procedures are carried out prior to departure, or immediately upon the non-crewmembers boarding:
 - a) The vessel must be manned in accordance with the COI at all times.
 - b) All non-crewmembers must be issued a life jacket if they do not have one, and instructed in its use;
 - c) All non-crewmembers must be logged onto the vessel in accordance with the company security policy;
 - d) For those non-crewmembers that will be getting underway with the vessel, they must be provided a Safety Orientation to include:
 - i) Methods used to notify personnel in the event of an emergency
 - ii) Emergency stations and signals to be used on the vessel in the event of an emergency; (Emergency Station Bill)
 - iii) The location, operation, and use of lifesaving equipment
 - iv) Prevention of falls overboard
 - e) Upon arrival at the vessel’s destination, non-crewmembers are to be checked off prior to disembarking.

	Vessel Operating Procedures			Carriage of Personnel	
	Revision#	01	Date Revised	02Aug2023	SOP # 3011
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- f) All non-crewmembers must be provided with sufficient training on hazardous materials relevant to their potential exposure on or around the vessel.
- g) Based upon the Master's assessment, all non-crewmembers must be provided with sufficient training on hazardous conditions relevant to their potential exposure on or around the vessel.

	Vessel Operating Procedures			Required Documents	
	Revision#	01	Date Revised	02Aug2023	SOP # 3012
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to establish a standard operating procedure for retaining required documents aboard all Superior Bay Marine of Alabama vessels. Following this procedure will result in uniform and consistent work practices which help to safeguard Superior Bay Marine of Alabama crewmembers, equipment and the environment.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Wheelhouse Personnel are responsible for following these procedures.

C. PROCEDURES

1. All vessel documents must be current (valid dates) and maintained in the wheelhouse for review where possible.
2. The following documents must be kept onboard Superior Bay Marine of Alabama vessels at all times:
 - a) Certificate of Documentation
 - b) Certificate of Inspection (COI) (if issued) (*COI must be posted in the wheelhouse or maintained in the vessel documents binder*)
 - c) TSMS Certificate
 - d) FCC Radio License
 - e) Vessel Log Book
 - f) Superior Bay Marine of Alabama Policies & Procedures Manual
 - g) Texas Vessel Response Plan (if working in TX waters)
 - h) Current copy of USCG Navigation Rules of the Road
 - i) Navigational charts or maps for areas of operation
 - j) Light list (volumes 3,4 and/or 5)
 - k) Coast Pilot
 - l) Tide Tables
 - m) Tidal Current Tables
 - n) Local Notice to Mariners
 - o) Fuel Transfer Procedures
3. The following manuals/placards must be kept onboard Superior Bay Marine of Alabama vessels at all times:

	Vessel Operating Procedures			Required Documents	
	Revision#	01	Date Revised	02Aug2023	SOP # 3012
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- a) VHF Radio Operations Manual;
 - b) Radar Operations Manual;
 - c) GPS Operations Manual, if the vessel is so equipped;
 - d) Electronic Navigation Charts Manual, if the vessel is so equipped,
 - e) MARPOL placards posted at galley and at all vessel exits
 - f) "Discharge of Oil Prohibited" placards in engine room,
 - g) Sanitation Device sticker near service locations
 - h) Skiff registration sticker (on skiff)
4. The following documents must be maintained by employees working for Superior Bay Marine of Alabama and must be made available for examination at any time while the vessel is operating. Keeping the documents current is the sole responsibility of the employee. These documents will be checked on a regular basis to be sure that each employee has valid documentation.
- a) Captain, Relief Captain, and Pilot
 - i) Vessel Operating License
 - ii) Radar Endorsement
 - iii) FCC Radio Operator's License, if required
 - iv) Merchant Mariner's Document - Tankerman's Document
 - v) Training Certificates/Cards
 - vi) Transportation Worker Identification Credential (TWIC)
 - vii) Driver's License
 - b) Tankerman
 - i) Merchant Mariner's Document - Tankerman's Document
 - ii) Training Certificates/Cards
 - iii) Transportation Worker Identification Credential (TWIC)
 - iv) Driver's License
 - c) Engineer/Deckhand
 - i) Training Certificates/Cards
 - ii) Transportation Worker Identification Credential (TWIC)
 - iii) Driver's License

	Vessel Operating Procedures			Locking	
	Revision#	01	Date Revised	02Aug2023	SOP # 3013
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to provide uniform guidelines to be followed by all personnel operating Superior Bay Marine of Alabama vessels through locks.

B. RESPONSIBILITY

1. The pilot on watch is responsible for ensuring that this procedure is followed.
2. The deck personnel are responsible for performing the duties described in this procedure.

C. PROCEDURES

1. The pilot on watch contacts the lock to give tow information and arrival time to the lock Captain.
2. The lock Captain informs the pilot on watch of any special instructions including, but not limited to, the following:
 - a) Currents and water levels;
 - b) Number of lines required by locks;
 - c) Number of deck personnel required for locking;
 - d) Communications required for locking;
 - e) Restrictions on tow length and width;
 - f) Locking order; and,
 - g) Locking or running.
3. The pilot on watch provides the lock Captain with information on the following:
 - a) Number of barges in tow, and barge identification numbers;
 - b) Tow length, width, and draft;
 - c) Cargo type, amount of cargo loaded on the barge (if loaded), and the last cargo contained in the barge (if empty); and,
 - d) Boat name and official number.
4. The pilot on watch conducts a pre-locking conference with the vessel crew, including, but not limited to the following:
 - a) Special locking instructions provided by the lock Captain;
 - b) Communication requirements;
 - c) Personal protective equipment (PPE) required for the locking;

	Vessel Operating Procedures			Locking	
	Revision#	01	Date Revised	02Aug2023	SOP # 3013
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- d) Fenders required; and,
 - e) Number and size of tow lines required.
5. The lock Captain contacts the pilot on watch to bring the tow into the locks.
 6. The pilot on watch sends deck personnel to the head of the tow with the proper equipment and PPE as discussed during the pre-locking conference. Some locks may require more than one person on the tow.
 7. The pilot on watch maneuvers the tow into the locks.
 8. The deck personnel give the pilot on watch directions by hand signals and/or voice communications over a hand-held VHF radio.
 9. The deck personnel signal the pilot to stop at appropriate times, tie off the tow, and tend to lines until told to release the tow by the Pilot on watch.
 10. Tows are not tied off when locks are running; however, deck personnel are still required for directions and manning fenders.
 11. The pilot on watch receives a signal from the lock Captain to exit the locks.
 12. Deck personnel release the lines when directed by the pilot on watch and maintain position on the head of the tow, giving the Pilot directions until the head of the tow clears the locks.
 13. The pilot on watch checks the traffic before departing from the locks.

	Vessel Operating Procedures			Scheduling Horsepower	
	Revision#	02	Date Revised	21Apr2025	SOP # 3014
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to establish a uniform system for the scheduling of horsepower (i.e., assigning a boat to a barge or group of barges to form a tow). Following this procedure will enable the Superior Bay Marine of Alabama, LLC. Operations Department to maximize horsepower efficiency.

When assigning boats to trips, every effort will be made to maximize the horsepower to tow ratio in order to utilize the horsepower most efficiently.

B. RESPONSIBILITY

The Safety Manager is responsible for all aspects of a trip once a tow is booked for a job.

C. PROCEDURES

1. Horsepower to tow schedules shall be decided on by trip by trip basis.
2. The Safety Manager shall consider the following prior to assigning horsepower to a trip:
 - a) Look for overages or shortfalls in horsepower availability
 - b) Discuss the capabilities of the current crewmembers.
 - c) Confirm that the routes to be taken by tows are navigable.
 - d) Communicate trip orders to the dispatchers.
 - e) Coordinate with Safety Manager on Scheduled Maintenance, unscheduled maintenance, or maintenance problems on Superior Bay Marine of Alabama vessels.
 - f) Weather conditions and river stages.
 - g) In addition to the above considerations, the following minimum guidelines shall be incorporated into deciding the horsepower/tow ratio:

Liquid Cargoes	Tow Size (Barrels)	Minimum Horsepower Required **
	0 – 22,500	800
	22,501 – 60,000	<u>1,600</u>
	60,001 – 80,000	2,400
Dry Cargoes	River	250 HP per 1,500 tons of cargo (one loaded barge) (max 6 barges)
	ICWW	200 HP Per 1,500 tons of cargo (one loaded barge) (max 6 barges)

** - Based upon OCIMF USA Barge Operating Guidelines

- h) The dispatchers shall communicate trip orders to appropriate vessel personnel.

	Vessel Operating Procedures			Critical Equipment	
	Revision#	01	Date Revised	02Aug2023	SOP # 3015
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to establish guidelines for identifying critical equipment and systems which may place the towing vessel, the crew, or the environment into a hazardous situation, should the vessel experience a sudden failure. This procedure is a vital part of management's overseeing and maintaining the company's responsibility of having a strong commitment to safety for all personnel and vessels.

B. RESPONSIBILITY

The Safety Manager has the responsibility for identifying the critical equipment and systems. He also has the responsibility for ensuring that a risk assessment is done on each of the vessel types. A risk assessment is the only way to evaluate what equipment is needed to insure that each vessel is properly equipped if the occasion to shut down for maintenance arises. A risk assessment is done when the Safety Manager deems necessary or when a change in situations occur.

C. PROCEDURES

Critical equipment and systems are the items of equipment, repair parts and anything else deemed necessary for the safe operation and navigation of the vessel. This procedure is extremely important if a sudden failure affecting the vessel, crew or the environment should occur while underway. All occurrences of this nature must be written reports to demonstrate compliance with the requirement.

1. The critical equipment will be determined based on the company's risk assessment considerations, which may include:
 - a) Worst case scenarios
 - b) Personnel and environmental impact
 - c) Failure response measures
 - d) Replacement and testing
 - e) Back-up equipment and spares
 - f) Operational impact
 - g) Added safety requirements

	Vessel Operating Procedures			Critical Equipment	
	Revision#	01	Date Revised	02Aug2023	SOP # 3015
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

2. The below listed equipment has been identified as being “Critical Equipment”:
 - a) Main propulsion system
 - b) Generator
 - c) Steering system
3. All the crew aboard the vessel should be made aware of the location of the spare parts and any special requirements for the use of the equipment. This is extremely important as the occurrence is surely time sensitive and decisions may need to be made instantly.
4. As reasonably determined by the circumstances, severity and operating conditions, risk assessments should be conducted in accordance with the Risk Management and Assessment procedure or required approval(s) from management should be obtained before critical equipment or systems listed above are shut down, bypassed, or taken out of service for maintenance.

	Vessel Operating Procedures			Critical Stores & Supplies	
	Revision#	01	Date Revised	02Aug2023	SOP # 3016
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to establish uniform guidelines for identifying critical stores and supplies to be ordered for Superior Bay Marine of Alabama, LLC. vessels.

B. RESPONSIBILITY

The Master is responsible for identifying supplies, spare parts, and other consumables necessary to the effective operation of the vessels and for ensuring that routine store and supply requisitions are sent into the Superior Bay Marine of Alabama main office each week.

C. PROCEDURES

Critical Stores and supplies are those items of equipment, repair parts, or replacement parts necessary for the safe operation and navigation of the vessel.

The wheelman, along with the Port Engineer is responsible for identifying those parts critical to the safe operation and navigation of the vessel. The specific items listed in this procedure serve as a minimum required inventory of identified critical stores and supplies.

1. Fuel, Lube Oil, and Water

- a.) The wheelman must keep informed of the current levels of fuel, lube oil, and water at all times. The other members of the crew as designated by the wheelman is assigned the duty of measuring liquid levels daily and reporting rates of consumption to the wheelman. If the wheelman deems that fuel or lube oil are needed the wheelman will inform the Superior Bay Marine of Alabama, LLC. office via telephone through the Morning Report of the quantities of fuel and lube oil required.
- b.) At all times a minimum of a four (4) day supply of fuel, lube oil, and water is to be maintained onboard each vessel.

2. Safety and Emergency Supplies

- a.) The required number of lifejackets, sufficient fire nozzles and hoses to fully outfit all fire stations on board the vessel, fire extinguishers fully charged, inspected and ready for use at each fire extinguisher station, any other equipment required for the safe operation of the vessel will be maintained on board each vessel.
- b.) Each vessel will have a minimum of two functioning 2" portable pumps with sufficient sections of suction hose at all times.

3. Personal Protective Equipment

- a.) A sufficient inventory of personal protective equipment to meet the routine replacement needs of the vessel includes but is not limited to:
 - (i) Work Vests
 - (ii) Safety goggles and face shields

	Vessel Operating Procedures		Critical Stores & Supplies		
	Revision#	01	Date Revised	02Aug2023	SOP # 3016
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- (iii) Gloves
- (iv) Hard Hats
- (v) First Aid supplies, appropriate to the size of the crew and operating conditions.

4. Engine Room Supplies

- a.) The wheelman shall maintain an inventory of spare parts for critical systems. A critical system is any system that the sudden operational failure of which could endanger the crew, the vessel, or the environment.
- b.) An inventory of engine room spare parts will include but will not be limited to the following:
 - (i) Main Engines
 - 1. CAT 3412 Main Engines
 - 1 Spare starter
 - 2. Cummins Main Engine
 - 1 Fan Belt KT855
 - (ii) Reduction Gears
 - 1. Twin Disc Reduction Gear
 - 1 Clutch Oil

5. Filters

- a.) One case each fuel, air and lube oil filters for each type of engine must be kept on board the vessel. A complete set of reduction gear lube oil filters or strainers must be kept on board the vessel if applicable. Other critical equipment such as electronic equipment, steering systems and air compressors all have sufficient redundancy to make on board spares optional.

Routine store and supply requests should be sent in on Material Requisition forms during crew changes.

Each requisition is to be reviewed, signed and dated by the Captain before it is forwarded to the Superior Bay Marine of Alabama, LLC. office, where it will be logged in and recorded.

Crewmembers submitting requisition forms to the Captain for review should verify all part numbers and list all possible information on any non-standard supplies requested.

Items should only be ordered via voice communication (Phone or VHF) if they are necessary for the vessel to perform a particular job at hand or to ensure the immediate safety of the crew or the vessel.

	Vessel Operating Procedures			Minimum Rigging	
	Revision#	01	Date Revised	02Aug2023	SOP # 3017
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to specify the minimum rigging requirements for Superior Bay Marine of Alabama, LLC. vessels.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The Captain is responsible for maintaining the minimum rigging requirements for the vessel in which he is assigned to as outlined in this procedure.

C. PROCEDURES

1. The minimum rigging requirements for each vessel may be obtained by observing the chart listed below.
2. The Captain shall use the "Service Request" in Sinex as the preferred method of ordering rigging if the need is not an emergency. Completed material requisitions should be turned in to the office along with other routine paperwork on the next available crew change day.
3. In the event of emergency, other means of contacting the office may be used to obtain rigging such as cellular phone, etc.
4. Each vessel is required to maintain the following amount of rigging at all times:

MINIMUM RIGGING REQUIREMENTS			
Dedicated Tows		Tramp Tows	
1 ea.	7/8" X 140' Face Wire	12 Sets of Rigging	Hula Hoop
2 ea.	36" steamboat type ratchet		Ratchet
2 ea.	7/8 X 35" std eye w/hawser thimble (sling)		Wire – 35' x 7/8"
			Chain Link Shackles

5. Rigging will be inventoried monthly as an inspection items in Sinex. Shortages in the inventory should be identified as a deficiency on the inspection, and those shortages identified during the normal course of duties, should be requested through the "Service Request" in Sinex if the need is not an emergency.

	Vessel Operating Procedures			Making Tow	
	Revision#	01	Date Revised	02Aug2023	SOP # 3018
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to provide uniform guidelines to be used in the process of making up tow.

B. RESPONSIBILITY

The pilot on watch is responsible for ensuring that this procedure is followed.

The deck personnel are responsible for performing the duties described in this procedure.

C. PROCEDURES

1. The pilot on watch gives the deck crew instructions on the way the tow is to be made up.
2. For dedicated petroleum barges:
 - a. When pushing barges “strung-out”, barges should be made up stern-to-stern, with the lead barge rake first.
 - b. Whenever possible, box barges should be kept off the head of the tow.
 - c. If pushing with loaded and empty barges, every effort should be made to ensure the loaded barges are not placed at the head of the tow.
 - d. When pushing barges abreast of each other, barges should be made up with the rakes of each barge in the same direction.
3. For line-haul tows, the Master standing the watch must ensure the proper barge placement of all barges in the tow. For proper barge placement, the following shall be considered:
 - Barges placed on the head or stern shall have adequate deck fittings
 - Whenever possible, loaded open hopper barges should not be placed on the head of the tow
 - Whenever possible, tank barges should not be placed on the head of the tow
 - Loaded Open Hopper Pressure barges shall not be placed on the head of the tow (46 CFR 151.45-5); does not pertain to empty barges
 - Whenever possible, box barges should be kept off the head of the tow

	Vessel Operating Procedures			Making Tow	
	Revision#	01	Date Revised	02Aug2023	SOP # 3018
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- Whenever possible, tank barges should be kept off the stern of the tow. Least hazardous cargo should be placed across the stern when having to place a tank barge across the face of the vessel
 - Charterer specific barge placement shall be followed whenever required by vessel specific trade
4. The deck personnel prepare for making up the tow by gathering the rigging required. This will usually consist of:
 - a) Ratchet
 - b) 35 ft. or more wire
 - c) Chain strap or hula-hoop and chain links
 5. The basic steps to “lay a wire”
 - a) Run out the ratchet
 - b) Place chain sling or strap over the kevel
 - c) Attach small eye of wire to the ratchet
 - d) Lay the wire (run it around the timberheads)
 - e) “Jerk” ratchet towards chain sling to “pop” the wire and remove the slack. **USE CAUTION** not to SLIP or STRAIN YOUR BACK DURING THIS OPERATION.
 - f) Attach the ratchet to chain sling
 - g) Tighten ratchet (always position the ratchet so it tightens inboard)
 - h) The tools used to tighten the ratchet are the cheater bar and toothpick
 - i) When tightened, ALWAYS remove the toothpick

	Vessel Operating Procedures			Bridge Transit	
	Revision#	01	Date Revised	02Aug2023	SOP # 3019
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to establish an operating procedure and guideline for safely transiting bridges. Following this procedure will result in uniform and consistent navigation practices that help to safeguard crewmembers, equipment, and the environment.

Superior Bay Marine of Alabama, LLC. may develop a list of specific narrow span and/or hazardous bridges for special operational attention.

B. RESPONSIBILITY

1. The Personnel Manager is procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Captain is responsible for ensuring that the wheelman on watch is aware of and understands the requirements described in this procedure.
3. The Wheelman on watch is responsible for following the requirements described in this procedure.
4. The Wheelman on watch must be validly licensed by the U.S. Coast Guard for the geographical area of operation and must maintain such license aboard the vessel while navigating.

C. PROCEDURES

1. The wheelman on watch is responsible for the transit and will assess the prevailing circumstances and determine whether additional crew and/or an assist boat is required to safely transit a particular bridge. The officer will brief the necessary crew and the watch officer of any assists boat(s) on the planned transit. Crewmembers will be thoroughly briefed on their duties and responsibilities for the transit.
2. The wheelman on watch will determine the necessity of assigning a supplemental lookout. If a supplemental lookout is necessary, appropriate means of communication will be established and a communications check with the vessel operator will be conducted before the transit begins.
3. The wheelman on watch will assess all prevailing circumstances before making an approach to the bridge, to include, but not limited to:
 - Visibility.
 - Vertical clearance of the bridge span and highest point of boat and tow.
 - Direction and strength of current.
 - The width of the boat/tow combination and any assist boat(s) to allow safe horizontal clearance of the bridge span(s).
 - Establish timely communication with the bridge tender of lift and swing bridges to ascertain the bridge lift or swing time and any other traffic affecting the transit.

	Vessel Operating Procedures			Bridge Transit	
	Revision#	01	Date Revised	02Aug2023	SOP # 3019
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- If an opening of the bridge is required, request such opening of bridge tender in a timely manner that will allow a safe transit.
 - Determine the proper towboat/tow configurations for the transit.
 - Use all available means to ascertain wind conditions near bridges before committing to a transit, especially with empty barges or barges with a large sail area and make determinations on the effect of the tow's sail area well before reaching the bridge.
4. If transit is in an area controlled by a Vessel Traffic System, the wheelman on watch will communicate with VTS as required.
 5. During a transit, radar will be operating and adjusted to the most advantageous range as a visual aid. (An exception is when radar scanners are lowered for bridge clearance.)
 6. The wheelman on watch will adjust the speed of the towboat/tow combination according to the prevailing circumstances to ensure a safe transit.
 7. Company-designated narrow span bridge transits will not be transited on radar as the single visual aid. Supplemental lookouts will be used as deemed necessary.
 8. If the wheelman on watch believes a transit would require operating outside of the above parameters, said officer responsible should contact the Personnel Manager and discuss the proposed action.

D. GUIDELINES

1. If in the judgment of the wheelman on watch the safe transit of a bridge is in doubt, the wheelman on watch is to stop and assess the prevailing circumstances. Should the wheelman on watch decide to stop, the following options are available:
 - Await improved conditions before attempting the transit.
 - Request an assist boat as authorized by management if one is available. (Determination of the suitability of a particular vessel as an assist boat is the responsibility of wheelman on watch. The wheelman on watch must clearly communicate his objectives to the operator of the assist boat prior to beginning the transit.)
 - Consult with the Safety Manager for additional input.
2. Company-designated narrow span bridge transits are not to be initiated in restricted visibility conditions unless the vessel officer has a navigating/maneuvering plan that allows safe transit of the bridge.
3. Transit speed will be determined according to all prevailing circumstances at the time and must be based on the judgment of the vessel officer.

	Vessel Operating Procedures		Multi-Media Distractions	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 3020 Page 1 of 1

A. INTRODUCTION

This procedure establishes guidelines for the use of music radios, CD, IPOD and MP3 players in the wheelhouse aboard all Superior Bay Marine of Alabama, LLC. vessels.

B. RESPONSIBILITY

The Master on watch is responsible for following these procedures.

C. PROCEDURES

1. Televisions of any type are prohibited in the pilot house at all times. There are no exceptions to this policy.
2. The use of music radios, CD, IPOD and MP3 players is permitted in the wheelhouse for crew alertness and crew endurance management purposed only:
 - a) When the vessel is moored either at a dock or fleet; and
 - b) While in transit if the volume does not interfere with the ability to hear the marine radios and sound signals from other vessels.
3. Computers are allowed in the pilot house provided they are being used for company business. The screen should be lowered when engines are engaged.
4. Headphones are prohibited at all times. There are no exceptions to this policy.
5. The use of music radios, CD, IPOD and MP3 players are not permitted during critical operations, such as, but not limited to:
 - a) Transiting bridges;
 - b) Transiting locks;
 - c) While transiting any waterway where vessel traffic is congested;
6. PlayStation, X Boxes, Nintendo or any type of Gaming System is prohibited in the galley at all times. There are no exceptions to this policy.
7. AM/FM radios, boom boxes, stereos, etc. are permitted in the galley provided they do not interfere with PA or VHF communications.
8. Cell phones of any kind are prohibited on the deck of all boats and barges. There are no exceptions to this policy.

	Vessel Operating Procedures			Pre-Voyage Departure	
	Revision#	01	Date Revised	02Aug2023	SOP # 3021
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to describe the pre-voyage departure checklist and when it is to be used.

B. RESPONSIBILITY

It is the responsibility of the Captain or the Pilot on watch to ensure that the following actions are carried out prior to getting underway on a voyage. Equipment that is discovered not operating properly shall be logged and the vessel's departure shall be delayed until the faulty equipment is repaired. It is the wheelman's professional responsibility to assess the safety of proceeding with inoperative or marginal equipment. Call the Safety Manager when in doubt. A logbook entry shall be made that notes the contact with the office and the decision that was reached.

C. PROCEDURES

1. Prior to getting underway, the master or officer in charge of a navigational watch of the vessel must examine and test the following equipment:
 - a. steering gear,
 - b. signaling whistle,
 - c. propulsion control,
 - d. towing gear,
 - e. terminal gear
 - f. face wires
 - g. machinery spaces
 - h. navigation lights,
 - i. navigation equipment, and
 - j. communication systems of the vessel.
2. This examination and testing does not need to be conducted more than once in any 24-hour period.
3. The above-mentioned tests must be conducted by the Master upon assuming control of the vessel at the 0600 shift.
4. The tests will be recorded in the "Record of Tests and Inspections" form in Sinex.
5. Any failure of the above-mentioned equipment must be logged into Sinex according to the Maintenance and Repair Reporting SOP #8002, and the Safety Manager must be notified.

	Vessel Operating Procedures			Voyage Planning	
	Revision#	01	Date Revised	02Aug2023	SOP # 3022
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

Subchapter M requires the master to conduct a Navigation Assessment for the intended route prior to getting underway. This procedure establishes guidelines for vessel voyage planning and pre-sailing readiness.

B. RESPONSIBILITY

- 1 The Personnel Manager is responsible for implementing this procedure and ensuring that the vessel crews are aware of the requirements outlined in this procedure.
- 2 All Wheelhouse personnel are responsible for following these procedures.

C. PROCEDURES

The wheelman on watch must consider the following items for each voyage and document the information on the Voyage Plan form maintained in Sinex.

Both wheelmen should discuss the route to be taken and identify any areas of concern regarding navigational issues. The Master shall asses risk in the following areas noted below:

1. River stages available along intended route
2. Charts available for intended route
3. Voyage instructions/orders from office
4. Pre-Voyage Checklist
5. Local Notice to Mariners
6. SDS on board for cargo
7. Light List/Tide Tables available
8. Wheelhouse personnel posted for route
9. Emergency Contact List
10. VHF Working & Emergency Channels
11. Weather forecasts for duration of voyage
12. Under Keel Clearance
13. Expected barge draft
14. Enough fuel for the trip
15. Watertight openings

	Vessel Operating Procedures			Voyage Planning	
	Revision#	01	Date Revised	02Aug2023	SOP # 3022
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

If any of the items cannot be answered “yes” in the Voyage Planning section, the Safety Manager shall be contacted, and issues discussed prior to departing safe harbor.

The officer in charge of a navigational watch must keep the navigation assessment up to date to reflect changes in conditions and circumstances. This includes updates during the voyage or trip as necessary. At each change of the navigational watch, the oncoming officer in charge of the navigational watch must review the current navigation assessment for necessary changes.

	Vessel Operating Procedures			Voyage Planning	
	Revision#	01	Date Revised	02Aug2023	SOP # 3022
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

Date:	Trip #:	M/V:			
Point of Origin:		Destination:			
Route to Destination:					
Bridges Expected: (please list)		Locks Expected: (please list)			
Barge #	Product	Draft	Barge#	Product	Draft
		Bow Stern			Bow Stern
Tow Length:	Tug Lgth +	Barge Lgth =	Total Lgth		
Max Width	Max Vsl Draft	Vsl Air Draft			
Minimum Expected Draft		Minimum Expected Bridge Clearance			
VTs expected to transit through	Expected Reporting Point	Channel	Restrictions		
Check one Below:	Yes	No	Check one Below:	Yes	No
River stages/Tide Tables available along route:			Charts for intended Route Updated or Current:		
Voyage instructions/orders:			Wheelhouse Personnel posted:		
Light List Available			VHF Working Channels		
Tide Tables Available			VHF Emergency Channel:		
Pre Voyage Checklist Completed			Under Keel Clearance Established		
Cargo SDS Available			Watertight Integrity Checked		
Notice to Mariners Reviewed:			Risk Assessment Completed		
Emergency Contact List:			<u>Risk Assessment Score</u>		
List Temporary Notices in Effect:					
Weather Forecast for the voyage period:					
Master's Signature:			Pilot's Signature:		
Print Name:			Print Name:		

	Vessel Operating Procedures			Vessel Traffic Services	
	Revision#	01	Date Revised	02Aug2023	SOP # 3023
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to establish a standard operating procedure for general navigation through a Vessel Traffic Service (VTS) area. Following this procedure will result in uniform and consistent work practices which help to safeguard Superior Bay Marine of Alabama, LLC. crewmembers, equipment and the environment.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that the vessel crews are aware of the requirements outlined in this procedure.
2. The Wheelhouse Personnel are responsible for following these procedures.

C. PROCEDURES

1. The purpose of a Vessel Traffic Service (VTS) is to provide active monitoring and navigational advice for vessels in particularly confined and busy waterways. There are two main types of VTS:
 - Surveilled:
 - Surveilled systems consist of one or more land-based sensors (i.e. radar, AIS and closed-circuit television sites), which output their signals to a central location where operators monitor and manage vessel traffic movement.
 - Non-Surveilled:
 - Non-Surveilled systems consist of one or more reporting points at which ships are required to report their identity, course, speed, and other data to the monitoring authority.
2. Vessel Traffic Service areas encompass a wide range of techniques and capabilities aimed at preventing vessel collisions, allisions, and groundings in the harbors, harbor approaches and inland waterways. They are designed to increase safety, expedite ship movements, increase transportation system efficiency, and improve all-weather operating capability.
3. Automatic Identification System (AIS) is a system used by ships and VTS principally for identification and locating vessels. AIS provided a means for vessels to electronically exchange ship data including identification, position, course, and speed, with other nearby ships and VTS stations.

	Vessel Operating Procedures			Vessel Traffic Services	
	Revision#	01	Date Revised	02Aug2023	SOP # 3023
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

4. All Superior Bay Marine of Alabama, LLC. vessels must comply with the requirements of any vessel traffic service through which they pass. All Superior Bay Marine of Alabama vessels are equipped with AIS transceivers and they are in continuous use while the vessel is being navigated.
5. All VTS Users are required to carry the VTS rules. These rules are contained in the applicable U.S. Coast Pilot, the VTS User's Manual and periodically published in the Local Notice to Mariners. The VTS User's Manual and the World VTS Guide, an International Maritime Organization (IMO) recognized publication, contain additional information that may assist the prudent mariner while in the appropriate VTS area.
6. All Superior Bay Marine of Alabama vessels will carry the following:
 - a) U.S. Coast Guard Vessel Traffic Service System manuals for Berwick Bay, Houston/Galveston, Louisville, Port Arthur and Lower Mississippi River.

	Transfer Procedures			Vessel Fueling	
	Revision#	01	Date Revised	02Aug2023	SOP # 3101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 7

A. INTRODUCTION

This section describes procedures to be applied onboard Superior Bay Marine of Alabama, LLC. vessels for the safe transfer of fuel from fuel barge, fuel docks, and boat to barge operations.

B. RESPONSIBILITY

The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.

The Captain and/or person in charge are responsible for ensuring that the procedures outlined in this section are followed by all crewmembers.

The Captain and tankerman are responsible for agreeing upon and executing the fuel transfer procedures for Superior Bay Marine of Alabama vessels.

C. TRANSFER PROCEDURES

1. LIST OF PRODUCTS TRANSFERRED TO AND FROM THE VESSEL (155.750(a)(1)):

1.(a) Diesel Fuel Product Information:

Generic name	-	Diesel Fuel
Designated name	-	Oil Fuel No.2
Appearance	-	Red or greenish colored liquid
Odor	-	Aromatic Fuel Oil Odor

The following transfer procedures apply to all transfers of Diesel Fuel, to or from this vessel or from tank to tank within this vessel.

1.(b) Lube Oil Product Information:

Generic Name	-	Lube Oil
Designated Name	-	Oil, Misc.; Lubricating
Appearance	-	Pale Yellow to Amber to Dark Brown
Liquid Odor	-	Mild

The following transfer procedures apply to all transfers of Lube Oil, to or from this vessel or from tank to tank within this vessel.

1.(c) Slop Oil/ Waste Oil Product information:

Generic Name	-	Waste Oil, Slop Oil or Bilge Slops
Designated Name	-	Oil, Misc. Waste
Appearance	-	Dark Yellow, Dark Brown, or Blackish Liquid
Odor	-	Mild to Aromatic

	Transfer Procedures			Vessel Fueling	
	Revision#	01	Date Revised	02Aug2023	SOP # 3101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 7

1.(d) Hazards in Handling:

- a. Combustible.
- b. Harmful or fatal if swallowed.
- c. May cause irritation to the eyes.
- d. May cause irritation to the skin.
- e. Excessive breathing of vapors may cause respiratory irritation.

1.(e) Instructions for Safe Handling:

- a. Prohibit smoking, hot work, and all other ignition sources in vicinity of fuel handling area.
- b. Avoid swallowing or allowing diesel fuel to enter lungs.
- c. Avoid exposure to eyes. If such exposure occurs, flush with fresh water.
- d. Avoid prolonged exposure to skin; if that occurs, wash thoroughly with soap and water.
- e. Avoid prolonged exposure to vapors or even brief exposure to concentrated vapors without respiratory protection. If any symptoms such as headaches, dizziness, weakness, loss of appetite, or coordination, remove affected person to fresh air, and if symptoms persist, obtain medical attention.

1.(f) Procedures to be Followed in the Event of Spill or Leak:

- a. Eliminate all sources of ignition.
- b. Stop source of discharge or spill.
- c. Notify Safety Manager if unable to contact dispatcher
- d. Notify: National Spill Response Center-1-800-424-8802

1.(g) Firefighting Procedures and Fire Extinguishing Agents:

- a. Vapors may be easily ignited.
- b. When fighting fires of this material, proper protective apparel and equipment must be worn.
- c. Extinguishing agents include fire-fighting foam, CO2, and dry chemical, water fog or spraying may be used.

1.(h) Applicability:

These transfer procedures apply to all transfers of bulk fuel oil, lubricating oil, waste oil / slop oil on board this vessel. This includes all such transfers to or from the vessel and from tank to tank within the vessel.

2. DESCRIPTION OF TRANSFER SYSTEM (155.750(a)(2))

- a) Each vessel is equipped with independent Port & Starboard fuel tanks. Each tank is filled through an independent fill receptacle located within a containment receptacle on the main deck. A line diagram of the vessel's piping, valves, pump, vents, controls, and shut-off are onboard each vessel.

	Transfer Procedures			Vessel Fueling	
	Revision#	01	Date Revised	02Aug2023	SOP # 3101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 7

b) The oil discharge containment system consists of fixed containment located beneath the fueling connection points. If at any time, the amount of liquid is such that the available storage capacity of the fixed containment is less than five U.S. Gallons, the transfer must be stopped, and containment emptied.

3. NUMBER OF PERSONS REQUIRED TO BE ON DUTY DURING TRANSFER OPERATIONS (155.750(a)(3))

Either the licensed captain, or lead deckhand or other trained personnel on duty (who must either be licensed or must have received training and have letter of instruction required by 33CFR155.715), may be the person in charge of the fuel transfer operation (PIC is indicated by signature on the D.O.I.), and the deckhand on watch shall be in charge of the mooring during each transfer operation.

4. DUTIES OF PERSON IN CHARGE OF OIL TRANSFER OPERATION (155.750(a)(4))

a.) Fuel may not be transferred between vessels except in the case of taking on fuel from an approved vendor.

b.) Before any fuel transfer may begin, the Captain and tankerman must agree on the transfer procedures and follow them precisely. Fuel transfer procedures must be adequately posted, and all appropriate personnel should be informed when a transfer is planned.

c.) Fill out and sign the Declaration of Inspection, and confer with a person-in-charge, of the oil transfer facility or transferring vessel and agree on the method of communication to be used during operations. (Communication must be maintained at all times during the transfer operation.) Note: Person-in-Charge must be present at all times during the transfer operation.

d.) Connect hose to fueling manifold or header using approved couplings, checking these points.

- i) Proper number of bolts is used at each coupling flange.
- ii) Approved cam lock couplings are used, and ears are secured to ensure proper closure.

e.) Before receiving fuel from a fuel dock or fuel barge, the tankerman must sound all supply tanks to be pumped from and must verify by means of water-detecting solution (such as Kolor Kut), that no water is present in supply tanks. The fuel/oil tanks on board the tugboat is to be gauged by visual observation or taking gauge readings to determine amount of fuel/oil to be taken onboard. Ensure that the tank(s) are not overfilled. At frequent times during the transfer, the other fuel/oil tanks should be periodically checked to ensure that fuel/oil is not being added inadvertently.

	Transfer Procedures			Vessel Fueling	
	Revision#	01	Date Revised	02Aug2023	SOP # 3101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 7

- f.) Prior to starting the transfer
 - g.) Line up appropriate valves in vessel's fuel/oil transfer piping system.
 - h.) Prior to transfer at full rate, start transfer at a slow rate, checking hose, connections, and transfer piping for leaks. If a leak is discovered, stop transfer operations immediately and correct source of leak.
 - i.) Ensure that drip containers are in place at all hose connections and vents.
 - j.) Inform the Captain that the fuel transfer will begin
 - k.) When transfer is finished, disconnect hose; ensure any drainage from hose does not spill on deck of boat, or in water. Install blind flange or quick connect cap on each vessel connection point and at end of transfer hose.
 - l.) Gauge all fuel tanks to obtain an accurate ending inventory.
 - m.) Log the amount of fuel received or transferred.
 - n.) Notify the Captain that the fuel transfer is complete.
 - o.) For fueling operations, after filling first set of fuel tanks, follow procedures in paragraphs b. through f. for additional tanks. Also, follow these procedures for all transfers of lube oil and/or hydraulic fluid, if these commodities are transferred to the vessel in bulk.
 - p.) After receiving fuel and before signing the receiving ticket, the tankerman must verify the transaction by sounding all fuel tanks onboard the vessel. If all figures fall within normal limits of accuracy, the tankerman may sign the receipt. If amounts differ, the tankerman should note the discrepancy on the receipt prior to signing it or, if warranted, call the office for immediate resolution of the matter before signing the receipt.
 - q.) Signatures must be accompanied by the tankerman's printed name if signature is not completely legible.
 - r.) All transfers must be noted in the Boat Log
5. PROCEDURES AND ASSIGNMENTS FOR TENDING VESSEL MOORINGS DURING TRANSFER OPERATION. (155.750(a)(5))
- The deckhand on duty shall be in charge of the overall supervision of moorings and must be present at all times. He may at times have to slack or tighten mooring lines if required as the vessel's draft/freeboard changes.
6. PROCEDURE FOR EMERGENCY SHUT DOWN AND MEANS OF COMMUNICATION (155.750(a)(6))

	Transfer Procedures			Vessel Fueling	
	Revision#	01	Date Revised	02Aug2023	SOP # 3101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 5 of 7

Emergency shut down procedure is as follows:

- a.) Familiarize yourself where the emergency shut down control is located on the facility or transferring vessel, before beginning a fuel transfer operation.
- b.) Voice communication will be maintained at all times between the PIC on the fueling facility or vessel and the PIC on the receiving vessel.

7. PROCEDURES FOR TOPPING OFF TANKS (155.750(a)(7))

Constant visual inspection of all tanks is required while the fuel transfer procedure is in process. When the fuel level in the tanks reach a level that is approximately 12 inches below full, reduce the flow rate and continue until the level of fuel in the tanks is no closer than 6 inches below the deck.

8. PROCEDURES FOR ENSURING ALL VALVES USED DURING TRANSFER OPERATION ARE CLOSED UPON COMPLETION OF TRANSFER (155.750(a)(8))

The PIC shall personally inspect each valve in the transfer system, to ensure that it is closed after the completion of the transfer operation. (This does not apply to valves required to remain open for normal vessel operation)

9. PROCEDURES FOR REPORTING OIL SPILLS (155.750(a)(9))

Carefully following these procedures should eliminate accidental fuel/oil spills. However, should an accidental spill occur, the action listed below must be followed:

- a.) Immediately shut down transfer operation including closing all related valves.
- b.) Deploy spill absorbent boom in spill kit to limit spreading of pollutant, and use absorbent pads to absorb what if any in the water.
- c.) Notify: The dispatcher on duty immediately. If unable to contact the dispatcher on duty, immediately notify the National Spill Response Center (1-800-424-8802.) (Be sure to obtain a case number from Response Center and log name of person contacted and write down the time you make the report) and the nearest U.S. Coast Guard Marine Safety Office, giving complete and accurate information that includes:
 - i) Location of spill
 - ii) Extent of spill
 - iii) Steps you have taken to contain spill
 - iv) Case number obtained from the National Response Center
- d.) Notify the Company Owner, giving complete and accurate information that includes:
 - i) Location of spill

	Transfer Procedures			Vessel Fueling	
	Revision#	01	Date Revised	02Aug2023	SOP # 3101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 6 of 7

- ii) Extent of spill
- iii) Steps you have taken to contain spill
- iv) Case number obtained from the National Response Center

10. PROCEDURES FOR CLOSING AND OPENING THE VESSEL OPENINGS (155.750(a)(10))

At the completion of the transfer the PIC shall personally check each vessel opening, including but not limited to each ullage opening, sounding port, hatch opening, etc. to ensure they are properly closed.

11. PROCEDURES FOR VESSEL TANK TO TANK TRANSFER

The Person-in-charge (PIC) is to make sure that the correct valves are opened, keep a close watch on the fuel oil tanks, lube oil tanks, hydraulic oil tanks and waste/slop oil tanks, that the product is being transferred to and from. During transfers, keep a close watch on all your other tanks that a product is not being transferred to or from, to ensure that they are not losing or gaining product level.

12. MARKING OF TRANSFER HOSES (155.750(a)(11))

This vessel does not maintain its own fuel transfer hoses; however the PIC is responsible for ensuring that the hose used during the transfer is clearly marked with the words "OIL SERVICE" prior to the transfer of any oil product.

	Transfer Procedures			Vessel Fueling	
	Revision#	01	Date Revised	02Aug2023	SOP # 3101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 7 of 7

FUEL TRANSFER PROCEDURES

The Captain of the vessel is responsible for ensuring that the following fuel transfer procedures are followed. In addition, each person involved in the fuel transfer operation must review the Vessel Response Plan.

1. Perform pre-fueling inspection in accordance with the *Declaration of Inspection* and ensure that all requirements are met prior to commencing the fuel transfer.
2. Check all fuel tanks for water.
3. Set valves for tanks to be filled.
4. Ensure that the vents for all tanks to be pumped out or loaded are clear and fitted with flame screens.
5. Ensure that drip containers are in place at all hose connections and vents.
6. Inform the Captain that the fuel transfer will begin.
7. Monitor the liquid level in the tanks constantly during loading. Do not fill tanks beyond 90% of total tank capacity.
8. After transfer is complete and the pumps are secured, secure all valves.
9. Disconnect hoses and refit hose caps or blind flanges.
10. Check all fuel tanks for water.
11. Log the amount of fuel transferred.
12. Notify the Captain that the fuel transfer is complete.

	Transfer Procedures			Cargo Transfers	
	Revision#	01	Date Revised	02Aug2023	SOP # 3102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure establishes guidelines for handling and transferring cargo aboard Superior Bay Marine of Alabama, LLC. barges in an efficient, safe, and environmentally sound manner.

Barges operated by Superior Bay Marine of Alabama are only authorized to carry products of Grade "A" and lower.

For a description of each cargo carried and a list of hazards involved with handling each cargo, please see the SDS sheet for product being carried.

Prior to transfer, the tankerman is required to obtain SDS sheet(s) for the product being transferred.

B. RESPONSIBILITY

The Tankerman is responsible for conducting the Pre-Transfer checklist of each barge expected to be loaded or discharged, at least 24 hours prior to arrival at the customer dock.

The oil transfer operation will require at least two persons at the transfer site at all times.

One certified tankerman is required to be on each barge at all times during oil transfer operations, unless the transfer is being conducted in accordance with a US Coast Guard issued "Alternate Letter of Compliance", which may allow one certified tankerman to conduct a two-barge transfer.

Additionally, one person at the facility designated as the Person In Charge (PIC) shall be on duty to conduct the transfer.

1. The tankerman on watch is the designated Person in Charge (PIC) and is responsible for transferring cargo and carrying out related operations on barges.
2. The pilot on watch is responsible for ensuring that this procedure is followed and providing oversight (a second set of eyes) of the transfer evolution.

C. PROCEDURES 33 CFR-155.750

1. To ensure there are no issues with the barge that might delay the transfer, the Tankerman must conduct an inspection of each barge using the Pre-Transfer Checklist (SOP #3102A) at least 24 hours prior to arriving at the customer's dock. Once completed, the form should be emailed to the Safety Manager.

	Transfer Procedures			Cargo Transfers	
	Revision#	01	Date Revised	02Aug2023	SOP # 3102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

2. Crewmembers shall ensure that each tank barge has onboard a copy of the vessel specific Cargo Transfer Procedures.
3. Each tank barge should have vessel specific transfer procedures stored in the document mailbox. No transfer should be conducted without verifying the Vessel Specific Transfer Procedures are available.
4. This is accomplished by ensuring the procedures have the correct barge number, official number and piping diagrams included in the procedures.
5. These Procedures shall be reviewed during, but not limited to:
 - a) Barge Inspection Reports
 - b) Barge Transfer Checklist
 - c) Training Purposes
6. Unless conducting an emergency cargo transfer, the Tankerman PIC shall conduct the transfer operation in accordance with the vessel specific Cargo Transfer Procedures.
7. During all single barge transfers, the transfer rate shall not exceed 5,000 bbl. an hour unless approved by the Safety Manager.
8. If at any time the transfer cannot be conducted in accordance with the vessel specific Cargo Transfer Procedures, the Safety Manager shall be notified immediately.

	Transfer Procedures			Boat To Barge	
	Revision#	02	Date Revised	05Jan2025	SOP # 3103
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A INTRODUCTION

The purpose of this procedure is to provide the proper means for a boat-to-barge fueling transfer that takes into account the safety of personnel and to protect the environment.

B RESPONSIBILITY

1. The Master ensures that the crewmembers performing the tasks listed in this procedure are properly trained and in compliance with this procedure.
2. The Wheelhouse personnel and /or Tankerman on watch shall perform the duties as required by this procedure.
3. The barge fueling operation must be attended too at all times. If this not possible, then the fueling operation must be shut down until the operation can be properly manned.

C PROCEDURE

1. All tank barges shall be fueled, and engines inspected and operated prior to dock arrival or dropping barge off at a fleet. The following procedure shall be followed:
 - a) Wheelhouse personnel or designated PIC shall supervise all transfer operations with assistance from the deck crew. The transfer shall be conducted by USCG documented Tankerman (PIC) rating on his/her Merchant Mariners Document or Licensed Master of the vessel.
 - b) The transfer must be conducted using the Towing Vessel's Transfer Procedures as a guide.
 - c) A DOI must be reviewed, completed and signed for each barge that will receive fuel from the boat. All requirements that are applicable to this transfer must be followed.
 - d) All hose connections shall have sufficient containment (i.e. a 5-gallon bucket under connections with sufficient number of absorbent pads in close proximity) so as to affect an immediate containment and cleanup of fuel resulting from a hose leak or hose connection failure.
 - e) Examine each fuel hose coupling for proper gasket. The fuel hose inlet shall be connected to a fixed connection on the fuel pump. The fuel hose outlet shall be equipped with a fuel shut off valve, which allows the barge PIC to control the flow of fuel to the barge fuel tank. The hoses are to be marked with (**"Oil Service", Test Date, Hose I.D. Number, and MAWP PSI**), and be visually inspected for cuts, gouges, and wear & tear before each use. The use of air hose to fuel barges is strictly prohibited.

	Transfer Procedures			Boat To Barge	
	Revision#	02	Date Revised	05Jan2025	SOP # 3103
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- f) Prior to fueling, the boat fuel tank(s) and the barge fuel tank shall be checked for water and sedimentation. Water shall be drained prior to transfer. Excessive sedimentation levels shall be reported to the Safety Manager.
- g) Annual testing of all fuel hoses shall be performed in accordance with regulatory guidelines. This test shall be documented by the personnel performing the test and a copy maintained on board the barge and in the wheelhouse.
- h) All applicable requirements of the DOI shall be followed along with signing the completion time on the DOI by both PIC.

	Transfer Procedures			Person In Charge	
	Revision#	01	Date Revised	02Aug2023	SOP # 3104
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure describes the qualifications and authority of the Person In Charge of a fuel transfer aboard Superior Bay Marine of Alabama, LLC. vessels.

B. RESPONSIBILITY

The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.

The Captain and/or person in charge are responsible for ensuring that the procedures outlined in this section are followed by all crewmembers.

The Captain is responsible for agreeing upon and executing the fuel transfer procedures for Superior Bay Marine of Alabama, LLC. vessels.

C. PROCEDURES

1. According to Coast Guard regulations, overwater transfers of fuel can only be performed under the control of specially trained designated employees known as Persons in Charge (PICs), utilizing specific transfer procedures. All PICs must carry evidence of designation when he/she is involved in transfer operations. During all transfers there must be one PIC designated to the vessel and another to the facility or other vessel. Both PICs must complete and sign a declaration of inspection before the transfer begins. Each transfer activity must be preceded by a meeting of all parties involved. The PIC is responsible for ensuring that each involved person is aware of the details of the transfer, their specific responsibilities, and how to shut off the transfer in the event of a spill or threat of spill. Continuous communication must be maintained between each of the PICs at all times during the transfers; radios utilized for this purpose must be intrinsically safe.
2. Persons acting as the PIC must either hold a Merchant Mariner Credential (MMC) as Master, Mate, Pilot, Tankerman, OR be designated by the company as a PIC.
3. Company designated PIC's must be designated in writing. This letter of designation may only be issued after the employee has 48 hours of experience in transfer operations and receives specific training on the fuel transfer system. The designated PIC must retain the letter of designation on his person at all times when conducting the transfer.

	Transfer Procedures			Benzene	
	Revision#	01	Date Revised	02Aug2023	SOP # 3105
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 4

A. INTRODUCTION

In accordance with federal regulations and for the safety of vessel crew members, Superior Bay Marine of Alabama, LLC requires that vessel personnel who run the risk of benzene exposure be examined by a qualified physician and properly instructed as to the dangers involved with handling of such a product. The following policy and procedures establish rules designed to minimize exposure to hazardous levels of the chemical benzene. Benzene (abbreviated BHC) is a clear, colorless, highly refractive flammable liquid, C_6H_6 , derived from petroleum and used in or to manufacture a wide variety of chemical products, including DDT, detergents, insecticides, and *motor fuels*. Benzene is also called benzine, benzol.

B. RESPONSIBILITY

All vessel personnel are responsible for following the rules, policies, and procedures outlined in this section when working with cargoes containing benzene.

C. PROCEDURES

1. When loading cargoes, which contain benzene, vapor recovery systems shall be used if the terminal is capable of recovery. The vent stream should be directed away from the work area and routed downwind if possible.
2. If the terminal is not equipped for vapor recovery, the barge system shall be used.
3. During discharge operations, only those tanks from which product is being discharged may have the hatches open. All other hatches should remain closed.
4. Hazards and Precautions
 - a) Characteristics of benzene
 - i) Benzene is a clear liquid, naturally occurring in crude oils, and formed during the gasoline refining process. It has a distinctive sweet odor which does not provide adequate warning of its hazard. Benzene cannot be detected by sense of smell until it reaches 4.68 ppm -- well above the 1 ppm permissible exposure limit. Monitoring has demonstrated that when there is a steady smell of gas in the work area, it is likely that benzene concentrations exceed the safe exposure level, and respiratory protection is needed.
 - ii) Most gasolines contain from 1% to 5% benzene.
 - iii) Benzene presents both acute (short-term) and chronic (long-term) hazards.

	Transfer Procedures			Benzene	
	Revision#	01	Date Revised	02Aug2023	SOP # 3105
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 4

- b) Toxic effects of benzene:
 - i) Benzene's acute health effects are not considered a significant health hazard. Acute health effects do not normally materialize until vapor concentrations are well above the level at which the odor is recognizable.
 - ii) Repeated or prolonged exposure to low concentrations of benzene (chronic or long-term exposure) presents benzene's most significant health hazard. The effects of chronic exposure to sufficiently high levels of benzene can range from anemia to leukemia. Because benzene's greatest hazard is in the repeated or prolonged inhalation of low concentrations of vapor, accurate monitoring and adequate respiratory protection is essential
- c) Exposure Limits
 - i) 1 ppm -- Permissible exposure limit (PEL)
 - ii) 5 ppm -- 15-minute short-term exposure limit (STEL)
 - iii) 1000 ppm-- Immediately dangerous to life or health (IDLH)
- d) Benzene emergency procedures
 - i) First aid-immediate actions
 - (a) It is unlikely that an individual would be overcome by acute benzene overexposure during normal transfer operations. However, should an individual be significantly overexposed to a benzene-containing cargo and require immediate treatment, the following actions should be taken:
 - (i) *Eye and face exposure:* Wash immediately with large amounts of water. If irritation persists, see a physician as soon as possible.
 - (ii) *Skin exposure:* Remove contaminated clothing and wash exposed skin with soap and water.
 - (iii) *Inhalation:* Move the victim to fresh air immediately. If breathing has stopped, provide artificial respiration. Call for medical assistance as soon as possible.
 - (iv) *Swallowing:* If for some reason, an individual has swallowed a benzene-containing product, do not induce vomiting. Call for medical assistance immediately.

	Transfer Procedures			Benzene	
	Revision#	01	Date Revised	02Aug2023	SOP # 3105
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 4

- (v) In any case following significant overexposure to a benzene-containing cargo, contact the vessel captain. It will be necessary for the individual who is overexposed to undergo a physical examination.
- ii) Spills and/or leaks
 - (a) This section describes the course of action to be taken in the event of a spill or leak. These procedures will enable personnel to respond quickly and safely in the event of a spill.
 - (i) Shut down transfer operations using the emergency shutdown procedure agreed to during the pre-transfer conference.
 - (ii) Put on personal protective equipment (including respirator with appropriate cartridges)
 - (iii) Secure all valves and manifolds
 - (iv) Eliminate all ignition sources in the area
 - (v) Notify the Captain or wheelhouse person on watch and obtain assistance from off duty crew

D. RESPIRATOR REQUIREMENTS

1. Respirators must be worn when the permissible exposure level (PEL) is above one (1) part per million (ppm).
 - a) 1 to 10 ppm --Half-face respirator with organic vapor cartridge
 - b) 10 to 50 ppm --Full-face respirator with organic vapor cartridges or canister.
 - c) 50 + ppm --Supplied air respirator with full face-piece in the positive pressure mode. This may be either positive pressure SCBA or positive pressure airline respirator with 5 or 10-minute escape respirator.
2. Vessel personnel must pass a benzene physical before receiving a respirator. A portion of the physical is designed to test your ability to wear a respirator for a period of time (lung capacity).
3. Vessel personnel must pass a respirator fit test before receiving a respirator.
4. Respirators should also be worn during conditions, including but not limited to:
 - a) exposure level is above the permissible exposure limit (PEL) of 1 part per million (1 ppm)
 - b) loading operations where there is no vapor recovery system

	Transfer Procedures			Benzene	
	Revision#	01	Date Revised	02Aug2023	SOP # 3105
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 4

- c) loading operations where the vapor recovery system is inoperative or malfunctioning
 - d) cargo spill
 - e) any time the employee deems one necessary
- 5. Positive and negative fit checks should be conducted each time the respirator is put on.
 - a) Positive Pressure Fit Check: Place the palm of your hand over the exhalation valve and exhale (blow) gently. If the facepiece bulges, a proper fit has been obtained. If air leaks are detected, the respirator must be repositioned and/or readjusted. Repeat the above fit check.
 - b) Negative Pressure Fit Check: Attach the pre-filter retainer to the cartridge. Place the palms of your hands over the open area of the pre-filter retainer to restrict air flow and inhale (suck in) gently. If the facepiece collapses slightly and pulls closer to your face, and no air leaks are detected, a proper fit has been obtained. If air leaks are detected, the respirator must be repositioned and/or readjusted. Repeat the above fit check.
 - c) IF YOU CANNOT ACHIEVE A PROPER FIT, DO NOT ENTER THE CONTAMINATED AREA. SEE YOUR CAPTAIN.
- 6. Appropriate cartridges must be used
 - a) Acid gas / organic vapor cartridges (yellow)
 - b) Organic vapor cartridges (black)
 - c) Pre-filters may be used to lengthen the useful life of either cartridge listed above
 - d) Cartridges should be changed periodically as described during the fit test.

	Transfer Procedures			Hydrogen Sulfide	
	Revision#	01	Date Revised	02Aug2023	SOP # 3106
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

The following procedure establishes guidelines for safely loading and discharging cargoes containing hydrogen sulfide (H₂S) aboard all Superior Bay Marine, LLC tank barges.

B. RESPONSIBILITY

All Superior Bay Marine of Alabama, LLC personnel working with or around cargo containing hydrogen sulfide are responsible for following these procedures.

C. PROCEDURES

1. Safety Data Sheets (SDS) should be studied prior to loading *any* product.
 - a) Personal H₂S monitors shall be worn during the loading of all black oil cargoes. H₂S monitors shall be re-calibrated on an annual basis.
 - (b) If a product is shown to contain H₂S at a level of **10 PPM**:
 - i) The Captain or pilot on watch shall be notified and the office contacted.
 - ii) Air must be made available before operations may begin.
2. If H₂S levels in the general work area exceed **20 PPM**, operations must cease unless air is used. For work in H₂S concentrations above **20 PPM**, a self-contained breathing apparatus (SCBA) or other supplied-air respirator must be worn. ***In the event concentrations meet or exceed 300 PPM during the loading process Shore-Tankerman are to be called out to perform the transfer; however, during the discharge process the vessel personnel are to discharge cargoes containing H₂S up to 1000 PPM.***
3. If at any time cargo-handling personnel are in doubt regarding their protection from hazardous concentrations of H₂S vapors, they should consult the Captain. In cases of serious doubt or concern, operations should be shut down and the barge secured until safe conditions are verified.
4. Hydrogen Sulfide Exposure Limits
 - a) **10 PPM** - Permissible exposure limit (PEL/TLV) averaged over an 8-hour workday
 - b) **15 PPM**- 15-minute short-term exposure limit (STEL)
 - c) **20 PPM** - Ceiling; exposure may not exceed 20 without proper protection.
 - d) **100 PPM** - Immediately dangerous to life or health (IDLH). This concentration represents a level from which one could escape within

	Transfer Procedures			Hydrogen Sulfide	
	Revision#	01	Date Revised	02Aug2023	SOP # 3106
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

30 minutes without any impairing symptoms or any irreversible health effects.

5. Hydrogen sulfide hazards and precautions:

a) Characteristics of H₂S

- i) H₂S is a colorless gas that is heavier than air.
- ii) H₂S has a characteristic rotten egg smell.
- iii) H₂S is extremely toxic, with safe exposure level of 10 ppm.

b) Toxic effects of H₂S

- i) Exposures to H₂S concentrations above 50 ppm are likely to result in eye, nose, mouth, and respiratory tract irritations after about one hour. Nerve function is paralyzed by H₂S, and as a consequence, the sense of smell is quickly lost.
- ii) The only dependable method of determining H₂S concentration is by testing with proper instruments. Specific factors affecting the volume and concentration of H₂S in the atmosphere on a tank barge loading, transporting, or discharging cargo include the following:
 - (a) The temperature of the cargo. (The higher the temperature, the more H₂S evaporates into the atmosphere);
 - (b) The concentration of H₂S in the cargo;
 - (c) The loading densities of H₂S in the cargo tanks;
 - (d) The composition of the cargo itself. Oil may contain sulfur components which continue to generate H₂S through decomposition; this H₂S then evaporates into the atmosphere above the liquid;
 - (e) The degree of agitation the liquid in the tank experiences during transfer operations; and,
 - (f) The air circulation on deck.
- iii) The following are toxic effects of H₂S at various levels:
 - (a) 10 ppm: Can smell and taste the vapor. **(NOTE: No cartridge-type respirator can protect from H₂S.)**
 - (b) 50 + ppm: Eye and respiratory tract irritation occurs after exposure for approximately one hour. Self-contained breathing apparatus (SCBA) must be worn for concentrations at or above this level.
 - (c) 200 + ppm: Marked eye and respiratory irritation occurs after one hour; sense of smell deadens.

	Transfer Procedures			Hydrogen Sulfide	
	Revision#	01	Date Revised	02Aug2023	SOP # 3106
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

(d) 300 + ppm: Dizziness, headache, and nausea occur within 15 minutes; loss of consciousness, possible death after 30-60 minutes. Rescue and recovery must be rapid.

(e) 500 + ppm: Death is apparently instantaneous.

6. H₂S emergency procedures

a) First aid/immediate actions

i) When an individual is overcome by H₂S, the first and most important step is to get the victim into clean air. If the victim requires artificial respiration, it must begin immediately. The longer the delay in starting artificial respiration, the greater the risk of serious consequence. The use of oxygen may also be of assistance in bringing about a recovery from H₂S overexposure.

ii) An individual who is revived quickly from unconsciousness due to H₂S overexposure will generally recover without any ill effects.

7. Spills and/or leaks

In the event of a spill or leak, stop all cargo transfer operations immediately. No one should enter the area until it has been tested for H₂S and appropriate personal protective equipment must be worn until monitoring demonstrates that the area is safe.

	Transfer Procedures			Vapor Pre-Transfer	
	Revision#	01	Date Revised	02Aug2023	SOP # 3107
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure establishes guidelines for ensuring that vapor recovery components are operating properly aboard all Superior Bay Marine of Alabama, LLC tank barges.

B. RESPONSIBILITY

1. The Person in Charge of transfer operations is responsible for following this procedure.
2. The pilot on watch is responsible for ensuring that this procedure is followed.

C. PROCEDURES

1. Follow the procedures outlined below in addition to the procedures utilized during normal transfers:
 - a) Wear personal protective equipment (PPE) (including eye protection and respirator) when (dis)connecting hoses and testing valves.
 - b) Close the low point drain on the port/starboard vapor header, if applicable.
 - c) Close the low point drain near the vent stack, if applicable.
 - d) Close valve to the vent riser.
 - e) Check the pressure disc of each spill valve fitted on each cargo tank.
 - f) Blinds used for the vapor control manifold should have a hole located in the twelve o'clock position to accommodate the vapor control system.
 - g) Each cargo tank is fitted with a liquid level gauge stick. Remove the cap, raise the stick, and set the specific gravity for the product to be transferred.
 - h) Ensure that the last one meter (3.3 feet) of vapor piping before the vapor connection is painted red/yellow/red.
 - i) The cross-header should be stenciled with the word "VAPOR" in black letters at least 2" high.
 - j) The vapor connection flange should be fixed with a 1" long by 1/2" diameter stud projecting outward from the face of the flange, midway between bolt holes.
 - k) The high-level alarms for each cargo tank, if installed, should be labeled "ALARM/SHUTDOWN SENSOR."

	Transfer Procedures			Vapor Pre-Transfer	
	Revision#	01	Date Revised	02Aug2023	SOP # 3107
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- l) Ensure that the P/V relief valve flame screen, if required, is in place and in good condition prior to testing.
- m) Ensure that the facility has a Letter of Adequacy endorsed as meeting the requirements of 33 CFR Subpart E.

	Transfer Procedures			Vapor Transfer Rate	
	Revision#	01	Date Revised	02Aug2023	SOP # 3108
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure establishes guidelines for determining the maximum allowable transfer rate for vapor recovery loadings on Superior Bay Marine of Alabama, LLC. barges equipped with vapor recovery systems.

B. RESPONSIBILITY

1. The Person in Charge of transfer operations is responsible for performing the duties required by this procedure.
2. The pilot on watch is responsible for ensuring that this procedure is followed.

C. PROCEDURES

1. Ensure that the cargo transfer rate does not exceed the maximum allowable transfer rate as determined by the smallest of the following measures:
 - a) Of the total venting capacity of the pressure relief valves in the cargo tank venting system;
 - b) The total vacuum relieving capacity of the vacuum relief valves in the cargo tank venting system; and,
 - c) The rate based on the pressure drop calculations at the barge vapor header.
2. Maximum transfer rates for all vessels operating under vapor recovery are as follows:
 - a) 10,000 to 15,000 barrel barges = 3,500 barrels per hour;
 - b) 20,000 barrel barges and above = 5,000 barrels per hour.
3. Transfer rates which exceed these maximums must be approved by the President.

	Transfer Procedures			Vapor Piping	
	Revision#	01	Date Revised	02Aug2023	SOP # 3109
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure establishes guidelines for identifying the vapor header and preventing misconnection of loading lines on Superior Bay Marine of Alabama, LLC. tank barges.

B. RESPONSIBILITY

1. The Person in Charge of transfer operations is responsible for following this procedure.
2. The pilot on watch is responsible for ensuring that this procedure is followed.

C. PROCEDURES

1. The Person in Charge checks the vapor piping diagram.
2. Characteristics of a vapor header:
 - a) The vapor collection piping system on tank barges is permanently installed and located as close as practical to the loading manifold. The piping system is electrically bonded to the hull and electrically continuous.
 - b) The last one meter (3.3 feet) of vapor piping prior to the valve before the vapor connection is painted red/yellow/red. The red bands are 4" wide and the yellow band is 32" wide.
 - c) The vapor header is stenciled with the word "VAPOR" in black letters at least 2" high.
 - d) The vapor connection flange is to be fixed with a 1" by 1/2" diameter stud projecting outward from the face of the flange. This stud is located at the top of the flange, midway between bolt holes.
3. When not in use, blank off the vapor headers using a single blank flange with a bolt in every hole. Each blank flange used on the vapor piping has a hole drilled at the twelve o'clock position to accommodate the pin.

	Transfer Procedures			Vapor Vent Line	
	Revision#	01	Date Revised	02Aug2023	SOP # 3110
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure establishes guidelines to ensure that approved vapor recovery systems or common vent lines are free of polymer build-up prior to loading or discharging.

B. RESPONSIBILITY

1. The Person in Charge of transfer operations is responsible for following this procedure.
2. The pilot on watch is responsible for ensuring that this procedure is followed.

C. PROCEDURES

1. The Person in Charge performs the following steps:
 - a) Checks the Certificate of Inspection on board the barge.
 - b) Locates polymerizing or inhibited cargoes in the section of the COI marked *Specific Hazardous Cargo Authority*.
 - c) Refers to the Chemical Data Guide or the SDS Manual on board the vessel to determine what cargoes are subject to polymerization, or what cargoes are inhibited.
 - d) Locates the SDS for the cargo and determines its toxicity and whether or not it is a polymerizing or inhibited cargo.
 - e) Checks each inspection port, if the barge is so equipped. If the barge is not so equipped, the PIC checks the vapor header when making a connection with a flashlight (at night) or a mirror (during the day) for polymer build-up.
 - i) Personal protective equipment must be worn when checking for polymerization.
 - f) Notifies the pilot on watch when polymerization is suspected.
2. The pilot on watch reports the problem to the Safety Director.
3. The Safety Director and/or Port Captain uses a fiber optic Borescope to determine the extent of the polymerization.

	Transfer Procedures			Cargo Hoses	
	Revision#	01	Date Revised	02Aug2023	SOP # 3111
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

Cargo hoses are used in the transfer of product between barges and docks, ships, or storage tanks. In order to prevent spills and maintain safety for those working on the vessel or barge, it is of utmost importance that the proper hose be used for the type of product to be transferred. Just as important is the integrity of the hose. This procedure sets the standards of hose selection, inspection, and replacement of cargo hoses.

B. RESPONSIBILITY

1. The Safety Director is responsible for approving the selection of cargo hoses.
2. The Captain of the vessel is responsible for ensuring that cargo hoses are in a condition suitable for use. The Captain is also responsible for reporting defective hoses.

C. PROCEDURES

1. Use
 - a) Cargo hoses are used in the transfer of product between barges and, docks, ships, etc.
 - b) To prevent the release of product, the cargo hoses shall have blind flanges and gaskets on any open or unconnected end.
 - c) It is prohibited to have a cargo hose connected between barges "doubled up" while in transit.
 - d) Hoses shall be fully bolted to flanges or valves.
 - e) Cargo hoses shall be suspended by the hose boom and slings not resting on the deck of the barge at any time during a transfer.
 - f) From a supervisory standpoint the wheelman on watch shall be present during connection and disconnection of all cargo hoses.
 - g) The PIC shall make sure that the cargo hose has been properly drained before disconnect can begin.
 - h) Appropriate personal protective equipment must be used while handling cargo hoses. This would include but is not limited to:
 - i) **Hard Hats:**
Most docks and some barges are equipped with a boom or loading arm to assist in the maneuvering of the cargo hose. This presents an overhead hazard, thus hardhats shall be worn.

	Transfer Procedures			Cargo Hoses	
	Revision#	01	Date Revised	02Aug2023	SOP # 3111
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

ii) Goggles / Face Shield

Connecting or disconnecting cargo hoses presents a splash hazard due to the fact that some product may be left in the hose. Working over a drip pan that may contain product also presents a splash hazard. Safety goggles / face shields are the only means of protection against splash hazards and should be worn during the hose connect / disconnect operations.

iii) Steel-Toed Boots:

Handling cargo hoses poses the possibility of foot injury. Steel-toed shoes or boots shall be worn.

iv) Work Vest:

Any time there is the possibility of someone entering the water no matter how slight the risk, work vest shall be worn. A work vest must be worn when on the barge / tow.

2. Testing

a) All cargo hoses purchased are to undergo a documented testing by the manufacture. The documentation of testing shall include:

- i) Serial number of hose
- ii) Date of test
- iii) Max working pressure
- iv) Design burst pressure
- v) Hose size I. D.
- vi) Hose length
- vii) Test pressure
- viii) Service to which the hose is designed

b) The following information shall be posted on the hose:

- 1. "MAWP 150psi"
- 2. Hose ID #
- 3. "OIL SERVICE"

Note: Items #1 & #2 do not have to be affixed to the hose if the test certificate contains the required information and is readily available.

c) Cargo hoses will be tested annually. This test will include all points covered in the original test as listed above. The hose test certificate shall be retained in the Barge Binder.

	Transfer Procedures			Cargo Hoses	
	Revision#	01	Date Revised	02Aug2023	SOP # 3111
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

3. Inspection

- a) Prior to use, hoses shall undergo a visual inspection by the person in charge of the transfer. If there are any signs of damage such as cracking, wear, kinks, or exposed wires, the hose is not to be used.

4. Maintenance

- a) Cargo hoses cannot be repaired. Damaged hoses will be put out of service and replaced.

5. Replacement

- a) Excessive wear or neglect can reduce the useful life of a hose.
- b) When it becomes time to replace a cargo hose, the Captain must request a new one.

	Transfer Procedures			Static Accumulation	
	Revision#	01	Date Revised	02Aug2023	SOP # 3112
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Precautions against static electricity may be necessary when the cargo being handled is an accumulator of static electricity. Clean oils, are in general, accumulators of static electricity because of their low conductivity. Static accumulator oils include:

Natural gasolines	Napthas
Kerosenes	Heating Oils
White Spirits	Heavy Gas Oils
Motor and Aviation Gasolines	Clean Diesel Oils
Jet Fuels	

Black oil cargoes have sufficient conductivity to prevent the accumulation of static electricity. Therefore, black oils such as:

Crude Oils	Residual Fuel Oils
Black Diesel Oils	Asphalts

are not classified as static accumulators and the procedures concerning static accumulation may not necessarily be required when handling such oils.

NOTE:

It is important to note that hazards associated with static electricity may still occur with black oil type products. This section deals only with hazards caused by the accumulation of static electricity formed by the transfer of product and how it relates to the volume and velocity of the product. Precautions against static electricity must be observed regardless of the product being transferred.

B. RESPONSIBILITY

1. The Safety Director is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The pilot on watch is responsible for ensuring that the practices described in this procedure are implemented.
3. The person in charge of the transfer is responsible for performing these procedures.

	Transfer Procedures			Static Accumulation	
	Revision#	01	Date Revised	02Aug2023	SOP # 3112
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

C. PROCEDURES

When a tank is in an inert condition no anti-static precautions are necessary. If a tank is in a non-inert condition, specific precautions will be required with regard to safe flow rates and ullaging, sampling and gauging procedures when handling static accumulator oils as follows:

1. During the initial stages of loading into each individual tank the flow rate in its branch line should not exceed a linear velocity of 1 meter a second.

When the bottom structure is covered and after all splashing and surface turbulence has ceased, the rate can be increased to the lesser of the ship or shore pipeline and pumping system maximum flow rates consistent with proper control of the system.

To assist in calculating the volumetric loading rate, which corresponds to a linear velocity in a branch of 3 ft. per second, the following table can be used to relate the volumetric flow rate to the pipeline diameter:

Pipeline Diameter* Inches	Approx. Flow Rate BBL/Hour
8"	795
10"	1538
12"	2202
* Note that the diameters given are nominal diameters, which are not necessarily the same as the actual internal diameters.	

2. During loading and 30 minutes after the completion of loading, metallic equipment for dipping, ullaging or sampling must not be introduced into or remain in the tank. Examples of equipment include manual steel ullage tapes, portable gauging devices and metal sampling apparatus.
3. After the 30-minute waiting period, metallic equipment may also be used for dipping, ullaging and sampling but it is essential that it is effectively bonded and securely earthed before it is introduced into the tank and remains earthed until after it has been removed.
4. When discharging static accumulator oils into shore tanks the initial flow rate should be restricted to 1 meter/second unless or until the shore tank inlet is covered to limit turbulence.

	Safety Procedures			Safety Policy	
	Revision#	01	Date Revised	02Aug2023	SOP # 4001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

Superior Bay Marine of Alabama, LLC. recognizes the importance of efficiently meeting the waterborne transportation needs of the United States in an environmentally sound manner while protecting the health and safety of our employees and the public. The management and the employees of the Superior Bay Marine of Alabama, LLC. are committed to continuously improving the safety of our operations. In furtherance of this commitment, the management and the employees of the Superior Bay Marine of Alabama, LLC. pledge to do the following:

- Make safety and health a priority in business planning.
- Conduct our business and operate our vessels in a manner that protects the safety and health of our employees, the public, and the environment.
- Commit to reducing incidents and injuries by implementing current federal regulations and practical policies, rules, and guidelines.
- Work in partnership with manufacturers, shippers, and vendors to enhance safety, not only among our employees, but in the community and environment as well.
- Participate with government and the public in creating responsible laws and regulations and standards to safeguard the workplace, community, and environment.
- Each employee is responsible for abiding by these guiding principles will be held accountable for their safety and the safety of those around them.

	Safety Procedures			Safety Rules	
	Revision#	01	Date Revised	02Aug2023	SOP # 4002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 6

A. INTRODUCTION

The purpose of this procedure is to set forth the safety rules for Superior Bay of Alabama Marine, LLC.

B. RESPONSIBILITY

1. The Captain is responsible for ensuring that the most current copy of Superior Bay Marine of Alabama, LLC. Safety Rules is on board the vessel at all times.
2. The Personnel Manager is responsible for reviewing, updating, and maintaining the Safety Rules, and distributing revisions to the Safety Rules as needed.
3. The Personnel Manager is responsible for issuing each new employee a copy of the Safety Rules during new hire orientation. Each crewmember is responsible for compliance with the safety management system.
4. All Superior Bay Marine of Alabama, LLC. employees must follow company Safety Rules always and report any unsafe condition immediately to their supervisor. The company is responsible for making a determination of what constitutes an unsafe condition.

C. SAFETY RULES

1. Each employee is required, as a condition of employment, to follow safe work practices. As an employee of Superior Bay Marine of Alabama, LLC. you will be held responsible for the following policies and practices.
2. The Captain has total responsibility for the safety of the towing vessel. This includes ensuring that the vessel is adhering to the provisions in the Certificate of Inspection (this requirement is implemented over a five-year audit cycle & after a COI has been issued) and is in compliance with applicable regulations regarding the towing vessel.
3. The crew is responsible for taking actions to prevent accidents.
4. Superior Bay Marine of Alabama, LLC. personnel shall observe the Safety rules of each dock and facility that the vessel calls upon.
5. **PAY ATTENTION!** Be alert to everything and everyone as you perform your task. You will contribute to a safer operation. Watch how things develop at a dock or lock so you can anticipate and avoid hazardous situations.
6. Employees must acknowledge and observe the "Chain of Command".
7. Use or possession of alcohol or illegal drugs on company property is strictly prohibited. All employees are subject to five (5) types of drug testing: pre-employment, random, post-accident, periodic and reasonable cause.

	Safety Procedures			Safety Rules	
	Revision#	01	Date Revised	02Aug2023	SOP # 4002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 6

8. Always complete pre-transfer conferences and checklists.
9. Employees are not allowed to leave the vessel at any time, for any reason, without express consent from the Captain, who in turn receives authorization from the office
10. Unauthorized persons (persons not employed by Superior Bay Marine of Alabama, LLC. or the customer) are not allowed on company property for any reason, for any length of time. Unauthorized persons include:
 - a) family
 - b) friends
 - c) acquaintances
 - d) enemies

Company property includes:

 - e) company vehicles
 - f) boats
 - g) barges
 - h) company dock
 - i) customer's facility
11. Approved life vests or work vests must be worn at all times when working outside of the vessel walls. This includes the following:
 - a) on the tow
 - b) on the decks of the boat
 - c) in a skiff
 - d) boarding or leaving the boat or barge
 - e) at any other time when the possibility of entering the water exists
12. Work vests must be properly secured when worn.
13. NO SMOKING rules must be observed at all times.
 - a) NO SMOKING on the barges at any time
 - b) NO SMOKING on the deck of the boat while loading / discharging
 - c) NO SMOKING on the deck of the boat while fueling
 - d) NO SMOKING while fueling the outboard motor
 - e) NO SMOKING in bed
 - f) NO SMOKING in the bunkrooms
 - g) NO SMOKING in the galley during mealtime or meal preparation.

	Safety Procedures			Safety Rules	
	Revision#	01	Date Revised	02Aug2023	SOP # 4002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 6

- h) NO SMOKING in the storage lockers (flammables such as paint, thinner and gasoline)
 - i) NO SMOKING while painting or mixing paint
 - j) NO SMOKING while using aerosol cans
 - k) Smoking is allowed in designated smoking areas only (the upper deck of the engine room)
14. All personnel must be aware of the hazards involved in doing a particular job. When in doubt, ask Captain. Always know exactly what you are supposed to do before you attempt to do it.
 15. The boat and tow must be kept clean and free of hazards. Good housekeeping will eliminate most hazards before an accident occurs.
 16. Stairways and ladders must be kept clear of tripping hazards. These structures are not designed as storage units.
 17. Decks and walkways must be kept clean, properly non-skidded, dry and clear of slipping and tripping hazards.
 18. Handrails must be used at all times when using stairs or fixed ladders. Always face steep stairs and ladders when ascending and descending. Never attempt to use stairs or ladders when both hands are full or your vision is obstructed.
 19. When walking on the tow, walk as "inboard" as possible.
 20. Always carry a load on your outboard shoulder. Be prepared to let the load you are carrying fall overboard instead of yourself.
 21. When out on the tow at night, use a flashlight. Never step into a shadow. Be sure to inform the wheelhouse prior to going out at night.
 22. Respond to drills as if they are actual emergencies. You will be required to participate in one or more of the following drills during your employment:
 - a) oil spill drill;
 - b) man overboard;
 - c) fire;
 - d) abandon ship
 23. Locate all emergency equipment (fire extinguishers, general alarms, etc.) aboard your vessel before an emergency arises.
 24. Eye protection (goggles, glasses or face shields) is required when...
 - a) Working with power tools (grinding, sanding, etc.)
 - b) Working with air tools (chipping, painting, etc.)
 - c) Connecting and disconnecting dock hoses and crossover hoses

	Safety Procedures			Safety Rules	
	Revision#	01	Date Revised	02Aug2023	SOP # 4002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 6

- d) Doing any task that may cause foreign material to be thrown or sprayed into the air
 - e) Accessing a customer's facility for any reason (signing DOI's, using the telephone, etc.)
- 25. Contacts are prohibited while on watch.
- 26. Normal prescription glasses and sunglasses are not safety glasses and are not to be worn as such
- 27. Hair longer than shoulder-length shall be tied in a pony-tail while on watch
- 28. Flip-flops, sandals, and bare feet are prohibited always while on company property
- 29. Leather, steel-toe boots with slip resistant soles are required on watch. Sneakers and tennis shoes are prohibited for work purposes.
- 30. Long pants are required while on watch.
- 31. Shirts must have sleeves while on watch.
- 32. Long-sleeve shirts are required when on a hot-oil tow.
- 33. Beards shall not be worn any time a respirator may be needed.
- 34. Proper body mechanics shall be used when lifting, pushing or pulling objects.
 - a) Keep back bowed in (straight) and locked
 - b) Bend the knees
 - c) Transfer body weight through one arm if necessary
 - d) Lift, push or pull with arms and legs rather than back
- 35. Respirators are required when handling cargoes containing levels of benzene above the permissible exposure limits (PEL). Respirators may also be worn whenever the employee deems it necessary to protect himself from harmful vapors while painting in enclosed areas. Federal regulations require that a pulmonary function test (benzene physical) and a fit test be conducted prior to issuance of a respirator and annually thereafter. Passage of a fit test requires that the face be clean shaven.
- 36. Hearing protection must always be worn when in the engine room, near barge machinery or when passing through spaces that have high noise levels.
- 37. When laying wires and handling lines, always work on the inside side of the line and protect yourself from a fall overboard. Remember to use proper body mechanics when lifting, pushing or pulling on wires and lines.
- 38. Ratchets must always be tightened inboard. Remember to use proper body mechanics when lifting, pushing or pulling on a ratchet.

	Safety Procedures			Safety Rules	
	Revision#	01	Date Revised	02Aug2023	SOP # 4002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 5 of 6

39. While locking, or docking a tow, keep yourself away from lines under strain and never straddle a line or place your feet in the bight.
40. While locking or docking, be aware that hard bumps and gaps between the barges and the lock walls could cause you to fall into the water. Falling overboard in a lock can be far more dangerous than falling overboard in other places.
41. If the barge or boat is about to bump into the dock, lock wall or any other object, pass the word so that the bump does not take another crewmember by surprise causing him to fall into the water.
42. Never jump from one place to another (e.g. boat to barge, barge to boat, barge to barge, barge to lock wall, barge to dock, etc.). Always wait until you can make the move safely.
43. Never lean on lifelines, rails, lock walls or over the edge of a vessel.
44. Always use a portable ladder correctly. Set the ladder at a safe working angle on secure footing. Do not try to use a ladder as a horizontal bridge. Always tie off the top of a portable ladder or have someone hold the ladder steady while you climb.
45. Repair or replace defective tools.
46. Use the correct tool for the job.
47. Never operate abrasive wheel machinery without guards, proper PPE and insuring that the wheel is securely attached and has no defects.
48. Never assume a manhole cover is secure. Step over manhole covers.
49. Always keep your fingers, hands, and feet away from pinch points at lines and deck fittings.
50. Never place body parts (hands, feet, arms, legs, etc.) between a barge and tow knee, between barges in the tow, or between the dock and a vessel.
51. When transporting rigging or lines, always carry the equipment as taught. Do not try to drag lines across barges.
52. Report all injuries or accidents. Proper reports should be completed.
53. Never engage in horseplay or practical jokes.
54. Entry into cargo spaces, wing tanks, rakes, or voids is prohibited.
55. Jewelry shall not be worn while on watch.
56. When painting in enclosed spaces, make sure the area is ventilated and that you are using the proper PPE. There should be an observer/helper stationed outside the space to assist as needed.

	Safety Procedures			Safety Rules	
	Revision#	01	Date Revised	02Aug2023	SOP # 4002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 6 of 6

57. All flammable and combustible liquids should be handled in a well-ventilated no-smoking area. The flammable and combustible liquids will be kept in designated storage areas aboard the vessel.
58. **No fire or open flames** - includes Barbecue Pits, Cigarettes, Cigars, Pipes, Cigarette Lighters, Welding, or Cutting torches. These rules shall be observed at all times:
 - a) **No fire or open flames** on the weather decks of the vessel and barges while at a dock facility.
 - b) **No fire or open flames** during the loading / discharging of liquid cargo.
 - c) **No fire or open flames** on the deck of the boat while fueling.
 - d) **No fire or open flames** while fueling the outboard motor.
 - e) **No fire or open flames** around storage lockers (flammables such as paint, paint thinner, and gasoline).
 - f) **No fire or open flames** while aerosol cans are in use.
59. The possession of AM/FM radios, headsets, TV's and cellular phones on weather decks of vessels and barges are strictly prohibited.
60. Recognizing that the potential exists for contracting blood borne diseases as a result of coming in contact with blood or other body fluids, it is recommended that the employee(s) providing first aid assistance take precautionary steps such as using latex gloves prior to assisting the injured employee.
 - a) If it has been determined that an exposure incident has occurred, the exposed employee should complete an exposure report.
 - b) It is the exposed employee's responsibility to complete this report.
 - c) The employee will be offered a medical consultation to determine whether or not the HBV vaccination is necessary.

D. ACKNOWLEDGEMENT

Each employee must sign the letter acknowledging that the employee has read and understands the Safety Rules.

The acknowledgement letter will be kept in the employee's personnel file.

	Safety Procedures			Stop Work Obligation	
	Revision#	01	Date Revised	02Aug2023	SOP # 4003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

Superior Bay Marine of Alabama, LLC. operations are conducted with the highest priority for health, safety and environmental protection. This procedure establishes the Stop Work Obligation (SWO) of all employees to suspend any individual or group work tasks, or operations, when the employee feels there is a condition that could result in an incident.

B. RESPONSIBILITY

It is the duty and the right of every person employed and engaged by Superior Bay Marine of Alabama, LLC. to exercise a Stop Work Obligation whenever any employee, members of the public, group's assets or local environment are at risk. The management supports the decision of its employees in the diligent execution of this policy:

- ***Stop Work shall be applied if any situation arises due to an unsafe action or behavior or omission or non-action of any party involved in the operation, and if such situation were permitted to continue, may potentially lead to the occurrence of an untoward incident***
- ***Any person regardless of position, seniority or discipline has the right and duty to apply the Stop Work Obligation if in his opinion or judgment, such activity is deemed to be a potential incident***
- ***There shall be no blame or fault put on any employee calling for a Stop Work order even if, upon investigation, the stop work order was deemed unnecessary. The Stop Work order must be applied in good faith***
- ***Timing is a critical factor. There should not be any delay in calling for a Stop Work order if the need arises.***

Work that has ceased due to a Stop Work order, shall not be resumed until all safety aspects are cleared to the satisfaction of the employee who initiated the Stop Work order or the employee responsible for the Stop Work order to be in initiated, in the first place.

	Safety Procedures			Confined Space Entry	
	Revision#	01	Date Revised	02Aug2023	SOP # 4004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to control entry into confined spaces on boats and barges owned and operated by the Superior Bay Marine of Alabama, LLC. to protect the lives and health of Superior Bay Marine of Alabama, LLC. employees. The procedure outlined herein must be followed whenever oxygen deficiency and/or flammable gas hazards are known to exist or may reasonably be expected to exist.

B. RESPONSIBILITY

1. The Captain is responsible for ensuring compliance aboard Superior Bay Marine of Alabama, LLC. vessels.
2. The designated competent person is responsible for performing the tests and inspections required to determine that the tank to be entered is in safe condition.

C. PROCEDURES

1. A confined space is any space:
 - a) that has limited or restricted means of entry or exit;
 - b) is large enough for a person to enter to perform tasks;
 - c) and is not designed or configured for continuous occupancy.
2. Examples of confined spaces include:
 - a) Voids – barge wing voids, steering
 - b) Tanks – Cargo, fuel, water
3. Boats
 - a) **NO VESSEL EMPLOYEE is allowed in a confined space.**
 - b) **All Confined Space Entry is to be performed by qualified shipyard personnel ONLY.**
4. Tank Barges
 - a) **NO VESSEL EMPLOYEE is allowed in a confined space.**
5. Qualified shipyard personnel may only enter a confined space provided the following steps are completed:

	Safety Procedures			Confined Space Entry	
	Revision#	01	Date Revised	02Aug2023	SOP # 4004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- a) Tanks must be opened and tested by a designated competent person.
- b) The oxygen content of the tank must be 20.8% +/- .2% by volume.
- c) The flammable gas content of the tank to be entered must be 0 % LEL.
- d) Standby personnel must be present during the tank entry.
- e) A rescue harness and self-contained breathing apparatus (SCBA) must be present during the tank entry.
 - i. The designated employee prior to entering any void must log the oxygen and LEL meter readings.
- f) Should any of the conditions listed above not be completed, tank entry may not take place.
- g) Violation of this policy will be considered willful and may lead to disciplinary action and/or discharge.

6. Hot Work

Hot work, such as burning and welding (SOP #4004), may **not** be performed aboard Superior Bay Marine of Alabama, LLC. vessels unless authorized by a marine chemist and the chemist's certificate is posted. No ignition source, including a match, lighter, unapproved light source, or non-explosion proof ventilation, may be taken into or placed near tanks aboard vessels unless authorized by a marine chemist.

	Safety Procedures			Skiff Use	
	Revision#	01	Date Revised	02Aug2023	SOP # 4005
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to outline a Superior Bay Marine of Alabama, LLC. Standard Operating Procedure in the safe use and operation of skiffs.

B. RESPONSIBILITY

1. The Captain is responsible for ensuring that the duties of this procedure are performed.
2. The wheelman on watch is responsible for supervising or performing the duties required by this procedure.
3. Must contact Engineering to seek permission to use skiff.

C. PROCEDURES

1. Skiffs are provided for use on Superior Bay Marine of Alabama, LLC. business only. Company business includes, but is not limited to, the following:
 - a) Crew changes
 - b) Grocery and supply pickup
 - c) Drills
 - d) Picking up shore representatives or other visitors with permission to be aboard the vessel
 - e) Emergencies *
2. Except for emergencies, skiffs should be used in calm and/or protected waters only.
3. The pilot on watch should ensure that the *rated capacity and/or weight limit of the skiff is not exceeded*.
4. Personnel riding in or operating the skiff must wear a work vest or life jacket.
5. Do not stand in the skiff.
6. When using an outboard motor with the skiff, ensure that the motor is securely fastened to the boat and that the fuel tank has sufficient fuel for the expected duration of the trip.
7. Immediately remove the skiff from the water and return it to the skiff rack when the trip is complete.
8. Personal use of the skiff is prohibited.
9. No fishing is allowed.

****Skiff only to be used as a last resort in case of an emergency***

	Safety Procedures			Welding – Cutting	
	Revision#	01	Date Revised	02Aug2023	SOP # 4006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to outline a Superior Bay Marine of Alabama, LLC. Standard Operating Procedure in the safe use of welding/cutting equipment.

B. RESPONSIBILITY

1. Welding or cutting aboard Superior Bay Marine of Alabama, LLC. vessels is allowed by Engineer or qualified person.
2. The wheelman on watch is responsible for ensuring that crewmembers follow this procedure.
3. Welding or cutting on a tank Superior Bay Marine of Alabama, LLC. is only permitted by qualified shipyard personnel, ONLY after the space has been rendered “Gas Free” by a Marine Chemist or Shipyard Competent person.
4. The Master must secure copies of certificates issued by the certified marine chemist and maintain the conditions specified on the marine chemist certificate for the duration of the repair.
5. This procedure does not apply to welding/cutting performed on a barge. A qualified individual will perform this work only after the barge has been certified by a marine chemist to be gas-free.

C. PROCEDURES

1. The storage of oxygen/acetylene bottles for the use of cutting or welding is not permitted aboard Superior Bay Marine of Alabama, LLC. vessels.
2. The pilot on watch must approve the use of welding/cutting equipment on board the vessel.
3. Welding/cutting may not be performed under the following conditions:
 - a) While at a customer’s dock;
 - b) While alongside a barge;
 - c) While the boat is made up to a barge;
 - d) While taking on fuel;
 - e) Over fuel tanks;
 - f) On any barge under any condition; or,
 - g) In confined spaces.

	Safety Procedures			Welding – Cutting	
	Revision#	01	Date Revised	02Aug2023	SOP # 4006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

4. Under no circumstances will hot work be performed within or on the boundaries (bulkhead or tank wall) of any oil tanks, or associated piping, without the space being tested and cleared for hot work by a Marine Chemist.
5. For the purposes of this procedure, Oil Tank means any tank or void that contains, or has contained Fuel Oil, Lube Oil, Hydraulic Oil, Slop Oil, Waste Oil, or any other flammable or combustible liquid or material.
6. A crewmember must stand fire watch with a fire extinguisher or water hose during any welding/cutting operation.

	Safety Procedures		Handling Facewires & Rigging		
	Revision#	01	Date Revised	02Aug2023	SOP # 4007
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to outline a Superior Bay Marine of Alabama, LLC. Standard Operating Procedure in the safe use and handling of facewires and rigging.

B. RESPONSIBILITY

1. All crewmen are responsible for performing the duties required by this procedure.
2. The pilot on watch is responsible for enforcing this procedure.

C. PROCEDURES

1. Handling of Facewires

- a) Ensure that facewires are free of obstructions.
- b) Ensure that an adequate amount of slack is in the facewire to perform the job without difficulty.
- c) Walk the facewire towards the timberhead, button, or cavil using both hands and ensuring footing is adequate to perform the job.
- d) The pilot on watch may assist the person in charge by maneuvering the vessel, which provides less resistance on the facewire, creating slack for ease of movement.
- e) Remove the facewire from the button installed on the pushknee of the vessel.
- f) When placing facewires on timberheads, make sure that your hands and fingers are not in the bight of the wire.
- g) Repeat the above steps when handling opposite facewires.
- h) After facewires are in proper placement on the barge, the person in charge should tighten the facewires using the deck winches aboard the vessel.

2. Handling of Barge Rigging

- a) Ensure that the threaded pin is screwed all the way into the barrel of the ratchet.
- b) Ensure that each pelican hook is fastened to its keeper before carrying them onto the barge or boat.
- c) Ensure that the rigging wires are rolled up in a tight coil so that no loose ends are available to cause tripping hazards.
- d) Lift rigging by using your legs, not your back.

	Safety Procedures		Handling Facewires & Rigging		
	Revision#	01	Date Revised	02Aug2023	SOP # 4007
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- e) Carry rigging on your outboard shoulder.
 - f) When handing rigging from one person to another, make sure that the receiving person has proper footing and that rigging is handed over in a safe manner. Do not toss, throw, or drop rigging to another person.
3. Electric or electric over hydraulic winches may be operated from the wheelhouse of the vessel by the wheelman on watch, or from the bottom deck

	Safety Procedures			Hand Tool Safety	
	Revision#	01	Date Revised	02Aug2023	SOP # 4008
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to outline a Superior Bay Marine of Alabama, LLC. Standard Operating Procedure in the safe use and operation of portable electric/air hand tools.

B. RESPONSIBILITY

1. Vessel personnel operating portable or air hand tools on the towboat are responsible for performing the duties required by this procedure. This procedure does not apply to the use of portable electric or air hand tools on a barge. A qualified individual will perform this work only after the tank has been certified by a marine chemist to be gas-free.
2. The pilot on watch is responsible for enforcing this procedure.

C. PROCEDURES

1. Portable Electric Hand Tools
 - a) Ensure that electrical wire and connections are in good operating condition and have no loose or unshielded wires.
 - b) Ensure that electrical tools with locking trigger mechanisms are left in the open position before electrical power is connected.
 - c) Do not lock trigger mechanisms.
 - d) Do not operate electrical tools in wet weather or in conditions that may lead to contact with water.
 - e) Ensure that the appropriate PPE is worn (Gloves, eye protection, etc.)
2. Portable Air Hand Tools
 - a) Inspect air tools to ensure that they are in proper working order.
 - b) Ensure air hoses are made of sufficient material and are in sufficiently good physical condition to withstand the operating pressure needed to operate the tool.
 - c) Ensure that crow's foot (claw) connections used to connect sections of air hoses have safety pins in place.
 - d) Use air supply through an airline equipped with a regulator set for the maximum pressure for which the tool was designed. Never leave an air hand tool unattended at a work site while under pressure.
 - e) Turn the air off before disconnecting the hose. Bleed off any remaining pressure in the line through the tool. Never disconnect air hoses while under pressure.
 - f) Ensure that the appropriate PPE is worn (Gloves, eye protection, etc.)

	Safety Procedures			Headline Operation	
	Revision#	01	Date Revised	02Aug2023	SOP # 4009
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to outline a Superior Bay Marine of Alabama, LLC. Standard Operating Procedure in the safe headline operation.

B. RESPONSIBILITY

1. The pilot on watch is responsible for deciding when and how to use headlines.
2. The tankerman/deckhand is responsible for performing the duties required by this procedure.

C. PROCEDURES

1. Headlines are required at all times while underway with a tow.
2. As a minimum, use a two-part 2-inch nylon, 75-foot long headline in good condition.
3. Four-part headlines may be needed in rough weather or in emergencies.
4. Unless otherwise directed by the pilot on watch, allow enough slack in the line to allow the boat to lay flat against the barge when working the headline to move a barge at fleets, docks, etc.
5. Use caution when working headlines. For example:
 - a) Do not stand directly behind the line or in an area where the line could recoil and strike personnel if the line parts.
 - b) Do not stand in the coil of the line or allow the line to wrap around your feet or legs.
 - c) Keep a firm footing and watch for line “jerks” when the line tightens.
6. Watch for the “bump” when the boat and barge make contact.
7. Do not stand on top of the pushknee to catch the headline while the boat is moving.

	Safety Procedures			Hazard Communications	
	Revision#	01	Date Revised	02Aug2023	SOP # 4010
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of the Superior Bay Marine of Alabama, LLC. hazard communication program is to alert employees to the presence of hazardous chemicals in the workplace and to show how to work safely with these chemicals.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for training employees in hazard communication procedures and for developing, implementing, and maintaining a hazard communication training program.
2. The Personnel Manager is responsible for ensuring that new employees are trained prior to starting work, and for maintaining training records.

C. PROCEDURES

1. It is company policy that everyone understands emergency procedures and safety precautions associated with hazardous substances utilized both in the shop and field locations. This program meets all requirements of 29 CFR 1910.1200, the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard. Major elements of this program include:
 - a) A comprehensive list of the hazardous chemicals found in the workplace;
 - b) Readily available Safety Data Sheets (SDS);
 - c) Assurance that containers of hazardous substances are appropriately labeled, tagged, or marked;
 - d) Training in using and comprehending SDS labeling, and the requirements of the OSHA Hazard Communication Standard; and,
 - e) A system to inform employees, customers, subcontractors, or visitors of hazardous chemicals to which they may be exposed and suggest protective measures.
2. It is the policy of Superior Bay Marine of Alabama, LLC. to obtain and review the SDS prior to using any substance deemed to be hazardous.
3. Supervisory personnel must review the information on the SDS to ensure safe handling and ascertain that all individuals working with the substance are informed of potential hazards, emergency procedures, and required protective measures.
4. Training for hazard communication is the responsibility of the Personnel Manager. HAZCOM training includes but not limited to First Aid/CPR and Bloodborne Pathogens. Employees must be instructed in the following

	Safety Procedures			Hazard Communications	
	Revision#	01	Date Revised	02Aug2023	SOP # 4010
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

topics. The provision of written materials to employees will not by itself suffice as training:

- a) Requirements of the OSHA Standard;
 - b) Operations in the workplace where hazardous substances are present;
 - c) Locations of SDS, the Superior Bay Marine of Alabama, LLC. hazard communication program, and the list of hazardous chemicals found in the workplace;
 - d) Methods to detect the presence or release of a hazardous substance in the workplace;
 - e) Physical and health hazards of identified hazardous substances in the workplace;
 - f) Personal protective equipment requirements for handling hazardous substances; and,
 - g) The company hazard communication program.
5. The Personnel Manager must provide new employees with information and training on hazardous chemicals in the employee's work area at the time of initial assignment. Training must also be provided when a new chemical is introduced into the work area, and refresher training must be provided on a yearly basis. The Personnel Manager must maintain training records in the employee's personnel file.

	Safety Procedures		Safe Use of Deck Machinery		
	Revision#	01	Date Revised	02Aug2023	SOP # 4011
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure outlines the safe use of deck machinery (winches).

B. RESPONSIBILITY

1. The Safety Manager is responsible for approving the selection of deck winches.
2. All vessel personnel are responsible for performing the duties as outlined in this procedure.
3. The pilot on watch is responsible for enforcing this procedure.

C. PROCEDURES

1. Operating the winch (releasing the load)
 - a) The winch should be visually inspected prior to use to insure all parts are on the winch, properly maintained and in working order.
 - b) The hand brake handle should be turned to tighten/clamp the brake bands on the brake drum.
 - c) The operator should then be able to pull the locking handle to allow the locking dog to disengage or come out of the locking gear. Do not stand on the spokes or insert any body parts through the handwheel or in any way use the handwheel to assist in this operation.
 - d) After the locking dog is disengaged, the operator then can move back to the hand brake handle and turn it slowly to begin releasing the load. Caution should be used when releasing the load with the hand brake. The handle can be turned to allow full release of the load. The brake can remain released to allow further operation and turning of the winch. After release of the load and depending upon the next operation, the locking dog should be reset into the locking gear.
 - e) To allow for additional cable to be released/spooled out, both the hand brake and locking gear must be released. The hand wheel can be turned to release cable.
2. Operating the winch (tightening the winch)
 - a) The winch should be visually inspected to insure all parts are on the winch, properly maintained and in working order before operating the winch.
 - b) The hand brake must be released to allow turning of the winch. The locking dog must be engaged in the locking gear. This will allow the

	Safety Procedures		Safe Use of Deck Machinery		
	Revision#	01	Date Revised	02Aug2023	SOP # 4011
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

winch to turn to tighten cable but will prevent the winch turning to let cable off.

- c) The hand wheel should be used for taking up of cable. Do not stand on the spokes or insert any body parts through the spokes or insert any body parts through the spokes of the handwheel for any reason.
- d) If the winch requires further tightening after using the handwheel, the ratchet handle assembly can be used. The locking dog must remain engaged in the locking gear. The locking gear holds the load.
- e) After tightening of the winch, the handle of the hand brake should be located in such a way as to not stick out from the side of the winch. This will help prevent people, cable or equipment from snagging on the handle.
- f) The hand brake should not be used as the positive locking device. The locking gear is the positive locking device. The hand brake is to use to facilitate release of the locking dog and release of the load.

	Safety Procedures		Fall Overboard Prevention		
	Revision#	01	Date Revised	02Aug2023	SOP # 4012
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

The majority of towing vessel crew fatalities is the result of falls overboard. By following these procedures, vessel crewmembers can reduce the risks to themselves and their fellow crewmembers.

The purpose of the Superior Bay Marine of Alabama, LLC. fall overboard prevention program is to alert employees to the hazards associated with working in close proximity to the water's edge and to prevent falls overboard.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for training employees in fall overboard prevention procedures and for developing, implementing, and maintaining a fall overboard prevention training program and for maintaining training records.
2. The vessel captain or wheelman on watch is responsible for ensuring that the practices outlined in this procedure are implemented.
3. The employee is directly responsible for following the work practices outlined in this procedure. The individual is always directly responsible for his or her immediate actions, or inaction, and is therefore the only person who can guarantee his or her own safety.

C. PROCEDURES

1. All falls overboard, whether or not they result in injury or death must be reported.
2. All employees should participate in a safety briefing when reporting aboard the vessel, covering at a minimum, the work practices outlined in this procedure.
3. Employees must be instructed in the following topics:
 - a. Procedures to be followed before going on the tow:
 - i) Always receive authorization from the wheelhouse before going on deck and/or on board the tow.
 - ii) Discuss known hazards such as notches, walking conditions and current weather conditions with the off going watch.
 - iii) Don proper Personal Protective Equipment (PPE) including but not limited to:
 - 1) Properly fastened work vest
 - 2) Flashlight during hours of limited visibility
 - 3) Any other company-required Personal Protective Equipment (PPE) and,

	Safety Procedures			Fall Overboard Prevention	
	Revision#	01	Date Revised	02Aug2023	SOP # 4012
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- iv) Use the “Buddy System” at all times. Maintain visual and/or verbal contact when outside the vessel. In some circumstances your buddy could be someone in the wheelhouse.
- b. Procedures to be followed while on the tow:
 - i) Maintain frequent radio contact with the wheelhouse.
 - ii) Do not walk outside of the tow unless absolutely necessary.
 - iii) When headgear is being placed, or adjusted, headway should be stopped if possible, or at the very least slowed as much as possible, but still allow for steerage.
 - iv) Do not walk or step between the forward corner deck fittings and the end of barges.
 - v) Always carry loads outboard when walking along the edge of boats and barges.
 - vi) When on deck, always walk with one hand free.
 - vii) Do not step over open water.
 - viii) Do not work with your back to the water.
 - ix) Always position portable ratchets so they may be tightened inboard.
 - x) When using stationary rigging that must be tightened outboard use extreme caution.
 - xi) Stay aware of bump hazards and communicate them to your buddy and the rest of the crew.
 - xii) Stay aware of and communicate locations of notches or any like hazards.
 - xiii) Illuminate all shadows before walking through them; and
 - xiv) When departing locks and landings, all persons should meet at a designated location so all can be accounted for and return to the boat together.
- c. Procedures to be followed when returning from the deck or the tow:
 - i) Inform the wheelhouse that you have returned from the tow and your current location on the boat; and,
 - ii) Record all unusual conditions or hazards so they may be communicated to the oncoming watch.
- d. General rules and safe work practices:
 - i.) Ensure that the main deck and all walkways are treated with non-skid paint.

	Safety Procedures			Fall Overboard Prevention	
	Revision#	01	Date Revised	02Aug2023	SOP # 4012
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

- ii.) Make sure all deck fitting tops and deck edges are painted white or some other highly visibility contrasting color for better nighttime visibility.
- iii.) Contact the wheelhouse prior to going on deck and at night ensure that the guard (deck) lights are turned on.
- iv.) Inspect guardrails regularly and replace when defective.
- v.) Make sure all guard chains are hooked, except when persons are boarding or departing the vessel.
- vi.) Keep all work areas clean and clutter-free; reduce trip hazards whenever possible.
- vii.) Report, and if possible, clean up any spilled and/or loose cargo immediately.
- viii.) Salt icy walkways.
- ix.) Do not throw a bucket over the side to collect water. Use water from a wing tank or from the boat.
- x.) Replace rigging, face wires, and stationary wires when worn, or if they have kinks or twists.
- xi.) When in locks or landings, make sure the tow is stopped before climbing lock walls or ladders.
- xii.) While getting into/out of a skiff, use proper techniques; including:
 - 1) Always wear a work vest or life jacket.
 - 2) Do not stand in the skiff.
 - 3) When using an outboard motor with the skiff, ensure that the motor is securely fastened to the boat and that the fuel tank has sufficient fuel for the expected duration of the trip.
 - 4) Immediately remove the skiff from the water and return it to the rack when the trip is complete.

	Safety Procedures			Job Safety Analysis	
	Revision#	01	Date Revised	02Aug2023	SOP # 4013
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to define the written or verbal process by which safe job procedures are identified, discussed and implemented. The Job Safety Analysis (JSA) is a safety step designed to assist employees in keeping their focus on the job and to help make them aware of the dangers associated with the job at hand.

Some jobs and / or tasks are relatively easy to perform and have very little potential risk or danger associated with them. A JSA does not normally need to be conducted unless one or more of the crew is brand new and has not been involved with the work at hand. An example would be daily clean-up duties around the boat.

Some jobs or tasks are particularly dangerous and hazardous to crewmembers and a JSA should be conducted each and every time that task has to be conducted. An example of a dangerous task would be carrying a cargo hose from barge-to-barge, or checking the tow at night, or working on the tow in freezing weather and icy decks.

B. RESPONSIBILITY

1. The wheelman has the responsibility to ensure that a Job Safety Analysis is conducted with the affected crewmembers for those jobs and tasks that have been identified to be hazardous and potentially dangerous. There are times when a simple routine task becomes extremely hazardous due to environmental conditions, i.e. wind, rain, darkness, icy decks, fog, etc.
2. The Personnel Manager is responsible for maintaining the company Job Safety Analysis (JSA) Library.
3. A book of the most commonly conducted JSA's can be found onboard each boat. This JSA library contains pre-populated JSA's for those tasks that the crew may perform on a routine basis.
4. The crew is responsible for being familiar with the JSA library and to periodically review the common jobs and tasks they carry out each trip. Complacency is the enemy of awareness. The attitude "we do this all the time" can be very dangerous.

C. PROCEDURES

5. Wheelmen are the vessel supervisors, and as such will decide if the work or task at hand is or could be dangerous and /or potentially hazardous to crewmembers when they carry it out.
6. The wheelman, after determining that the work or task at hand is particularly dangerous or potentially hazardous, will get the crew together and hold a Job Safety Analysis.

	Safety Procedures			Job Safety Analysis	
	Revision#	01	Date Revised	02Aug2023	SOP # 4013
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

7. The Wheelman is responsible for determining if the task about to be conducted has a pre-populated JSA form.
8. If so, the Wheelman will print a copy of the appropriate JSA form and use the form to discuss the relevant dangers that the crew should be aware of. i.e. lifting or carrying heavy or awkward objects; working in adverse conditions; high noise area; working at night; conducting evolutions that are not routine or uncommon to this crew.
9. Any hazards that are present and are not identified on the pre-populated form, should be written in.
10. After discussion, each member of the crew that participated in the JSA discussion will sign the form at the bottom.
11. For those tasks that do not have a pre-populated JSA form, the wheelman must print out a blank form, and using the instructions "Completing a JSA", the crew must complete the JSA for the task at hand.
12. A logbook entry will be made indicating a JSA has been conducted and all completed JSA's must be filed on the vessel and kept for one year.
13. The crew will be aware of the JSA library and use it frequently to review the common vessel and barge tasks, so as to be aware of the dangers inherent to those jobs or tasks.

	Safety Procedures			Hearing Conservation	
	Revision#	01	Date Revised	02Aug2023	SOP # 4014
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 5

A. PURPOSE

The principal objective of the Hearing Conservation Program is to protect Superior Bay Marine of Alabama, LLC employees against noise in the work environment which by its intensity and/or duration constitutes a hazard to hearing.

B. SCOPE

The Hearing Conservation Program is implemented and controlled by the Personnel Manager whenever employee noise exposures equal or exceed an 8-hour, time-weighted average of 85 decibels, measured on the A scale or an equivalent dose of 50 percent. It involves the coordinated application of noise-hazard evaluations, engineering control measures, the use of hearing protective devices, audiometric testing, and recordkeeping, supplemented by training, and enforcement.

C. RESPONSIBILITY

The Personnel Manager are responsible for managing the hearing conservation program onboard all vessels.

The Engineering Department is responsible for reducing high noise level operations, wherever possible.

The Personnel Manager are responsible for providing suitable hearing protection devices when employees are exposed to sound levels above the action level of 85 DBA.

Vessel captains are responsible for providing annual onboard training and ensuring that employees are wearing hearing protection when appropriate or required.

Employees are responsible for using hearing protection in areas where exposure can exceed applicable exposure limits.

D. PROCEDURES

Effective engineering noise control is the most desirable hearing conservation measure since it can eliminate the hazard and render other elements of the program unnecessary. Whenever feasible, engineering control methods must be used to reduce excessive noise levels to the maximum extent possible. Engineering noise control is generally deemed feasible if implementation is technologically and operationally practical and cost effective. New equipment is purchased or designed with consideration for noise emission levels. Engineering control measures must be a consideration in the design of new vessels where there is potential for hazardous noise.

When engineering controls are not feasible, administrative controls (i.e., rotation of employees) must be implemented whenever possible. Such controls must be designed to reduce the noise exposure to the employee below the action level.

	Safety Procedures			Hearing Conservation	
	Revision#	01	Date Revised	02Aug2023	SOP # 4014
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 5

Copies of Occupational Noise Exposure must be made available upon request to affected employees.

Areas that have been determined to exceed acceptable noise levels must be posted with the wording "EAR PROTECTION REQUIRED."

Noise-Hazard Evaluation (Noise Monitoring)

- a) Implementation of the Hearing Conservation Program requires that noise surveys be conducted by the Safety Department in order to identify areas, equipment, or operations containing noise exposure hazards. The Safety Department must identify noise hazardous areas/operations and notify affected supervisors.
- b) Noise exposures must be computed in accordance with applicable health and safety standards and regulations without regard to any attenuation provided by the use of personal protective equipment.
- c) An initial determination must be made to ascertain whether noise exposure may equal or exceed an 8-hour of 85 decibels (dB) measured on the A scale. This determination is based on all information, observations, or calculations which indicate that employee noise exposure may be at or above that level.
- d) The initial determination process must be repeated for any change in production, processes, equipment, controls, or personnel which may result new noise exposures at or above of 85 decibels (dB).
- e) Employees must be notified of the results of exposure monitoring and be allowed to observe, if requested.
- f) An accurate record of all noise exposure measurements must be retained on file.

Audiometric Testing Program

- a) Audiometric testing must be performed by a licensed or certified technician.
- b) The Personnel Manager is responsible for the audiometric program.
- c) A baseline audiogram must be performed within 6 months of an employee's first exposure at or above an 8-hour of 85 dB.
- d) An annual audiogram must be conducted within one year of the baseline for each employee exposed at or above an action level of 85 DBA to identify changes in hearing acuity so that protective follow-up measures can be initiated.
- e) Each employee's annual audiogram must be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift (STS) has occurred.
- f) An audiologist, otolaryngologist, or physician reviews the audiogram to determine whether there is a need for further evaluation.

	Safety Procedures			Hearing Conservation	
	Revision#	01	Date Revised	02Aug2023	SOP # 4014
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 5

- g) If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift (STS), and it is determined to be work related, the following steps are taken:
 - i) Employees not using hearing protectors must be fitted with hearing protectors, trained in their use and care, and required to use them.
 - ii) Employees already using hearing protectors must be refitted and retrained in the use of hearing protectors offering greater attenuation, if necessary.
 - iii) The employee must receive written notification that an STS exists. This notification is provided within 21 days following the determination of an STS.
 - iv) The employee is referred for a clinical audio logical evaluation or an ontological examination, as appropriate, if additional testing is necessary or if the professional responsible for the audiometric program suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.
 - v) Employees must be notified of the need for an ontological examination if a medical pathology of the ear, which is unrelated to the use of hearing protectors, is suspected.
- l) Audiometric tests must be pure tone, air conduction, hearing threshold examinations, with test frequencies including as a minimum 500, 1000, 2000, 3000, 4000, 6000, and 8000 Hz. Tests at each frequency must be taken separately for each ear.
- j) Audiometric test records must be retained indefinitely.

Hearing Protection

- a) Hearing protective devices consisting of ear plugs or earmuffs, or a combination of these items must be made available and must be worn by employees who:
 - i) Are exposed to an 8-hour of 85 dB or greater.
 - ii) Have not yet had a baseline audiogram in a noise environment.
 - iii) Have experienced a standard threshold shift (STS).
- b) Hearing protection must be worn by all employees working in posted areas or performing operations which require it.
- c) Hearing protection must be worn by all employees whose audiometric tests show a significant threshold shift as determined by the Safety Department.
- d) Safety Department ensures that required audiometric testing is performed on an annual basis for all affected employees.
- e) Hearing protection devices must be made available at all locations.
- f) Employees requiring hearing protectors must:

	Safety Procedures			Hearing Conservation	
	Revision#	01	Date Revised	02Aug2023	SOP # 4014
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 5

- i) Have the opportunity to select them from a variety of suitable types.
 - ii) Be trained in their use and care.
 - iii) Be properly fitted initially.
- g) Hearing protector attenuation must be evaluated for the specific noise environment in which it will be used.
 - i) The protectors must attenuate employee exposure at least to an 8-hour of 90 dB.
 - ii) For employees who have experienced an STS, hearing protectors must attenuate employee exposure to an 8-hour, time-weighted average of 85 DBA or below.
 - iii) The adequacy of hearing protector attenuation must be reevaluated whenever employee noise exposures increase to the extent that the protectors may no longer provide adequate attenuation.
- h) No one ear protector should be considered best for all employees under every condition of work and a selection of ear protectors should be made available depending on attenuation properties, comfort, fit, and applicability.
- i) It is important that the employee be properly informed of the need and requirements for wearing ear protectors and supervisors must ensure that a follow-up is made to ensure that employees are wearing the devices properly and to correct any faulty practices that might be evident or provide another type of protector if necessary.
- j) Ear protectors should be washed with a mild soap and water daily. Dirty ear protectors may cause the ear to become sore or inflamed. Ear plugs that are properly cared for remain effective six months or more. Whenever they become stiff and uncomfortable, they should be discarded.

E. DEFINITIONS:

1. Action Level: An 8-hour, time-weighted average of 85 decibels measured on the A scale, slow response, or an equivalent dose of 50 percent.
2. Audiogram: A graph or table obtained from an audiometric test showing an individual's hearing threshold levels as a function of frequency.
3. Audiologist: A professional specializing in the study and rehabilitation of hearing, who is certified by the American Speech, Language, and Hearing Association or licensed by a state board of examiners.
4. Baseline Audiogram: The audiogram against which future audiograms are compared.
5. Decibel (dB): Unit of measurement of sound level.
6. Decibels, A-Weighted (DBA): A unit of measurement of sound level corrected to the A-weighted scale as defined in ANSI S1. ~1971 (R 1976).

	Safety Procedures			Hearing Conservation	
	Revision#	01	Date Revised	02Aug2023	SOP # 4014
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 5 of 5

7. Dual Hearing Protection: A TWA8 DBA, or equivalently, a dose of 800% of that permitted by Part 62 standard, integrating all sound levels from 90 DBA to at least 140 DBA.
8. Excessive Noise: Noise that equals or exceeds the current Occupational Health and Safety Administration (OSHA) standards and is considered hazardous.
9. Hearing Level: The deviation in decibels of an individual's threshold from the zero reference of the audiometer.
10. Otolaryngologist: A physician specializing in diagnosis and treatment of disorders of the ear, nose, and throat.
11. Sound Level Meter: An instrument for the measurement of sound level.
12. STS: Standard Threshold Shift.
13. Time-Weighted Average (TWA): An average, over a given period of a person's exposure, as determined by sampling at given times during the period.

	Safety Procedures			Bloodborne Pathogens	
	Revision#	01	Date Revised	02Aug2023	SOP # 4015
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 5

A. GENERAL GUIDANCE/OVERVIEW

Recognizing that the potential exists for contracting bloodborne diseases as a result of coming in contact with blood or other body fluids, the purpose of the Superior Bay Marine of Alabama. The Bloodborne Pathogens Program is to provide guidance and safety to employees who may be exposed to another's body fluids while onboard Superior Bay Marine of Alabama, LLC vessels.

B. SCOPE

It is Superior Bay Marine of Alabama's policy that each employee understands bloodborne pathogens procedures and safety precautions associated with these potential exposures.

C. RESPONSIBILITY

The Personnel Manager is responsible for implementing the Bloodborne Pathogens Program onboard all vessels.

The vessel captain is responsible for providing annual onboard training and reporting all exposure incidents to the main office immediately following a known exposure.

Designated First Responders receive extensive bloodborne pathogen training during their initial training as a certified First Responder. This training includes:

- a) Discussion of the epidemiology and symptoms of bloodborne diseases;
- b) Explanation of the modes of transmission of bloodborne pathogens;
- c) Explanation of the Bloodborne Pathogen Control Plan, and how employees can obtain a copy of the plan;
- d) Information about the types, use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- e) Explanation of the basis of selection of personal protective equipment;
- f) Instruction on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- g) Explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.

Employees are responsible for using appropriate (as explained in training) personal protective protection in all cases of potential exposure to another crewmember's body fluids. Employees are also responsible for reporting to the vessel captain all exposure incidents immediately.

	Safety Procedures			Bloodborne Pathogens	
	Revision#	01	Date Revised	02Aug2023	SOP # 4015
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 5

D. PROCEDURES

Universal precautions (as explained in training) shall be used to prevent contact with blood and other potentially infectious materials. All blood or other potentially infectious materials shall be considered infectious, regardless of the perceived status of the source individual.

Protective gloves are readily available in all first aid kits and/or bloodborne pathogen kits.

Each vessel should have two Bloodborne Pathogen Kits (biohazard kits) and should be accessible within 10-15 minutes. These kits generally consist of a disposable apron, germicidal wipes, disposable mouth/nose cover, safety goggles, antimicrobial wipes, gloves, sealable scoop bag, biohazard bag, identification sticker, and step-by-step instructions. These kits are to be kept in the following locations on each vessel so that it will be common knowledge among crewmembers of their location:

One in the wheelhouse

One in the deck locker

Always take precautionary measures when providing first aid or assistance in such cases where there is exposure to another's body fluids. Dispose of all contaminants and sharp objects properly, as explained in training.

Waste shall be placed in containers that are closeable, constructed to contain all contents, and will prevent leakage of fluids during handling, storage, transportation, or shipping. All waste containers shall be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. Containers shall be made available within the major first aid supplies.

Barrier tape should be available for the purpose of roping off an area before and during cleanup following an incident. The yellow rolls of caution tape or yellow handy line will be sufficient to use for this situation.

In the event that an injury occurs where blood or other body fluids are visibly present, it is recommended that the employee(s) providing aid/assistance take the precautionary steps such as using barriers prior to assisting the injured employee that have been explained in training.

If at all possible, rescuing employees should let the injured employee help himself/herself if he/she is able. For instance, if an employee is bleeding and pressure needs to be applied to a wound, an employee giving aid could get a clean cloth and provide it to the injured employee to apply pressure to his/her own wound if they are conscious and able. This minimizes contact with blood or other body fluids.

	Safety Procedures			Bloodborne Pathogens	
	Revision#	01	Date Revised	02Aug2023	SOP # 4015
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 5

Contact with blood or other body fluids does not necessarily mean that an individual has been exposed. An **exposure incident** is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious material that results from the performance of an employee's duties.

If it has been determined that an exposure incident has definitely occurred, the exposed employee should complete an exposure report and he/she will be offered a medical examination and HBV vaccination.

When it is uncertain whether or not an actual exposure incident has occurred, all contact with blood or other human body fluids should be considered as possible exposure. In this case, Superior Bay Marine of Alabama, LLC safety and health supervisor will inform the "exposed" employee that he/she has the option of a consultation with a physician whom is qualified to make the exposure determination and recommend whether or not the HBV vaccination is necessary.

The "exposed" employee should complete an exposure report (Appendix B) if the physician determines that an exposure incident occurred. If the employee declines this consultation, he/she should sign a declination form (Appendix A), which will be kept on file.

An exposure report is available for the purpose of reporting suspected or actual exposures. This report contains the information needed by the physician and covers what is required to be kept on file. It should be the "exposed" employee's responsibility to complete this form. This responsibility should be conveyed to all employees during training.

If the suspected of exposure or exposed individual for some reason is not able to complete the Exposure Report Form, then the vessel captain or another supervisor shall complete this form. This will be witnessed in the presence of another supervisor.

E. RECORDS:

Exposure Report Form (Appendix B)

Training Records Book

Declination Form (Appendix A)

	Safety Procedures			Bloodborne Pathogens	
	Revision#	01	Date Revised	02Aug2023	SOP # 4015
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 5

SUPERIOR BAY MARINE OF ALABAMA, LLC
HEPATITIS B VACCINE
DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee _____ Date _____

Company
Representative _____ Date _____

	Safety Procedures			Bloodborne Pathogens	
	Revision#	01	Date Revised	02Aug2023	SOP # 4015
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 5 of 5

SUPERIOR BAY MARINE OF ALABAMA, LLC EXPOSURE REPORT

This exposure report is used for the purpose of reporting a suspected exposure incident or occupational exposure of an employee to blood or other potentially infectious material. This form is to be completed by the employee prior to the end of the shift in which the suspected exposure occurred

Exposed Employee's Name _____

Date of Exposure _____ Time of Exposure _____

Description of the Incident (who, what, when, where)

Other People Involved (describe their involvement)

Route of Exposure:

Personal Protective Equipment Used:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Witness Signature _____ Date _____
(if the employee is not able to complete this form)

I decline a medical evaluation at this time. _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

	Safety Procedures			Personal Hygiene	
	Revision#	01	Date Revised	02Aug2023	SOP # 4016
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. POLICY

Superior Bay Marine of Alabama, LLC has the responsibility to maintain a safe workplace for all its employees. Personal hygiene onboard a vessel is vital, since the environment (close quarters, duration of time aboard and proximity of water) can harbor infection and bacteria. Every employee -- both crewmembers and shore side personnel -- should take the time to read and clearly understand these procedures.

B. RESPONSIBILITY

Every employee is responsible for his own personal hygiene.

C. PROCEDURES

Employees who pay attention to personal hygiene can prevent the spread of germs and disease, reduce their exposures to chemical and contaminants, and avoid developing skin allergies, skin conditions and chemical sensitivities. Paying attention to good personal hygiene helps fight infection by removing substances that allow bacteria to grow from the surface of one's skin.

1. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is an element of personal hygiene, since PPE (e.g., gloves, coveralls and boots) forms a barrier over the skin. PPE should be checked for excessive contamination, wear, tear, cuts or pinholes. PPE should be cleaned, decontaminated or replaced to make sure it does not collect or absorb contaminants.

2. HAND WASHING

Basic hand washing, and skin care can prevent work exposures and diseases. Good washing and scrubbing with water (warm or hot, when possible) and soap helps to remove germs, contaminants and chemicals. It can also prevent exposure by ingestion and cross-contamination of touched objects and surfaces.

Proper hand washing technique is to first wet hands under the faucet and then use soap. Hands should be scrubbed and lathered for at least 20 seconds. Then, rinse hands with clean water and dry them.

Recommended times for hand washing:

- a) Before and after using the restroom
- b) Before and after food preparation
- c) Before breaks to eat, drink or rest
- d) After sneezing, blowing one's nose or coughing

3. BATHING/SHOWERING

Bathing/showering removes dirt, dead skin cells and body odor. The face, underarms and groin (area between the legs) should be kept clean daily. Clean underwear should be worn daily. Clothing should be washed and clean.

	Safety Procedures			Personal Hygiene	
	Revision#	01	Date Revised	02Aug2023	SOP # 4016
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

4. BODY ODOR

Body odor is caused by a combination of perspiration and bacteria. Some distinctive bodily odors could indicate specific internal problems:

- a) A beer smell could indicate a yeast condition
- b) The smell of nail polish remover could indicate diabetes
- c) An ammonia smell might be an indication of liver disease

Any odor that is not a distinct sweaty smell should be discussed with a physician.

5. FLATULENCE

Flatulence (passing gas) occurs on average 14 times a day in each individual. For an excessive amount of daily flatulence, there can be many reasons: lactose intolerance, certain foods, swallowing too much air, overgrowth of bacteria in the colon. Excessive flatulence may be a symptom of a serious health problem such as:

- a) Appendicitis
- b) Gallstones
- c) Stomach ulcer
- d) Irritable bowel syndrome

Excessive flatulence should be discussed with a physician.

6. MOUTH CARE

Food particles in the mouth decay and cause bacteria to develop, leaving a bad odor to breath. These bacteria can also damage teeth and cause cavities and tooth decay.

Brushing one's teeth twice a day, once in the morning after eating and again before rest, is recommended. Some may brush their teeth after every meal. Brushing for 2-3 minutes each time is recommended.

7. HALITOSIS (BAD BREATH)

Halitosis can be caused by improper hygiene, diet, gum disease, smoking and some medications. Halitosis can be an indicator of a more serious internal problem such as diabetes, liver disease, kidney disease or bronchial infection. If in doubt as to whether the problem is hygienic or caused by a more serious problem, discuss the condition with a physician.

8. REPORTING

Crewmembers should bring to the attention of the master or shore side management any personal hygiene concerns. Shore side employees should contact shore side management about these concerns.

	Safety Procedures			Galley Safety	
	Revision#	01	Date Revised	02Aug2023	SOP # 4017
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. POLICY

Superior Bay Marine of Alabama, LLC has the responsibility to maintain a safe workplace for all its employees, including in the galley. Whether or not an employee has responsibility for food handling, it is important to know proper sanitation and food handling procedures. The galley contains sharp utensils that must be handled properly. Every employee should take the time to read and clearly understand these procedures.

B. RESPONSIBILITY

Every employee is responsible for following this procedure.

C. PROCEDURE

Spills should be cleaned promptly. Proper lifting techniques should be used. Good housekeeping practices should be maintained.

1. FIRE

The potential for fire in the galley is very high. Flammable materials should be kept away from the range or stove. All burners and the oven should be checked for being turned off when finished cooking.

2. EQUIPMENT

The galley may contain many sharp utensils and equipment, such as knives, ranges, ovens, and frying equipment. Food should be cut away from the body on a proper cutting surface. Blades should be kept sharp and clean. Knives should not be left in water as they may injure an unsuspecting dishwasher. Blades should be wiped with the cutting edge away from the hand. If a knife should fall, do not try to catch it. Pick it up after it has fallen.

3. FOOD PREPARATION

a) Storage

- i. Perishable food should be refrigerated within two hours (one hour when the temperature is above 90° F).
- ii. Refrigerator temperature should be at 40° F or below.
- iii. Freezer temperature should be at 0° F or below.

b) Refrigerator Thawing

Planning ahead is the key to this method because of the lengthy time involved. A large frozen turkey requires at least a day for every five pounds of weight. A pound of beef or boneless chicken breasts requires a full day to thaw in the refrigerator. After thawing in the refrigerator, ground meat and poultry should remain useable for an additional day or two before cooking; red meat, three to five days.

	Safety Procedures			Galley Safety	
	Revision#	01	Date Revised	02Aug2023	SOP # 4017
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

Food defrosted in the refrigerator can be refrozen without cooking, although there may be some loss of quality.

c) Cold Water Thawing

This method is faster than refrigerator thawing but requires more attention. The food must be in a leak-proof package or plastic bag. If the bag leaks, bacteria from the air or surrounding environment could be introduced into the food. The bag should be submerged in cold tap water, changing the water every 30 minutes so it continues to thaw. A pound of meat or poultry may defrost in an hour or less. If thawed completely, the food must be cooked immediately. Foods thawed by the cold-water method should be cooked before refreezing.

d) Microwave Thawing

When microwave defrosting food, plan to cook it immediately after thawing because some areas of the food may become warm and begin to cook during microwave defrosting. Foods thawed in the microwave should be cooked before refreezing.

e) Preparation

Wash hands with warm water and soap for 20 seconds before and after food handling.

Don't cross-contaminate. Keep raw meat, poultry, fish and their juices away from other foods. After cutting raw meat/fish, wash cutting board, utensils and countertops with hot, soapy water.

f) Cooking

- All poultry should reach a safe minimum internal temperature of 165° F.
- Beef, veal and lamb steaks, roasts and chops may be cooked to 145° F.
- All cuts of pork should be cooked to 160° F.
- Ground beef, veal and lamb should be cooked to 160° F.

g) Serving

Perishable food should not be left out more than two hours at room temperature (one hour when the temperature is above 90° F).

h) Leftovers

- Food left out at room temperature for more than two hours (one hour if the temperature is above 90° F) should be discarded.
- Food should be placed in shallow containers and immediately put in the refrigerator or freezer for rapid cooling.
- Cooked leftovers should be used within four days.

	Safety Procedures			Galley Safety	
	Revision#	01	Date Revised	02Aug2023	SOP # 4017
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

4. REPORTING

Crewmembers should bring to the attention of the master any galley hazards, accidents, or the potential for them to occur. The master should be informed of all galley maintenance and safety concerns.

	Safety Procedures		Slip, Trip, & Fall Prevention		
	Revision#	01	Date Revised	02Aug2023	SOP # 4018
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. PURPOSE

Superior Bay Marine of Alabama, LLC has the responsibility to maintain a safe workplace for all its employees. Slips, trips and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities. Active participation by everyone at Superior Bay Marine of Alabama is necessary to prevent hazardous conditions that could result in slip, trips and falls.

Master should conduct routine inspections to ensure all walking and working surfaces are free from slip, trip and fall hazards. Slip, trip and fall hazards should be corrected immediately before someone unexpectedly gets injured. A safe working environment should be maintained at all times, including before, during and after work.

B. PREVENTION TIPS FOR SAFETY

1. Housekeeping

All work areas, passageways, living quarters, engine room and exteriors of vessel shall be kept clean, orderly and in a sanitary condition.

2. Engine Room

All floor spaces of the engine room and front hold should be free of oils and diesel. Spills in the engine room shall be cleaned immediately. Deck plating shall be securely fastened at all times unless periodic cleaning requires removal of deck plates. Areas with removed deck plates should be roped off to warn unsuspecting crew of the hazard. Extra care should be given when working on elevated catwalks, especially when washing with soap.

3. Exterior Decks

In order to prevent slips, trips and falls on exterior decks, adequate non-skidding is required. Areas requiring non-skid are listed in the Non-Skid policy (SOP # 4019).

4. Barges

Care should be given when walking around cables, hoses, and piping. Do not step on such equipment, instead walk around or over to prevent tripping. Spills should be cleaned up immediately. Make sure Gangways are set properly and hand rails are in place.

5. Ladders and Stairs

Ladders shall be set firmly with secure footing. When climbing on ladder and stairs always face the ladder using both hands on the rails.

	Safety Procedures			Non-Skid	
	Revision#	01	Date Revised	02Aug2023	SOP # 4019
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. PURPOSE

Superior Bay Marine of Alabama, LLC has the responsibility to maintain a safe workplace for all its employees. In an effort to prevent possible injury by slipping, non-skid should be applied to certain painted surfaces. The combination of proper footwear, general cleanliness of deck spaces and the proper application of non-skid can reduce, if not eliminate, personal injury caused by slipping. Non-skid surfaces should be continually maintained by ensuring non-skid is replaced as needed or additional non-skid is added when necessary.

B. RESPONSIBILITIES

Master should conduct routine inspections to ensure the below listed areas are satisfactorily coated with non-skid material. Any are found deficient should be corrected immediately before someone unexpectedly gets injured. Safe working environments should be maintained at all times, including before, during and after work.

C. SURFACES REQUIRING NON-SKID

1. All exterior decks.
2. All exterior and interior stair steps.
3. All exterior ladder rungs.
4. Push knee steps including the top of push knee.
5. All engine room stair steps.
6. The tops of all bulwarks.
7. The top of the wheel house.
8. A rug sized non-skid surface on the engine room catwalk at each watertight door.
9. Any other area deemed necessary by the vessel captain.

Non-skid tape may be used as an alternative in places where walnut shell would not be practical such as ladder rungs.

D. APPLICATION OF NON-SKID

Non-skid should be applied evenly and not just thrown about. This can be accomplished by using some sort of shaker can or strainer device made from a can or jug. Topcoats of paint should be applied over the non-skid to hold it in place and help protect it from abrasion. Care should be given not to use excessive amounts of paint which can cover and hide the non-skid reducing its effectiveness.

	Safety Procedures			Fall Prevention	
	Revision#	01	Date Revised	02Aug2023	SOP # 4020
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 6

A. INTRODUCTION

Superior Bay Marine of Alabama, LLC requires that all persons working on company towing vessels use and maintain personal fall arrest protection equipment as required by this program. Crewmembers of Superior Bay Marine of Alabama, LLC shall not perform any work activities or assignments from heights greater than six (6) feet above lower levels without the proper fall arrest protection and formal training associated with the proper use, care, maintenance, and limitations of the fall arrest protection to be used.

B. RESPONSIBILITY

1. The Safety Manager must conduct a hazard assessment of the workplace to determine what specific work activities require the use of personal fall arrest protection.
2. The Safety Manager and/or a qualified, designated consultant shall reassess the workplace hazard conditions as necessary by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected personal fall arrest protection.
3. The Personnel Manager is responsible for scheduling required training at initial job assignment, when there are changes in the workplace, changes in fall arrest protection devices, or inadequacies in employee retention of training information. Annual refresher training will also be scheduled by the Personnel Manager.
4. The vessel captain or wheelman on watch is responsible for ensuring that the practices outlined in this procedure are implemented.
5. Crewmembers assigned personal fall arrest protection equipment are required to inspect, clean, maintain, and properly store or return equipment after each use. Damaged or misused equipment in the crewmember's possession must be immediately returned to the safety manager for replacement.
6. The employee is directly responsible for following the work practices outlined in this procedure. The individual is always directly responsible for his or her immediate actions, or inaction, and is therefore the only person who can guarantee his or her own safety.

C. PROCEDURES

1. Selection and Proper Wearing of Safety Harnesses:
 - a.) Only approved full body harnesses with approved lanyards and hardware shall be used onboard Superior Bay Marine of Alabama, LLC vessels. Selection and purchase approval for harnesses, attaching lanyards and hardware shall originate from the Safety Manager.

	Safety Procedures			Fall Prevention	
	Revision#	01	Date Revised	02Aug2023	SOP # 4020
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 6

- b.) Wearers of safety harnesses and lanyards shall inspect them before and after each use in accordance with this program, and all appropriate manufacturers' recommendations.
 - c.) All safety harness and lanyard hardware should be capable of withstanding a tensile loading of 5,000 pounds without cracking, breaking or taking a permanent deformation.
 - d.) Buckles should hold securely without slippage or other failure.
 - e.) Synthetic webbing is superior to leather for any safety harness. Therefore, Superior Bay Marine of Alabama does not approve of the purchase and use of leather harnesses.
 - f.) Lanyards shall be a minimum of ½" polyester or equivalent, with a nominal breaking strength of 5,400 pounds. Standard lanyards are six (6') feet in length.
 - g.) Polyester is preferred over nylon for lanyards and lifelines because polyester is more resistant to wear and abrasion and is more chemical resistant.
 - h.) Knots reduce the strength of all lanyards. Therefore, no "homemade" or repaired lanyards are acceptable for use with safety harnesses.
2. Required use of full body harnesses on towing vessels includes but is not limited to the following situations:
- a.) On top of the wheelhouse when working outside the guardrails, i.e., navigation lights and overhang. Required at all times while on top of the wheelhouse if guardrails are not installed.
 - b.) Any time a person is exposed and has the potential to fall from a height of more than six (6) feet. Examples: Maintenance on fashion plates and wheelhouse windows or any upper structure while on a step ladder and the body has been elevated to a height high enough above a protective guarding that a fall would have the potential to expose the individual to a distance of more than six feet.
 - c.) Any time a person is exposed and has the potential to fall from a height of more than six (6) feet while working in the machinery spaces.
 - d.) When working at heights above six (6) or more feet on masts that do not have an integrated personnel cage.
 - e.) When working at heights above six (6) or more feet on davits.
 - f.) When working six (6) or more feet above lower levels without benefit of regulation scaffolding, or when working on platforms without regulation guardrail/toe board systems at the same heights.
 - g.) When working on scaffolding that does not conform to OSHA Regulation 1915.71, Scaffolds and Staging. Examples of nonconforming scaffolding includes scaffolding that lacks certain components of regulation scaffolding such as guardrail systems, correctly positioned top rails, midrail, and toe boards, or scaffolding suspended by ropes or wires, boatswain chairs, etc.

	Safety Procedures			Fall Prevention	
	Revision#	01	Date Revised	02Aug2023	SOP # 4020
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 6

- h.) When working on a fixed ladder more than 20 feet high that does not have an integrated personnel cage.
 - i.) In addition to the previously mentioned situations, any time that harnesses may appear necessary because of hazards encountered in a manner capable of causing injury or impairment due to a fall.
3. Climbing to, and Performing Tasks at Elevated Locations:
- a.) Both hands must be free for climbing. Tools required to perform a task should be transported by a mechanical carrier such as a tag line or suspended basket. Do not carry tools in clothing or in pockets.
 - b.) Shoes shall be properly fitted, dry, tightly laced and soles free of oil, grease and dirt. Steel toe safety shoes are required; canvas shoes, tennis or running shoes, and sandals are forbidden.
 - c.) A full body harness shall be worn when a working area, not served by a regulation platform or scaffold, is more than six (6) feet above lower levels. Climbing will be accomplished in a slow, deliberate manner, testing each hand and foothold carefully before applying full weight.
 - d.) Attach the safety harness lanyard to a secure structure during the rest stops while climbing, and after reaching the workstation. While climbing, the lanyard should be worn so not to catch and/or snag on protruding equipment.
 - e.) Refrain from using electrical conduits, small gauge metals, and small diameter plastic or PVC piping for hand and foot holds. These items shall never be used as lanyard anchorage points.
4. Raising and Lowering Material and Equipment When Working at Elevations:
- a.) Raising and lowering of materials and equipment will be accomplished with careful planning, especially where an exposure of working under suspended loads exists.
 - b.) All Superior Bay Marine of Alabama, LLC. personnel will assure that personnel are not allowed beneath suspended loads for any reason.
 - c.) Hoisting equipment must be regularly checked for operational readiness.
5. Portable Ladders:
- a.) Step or "A" Frame Ladders:
 - Fall arrest protection devices are not required while such ladders are used to gain work access. However, fall potential should be evaluated and appropriate action taken when work is to be performed while standing on a ladder rung, step or landing. Such action may include the use of a safety harness, securing the ladder by tying it off, or other personnel holding the ladder steady. In addition, two hands should be used at all times while ascending or descending ladders.

	Safety Procedures			Fall Prevention	
	Revision#	01	Date Revised	02Aug2023	SOP # 4020
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 6

b.) Straight or Extension Ladders:

- Fall arrest protection devices are not required for straight or extension ladders while such ladders are used to gain work access. However, safety harnesses and lanyards should be used at all times while work is being performed from a ladder rung or step greater than six (6) feet.

6. Working on Deck Edges Adjacent to Water:

- a.) All personnel working on deck edges over water regardless of elevation shall wear a Coast Guard-approved Type or V Work Vest.

7. Inspection of Fall Protection Equipment:

- a.) All fall arrest protection equipment such as harnesses and lanyards shall be inspected prior to each use by the user for proper fit, mildew, excessive wear, damage, corrosion, rust, deterioration or broken and defective components. Defective equipment shall be removed from service and given to the Safety Manager for replacement or repair. The Safety Manager shall tag the equipment "**DANGER - DO NOT USE**" until repaired and tested or replaced. If equipment is beyond repair, equipment shall be destroyed so that it cannot be reused.

- b.) Any and all fall arrest protection equipment that receives an impact load shall be immediately removed from service and shall not be used again unless inspected by a qualified representative of the manufacturer and approved for service.

8. Training:

- a.) All crewmembers whose job function may expose them to heights shall be trained in the use of fall arrest protection equipment. This training will be performed by a competent person who, for the purpose of this program, shall be trained beyond the level expected of crewmembers who will be using fall arrest systems.

b.) Before use, workers must be trained to understand:

- The application limits (for example, maximum permitted free falls, distance needed below to stop before hitting lower levels or objects, minimizing swing falls, etc.) of the equipment;
- Proper hook-up, anchoring, and tie-off techniques; and,
- Proper use, inspection, and storage of equipment.
- Personal fall arrest protection systems must not be used for other purposes such as hoisting materials.

9. Use:

- a.) When guardrails and other positive fall protection are not available to protect from falls, workers must use personal fall arrest protection systems (such as harnesses, lanyards, lifelines).

	Safety Procedures			Fall Prevention	
	Revision#	01	Date Revised	02Aug2023	SOP # 4020
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 5 of 6

10. Inspection:

- a.) Personal fall arrest protection systems must be inspected before each use and defective components must be removed from service.
- b.) Personal fall arrest protection systems subjected to impact loading must be removed from service.

11. Anchorage:

- a.) Workers must attach to an anchorage of sufficient strength (5,000 pounds).
- b.) Workers must use anchorage points independent of the scaffold supporting system.
- c.) Positioning device systems must be secured to an anchorage capable of supporting at least twice the potential impact of a worker's fall.

12. Lifelines and Lanyards:

- a.) Workers must use systems that are rigged to prevent free fall of more than six (6) feet or contact with the lower level.
- b.) Lifelines and lanyards must be protected against damage such as cuts, abrasions, burns (hot work), acids, and solvents.

13. Snap Hooks and D-Rings:

- a.) Workers must use locking snap hooks.
- b.) Snap hooks, unless designed for such connections, must not be connected to:
 - Webbing, rope or wire rope;
 - Other snap-hooks;
 - D-rings to which other snap-hooks or connectors are attached;
 - Horizontal lifelines; or,
 - Other objects such as eye bolts that are incompatible.

14. REFERENCES

- a.) OSHA Regulations and Standards, Powered Platforms, Man lifts, and Vehicle Mounted Work Platforms 29 CFR 1910 Subpart F;
- b.) Personal Fall Arrest Systems 29 CFR 1915.159;
- c.) Scaffolds, Ladders and Other Working Surfaces 29 CFR 1915 Subpart E; and, 29 CFR 1926.104-107 Fall Protection in Construction.

15. DEFINITIONS

- a.) Anchor Point – is an independent secure point of attachment for a shock absorbing lanyard, deceleration device, or lifeline. This anchor point must be capable of supporting the potential impact load of a crewmember's fall. In general, the anchor point must be capable of sustaining a static load of 5,000

	Safety Procedures			Fall Prevention	
	Revision#	01	Date Revised	02Aug2023	SOP # 4020
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 6 of 6

pounds. Piping less than 1" in diameter or electrical conduit shall not be used as anchor points. When choosing an anchor point, crewmembers should keep the fall distance as short as possible.

- b.) Dangerous Heights – is any work area six (6) or more feet above lower levels, where permanent platforms and/or ladders do not exist, or where proper scaffolding cannot be erected. This also includes areas where personnel may be exposed to working above or below other workmen.
- c.) Full Body Harness – is a design of straps which may be secured about the crewmember in a manner to distribute the arresting forces over at least the thighs, shoulders and chest with provisions for attaching a shock-absorbing lanyard or another deceleration device. Only a full body harness may be used to secure a crewmember to a personal fall arrest system. This harness shall be used with the shock-absorbing lanyard or deceleration device attachment point positioned in the center of the wearer's back between the shoulder blades. A waist belt may not be used as part of a personal fall arrest protection system.
- d.) Lower Levels – means areas below the level where the crewmember is located and to which a crewmember can fall. Such areas include, but are not limited to, ground levels, floors, decks, roofs, ramps, runways, excavations, walkways, pits, tanks, materials, water, and equipment.
- e.) Regulation Platform or Scaffold – scaffolding, staging, or platforms conforming to OSHA Regulations and Standards, Scaffolds and Staging 29 CFR 1915.71.
- f.) Regulation Guardrail/Toe board System – a vertical barrier, consisting of, but not limited to, top rails, mid rail, toe boards, and posts, erected to prevent crewmembers from falling off a scaffold platform or walkway to lower levels. Handrails, mid rails and toe boards shall conform to OSHA Regulations and Standards, Scaffolds and Staging 29 CFR 1915.71(j).
- g.) Shock-Absorbing Lanyard – shock-absorbing lanyards incorporate a mechanism for reducing the force transferred to a worker during a fall arrest. One type of shock-absorbing lanyard is comprised of 1" nylon stitched-webbing that tears apart under the force of a fall in proportion to body weight. As the stitching breaks, energy is absorbed, slowing the body until it stops falling. The maximum length of the lanyard, after arrest or elongation, shall be six (6) feet.

	Safety Procedures			Safe Use of Ladders	
	Revision#	01	Date Revised	02Aug2023	SOP # 4021
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to describe the approved use of ladders aboard Superior Bay Marine of Alabama, LLC. vessels.

B. RESPONSIBILITY

1. The Master is responsible for safe working conditions aboard the vessel.
2. The Pilot on watch, the Mates, and the Tanker men are responsible for the safe use of ladders by the crewmen they supervise.
3. The employee is directly responsible for following the work practices outlined in this procedure. The individual is always directly responsible for his or her immediate actions, or inaction, and is therefore the only person who can guarantee his or her own safety.

C. PROCEDURES

While the use of ladders is discouraged on board vessels, there are conditions, such as getting aboard a barge with high freeboard such as an empty, where a ladder is the safest means of access. When a ladder is used these guidelines will be followed.

1. Ladders

The following rules apply to all ladders:

- a.) Maintain ladders free of oil, grease and other slipping hazards.
- b.) Do not load ladders beyond their maximum intended load nor beyond their manufacturer's rated capacity.
- c.) Use ladders only for their designed purpose —never use a ladder as a bridge or a gangway.
- d.) Use ladders only on stable and level surfaces unless secured to prevent accidental movement.
- e.) Do not use ladders on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement.
- f.) Do not use slip resistant feet as a substitute for exercising care when placing, lashing or holding a ladder upon slippery surfaces.
- g.) Secure ladders placed in areas such as passageways where they can be displaced by workplace activities or traffic to prevent accidental movement and use a barricade to keep traffic or activity away from the ladder.
- h.) Keep areas clear around the top and bottom of ladders.
- i.) Do not move, shift or extend ladders while in use.
- j.) Use ladders equipped with nonconductive side rails if the worker or the ladder could contact exposed energized electrical equipment.

	Safety Procedures			Safe Use of Ladders	
	Revision#	01	Date Revised	02Aug2023	SOP # 4021
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- k.) Face the ladder when moving up or down.
- l.) Maintain a three-point stance on a ladder while climbing - two feet and one hand followed by two hands and one foot).
- m.) Do not carry objects or loads.

2. Stepladders

The following rules apply to step ladders

- a.) Do not use the top or top step of a stepladder as a step.
- b.) Do not use cross bracing on the rear section of stepladders for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- c.) Metal spreader or locking devices must be provided on stepladders to hold the front and back sections in an open position when ladders are being used.

3. Portable Ladders

The following rules apply to portable ladders that are not self-supporting in the way that a stepladder is.

- a.) When portable ladders are used for access to an upper landing surface, the side rails must extend at least 3 feet above the upper landing surface.
- b.) When such an extension is not possible, the ladder must be secured and a grasping device such as a grab rail must be provided to assist workers in mounting and dismounting the ladder.
- c.) A ladder extension must not deflect under a load that would cause the ladder to slip off its supports.
- d.) Portable ladders should be positively secured against slipping - either they should be lashed into place or held securely by another person.

	Safety Procedures			Smoking Policy	
	Revision#	01	Date Revised	02Aug2023	SOP # 4022
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to provide a clean and healthy environment for all Superior Bay Marine of Alabama, LLC. employees, recognizing that secondhand smoke from tobacco has direct adverse effects on the health of smokers and nonsmokers alike.

B. RESPONSIBILITY

1. The wheelman on watch is responsible for ensuring that crewmembers follow this procedure.
2. Violation of this policy will be considered willful and may lead to disciplinary action and/or discharge.

C. PROCEDURES

The ONLY designated smoking area aboard is the upper deck of the engine room.

1. Smoking is only permitted in the designated smoking areas. Smoking in bunks or bed or outside the designated smoking areas is strictly prohibited and if found will be considered as cause for immediate dismissal.
2. While in port, smoking restrictions promulgated by the port or terminal authority must be complied with even if port/terminal restrictions preclude smoking in any area on the vessel.
3. If the Master considers that safety conditions aboard the vessel may be compromised or that smoking may constitute a danger, steps will be taken to further restrict or eliminate smoking onboard the vessel.
4. Ashtrays are to be utilized by crewmembers for smoking and be of self-extinguishing type. Care is to be used in discarding ashtray contents after ensuring that all ashes/butts are extinguished.
5. All new employees, contractors and visitors are to be informed of the vessel smoking restrictions during the Crew Member Orientation.
6. Employees who wish to stop smoking are encouraged to contact the company's Employee Assistance Program (800-840-1070).
7. It is the responsibility of the Master to ensure that crewmembers that smoke, deodorize, clean, and squeegee the bulkheads and overheads of their quarters to remove nicotine residues and odors on a regular basis.

	Safety Procedures			Rigging Safety	
	Revision#	01	Date Revised	02Aug2023	SOP # 4023
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

This procedure outlines the safe use of ratchets and rigging.

B. RESPONSIBILITY

1. The Master is responsible for safe use of equipment and for all maintenance.
2. The Pilot on watch, the Mates, and the Tankerman are responsible for the safe use of rigging by the crewmen they supervise.
3. The employee is directly responsible for following the work practices outlined in this procedure. The individual is always directly responsible for his or her immediate actions, or inaction, and is therefore the only person who can guarantee his or her own safety.

C. PROCEDURES

1. General
 - a) Rigging presents several hazards. The guidelines in this procedure should be followed to avoid damage to equipment and possible injury.
2. Safety Tips for ratchet use:
 - a) The ratchet should be well lubricated, and the bolt is “run out” in advance. This will allow easy tightening and maximum take-up of the ratchet.
 - b) Stationary ratchets should be inspected before each use to make sure they are in good working order.
3. Running out a ratchet
 - a) Measure the length of the barrel and bolt with the hand to keep the ratchet from falling apart.
 - b) Tilt the ratchet away from yourself when backing out a ratchet so that if the ratchet comes apart, it will not fall toward you.
4. Tightening a ratchet:
 - a) Position the ratchet to always tighten “INBOARD” – center it between the heads.
 - b) Insert “toothpicks” at both ends of the pelican hook of the ratchet or in the first or second link, pointed inboard.
 - c) Wait for the barges to come together, and then take up slack easily.
 - d) Keep your hand open, not closed, around the handle when pushing on it.
 - e) Squat down instead of bending over when tightening by hand. This takes pressure off the back.

	Safety Procedures			Rigging Safety	
	Revision#	01	Date Revised	02Aug2023	SOP # 4023
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- f) Do not tighten a ratchet with your back to the water or an elevated edge, for example; when working on an empty next to a load.
 - g) Keep your balance when pushing or pulling on the cheater bar. Do not expect the ratchet to hold you. If it slips, you may fall.
 - h) Never straddle a ratchet when it is being tightened.
 - i) Tighten with the ratchet when the pilot is steering with you, but do not strain by tightening when the pilot is steering against you.
 - j) Apply pressure with arm and shoulder muscles.
 - k) When the coupling is “hand tight” use the cheater bar to give extra leverage.
5. Removing a Ratchet
- a) Loosen tight ratchets or relieve some of the pressure before knocking off the keeper.
 - b) Always strike the keeper on the side, not the top. This keeps the sledge from being thrown up when the pelican opens.
 - c) Warn others in the area before knocking off the keeper.
6. Jerking slack from a wire:
- a) Walk the loose slack out before jerking on it.
 - b) Making sure the “keeper” holds the pelican hook closed.
 - c) Look behind you for tripping hazards before jerking.
 - d) The from man should keep his eye on the keeper at all times when jerking.
 - e) Use “TEAMWORK” – designate one man to call out “1-2-3 Pull”.
7. Toothpicks:
- a) Make sure toothpicks are secured in place. A toothpick flying loose can fly up and strike a crewmember, causing serious injury.
 - b) Get help removing tight toothpicks if they are too tight for you to safely remove alone.
 - c) Use another toothpick to twist the ratchet or wire and relieve the pressure.
 - d) Never try to jerk out a tight toothpick.
 - e) Never hammer out a tight toothpick.
8. Safe use of chain links, pins and shackles:
- a) Use good, sturdy shackles with straight pins. The types with threads and a nut are best to eliminate the pin slipping out.
 - b) Insert enough chain links to reach the ratchet easily.
 - c) Take care that you don’t get your fingers caught in the links and be watchful when you hook the keeper.

	Safety Procedures			Rigging Safety	
	Revision#	01	Date Revised	02Aug2023	SOP # 4023
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

- d) Add extra links, if necessary, by means of a pin and shackle.
 - e) When using a screw shackle, tighten and back off 1 – 1 ½ turns.
9. Safe use of stationary ratchets:
- a) “Run Out” the ratchet to allow minimum take-up.
 - b) Make sure the wire has a “straight lead” from the ratchet to the stern head.
An improper lead will ruin the ratchet by bending the barrel or screw.
 - c) Place the bight of the wire on the heads of the barge opposite the ratchet,
with the eye returned to the stern head of the barge with the stationary
ratchet.
 - d) If the wire is too long, take up the extra slack on the timberhead.
 - e) When breaking a coupling – coil the wire to prevent the chance of it
“dragging” in the river or becoming a tripping hazard.

	Safety Procedures		Painting in Enclosed Spaces		
	Revision#	01	Date Revised	02Aug2023	SOP # 4024
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

In industry, the most popular method of applying paint is to spray it on, using compressed air, a high velocity airless spray or an electrostatic applicator. Paint can also be applied with brushes. The material itself is the primary hazard when painting. Painting may expose you potentially dangerous chemicals which may damage your health. This guide outlines some of the hazards associated with painting and provides information on how to work safely while painting. This procedure outlines the hazards and safety precautions necessary to protect Superior Bay Marine of Alabama, LLC employees while painting in enclosed spaces.

B. RESPONSIBILITY

1. The Master is responsible for ensuring these policies and procedures are fully carried out.
2. The employee is directly responsible for following the work practices outlined in this procedure. The individual is always directly responsible for his or her immediate actions, or inaction, and is therefore the only person who can guarantee his or her own safety.

C. PROCEDURES

1. Painting is NEVER to be conducted in a Confined Space. For guidance on entering and working in confined spaces, refer to SOP #2103.
2. Health Hazards
 - a) Overexposure to a substance means too much has been breathed in, swallowed or absorbed through the skin. The possible effects of overexposure to paint and the chemicals it contains vary according to the type of paint. Some health problems caused by overexposure to paint material are:
 - 1) Drowsiness
 - 2) Dizziness / light headedness
 - 3) Nausea / vomiting
 - 4) Dermatitis
 - b) A wide variety of ingredients are used in paints and thinners. These chemicals are not found in all paints, but you have probably come into contact with some of them at one time or other.
 - c) Always ask for the Safety Data Sheet (SDS) for each paint you are using. These are available from the paint manufacturer or supplier. The SDS will describe the possible hazards and what precautions are needed.

	Safety Procedures		Painting in Enclosed Spaces		
	Revision#	01	Date Revised	02Aug2023	SOP # 4024
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

3. Explosion Hazards:

- a) Because of the danger of fire and explosion where paints which contain flammable solvents are being used, care should be taken to remove all potential sources of ignition before starting work. This means naked flames, cutting and welding torches, gas fired heaters and materials which may give off sparks, whether electrical, mechanical, friction or static, and there must be no smoking. Make sure the correct types of fire extinguishers are available at the work site.
- b) REMEMBER different types of fires require different types of extinguishers.
- c) IMPORTANT: Flammable materials are required to be stored in flammable materials storage cabinets. Many paint and solvents are flammable materials.

4. Safety Hazards:

- a) Hazardous chemicals in coatings and solvents can enter the body several ways. Workers can inhale chemical vapors from spraying, absorb the chemical by skin contact or inject the chemical with high pressure spray painting equipment.
- b) Following a few simple rules can help reduce your exposure to chemical and safety hazards.
 - 1) Never paint in enclosed spaces while underway. It is best to paint while moored off and on shore power.
 - 2) Ensure space(s) have forced air ventilation provided.
 - 3) Always wear proper PPE.
 - i. Wear Tyvex suit or old coveralls that can be thrown away after use.
 - ii. Use neoprene or cotton gloves to protect your hands from exposure.
 - iii. Wear Safety Goggles to protect your eyes from paint materials.
 - iv. At a minimum, you must wear an "Air Purifying" or vapor cartridge respirator to protect yourself from harmful vapors and chemicals. A forced air respirator is preferable, however an "Air Purifying" respirator is a minimum.
- c) If painting areas that are above the deck by more than 5 feet, you must construct a proper scaffold and use fall arrest protection.

	Safety Procedures			Abrasive Wheel Machinery	
	Revision#	01	Date Revised	02Aug2023	SOP # 4025
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure is intended to provide guidelines to protect employees against injuries from use of/failure of abrasive wheel machinery for Superior Bay Marine of Alabama, LLC.

B. RESPONSIBILITY

1. The Captain/Supervisor is responsible for implementing this procedure and ensuring it is followed.
2. All vessel personnel are responsible for following this procedure for the safe use of machinery equipped with abrasive wheels.

C. PROCEDURES

Serious injuries can result from the misuse and/or failure of abrasive wheels. Due to the speed of the rotating wheel, a cracked wheel that shatters can cause serious injury to the operator or other personnel in the area where the equipment is being used. Never operate abrasive wheel machinery without guards, proper PPE and ensuring that the wheel is securely attached and has no defects.

1. One of the riskiest parts of grinder operation occurs when you stand in front of the machine's opening. Grinding wheels must have an adjustable tongue guard installed to protect you as the wheel diameter gets smaller. The tongue guard must be adjusted to within ¼" of the wheel.
2. The second most frequent injury is related to improper work rests. The grinder must have a rest that can support the piece you're working on. The rest can't be more than one-eighth of an inch away from the wheel. Otherwise, there's a risk that the work will jam between the wheel and the rest, which could break the wheel or risk injury to the operator's hand or fingers.
3. Another important safety measure is to NEVER use a stone wheel to grind aluminum or other non-ferrous metals. These soft metals will clog the pores of the wheel and can overheat causing the wheel to shatter.
4. Do's and Don'ts:
 - a) The bench grinder must be permanently mounted or secured.
 - b) The maximum RPM rating of each abrasive wheel must be compatible with the RPM rating of the grinder motor.
 - c) Each electrically operated grinder should be effectively grounded.
 - d) Each grinder should have an individual "On" and "Off" control switch.
 - e) The side of a wheel should not be used for grinding, unless it is a special type of wheel designed for that purpose.
 - f) Defective abrasive wheels (cracked, broken, out of balance) must not be used. Discarded abrasive wheels must not be re-used.

	Safety Procedures			Abrasive Wheel Machinery	
	Revision#	01	Date Revised	02Aug2023	SOP # 4025
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

5. Eyeglasses alone are NOT sufficient protection. ALWAYS wear a face shield AND safety glasses with side shields when using a grinder.
6. Before an abrasive wheel is mounted, it should be inspected closely and sound-tested or ring-tested to be sure that it is free from cracks or defects. To test, wheels should be tapped gently with a light non-metallic instrument.
 - a) If they sound cracked or dead, they could fly apart in operation and must not be used.
 - b) A sound and undamaged wheel will give a clear metallic tone or "Ring".
7. Failure to ring test could result in a disintegrating wheel, which could lead to serious injury or death.
8. When mounting a wheel, the user should be sure it fits freely on the spindle.
9. The spindle nut must be tightened enough to hold the wheel in place, without distorting the flange.
10. Follow the manufacturers recommendations. Care must be taken to assure that the spindle wheel will not exceed the abrasive wheel specifications.
11. Due to the possibility of a wheel disintegrating (exploding) during start-up, the employee should never stand directly in front of the wheel as it accelerates to full operating speed.

	Safety Procedures			Flammable Materials	
	Revision#	01	Date Revised	02Aug2023	SOP # 4026
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The use of flammable and combustible liquids and materials pose many potential hazards. The greatest hazard, especially onboard a vessel is fire. These procedures, if used correctly will help reduce the potential for fires.

B. RESPONSIBILITY

1. All Superior Bay Marine of Alabama, LLC vessels maintain flammable or combustible liquids (fuel, paint, paint thinner, solvents, etc.) and it is the responsibility of all vessel crewmembers to follow safe handling and/or dispensing procedures when handling such liquids.
2. All flammable or combustible materials produce vapors that, when in the proper mixture with air and an ignition source is introduced, can contribute to a fire or violent explosion. The following procedures shall be followed by all vessel crewmembers to help prevent personal injuries and reduce the potential for a fire or explosion.
3. The master standing the watch is responsible for ensuring these procedures are understood and followed by all vessel crewmembers

C. PROCEDURES

1. SDS's shall be reviewed prior to using any flammable/combustible liquid
2. Flammable/combustible liquids shall be stored and dispensed only from approved vapor tight safety cans with self-closing caps
3. Flammable/combustible liquids shall only be used in areas having adequate ventilation
4. No smoking when handling flammable/combustible liquids
5. Flammable/combustible liquids must be stored in a designated storage room or cabinet when not in use.
6. If stored in a designated storage room, it must be free of ignition sources.
7. If stored in a cabinet, the locker must be secured to the deck to prevent movement and it must be made of steel.
8. Flammable/combustible liquids shall not be stored in the tow knees where electrical outlets are mounted.
9. Flammable/combustible liquids shall be stored in designated lockers and the storage locker shall be marked with the following.

DANGER-NO SMOKING
FLAMMABLE LIQUIDS

	Safety Procedures			Flammable Materials	
	Revision#	01	Date Revised	02Aug2023	SOP # 4026
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

10. Charcoal grills (bar b que pits) are not permitted on red flag tows. Grills may only be used on the aft deck of dry cargo tows away from any flammable locker or storage area containing flammable or combustible materials.
11. There must be a B-II portable fire extinguisher at the location of the grill.
12. The grill must be continuously manned while coals are hot, and coals must be extinguished prior to abandoning the grill.

	Safety Procedures			Electrical Safety	
	Revision#	01	Date Revised	02Aug2023	SOP # 4027
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. OBJECTIVE

This policy is intended to establish safety requirements for Superior Bay Marine of Alabama, LLC employees who may work with or near electrically energized equipment during the course of normal activities. Separate lock out, tag out and electrical safety policies are already in place to cover the service and repair of electrical equipment.

B. POLICY

This policy applies to both Qualified and Unqualified employees. For the purposes of this policy the following definitions apply:

Qualified person: One who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training to recognize and avoid the hazards involved.

Unqualified person: A person who is not a qualified person. Any electrical system modification must be reviewed by and approved by an electrical supervisor from the appropriate University maintenance division.

C. RESPONSIBILITIES

1. The Safety Manager is responsible for the identification of and correction of potential electrical safety hazards covered by this policy.
2. The Personnel Manager is expected to identify employees requiring specialized training to safely complete their tasks relative to this policy.
3. All employees are required to comply with this policy. Any concerns related to electrical safety should be reported to supervisors.

D. PROCEDURES

1. General

All electrical outlets in completed installations must have a cover, faceplate or fixture canopy. No storage is allowed in rooms designated for electrical equipment.

2. Electrical Panels

Electrical panels must be kept free of obstructions with at least 3 feet of clearance provided in front of the panel. Panel doors must be able to open a minimum of 90° and doors must be kept closed unless work is being done to the panel. Circuit breaker blanks must be installed in open panel slots. All panels and breakers must be labeled to indicate the circuit's specific function.

The movement of circuit breaker switches must not be restricted by tape or other material placed across the breaker. The use of tape to restrict breaker movement is not an acceptable method of lock out/tag out.

	Safety Procedures			Electrical Safety	
	Revision#	01	Date Revised	02Aug2023	SOP # 4027
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

3. Portable Electric Power Tools

Electric power tools are required to be plugged into a Ground Fault Circuit Interrupter (GFCI) either at the extension cord, outlet or at the circuit breaker panel regardless of whether they are used inside or outside of a structure. Handheld power tools are to be inspected before each use for frayed or damaged power cords. Power tools with observed damage shall be taken out of service until repaired by a qualified person or replaced. Extension cords used with power tools must be rated for the power demands of the tool and have an intact grounding pin. Portable electrical equipment must be handled in a manner that will prevent damage to the electrical cord and equipment.

4. Power Strips and Extension Cords

The use of power strips is allowed as long as they are UL listed; have built in overcurrent protection; have cords that are no longer than necessary for the application; should not be used for appliances or equipment requiring a large electrical load (i.e. microwave ovens) and are used within the manufacturer's guidelines.

Power strips must not be used in series with other power strips or extension cords. Extension cords are for temporary use only. The permanent use of extension cords is prohibited. Temporary, as it relates to this policy, is defined as no longer than necessary, but shall not exceed a 90-day period of time.

Cords must be inspected regularly for damage. External damage to the insulation may be repaired by a qualified electrician. Damage to internal wiring will require disposal of the cord.

Extension cords must not be run through walls, above ceilings, through window openings, under rugs and floor mats or used in any manner that prevents inspection and risks damage to the cord. Extension cords running along or across areas of foot traffic must be secure to prevent a tripping hazard.

Shop made extension cords with receptacle boxes do not meet electrical code requirements and cannot be used.

	Safety Procedures			Potable Water	
	Revision#	01	Date Revised	02Aug2023	SOP # 4028
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. Purpose

Water quality and quantity has a profound impact on the health and well-being of our crews. Most Americans are served by publicly owned water and sewer utilities, however onboard a ship, we must rely on what we bring with us. In an effort to protect the health of the crew, water used for potable purposes onboard a ship will be provided with sanitary safeguards in a multiple-barrier system, in order to prevent contamination or pollution during operations.

B. Scope

Applies to all Superior Bay Marine of Alabama, LLC employees who are responsible for maintaining the vessels potable water supply.

C. Definitions

"Municipal Water" means water that is supplied from a municipal, or community source. Municipal water is treated and tested by local government for quality and purity.

"Potable Water", also known as drinking water or improved drinking water, is water that is safe to drink or to use for food preparation, without risk of health problems.

D. Responsibilities

1. Safety Manager

It is the responsibility of the Safety Manager (designated competent person) to provide a safe water supply to the crew fit for all intended purposes.

The Safety Manager is responsible for ensuring the vessels are supplied with the proper equipment and in sufficient quantities to safeguard the potable water supply and protect the health of the crew.

2. Captain

The Captain is responsible for ensuring that this procedure is followed.

The Captain is responsible for ensuring the water supply is of a sufficient quantity and quality. The Captain will only take on potable water from a trusted municipal source.

The Captain is responsible for properly maintaining the equipment onboard the vessel used to ensure the safety of the potable water system.

3. Employees

The person in charge of transfer is responsible for following this procedure.

	Safety Procedures			Potable Water	
	Revision#	01	Date Revised	02Aug2023	SOP # 4028
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

E. Procedure

It is imperative that drinking water be kept clean, safe and reliable. In order to do so, the components of the water supply system—from source protection to the treatment and distribution of drinking water—must be understood and managed as a whole. Even though no approach will guarantee 100 per cent protection all of the time, it has been demonstrated that the most effective way to manage drinking water systems is to implement a multi- barrier approach. The goal of this approach is to reduce the risk of contamination of the drinking water, and to increase the feasibility and effectiveness of remedial control or preventive options. As a safeguard, it is important for contingency plans to be in place to respond to incidents as they arise, and for redundancies to be built into the system wherever feasible.

Potable water is used in various ways onboard ships, including direct human consumption, food preparation and sanitation/hygiene activities. Other uses include:

- Preparation of hot and cold beverages, such as coffee;
- Food washing and preparation;
- Brushing of teeth;
- Hand and face washing, bathing and showering;
- Dishwashing, and cleaning of utensils and work areas.

Although some uses do not necessitate consumption, they involve human contact and possibly incidental ingestion.

Source Protection

When taking on potable water from a municipal source, all efforts must be made to ensure the source is reliable and sanitary conditions are maintained while loading. Contamination from improper sources is the leading cause of potential health problems, followed closely by contamination of hoses and associated equipment.

Ensure all hoses used in the transfer are properly marked “Potable Water”.

Treatment

The second line of defense is the treatment of potable water once onboard the vessel. Each vessel is equipped with a water filtration system designed to filter out particulates and microbiological contaminants that may cause health concerns. The installed filter system has been designed to render the water consumable and fit for sanitary use.

Distribution

As a final measure, the company supplies the vessel with bottled water for consumption.

	Safety Procedures			Potable Water	
	Revision#	01	Date Revised	02Aug2023	SOP # 4028
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

Safeguards

1. The hose used for taking on potable water will be capped off after each use and properly stored separate from other hoses.
2. The hose will be marked "Potable Water"
3. All potable water vents will be marked "Potable Water" and color coded (if applicable)
4. All potable water vents will be protected from insects and other intrusions by covering all openings with insect screen.
5. All potable water filters will be changed every 90 days or sooner if needed.

	Personal Protective Equipment			PPE Policy	
	Revision#	00	Date Revised	05Jan2025	SOP # 4101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

It is the goal of the Superior Bay Marine of Alabama to provide a workplace free from known hazards. The Company is committed to providing the requisite Personal Protective Equipment (PPE) in the workplace to protect employees from exposure to workplace hazards and the risk of injury. PPE will be used in conjunction with other controls unless no other means of hazard control exist.

B. RESPONSIBILITY

The Safety and Compliance Manager is responsible for ensuring all personnel are familiar and abide by the following policies.

Each employee of Superior Bay Marine of Alabama is responsible for becoming familiar and abiding by the following policies.

C. SCOPE

PPE may consist of protective equipment for the eyes, face, head, and extremities, including protective clothing and protective shields and barriers.

Personal protective equipment will be provided, used, and maintained in accordance with the following procedures when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

D. PROCEDURES

1. Personnel are responsible for using the appropriate PPE as outlined in the following policies.
2. Company personnel are responsible for following the requirements of the PPE policies. This involves:
 - a) Properly wearing PPE as required.
 - b) Attending required training sessions.
 - c) Properly caring for, cleaning, maintaining, and inspecting PPE as required.
 - d) Following Superior Bay Marine of Alabama PPE policies and rules.
 - e) Informing the Master of the need to repair or replace PPE.
3. Employees who repeatedly disregard and do not follow PPE policies and rules will be disciplined in accordance with the company's Discipline Policy SOP #2301.

	Personal Protective Equipment			Head Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

Hard hats are protective hats made of rigid material to protect the head from unexpected impact of equipment overhead. Personnel in areas where there is a hazard of falling objects or of contact with electrical conductors shall wear a head protector meeting the specifications of ANSI Z89.1, for the hazard involved (33 CFR 142.30(a)). Hard hats are provided to each employee and *shall* be worn as outlined below.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for approving the selection of personal protective equipment and providing training to vessel crews. He must also review any changes in the equipment supplied to Superior Bay Marine of Alabama employees.
2. The Personnel Manager is responsible for ensuring that vessel captains provide their crews with the necessary personal protective equipment and that PPE is used effectively and at the appropriate times.
3. All Superior Bay Marine of Alabama crewmembers are personally responsible and will be held accountable for wearing the approved personal protective equipment at the appropriate times. Taking the necessary steps to procure and wear protective equipment during prescribed work activities is a company safety requirement.

C. PROCEDURES

1. Use
 - a) Hard hats provide limited impact and penetration protection to the top of the head by falling or flying objects
 - b) Hard hats provide protection from high-voltage shock and burn (Class "B" only)
 - c) Hard hats are not designed to protect from front, side or rear blows
 - d) Hard hats must fit securely on the head and the headband must be adjusted to a snug fit in order to provide maximum protection
 - e) Hard hats can dislodge from the head by high wind or impact (chinstraps are available)
 - f) Hard hats should never be used as sports helmets or vehicular helmets
 - g) Hard hats should not be used as storage units. The space between the suspension and the shell is needed when the shell suspension absorbs the energy of an impact. Objects stored in this space can transmit large forces to the head and neck, resulting in serious injury or death

	Personal Protective Equipment			Head Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

2. Hard hats shall be worn when:
 - a) accessing another company's facility
 - b) connecting and disconnecting dock arms and hoses
 - c) any other time a chance of head injury could occur
 - d) any other time the Captain or pilot on watch requires/requests it

3. Inspection
 - a) Each head protector must be marked with the information specified by ANSI Z89.1 for that type of protector and for the hazard involved (33 CFR 142.30(b)).
 - b) The hard hat's useful life can be affected by several things, including heat, cold, sunlight, and chemical exposures. Before and after each use, inspect the hard hat as follows:
 - i) *Shell* Visually inspect the shell for breakage, cracks, craze pattern, discoloration, chalky appearance, or any other unusual condition. Also, inspect the shell for brittleness by flexing the brim. Any of the above conditions can indicate a loss of impact, penetration and/or electrical resistance.
 - ii) *Suspension* Check for loss of flexibility of the suspension. Check for cracks, breaks, frayed straps or damaged stitching.

4. Maintenance
 - a) Hard hats must be cleaned regularly for easy inspection and to help the wearer to avoid skin irritation. Clean only with a mild soap (no detergents) and warm water.
 - b) Like any piece of specialized equipment, a hard hat must not be abused. It must not be thrown, dropped or used as a support. The hard hat must be stored in a clean, dry area not subject to extremes of heat, cold, sunlight or humidity.

5. Replacement
 - a) Even hard hats designed with high quality, wear resistant materials will not last forever. The protective properties of the hard hat will be degraded by exposure to many common work environments such as temperature extremes, chemical exposure, UV radiation, and normal day-to-day wear and tear. The employee must inspect the helmet regularly as outlined in the "Inspection" section above. If any of the conditions in the "Inspection" section exist, the hard hat must be replaced. Inform the Captain and/or Safety Manager of the condition of your safety equipment. Worn or damaged hard hats must be disposed of immediately.

	Personal Protective Equipment			Head Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

- b) Employees are responsible for their Personal Protective Equipment (PPE). PPE lost, abused or misused will be replaced at the employee's expense. Employees must replace PPE with comparable equipment meeting OSHA, ANSI, EPA and/or USCG requirements. Superior Bay Marine of Alabama, LLC will only provide parts and accessories for brands supplied by the company. All other brands' accessories are the sole responsibility of the employee.

	Personal Protective Equipment			Eye and Face Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4103
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

Personnel engaged in or observing welding, grinding, machining, chipping, handling hazardous materials, or acetylene burning or cutting shall wear the eye and face protector specified for the operation in figure 8 of ANSI Z87.1 (33 CFR 142.27(a)). Superior Bay Marine of Alabama, LLC provides several types of eye protection to each employee suitable for work required aboard boats and barges. Employees must use the eye protection supplied. This policy applies not only to the crew, but facility personnel, management and visitors gaining access to the boat and/or barge(s). Each employee is provided with three (3) types of protective eye wear: glasses, goggles, and face shields. Each is discussed below.

B. RESPONSIBILITY

1. The Personnel Manager responsible for approving the selection of personal protective equipment and providing training to vessel crews. He must also review any changes in the equipment supplied to Superior Bay Marine of Alabama, LLC employees.
2. The Personnel Manager is responsible for ensuring that vessel captains provide their crews with the necessary personal protective equipment and that PPE is used effectively and at the appropriate times.
3. All Superior Bay Marine of Alabama crewmembers are personally responsible and will be held accountable for wearing the approved personal protective equipment at the appropriate times. Taking the necessary steps to procure and wear protective equipment during prescribed work activities is a company safety requirement.

C. PROCEDURES

1. Use
 - a) *General:* The three forms of eye protection have several similarities.
 - i) They provide protection to the eyes from light to moderate impact hazards
 - ii) They are not designed to protect from severe impact hazards
 - iii) They must fit properly in order to provide maximum protection
 - iv) They should never be used in war games or sports activities
 - v) They shall not be altered in any way
 - vi) They shall be kept clean and in good repair
 - vii) Examples of situations where eye protection is required when:
 - (a) working with power tools (grinding, sanding, etc.)
 - (b) working with air tools (chipping, painting, etc.)

	Personal Protective Equipment			Eye and Face Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4103
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- (c) connecting and disconnecting dock hoses and crossover hoses
 - (d) doing any task that may cause foreign material to be thrown or sprayed into the air
 - (e) accessing a customer's facility for any reason (signing DOIs, using the telephone, etc.)
- b) **Safety glasses:** In addition to the general specifications and warnings, safety glasses:
 - i) shall be used during normal work hours for general protection on the job
 - ii) are not designed to protect from splashing, falling particles
 - iii) are available with clear or shaded lenses
- c) **Safety goggles:** In addition to the general specifications and warnings, safety goggles:
 - i) provide protection to the eyes from splash hazards and falling particles
 - ii) shall be used when connecting and disconnecting dock arms and hoses
 - iii) shall be used as protection from splash hazards and falling particles
 - iv) are not designed to protect where a gas or vapor seal is required
- d) **Face shields:** In addition to the general specifications and warnings, face shields:
 - i) provide protection to the eyes, face and neck from light to moderate impact hazards and splash hazards
 - ii) connect to the hard hat via a special hinged bracket
 - iii) some models are supplied with head gear for protection when a hard hat is not necessary
 - iv) should not be used as stand-alone protection
 - v) shall be used in conjunction with safety goggles when chipping, grinding, sanding etc.
 - vi) can be used as an extra level of splash protection when connecting and disconnecting dock arms and hoses

2. Inspection

- a) Each eye and face protector must be marked with the information required by ANSI Z87.1 for that type of protector (33 CFR 142.27(c)).

	Personal Protective Equipment			Eye and Face Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4103
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

- b) Before and after each use, inspect the eye wear as outlined below...
 - i) *Lenses*: Pitted or scratched lenses severely reduce impact protection and should be replaced as soon as possible. Dirty lenses should be cleaned with a soft tissue and mild cleaning solution. Use water if a suitable cleaning solution is not available.
 - ii) *Frames*: Damaged frames severely reduce protection and should be replaced as soon as possible

3. Maintenance

- a) Eye and face protectors must be maintained in good condition (33 CFR 142.27(b)).
- b) Lenses should be washed in mild soap and water, rinsed in clean water, and allowed to air dry or wiped with a soft tissue. Do not use ammonia, alkaline cleaners, abrasive cleaning compounds, solvents, paper towels or other material to clean lenses.
- c) Side shields on safety glasses should never be removed. The effectiveness of the glasses is greatly reduced when side shield is removed.
- d) Like any piece of specialized equipment, eye protection equipment must not be abused. It must not be thrown or dropped. Eye protection must be stored in a clean, dry area not subject to extremes of heat, cold, or humidity.

4. Replacement

- a) Even eye wear designed with high quality, wear resistant materials will not last forever. The protective properties of the lenses will be degraded by exposure to many common work environments such as temperature extremes, chemical exposure, UV radiation, and normal day-to-day wear and tear. The employee must inspect the lenses and frames regularly as outlined in the "Inspection" section above. If any of the conditions in the "Inspection" section exist, the eye wear must be replaced. Inform the Captain and/or Safety Director of the condition of your safety equipment. Worn or damaged eye wear must be disposed of immediately.
- b) Employees are responsible for their Personal Protective Equipment (PPE). PPE lost, abused or misused will be replaced at the employee's expense. Employees must replace PPE with comparable equipment meeting OSHA, ANSI, EPA and/or USCG requirements. Superior Bay Marine of Alabama will only provide parts and accessories for brands supplied by the company. All other brands' accessories are the sole responsibility of the employee.

	Personal Protective Equipment			Ear Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4104
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Exposure to high noise levels can cause hearing loss or impairment and can create physical and psychological stress. There is no cure for noise-induced hearing loss, so the prevention of excessive noise exposure is the only way to avoid hearing damage. Ear protection is required when working in the engine room, near barge machinery, when passing through spaces with high noise levels or when equipment used produces high noise levels. Each vessel is provided with two (2) types of ear protection: earmuffs and ear plugs. Each is discussed below.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for approving the selection of personal protective equipment and providing training to vessel crews. He must also review any changes in the equipment supplied to Superior Bay Marine of Alabama, LLC employees.
2. The Personnel Manager is responsible for ensuring that vessel captains provide their crews with the necessary personal protective equipment and that PPE is used effectively and at the appropriate times.
3. All Superior Bay Marine of Alabama, LLC. crewmembers are personally responsible and will be held accountable for wearing the approved personal protective equipment at the appropriate times. Taking the necessary steps to procure and wear protective equipment during prescribed work activities is a company safety requirement.

C. PROCEDURES

1. Use
 - a) *General:* The two types of ear protection have several similarities.
 - i) They reduce the noise level to the ears
 - ii) They must fit properly in order to provide maximum protection
 - iii) They should not be altered in any way
 - iv) They when combined, provide the highest level of ear protection
 - b) *Earmuffs:* In addition to the general specifications and warnings, earmuffs...
 - i) provide a quick, convenient method of ear protection
 - ii) shall be worn in the engine room
 - iii) can be worn on the barge(s) during discharge
 - c) *Ear plugs:* In addition to the general specifications and warnings, ear plugs...
 - i) generally, provide a higher level of protection than earmuffs

	Personal Protective Equipment			Ear Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4104
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- ii) can be worn in the engine room in addition to earmuffs, providing a higher level of protection when working for prolonged periods
- iii) shall be worn on the barge(s) during discharge
- iv) are more comfortable than earmuffs when worn with a hard hat

2. Inspection

- a) Before and after each use, inspect the ear protection for damage as outlined below...
 - i) Earmuffs shall be replaced at the first sign of deterioration of the lining, damage to the cups, or damage to the headband
 - ii) Ear plugs shall be replaced when dirty or no longer pliable

3. Maintenance

- a) The exterior of the earmuffs should be washed with mild soap and water, rinsed in clean water, and allowed to air dry. Do not use ammonia, alkaline cleaners, abrasive cleaning compounds or solvents. Do not submerge the earmuffs in water.
- b) Like any piece of specialized equipment, a ear protection equipment must not be abused. It must not be thrown or dropped. Ear protection must be stored in a clean, dry area not subject to extremes of heat, cold, or humidity.

4. Replacement

- a) Even hearing protection designed with high quality, wear resistant materials will not last forever. The protective properties of the earmuffs will be degraded by exposure to many common work environments such as temperature extremes, chemical exposure, UV radiation, and normal day-to-day wear and tear. The employee must inspect the earmuffs regularly as outlined in the "Inspection" section above. If any of the conditions in the "Inspection" section exist, the earmuff must be replaced. Inform the Captain and/or Safety Director of the condition of your safety equipment. Worn or damaged earmuffs must be disposed of immediately.
- b) Employees are responsible for their Personal Protective Equipment (PPE). PPE lost, abused or misused will be replaced at the employee's expense. Employees must replace PPE with comparable equipment meeting OSHA, ANSI, EPA and/or USCG requirements. Superior Bay Marine of Alabama, LLC will only provide parts and accessories for brands supplied by the company. All other brands' accessories are the sole responsibility of the employee.

	Personal Protective Equipment			Back Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4105
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

Back injuries are very common to the towboat industry. The work aboard the towboats and their barges require, in many situations, conditions that can be potentially dangerous to personnel. Superior Bay Marine of Alabama, LLC employees are encouraged to evaluate every situation where heavy lifting or moving is required. Crewmembers shall not try to lift or move objects when the objects are obviously too heavy or awkward to be safely moved by one person.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for ensuring that employees are trained and aware of the dangers of trying to lift or move heavy and / or awkward objects.
2. The Personnel Manager is responsible for ensuring that vessel captains provide their crews with the necessary personal protective equipment and that crewmembers are aware of the dangers to their backs if they try to lift or move heavy and / or awkward objects without obtaining adequate assistance.
3. All Superior Bay Marine of Alabama, LLC crewmembers are personally responsible and will be held accountable for wearing the approved personal protective equipment at the appropriate times. Further, they are also personally responsible for seeking additional assistance when heavy and / or awkward objects are required to be moved.

C. PROCEDURES

1. All company employees will use proper lifting techniques when required to lift heavy and / or awkward items, such as deck equipment and machinery.
 - a) Proper lifting techniques (body mechanics):
 - i) establish a firm footing
 - ii) bend at the knees
 - iii) tighten stomach muscles
 - iv) lift with the legs
 - v) keep load close to the body
 - vi) keep back straight and upright
2. All employees will be responsible for protecting their backs by using the approved lifting techniques and by seeking assistance when heavy and / or awkward objects have to be moved.

	Personal Protective Equipment			Foot Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4106
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Personnel working in areas or engaged in activities where there is a reasonable probability for foot injury to occur shall wear footwear meeting the specifications of ANSI Z41, except when environmental conditions exist that present a hazard greater than that against which the footwear is designed to protect (33 CFR 142.33(a)). Steel-toed shoes or boots are required on watch by all vessel personnel. This specialized footwear is designed to protect the toes from being smashed, cut, disembodyed or otherwise damaged. Superior Bay Marine of Alabama, LLC will provide each employee with steel-toed shoes or boots.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for approving the selection of personal protective equipment and providing training to vessel crews. He must also review any changes in the equipment supplied to Superior Bay Marine of Alabama, LLC employees.
2. The Personnel Manager is responsible for providing members with the necessary personal protective equipment and that PPE is used effectively and at the appropriate times.
3. All Superior Bay Marine of Alabama, LLC crewmembers are personally responsible and will be held accountable for wearing the approved personal protective equipment at the appropriate times. Taking the necessary steps to procure and wear protective equipment during prescribed work activities is a company safety requirement.

C. PROCEDURES

1. Use
 - a) Foot protection must be worn when there is a reasonable probability for foot injury to occur.
 - b) All wheelhouse and deck personnel must wear safety toe shoes when on watch.
 - c) Foot protection must be fastened properly in order to provide maximum protection.
2. Inspection
 - a) Each pair of footwear must be marked with the information specified by ANSI Z41 or ASTM F-2412-2005 for the type of footwear (33 CFR 142.33(b)).
 - b) Each sole should be inspected for wear and cracks.
 - c) Each string, strap, and/or buckle should be inspected for wear or damage.

	Personal Protective Equipment			Foot Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4106
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

3. Maintenance

- a) Work shoes and boots must be cleaned regularly for easy inspection. Consult the manufacturer's documentation accompanying the shoes or boots for appropriate methods of cleaning and other maintenance.
- b) Like any piece of specialized equipment, work shoes and boots must not be abused. They must not be thrown, dropped or used as supports. Work shoes and boots must be stored in a clean, dry area not subject to extremes of heat, cold, sunlight or humidity.

4. Replacement

- a) Even work shoes and boots designed with high quality, wear resistant materials will not last forever. The protective properties of work shoes and boots will be degraded by exposure to many common work environments such as temperature extremes, chemical exposure, UV radiation, and normal day-to-day wear and tear. The employee must inspect the shoes and boots regularly as outlined in the "Inspection" section above. If any of the conditions in the "Inspection" section exist, the work shoes or boots must be replaced. Inform the Human Resources Department of the condition of your safety equipment. Worn or damaged work shoes or boots must be disposed of immediately and replaced.
- b) Employees are responsible for their Personal Protective Equipment (PPE). PPE lost, abused or misused will be replaced at the employee's expense by way of Employee Payroll Deduction. Employees must replace PPE meeting OSHA, ANSI, EPA and/or USCG requirements.

	Personal Protective Equipment			Hand Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4107
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Next to our eyes, our hands are probably the most important part of our body when it comes to doing our work. They're involved in almost everything we do. Yet many of the things we do with our hands are done without any deliberate thought. Your hands have no fear. They will go anyplace they're sent, and they only act as wisely as the person they belong to. To safeguard your hands, Superior Bay Marine of Alabama, LLC. provides the employees with leather and chemical resistant gloves.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for approving the selection of personal protective equipment and providing training to vessel crews. He must also review any changes in the equipment supplied to Superior Bay Marine of Alabama employees.
2. The Personnel Manager is responsible for providing their crews with the necessary personal protective equipment and that PPE is used effectively and at the appropriate times.
3. All Superior Bay Marine of Alabama, LLC crewmembers are personally responsible and will be held accountable for wearing the approved personal protective equipment at the appropriate times. Taking the necessary steps to procure and wear protective equipment during prescribed work activities is a company safety requirement.

C. PROCEDURES

1. Use
 - a) Hand protection must be worn when there is a reasonable probability for hand injury to occur.
 - b) Rubber or neoprene type gloves shall be worn when hooking up or disconnecting hoses on barges containing hot oil type products.
 - c) Leather or cloth type gloves may be used for, but not limited to handling of ropes, wires, and slings.
2. Inspection
 - a) Gloves must be routinely inspected for wear and cracks.
3. Maintenance
 - a) Gloves must be cleaned regularly for easy inspection and to help the wearer to avoid skin irritation. Consult the manufacturer's documentation accompanying the shoes or boots for appropriate methods of cleaning and other maintenance.

	Personal Protective Equipment			Hand Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4107
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- b) Like any piece of specialized equipment, gloves must not be abused. They must not be thrown, dropped or used as a support. They must be stored in a clean, dry area not subject to extremes of heat, cold, sunlight or humidity.

4. Replacement

- a) Even gloves designed with high quality, wear resistant materials will not last forever. The protective properties of the gloves will be degraded by exposure to many common work environments such as temperature extremes, chemical exposure, UV radiation, and normal day-to-day wear and tear. The employee must inspect the gloves regularly as outlined in the "Inspection" section above. If any of the conditions in the "Inspection" section exist, the gloves must be replaced. Inform the Captain and/or Safety Director of the condition of your safety equipment. Worn or damaged gloves must be disposed of immediately.
- b) Employees are responsible for their Personal Protective Equipment (PPE). PPE lost, abused, or misused will be replaced at the employee's expense.

	Personal Protective Equipment			Respiratory Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4108
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Although Superior Bay Marine of Alabama, LLC personnel are not involved in cargo operations that may require the use of respirators, there are circumstance in which the crewman may wish to use respiratory protection equipment for their own comfort or sense of well-being, even when there is no recognized hazard or over exposure. In these cases, the crewman may consider using respiratory protection on a “Voluntary” use basis.

B. RESPONSIBILITY

1. The Safety Manager is responsible for ensuring that vessel captains provide their crews with the necessary personal protective equipment and that PPE is used effectively and at the appropriate times.
2. All Superior Bay Marine of Alabama, LLC crewmembers are personally responsible and will be held accountable for wearing the approved personal protective equipment at the appropriate times. Taking the necessary steps to procure and wear protective equipment during prescribed work activities is a company safety requirement.

C. PROCEDURES

1. Crewmen who would like to voluntarily wear a respirator may purchase and wear their own respirator or may ask the company Safety Manager to supply one for them.
2. Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit. To provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hard to the worker. Sometimes, workers may wear respirator to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If the company provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following:
 - a) Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warning regarding the respirator’s limitations.
 - b) Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of

	Personal Protective Equipment			Respiratory Protection	
	Revision#	01	Date Revised	02Aug2023	SOP # 4108
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

- c) Do not wear your respirator into atmosphere containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- d) Keep track of your respirator so that you do not mistakenly use someone else's respirator.

	Personal Protective Equipment			Work Vests	
	Revision#	01	Date Revised	02Aug2023	SOP # 4109
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Personnel when working in a location such that, in the event of a fall, they would likely fall into water, shall wear a work vest that meets the requirements of 33 CFR 146.20 or a life preserver that meets the requirements of 46 CFR 160.002, 160.005, or 160.055 (33 CFR 142.45). Work vests are personal flotation devices (PFDs) designed to protect the wearer from drowning in the event of a fall overboard. Approved work vests are provided to each vessel and *shall* be worn when working outside of the vessel walls.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for approving the selection of personal protective equipment and providing training to vessel crews. He must also review any changes in the equipment supplied to Superior Bay Marine of Alabama, LLC employees.
2. The Personnel Manager is responsible for ensuring that vessel captains provide their crews with the necessary personal protective equipment and that PPE is used effectively and at the appropriate times.
3. All Superior Bay Marine of Alabama crewmembers are personally responsible and will be held accountable for wearing the approved personal protective equipment at the appropriate times. Taking the necessary steps to procure and wear protective equipment during prescribed work activities is a company safety requirement.

C. PROCEDURES

1. Use
 - a) Work vests must be properly secured when worn. Work vests must be adjusted to fit everyone properly. A snug fit must be obtained in order for the work vest remains on the victim in the event of a fall overboard. Areas work vests are required include, but are not limited to, the following:
 - i) on the tow
 - ii) on the main deck of the boat (if solid bulwarks are not fitted)
 - iii) in a skiff
 - iv) boarding or leaving the boat or barge (includes gaining access to customer's facility at any other time when the possibility of entering the water exists)
 - b) When worn at night, work vests must be outfitted with a personal flotation device light

	Personal Protective Equipment			Work Vests	
	Revision#	01	Date Revised	02Aug2023	SOP # 4109
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

2. Inspection

- a) A work vest's useful life can be affected by several things, including heat, cold, sunlight, and chemical exposures. Before and after each use, visually inspect the pads, straps, clips and zippers for breakage, unusually large cracks, holes, or any other unusual condition. Also, inspect the pads for brittleness by flexing each pad. Any of the above conditions can indicate a loss of protection once in the water.

3. Maintenance

- a) Work vests must be cleaned regularly for easy inspection. Clean only with a mild soap (no detergents) and warm water and allow to air dry.
- b) Like any piece of specialized equipment, a work vest must not be abused. It must not be thrown, dropped, or used as a support. The work vest must be stored in a clean, dry area not subject to extremes of heat, cold, sunlight or humidity. NOTE: Store work vests indoors (not in the engine room) for prolonged life.
- c) If work vests are stored in a cabinet, the cabinet must be clearly marked "Work Vest Only".

4. Replacement

- a) Even work vests designed with high quality, wear resistant materials will not last forever. The work vest will be degraded by exposure to many common work environments such as temperature extremes, chemical exposure, UV radiation, and normal day-to-day wear and tear. The employee must inspect the vest regularly as outlined in the "Inspection" section above. If any of the conditions in the "Inspection" section exist, the vest must be replaced. Inform the Captain and/or Safety Director of the condition of your safety equipment. Worn or damaged work vests must be disposed of immediately.
- b) Employees are responsible for their Personal Protective Equipment (PPE). PPE lost, abused or misused will be replaced at the employee's expense. Employees must replace PPE with comparable equipment meeting OSHA, ANSI, EPA and/or USCG requirements. Superior Bay Marine of Alabama will only provide parts and accessories for brands supplied by the company. All other brands' accessories are the sole responsibility of the employee.

	Safety Procedures			Safety Meetings	
	Revision#	02	Date Revised	05Jan2025	SOP # 4201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of Superior Bay Marine of Alabama, LLC safety meetings is to accomplish several important missions:

1. Safety meetings help identify and eliminate hazards. They encourage safety awareness throughout the crew. They allow crewmembers to become actively involved in discussing potential hazards and suggesting ideas for developing safe working procedures.
2. Safety meetings motivate Superior Bay Marine of Alabama, LLC crewmembers to observe company safety practices and policies.
3. Safety meetings call a stop to unsafe practices. They give employees a chance to relate “near miss” or “close call” experiences, evaluate the reasons for the near occurrences, and discuss ways of performing duties differently to prevent such happenings in the future.
4. Safety meetings introduce new safety rules and/or introduce changes to existing rules. They allow the Captain an opportunity to discuss the reasons for changes and reinforce the company’s commitment to safety in general.
5. Finally, safety meetings demonstrate Superior Bay Marine of Alabama, LLC commitment to safety. Each employee must realize that we are not trying to promote safety on an intermittent basis. Rather, we are committed to safety as a way of operating. Crewmembers should understand that their safety comes before anything else. There is no exception to this policy.
6. Safety meetings are used as a means to provide continued safety awareness follow-up training to our personnel.

B. RESPONSIBILITY

The Captain is responsible for conducting formal safety meetings on a weekly basis and cover topics essential to the safe operation of the vessel, as outlined in the company’s monthly calendar.

C. PROCEDURES

1. The Captain should conduct vessel safety meetings on a monthly basis or whenever there is a need to address a critical safety issue. The Captain should take notes from the meeting, including discussion, recommendations, problems, and actions identified by the crew.
2. Before holding a meeting, make sure the crew is not worn out and will be receptive to a sit-down meeting. Review your agenda before the meeting.

	Safety Procedures			Safety Meetings	
	Revision#	02	Date Revised	05Jan2025	SOP # 4201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

3. Safety meetings must be formal and must be held in a group setting. Mealtimes or crew change days are optimal. Every crewmember is to be included in the meetings. In addition, Captains are encouraged to supplement the formal safety meetings with less formal and more frequent safety sessions.
4. Refresher training should be conducted in accordance with the schedule shown on the company training matrix. This is accomplished through safety meetings on these topics.
5. The content and subject matter of required training is contained in SOP #2102.
6. All safety meeting record sheets should be maintained onboard. All safety meetings are recorded and documented in Sinex.
7. In the event Sinex becomes inoperable, then the meeting records should be emailed to tim@superiorbaymarineal.com.

	Safety Procedures			Safety Drills	
	Revision#	01	Date Revised	02Aug2023	SOP # 4202
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

A drill is a process of physical and mental training by simulating an emergency situation. Drills help crewmembers react to emergencies in an organized and automatic fashion in accordance with company procedures and emergency response plans. They prepare you for the worst and allow you to remain in control. Drills help protect the crew, environment, company equipment and customer equipment.

B. RESPONSIBILITY

1. The Captain or Relief Captain is responsible for conducting and supervising all drills. He is also responsible for assigning stations and responsibilities for each crewmember on board and ensuring that each crewmember's role is explained thoroughly to him or her before any drills are held.
2. All Superior Bay Marine of Alabama, LLC crewmembers on board at the time of a drill are required to participate in the drill.

C. PROCEDURES

1. Drills should be scheduled with no advance notice given, after the crew is made aware of their responsibilities for each situation, which may be the subject of a drill. The timing of drills should be selected carefully. For example, a good time to hold a drill might be when the crew is awaiting orders, when the vessel is awaiting dock space, when the vessel is underway in light boat condition, or when the vessel is secured in a fleet. Drills should not be held when the vessel is docking, locking, fueling, making its way under a bridge, or underway with a tow.
2. All drills must be conducted as if an actual emergency exists, but safely. No one is to generate any smoke, enter the water, or place an employee in danger at any time, and all crewmembers should follow the assignments of the Vessel's Station Bill, unless directed differently by the Captain.
3. Fire drills and instruction must be held at least once a month. Spill drills, Security Drills and one other drill (man overboard, sinking/abandon ship, grounding, or collision) must be held a minimum of once a quarter. This means that in order to ensure that the off-duty crew is also drilled, the same drill that is chosen for any given quarter will have to be conducted twice.
4. **The Master must ensure that any person that has not participate in a fire drill within 24 hours of reporting aboard, must receive a safety orientation addressing;**

	Safety Procedures			Safety Drills	
	Revision#	01	Date Revised	02Aug2023	SOP # 4202
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- a) How to fight a fire on the vessel using all of the extinguishing equipment on board.
 - b) Stop all mechanical ventilation and effectively seal the engine room to prevent leakage of the extinguishing agent
 - c) Operate the fuel shut-offs
 - d) Activate the general Alarm
 - e) And report inoperative or defective alarm systems.
5. For each drill that involves the launching of the skiff (i.e. man overboard, collision, sinking/abandon ship), every precaution should be observed to ensure crew members are not injured.
6. The Captain and the crew must train and drill on how to handle the following emergencies:
- a) Fire
 - b) Man overboard
 - c) Sinking/collision, and grounding
 - d) Abandon Ship
 - e) Spill

Drill Type	Fire	Spill	Security	Collision / Allision	MOB	Abandon Ship	Grounding
Freq	1 Mo	3 Mo	3 Mo	12 Mo	12 Mo	12 Mo	12 Mo

7. All drills are intended to simulate emergency situations, and as with any emergency, there are usually injuries involved as a result of the emergency, therefore whenever possible, all drills should incorporate an element of first aid, whether it be a burn as a result of a fire, a broken bone resulting from a collision, or hypothermia as a result from falling overboard.

	Safety Procedures			Safety Drills	
	Revision#	01	Date Revised	02Aug2023	SOP # 4202
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

8. The drill action plan should proceed as follows:
 - a) The Captain prepares the drill scenario and writes it down.
 - b) The Captain announces over the vessel P.A. system to all stations: "This is a drill! This is a drill!" Then, the Captain states the specific drill scenario, such as, "Collision, collision! All hands to the wheelhouse"; or "Fire in the engine room!"
 - c) The Captain sounds the appropriate signals on the vessel horn and general alarm system.
 - d) The Captain directs crewmembers to carry out the Superior Bay Marine of Alabama operating procedure or response plan for the selected scenario.
 - e) The Captain notes any actions or procedures that need correcting for post-drill critique.
 - f) Crewmembers secure the vessel after the drill and stow away any equipment used.
 - g) Details of the drill are noted on the drill report located in Sinex.
9. Once completed, the respective drill card will be signed off in Sinex, detailing the drill scenario and drill participants.

	Safety Equipment			Lifesaving Equipment	
	Revision#	01	Date Revised	02Aug2023	SOP # 4301
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure identifies the lifesaving equipment required to be carried aboard all Superior Bay Marine of Alabama, LLC vessels.

B. RESPONSIBILITY

1. The Safety Manager is responsible for providing each vessel with the necessary lifesaving equipment to comply with the regulations and this TSMS.
2. The vessel's Captain is responsible for ensuring each piece of lifesaving equipment is maintained in a serviceable and ready condition at all times.

C. PROCEDURES

1. Each vessel will be equipped with the following:
2. Lifejackets:
 - a. Each towing vessel will be equipped with a Type 1 Personal Floatation Device (PFD) for each person onboard.
 - b. Each PFD will be marked with the vessel's name, and
 - c. Be equipped with a water light and whistle.
 - d. Each lifejacket must be readily accessible in an overhead rack, or in a designated storage cabinet. If stored in a storage cabinet, there must not be any other items stored in the cabinet.
 - e. A work vest may **not** be substituted for a Type 1 PFD.
3. Ring Buoys:
 - a. Each towing vessel will be equipped with four (4) – 24" orange ring buoys.
 - b. The ring buoys will be positioned as follows:
 - i. 1 ring buoy positioned on the port and starboard side of the wheelhouse. Each of these ring buoys will have a floating water light attached.
 - ii. 2 additional ring buoys positioned on the main deck. At least one of these ring buoys will have a dark synthetic line, attached with a corrosion resistance clip for easy removal, that is at least 60 feet long.
 - c. All ring buoys will have reflective tape at four equally spaced locations on the buoy.

	Safety Equipment			Lifesaving Equipment	
	Revision#	01	Date Revised	02Aug2023	SOP # 4301
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

4. Emergency Signal Flares: *(if applicable)*

- a. If the towing vessel operates more than 30 minutes away from the dock, it must carry 3 daytime orange smoke and 3 nighttime red signal flares, or 3 day/night combination flares.
- b. The flares are required to be kept in a waterproof container in the wheelhouse and the box marked "DISTRESS SIGNALS".

	Safety Equipment			Firefighting Equipment	
	Revision#	02	Date Revised	01May2026	SOP # 4302
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

This procedure identifies the firefighting equipment required to be carried aboard all Superior Bay Marine of Alabama, LLC vessels.

B. RESPONSIBILITY

1. The Safety Manager is responsible for providing each vessel with the necessary firefighting equipment to comply with the regulations and this TSMS.
2. The vessel's Captain is responsible for ensuring each piece of firefighting equipment is maintained in a serviceable and ready condition at all times.

C. PROCEDURES

1. Each vessel will be equipped with the following:
2. Fire Axe:
 - a. Each towing vessel will be equipped with at least one Fire Axe that is accessible from the exterior of the vessel.
3. Fire Extinguishers:
 - a. All hand portable, semi-portable, and fixed fire extinguishers will be USCG approved by the commandant (CG-ENG) and maintained in accordance with the manufacturer's recommendations.
 - b. At a minimum, each towing vessel will be equipped as follows:

Required	Size	Location
<u>1</u>	<u>40# B:C (Dry Chem)</u>	<u>Wheelhouse</u>
<u>1</u>	<u>40# B:C (Dry Chem)</u>	<u>2nd Deck (if equipped)</u>
<u>1</u>	<u>40# B:C (Co2)</u>	<u>Galley</u>
<u>3</u>	<u>40# B (Dry Chem)</u>	<u>Engine Room</u>
<u>1</u>	<u>40# B:C</u>	<u>Near Paint Locker</u>
<u>1</u>	<u>160# B:C (Dry Chem)</u>	<u>Outside Engine Space</u>

- c. All fire extinguishers must be serviced by a third party annually and will be tested in accordance with the inspection, maintenance procedures and hydrostatic pressure tests required by Chapters 7 & 8 of NFPA 10, and Table 46 CFR 142.240.
- d. A B-II fire extinguisher (in addition to those listed above) must be posted in the vicinity of each flammable locker or storage room.

	Safety Equipment			Firefighting Equipment	
	Revision#	02	Date Revised	01May2026	SOP # 4302
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

4. Fixed Fire Suppression System (if applicable)

- a. All semi-portable and fixed fire-extinguishing systems, including weighing and hydrostatic testing of cylinders, inspection of hoses and nozzles, operation of ventilation, machinery shutdowns, and fixed fire-extinguishing system pressure-operated dampers on board the vessel, will be inspected or tested IAW 46 CFR Table 142.240 at least once every 12 months by a third-party vendor.

5. Fire Pump and Hoses:

- a. Each vessel will be equipped with a fixed fire pump capable of producing 50 PSI from the most remote and highest outlets.
- b. Each vessel will have at least one fire station, equipped with 50 feet of 1 ½" hose and a variable stream nozzle. The hoses and nozzles must remain attached at the station and ready for use at all times.
- c. All suction valves necessary for the operation of the fire pump must remain open at all times.

6. Smoke Detectors:

- a. Each berthing room and lounge space must be equipped with a smoke detector. The smoke detector may be battery powered, and anyone found tampering or removing the battery from a smoke detector will be subject to disciplinary action.

7. Fire Detection System:

- a. Each towing vessel must be equipped with a heat detection system that is capable of detecting excessive heat in the engine room and galley (if installed).
- b. The Heat Detection system must be checked annually by a third party.
- c. The fire detection system must be maintained in accordance with the manufacturers recommendations, and anyone found tampering with the heat detection system will be subject to disciplinary action.
- d. All Fire suppression and fire detectors must be approved and maintained to manufacturers specifications.

8. Emergency Lighting:

- a. Each towing vessel must have emergency lighting installed in all internal working areas and living areas.
- b. Emergency lights must be positioned in stair wells and halls to adequately light all emergency egress exits.
- c. Each stateroom must have either an emergency light installed or "Glow-In-The-Dark" phosphorescent strips or Exit sign installed surrounding the door to the passageway.

	Safety Equipment			Firefighting Equipment	
	Revision#	02	Date Revised	01May2026	SOP # 4302
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

- d. Emergency lights must be positioned in the machinery spaces to illuminate the electrical switchboard and all exits.

9. Disposition of inoperative equipment:

- a. Any equipment identified as defective or inoperable must be taken out of service, tagged as inoperative equipment, and removed from the vessel immediately.

10. Inspection Records:

- a. Records of the monthly inspections must contain:
 - i. The dates when inspections and test were performed
 - ii. The number and any other identification of each unit
 - iii. The results of the inspections and tests, and
 - iv. The name of the crewmember, surveyor or auditor and any other person that may be involved in the inspections
 - v. Records may be kept in paper format, or in Sinex.
- b. The records of all third party tests conducted of the fire extinguishing equipment fire detection equipment and smoke alarms must be kept for one year and made available to the auditor/surveyor/Coast Guard upon request.

	Environmental Procedures			Environmental Policy	
	Revision#	01	Date Revised	02Aug2023	SOP # 5001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

Superior Bay Marine of Alabama, LLC recognizes the importance of efficiently meeting the waterborne transportation needs of the United States in an environmentally sound manner while protecting the health and safety of our employees and the public. The management and the employees of the Superior Bay Marine of Alabama, LLC are committed to continuously improving the compatibility of our operations with the environment. In the furtherance of this commitment, the management and the employees of the Superior Bay Marine of Alabama, LLC pledge to do the following:

- Make environmental protection a priority in business planning.
- Conduct our business and operate our vessels in a manner that protects the environment and the safety and health of our employees and the general public.
- Recognize and be responsive to public concerns about waterborne transportation and its effect on the environment.
- Work in partnership with manufacturers, shippers, and vendors to enhance safe transportation of products and the management of associated cargo residues and cleaning wastes.
- Commit to reduce overall emissions and waste generation and comply with all laws and regulations concerning emissions and waste.
- Participate with government and the public in creating responsible laws and regulations and standards to safeguard the workplace, community, and environment.
- Establish and maintain, in cooperation with public authorities and others, contingency procedures and plans to mitigate the effects of accidents that may occur.

	Environmental Procedures			Garbage Disposal	
	Revision#	01	Date Revised	02Aug2023	SOP # 5002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to describe the work processes to be followed in handling waste such as garbage, trash and absorbents onboard all Superior Bay Marine of Alabama, LLC vessels. By following these procedures, we will provide quality service to our customers, a safe workplace for our employees, and protection of the environment.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The Pilot on watch is responsible for ensuring that the practices described in this procedure are implemented.

C. PROCEDURES

Annex V of the International Convention on Prevention of Pollution from Ships (MARPOL) lays down strict rules relating to the disposal of garbage. These requirements are summarized on the attached placard. Consistent with the requirements of MARPOL, all Superior Bay Marine of Alabama, LLC employees must observe the following procedures:

1. The disposal of any type of plastic into the navigable waters is strictly prohibited. All plastic materials, including such items as synthetic fiber ropes and plastic trash bags, must be disposed of in an approved manner, either ashore or by incineration. Never throw any plastic material overboard.
2. The MARPOL rules also cover the disposal of food wastes and all other types of garbage, including paper, wood, rags, glass, metal, crockery, etc. While the regulations do permit the disposal of these items at sea, under specified and controlled conditions, Superior Bay Marine of Alabama, LLC vessels must maximize the retention of non-food wastes onboard for disposal ashore or incineration. In addition, individual crewmembers must not throw anything over the side, no matter where the vessel is. All waste must be placed in the disposal containers provided. It will then be treated in accordance with the regulations.
3. All wastes collected on board must be disposed of ashore. The Master is responsible for recording the amount of wastes discharged ashore and the location of disposal in Waste Discharge Log located in Sinex.
4. Each vessel must display MARPOL placards (see below and appendix) in prominent locations and in sufficient numbers so they can be read by the crew. These locations must be readily accessible to the intended reader.

	Environmental Procedures			Garbage Disposal	
	Revision#	01	Date Revised	02Aug2023	SOP # 5002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- a) Each placard must be at least 9 inches wide by 4 inches high, made of durable material, and have letters of at least 1/8 inch high.
- b) The placard must notify the reader of the following information:
 - i. Discharge of plastic or garbage mixed with plastic in any waters is prohibited.
 - ii. Discharge of all garbage is prohibited in the navigable waters of the United States and in all other waters, within three nautical miles of the nearest land.
 - iii. The discharge of dunnage, lining, and packing materials that float is prohibited within 25 nautical miles of the nearest land.
 - iv. Other unground garbage may be discharge beyond 12 nautical miles from the nearest land.
 - v. Other garbage ground to less than one inch may be discharged beyond three nautical miles of the nearest land.
 - vi. A person who violates the above requirement is liable for a civil penalty for each violation, and the criminal penalties of a class D felony.

Simplified Overview of Discharge Provisions MARPOL ANNEX V 2012 Edition (Effective January 1, 2013)			
Type of Garbage	Ships Outside Special Areas	Ships Within Special Areas	Offshore Platforms and all ships within 500 meters of such platforms
Food waste comminuted or ground	Discharge permitted ≥ 3 nautical miles from the nearest land and en route	Discharge permitted ≥ 12 nautical miles from the nearest land and en route	Discharge permitted ≥ 12 nautical miles from the nearest land
Food waste NOT comminuted or ground	Discharge permitted ≥ 12 nautical miles from the nearest land and en route	Discharge prohibited	Discharge prohibited
Cargo residues contained in wash water and not harmful to the marine environment	Discharge permitted ≥ 12 nautical miles from the nearest land and en route	Discharge only permitted in specific circumstances and ≥ 12 nautical miles from the nearest land and en route (See Annex V 6.1.2)	Discharge prohibited
Cargo residues NOT contained in wash water and not harmful to the marine environment		Discharge prohibited	
Cleaning agents and additives contained in cargo hold wash water and not harmful to the marine environment	Discharge permitted	Discharge only permitted in specific circumstances and ≥ 12 nautical miles from the nearest land and en route (See Annex V 6.1.2)	Discharge prohibited
Cleaning agents and additives contained in deck and external surfaces wash water and not harmful to the marine environment		Discharge permitted	
Carcasses of animals carried onboard as cargo and which died during the voyage	Discharge permitted as far from the nearest land as possible and en route	Discharge prohibited	Discharge prohibited
All other garbage including plastics, domestic wastes, cooking oil, incinerator ashes, operational wastes and fishing gear	Discharge prohibited	Discharge prohibited	Discharge prohibited
Mixed garbage	When garbage is mixed with or contaminated by other substances prohibited from discharge or having different discharge requirements, the more stringent requirements shall apply.		

Discharge of any type of garbage must be entered in the Garbage Record Book.
 For more detailed guidance please consult the 2012 Guidelines for the Implementation of MARPOL Annex V.

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	Environmental Procedures			Waste Oil Disposal	
	Revision#	01	Date Revised	02Aug2023	SOP # 5003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

The purpose of this procedure is to describe the work processes to be followed in handling bilge slops, waste oil, and used oil filters. By following the procedures below, we will provide quality service to our customers, a safe workplace for our employees, and help to protect our environment.

B. RESPONSIBILITY

1. The Personnel Manager procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The Pilot on watch is responsible for ensuring that the practices described herein are implemented and logged into Sinex.

C. PROCEDURES

1. Bilge Slops
 - a) No person may intentionally drain oil or hazardous material into the bilge of a towing vessel from any source.
 - b) When handling bilge oil, do not pump or pour bilges that contain oil or oily mixtures overboard. Retain oily mixtures in the boat's bilge; bilges will be stripped out at approved shipyard or stripping facility designated by the Superior Bay Marine of Alabama, LLC Maintenance and Repair Department.
 - c) Pump used oil only directly from the engine into the boat slop tank or drums.
 - d) Pump or deliver used oil only into a reception facility on shore. Each Superior Bay Marine of Alabama, LLC boat of 100 gross tons and above has at least one fixed or portable pump to discharge bilge oil through adequate piping to a reception facility on shore. For assistance in locating a bilge oil disposal facility, contact the Maintenance and Repair Department.
 - e) Only a qualified person shall be responsible for the transfer of oil from or to the boat to ensure a pollution-free operation. Only a person instructed by the vessel Captain, in his or her duties and in applicable Federal Water Pollution Control Act, may serve as a qualified person.
 - f) When pumping bilges ashore, observe the following procedures:
 - 1) Ensure that the transfer system has the acceptable shore connection;
 - 2) Align transfer system properly;
 - 3) Ensure connections are lead-free and couplings are secure;

	Environmental Procedures			Waste Oil Disposal	
	Revision#	01	Date Revised	02Aug2023	SOP # 5003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- 4) Remain on site when the transfer is in progress; and,
- 5) Stop transfer operations in the event of a spill.
- g) A placard stating the following must be placed in the engine room of each Superior Bay Marine of Alabama, LLC vessel:



2. Used Filters

- a) Discard used oil filters and fuel filters only after they have been drained aboard the vessel of any residual product.
- b) Dispose of used lube oil filters and fuel filters at participating fuelers or in recycling drums provided at company-designated operating facilities. Do not dispose of used filters by mixing with trash.

3. Waste Oil

- a) Waste oil must be pumped into a holding tank for later transfer to a receptacle provided by a mid-stream fuel flat or authorized shoreside disposal facility. No waste oil may be placed in the water, on shore, in a trash dumpster, or in any receptacle that is not provided specifically for oily waste. Superior Bay Marine of Alabama, LLC specifically prohibits the placement of waste oil in open containers, in barge wing tanks, in drip pans, or any area that is not designed for specifically for the collection of waste oil.

4. Oily Wastes

- a) Oily waste, including rags, bilge residue, old engine parts, oily wood, etc., must be disposed of as if it is waste oil. Oily waste must be transferred to a facility that is equipped to handle the product and knowingly accepts the responsibility for safely and lawfully disposing of the waste material.

	Environmental Procedures			Waste Oil Disposal	
	Revision#	01	Date Revised	02Aug2023	SOP # 5003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

5. The approved receiving facility or mid-streamer shall provide receipt for taking slops, used filters, waste oil, oily waste and trash, etc.
6. The transfer of any of the above products must be logged into Sinex and any paperwork generated as a result of that transfer, such as DOI, receipt from provider/receiver must be maintained on board the vessel for a minimum of 30 days.

	Environmental Procedures		Hazardous Waste Disposal		
	Revision#	01	Date Revised	02Aug2023	SOP # 5004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to describe the work processes to be followed in handling and disposing of hazardous waste. By following the procedures below, we will provide quality service to our customers, a safe workplace for our employees and help to protect our environment.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that the vessel personnel are aware of the requirements outlined in this procedure.
2. The Pilot on watch is responsible for ensuring that the practices described herein are implemented.

C. PROCEDURES

1. All hazardous waste materials, such as old paint, solvents, degreasers, etc. must be stored in a sealed and approved container clearly marked with its contents. DO NOT dump hazardous material into the slop tank or another unauthorized container.
2. All hazardous waste material must be delivered to an approved midstream refueler or a Superior Bay Marine of Alabama, LLC dock for disposal in accordance with applicable federal and state regulations.
3. Wear appropriate personal protective equipment when handling hazardous waste.

	Environmental Procedures			Marine Sanitation Device	
	Revision#	01	Date Revised	02Aug2023	SOP # 5005
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to describe the maintenance and environmental procedures for marine sanitation devices (MSD) located onboard Superior Bay Marine of Alabama, LLC vessels. By following these procedures, we will safeguard our crews, equipment and the environment.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
2. The Pilot on watch is responsible for ensuring that the practices described in this procedure are implemented.

C. PROCEDURES

1. Human waste must be disposed of through the marine sanitation device (MSD) installed on each Superior Bay Marine of Alabama, LLC boat. There may be no deviation from this rule.
2. No one may alter the flow of wastewater or divert the flow of waste from the MSD. If an MSD becomes inoperative, it must be reported to the Safety Manager and repaired immediately.
3. MSDs must be maintained per the manufacturer's operating manual located on each Superior Bay Marine of Alabama, LLC vessel. Maintenance procedures include, but are not limited to, the following:
 - a) adding activator and/or chlorine tablets to the system
 - b) cleaning the filter, if system is so equipped
 - c) general, minor maintenance
4. Each Superior Bay Marine of Alabama, LLC vessel must display a placard which contains, at a minimum, the following information about the vessel's installed MSD:
 - a) Safety precautions associated with the use or maintenance of the MSD;
 - b) Operating instructions for the use of the device;
 - c) Name of the manufacturer; and,
 - d) Name and model number of the device.
5. Each MSD must have operating instructions which display the safety precautions, and warnings pertinent to the MSD posted on or near the MSD:

	Environmental Procedures			Vessel General Permit	
	Revision#	01	Date Revised	02Aug2023	SOP # 5006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 4

A. INTRODUCTION

The Environmental Protection Agency's (EPA) Vessel General Permit is a set of requirements that apply to 26 types of discharges incidental to the normal operation of vessels to minimize their impact on surrounding waters. Since February 2009, commercial vessels of 79 feet or more in length must comply with the requirements of the VGP when operating in U.S. inland and coastal waters (including the Great Lakes) inside the three-mile limit of the U.S. territorial sea. Vessels less than 79 feet in length that discharge ballast water in these waters must comply with the requirements of the permit with respect to ballast water. By following these procedures, we will safeguard our crews, equipment and the environment.

B. RESPONSIBILITY

1. The Safety Manager is responsible for ensuring all company vessels over 79 feet and over 300 Gross Tons OR have the capacity to store more than 8 cubic meters (2,113 gallons) of ballast water (including barges) have a properly submitted Electronic Notice of Intent (eNOI).
2. The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.
3. The Pilot on watch is responsible for ensuring that the practices described in this procedure are implemented.

C. PROCEDURES

1. The Captain must ensure on a daily basis:
 - a) All cargoes and other onboard materials are properly stored to minimize the likelihood that they will be washed away, or blown overboard
 - b) Toxic and hazardous materials must be stored in sealed containers, labeled and secured, unless doing so would interfere with vessel operations
 - c) All fueling operations are conducted using proper procedures and control measures designed to minimize spills and ensure prompt cleanup if they occur
 - d) Discharges from deck wash-downs must be free from floating solids, foam, halogenated phenol compounds and dispersants, or surfactants. When washing down the deck, use cleaners and detergents that are:
 - I. minimally toxic;
 - II. phosphate free;
 - III. biodegradable; and

	Environmental Procedures			Vessel General Permit	
	Revision#	01	Date Revised	02Aug2023	SOP # 5006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 4

- e) minimally caustic or non-caustic.
Not add substances that drain to the bilge that are not produced in the normal operation of your vessel.
- f) Dispose of bilge water to a reception facility and document the date and amount of bilge water so discharged
- g) If your barge or towing vessel is equipped with ballast tanks, you must comply with applicable Coast Guard regulations for ballast water management
- h) You should discharge the fire-main system using intake from the surrounding water or potable water supplies, only to the extent necessary to accomplish the following purposes:
 - i) During drills and training to ensure that the crew is prepared to use the system during an emergency.
 - j) During testing and maintenance of the equipment to ensure that it is ready for use in an emergency.
- k) As required by the Coast Guard in order to demonstrate that the equipment is ready for use in an emergency.
- l) To wash-down the deck in accordance with the recommended practices for deck wash down and runoff above.

D. INSPECTIONS

1. To ensure the barge or towing vessel complies with the requirements of the VGP, the following inspections must be conducted;
 - a) Routine Visual Inspection:
 - 1) During each watch, the vessel Captain must visually monitor the water around and behind the vessel for visible sheens, dust, chemicals, abnormal discoloration or foaming and other indicators of pollutants originating from the vessel.
 - 2) At least once per week or once per voyage, whichever is more frequent, the vessel Captain must conduct a visual inspection of your towing vessel and any barges in tow.
 - 3) During these inspections, the vessel Captain must ensure that:
 - Cargo compartments, machinery spaces, well decks and other deck areas, and other accessible areas of the vessel covered by the VGP – including all accessible areas where chemicals, oils, dry cargo or other materials are stored, mixed and used – are clear of garbage, oil, and any visible pollutant or constituent of concern that could be discharged into the water;

	Environmental Procedures			Vessel General Permit	
	Revision#	01	Date Revised	02Aug2023	SOP # 5006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 4

- Pollution prevention mechanisms are in proper working order and pollution prevention procedures are in place; and
- The BMPs for vessel discharges applicable to your vessel are being met.

b) Comprehensive Annual Vessel Inspection:

- 1) The Safety Manager must ensure that a comprehensive inspection of all areas of the vessel affected by the requirements of the VGP is conducted by qualified personnel at least once every 12 months. It does not require dry-docking the vessel.
- 2) This inspection may be conducted as part of the annual internal audit required by SOP #1302.
- 3) During the annual inspection, the following areas must be inspected **(only if safe to do so)**:
 - (a) Hull and niche areas (to detect attached living organisms, flaking anti-fouling paint, etc.
 - (b) Ballast water tanks *(if applicable)*
 - (c) Bilges, pumps, and oily water separators *(if applicable)*
 - (d) Protective seals (to detect lubrication and hydraulic oil leaks)
 - (e) Oil and chemical storage areas, cargo areas and waste storage areas, and
 - (f) Visible pollution control measures *(to ensure that they are functioning properly)*

c) Dry-dock Inspection:

- 1) Although the vessel is not specifically required to be dry-docked as a result of this inspection, when the vessel is dry-docked, either due to USCG requirements or other requirements, the following items must be inspected and documented on the Dry-dock Inspection form 8105A.
 - (a) The chain locker has been cleaned and/or flushed for sediment and living organisms
 - (b) The hull, propeller, rudder, thruster gratings, sea chest and other surface areas and niche areas of the vessel have been inspected for attached living organisms and any such organisms have been removed or neutralized;

	Environmental Procedures			Vessel General Permit	
	Revision#	01	Date Revised	02Aug2023	SOP # 5006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 4

- (c) Any anti-foulant hull coatings have been applied, maintained and removed consistent with the FIFRA label (if applicable), and any exposed existing or any new coating does not contain biocides or toxins that are banned for use in the United States;
- (d) All cathodic protection, anodes or dielectric coatings have been cleaned and/or replaced to reduce flaking; and
- (e) All pollution control equipment is properly functioning.

E. RECORDKEEPING AND REPORTING

1. If applicable, each weekly inspection is to be documented in the TVR, and records are to be maintained for 3 years.
2. Each annual inspection is to be documented on in the TVR and records are to be maintained for 3 years.
3. Each dry-dock inspection is to be documented on 8105A and retained for a minimum of 5 years.
4. For each vessel, the company must submit an Annual Report for each year that they have active permit coverage, including vessels that are not required to submit NOIs
5. Annual Reports must be completed each calendar year and submitted by February 28 of the following year.
 - a) The vessel owner/operator shall complete the Annual Report form provided in Appendix H of the VGP and submit it to EPA electronically. It can also be completed online by accessing EPA's main NPDES vessel webpage (available via www.epa.gov/npdes/vessels or through EPA's eNOI system (www.epa.gov/npdes/vessels/eNOI)).

For a complete guide to understanding the 2013 Vessel General Permit, please refer to the ***“AWO Recommended Practice Guide to the EPA Vessel General Permit for Discharges Incidental to the Normal Operation of Vessels”***.

	Incident Reporting Procedures			Emergency Reporting Procedures	
	Revision#	01	Date Revised	02Aug2023	SOP # 6001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

The following procedures are to be followed by Superior Bay Marine of Alabama, LLC vessel crewmembers in communicating emergency situations to the proper personnel.

B. RESPONSIBILITY

1. Vessel crewmembers are responsible for immediately reporting emergency situations to the Captain, Relief Captain, or pilot on watch.
2. The Wheelman on watch is responsible for reporting the emergency via the most expeditious manner possible to the Safety Manager or his designee.
3. The Emergency Response Coordinator is responsible for receiving emergency response calls from the Safety Manager and implementing the Superior Bay Marine of Alabama, LLC Vessel Response Plan if necessary.

C. PROCEDURES – Vessel Personnel

1. For safety related deficiencies that are discovered during the course of an inspection or as a result of an observation, all crewmembers are required to report the deficiency to the Captain. All reported deficiencies are to be managed according to SOP #1402.
2. Whenever the Captain, Relief Captain, or Pilot experiences one of the emergency situations listed in #3 below, he must institute the provisions of the Superior Bay Marine of Alabama, LLC Vessel Response Plan, including:
 - a. Serving as the company On-Scene Representative until properly relieved;
 - b. Immediately reporting emergency response situations to the Superior Bay Marine of Alabama, LLC Safety Manager by calling 1 (251) 380-7970 and stating, "I HAVE A VESSEL EMERGENCY!";
 - c. Complete chronological Record of Calls and Events form in Sinex;
 - d. Investigating the incident; and,
 - e. Reporting the results of investigations to the Safety Manager in the appropriate time period.
3. Emergencies include, but are not limited to:
 - a. Collisions;
 - b. Allisions;
 - c. Groundings;
 - d. Spills (not limited to cargo spills), whether on deck or in the water;

	Incident Reporting Procedures			Emergency Reporting Procedures	
	Revision#	01	Date Revised	02Aug2023	SOP # 6001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- e. Personal injury;
 - f. Serious or potentially serious illness;
 - g. Fire on board the towing vessel or the barge;
 - h. Hurricane, tsunami, tornado, or other natural disaster; and,
 - i. Major mechanical or structural failure.
4. After emergency action has been completed, the Wheelman on watch must complete an Incident Report as follows:
 - a. A hand-written Incident Report (SOP #6103) must be submitted to the Safety Manager to verify compliance with its policies/procedures.
 5. The Captain, Relief Captain, or Pilot must assess all damages and report the information to the President.

D. PROCEDURES – Shoreside Personnel

1. The Emergency Response Coordinator must follow the Superior Bay Marine of Alabama, LLC Vessel Response Plan to handle and report the emergency, utilizing the Incident Command structure as needed for the emergency.
2. If the emergency involves an oil or hazardous material spill to the water, the Emergency Response Coordinator must notify the National Response Center immediately at:

NATIONAL RESPONSE CENTER (800) 424-8802

3. The Emergency Response Coordinator must report decisions made in response to an emergency, even if they are delegated to other personnel.
4. The Emergency Response Coordinator must keep a log of parties to whom the incident has been reported, including the name of the person contacted and time of contact.
5. As required by Coast Guard regulation, immediately after addressing resultant safety concerns, the Emergency Response Coordinator must submit Form CG-2692 and notify the nearest Coast Guard Marine Safety Office, Marine Inspection Office, or Coast Guard Group Office whenever a vessel is involved in a marine casualty consisting of the following:
 - a) An unintended grounding, or an unintended strike of a bridge;
 - b) An intended grounding, or an intended strike against a bridge, that creates a hazard to navigation, the environment, or the safety of the vessel;

	Incident Reporting Procedures			Emergency Reporting Procedures	
	Revision#	01	Date Revised	02Aug2023	SOP # 6001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

- c) Loss of main propulsion, primary steering, or any associated component or control system that reduces the maneuverability of the vessel;
 - d) An occurrence materially and adversely affecting the vessel's seaworthiness or fitness for service;
 - e) A loss of life; or,
 - f) An injury that requires professional medical treatment beyond first aid and renders the individual unfit to perform his or her routine duties.
- 6. The Emergency Response Coordinator must make the notifications required by the Superior Bay Marine of Alabama, LLC Vessel Response Plan and complete the following forms:
 - a) Coast Guard Forms CG-2692 and 2692 B, as required
 - b) An emergency notification checklist

	Incident Reporting Procedures		Personal Injury or Illness	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 6002
				Page 1 of 2

A. INTRODUCTION

The following procedures are to be followed by Superior Bay Marine of Alabama, LLC vessel crewmembers in communicating emergency situations to proper authorities and office personnel in the event of personal injury or illness.

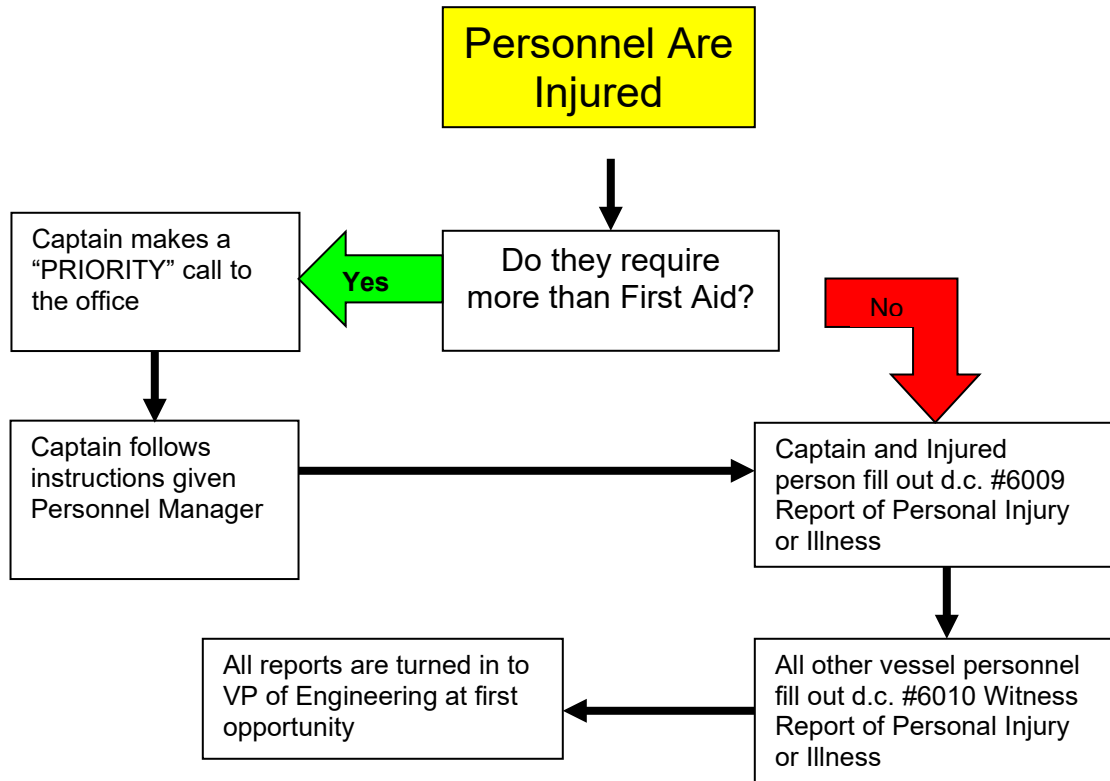
B. RESPONSIBILITY

1. Vessel crewmembers are responsible for immediately reporting injuries and illnesses to the Captain, Relief Captain, or pilot on watch.
2. The Captain, Relief Captain, or pilot on watch is responsible for the following:
 - a. Immediately reporting serious injuries or illnesses to the Safety Manager by calling (251) 380-6231
 - b. Investigating the injury or illness; and,
 - c. Reporting the results of investigation to the Safety Manager.
3. The Safety Manager is responsible for receiving emergency response calls from vessels.

C. PROCEDURES

1. Each vessel has on-board the following reports:
 - a) Report of Personal Injury or Illness(d.c.#6009)
 - 1) Filled out by the captain along with the injured person, if able. This report should be filled out after all Witness Reports of Personal Injury or Illness have been read so that a better assessment of the situation can be made.
 - b) Witness Report of Personal Injury or Illness_(d.c.#6010)
 - 1) Filled out by all personnel onboard at the time of the incident.
 - c) Personal Injury Report
 - 1) The Human Resources Manager and/or Safety Manager shall be notified, directly or as soon as feasibly possible after a serious injury occurs.
 - 2) All written reports are to be filled out completely and turned in to the office along with regular paperwork on regular crew change days.

	Incident Reporting Procedures			Personal Injury or Illness	
	Revision#	01	Date Revised	02Aug2023	SOP # 6002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2



	Incident Reporting Procedures			Oil Spills	
	Revision#	01	Date Revised	02Aug2023	SOP # 6003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The following procedures are to be followed by Superior Bay Marine of Alabama, LLC vessel crewmembers in communicating emergency situations regarding oil spills, either from cargo or fuel to proper authorities and office personnel.

B. RESPONSIBILITY

1. Vessel crewmembers are responsible for immediately reporting emergency situations to the Captain, Relief Captain, or pilot on watch.
2. The vessel Captain, the Relief Captain, or in their absence, the pilot on watch, is responsible for notifying the Shipyard Manager.
3. The Safety Manager is responsible for implementing the Superior Bay Marine of Alabama, LLC Vessel Response Plan.

C. PROCEDURES

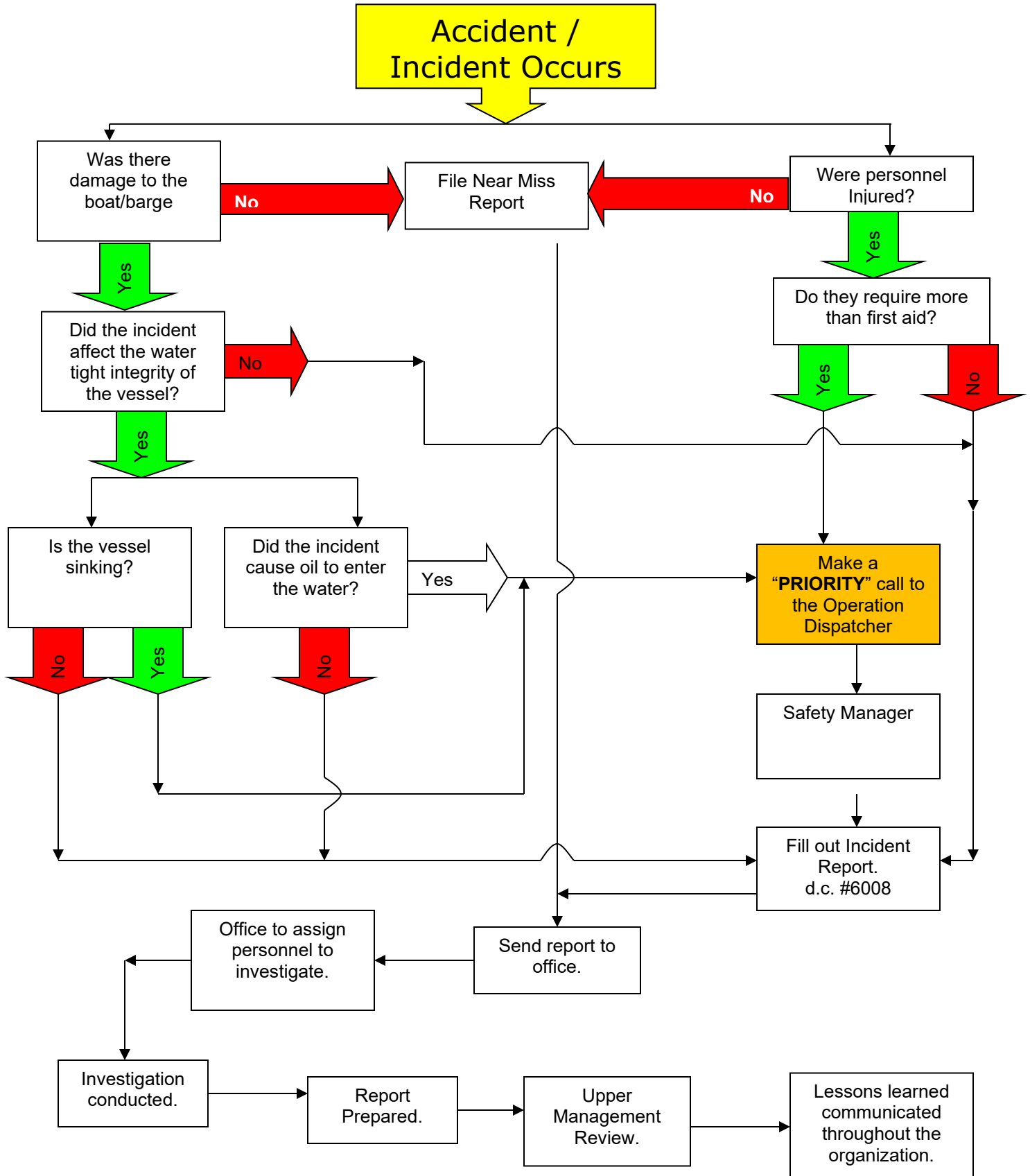
1. The Captain should record the time and names of person(s) contacted on the Notification Checklist form (SOP #7103). The checklist will include, but is not limited to:

Superior Bay Marine of Alabama, LLC **(251) 604-9602** Tim Purvis

National Response Center **(800) 424-8802**

2. Once the initial notifications have been made and clean-up procedures have begun, the Captain should begin completing the "Incident Report" #6008. This completed form should be filled out describing the incident in detail. The written report shall be sent to the Safety Manager via the most expeditious means.

	Incident Reporting Procedures			Oil Spills	
	Revision#	01	Date Revised	02Aug2023	SOP # 6003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2



	Incident Reporting Procedures			Collisions/Allisions	
	Revision#	01	Date Revised	02Aug2023	SOP # 6004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The following procedures are to be followed by Superior Bay Marine of Alabama, LLC vessel crewmembers in communicating emergency situations regarding collisions or allisions to proper authorities and office personnel.

B. RESPONSIBILITY

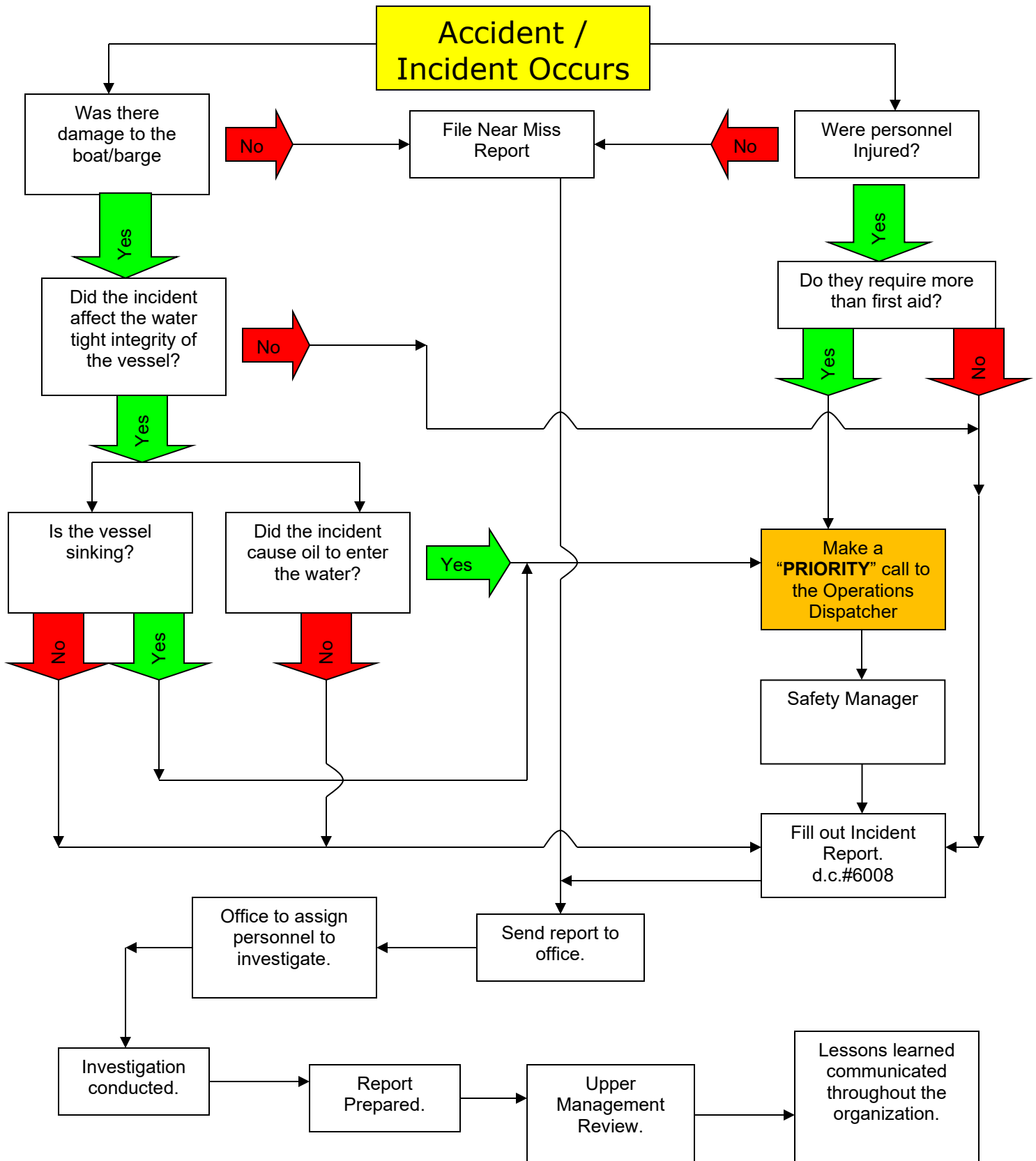
1. Vessel crewmembers are responsible for immediately reporting emergency situations to the Captain, Relief Captain, or pilot on watch.
2. The vessel Captain, the Relief Captain, or in their absence, the pilot on watch, is responsible for implementing the Superior Bay Marine of Alabama, LLC emergency response plan and:
3. Serving as the company On-scene Representative until properly relieved
4. Immediately reporting emergency response situations to the Safety Manager by calling 251-604-9602 Tim Purvis
5. Investigating the incident
6. Reporting the results of investigations to the Safety Manager appropriate time period
7. The Safety Manager is responsible for receiving emergency response calls from Superior Bay Marine of Alabama, LLC vessels and contacting the Spill Response Coordinator.
8. The Spill Response Coordinator Is responsible for receiving emergency response calls from the Safety Manager and implementing the Superior Bay Marine of Alabama, LLC emergency response plan

C. PROCEDURES

1. Definitions
 - a. **collision** (ke-lîzh'en) noun: the act or process of colliding with a moving object (i.e. another vessel)
 - b. **allision** (a-lîzh'en) noun: the act or process of colliding with a stationary object (i.e. dock, lock, etc.)
2. In the event of an accident involving the boat and/or barge(s), the person-in-charge shall contact the office immediately. The numbers are as follows:

251-604-9602 Tim Purvis
3. After having contacted the office, the person-in-charge may be instructed to contact the U.S. Coast Guard. The U.S. Coast Guard may be contacted using VHF channels 16 and 22.
4. Each vessel has onboard an Incident Report (Form #6008). An Incident Report shall be filled out after any incident involving the boat or barge (s).

	Incident Reporting Procedures			Collisions/Allisions	
	Revision#	01	Date Revised	02Aug2023	SOP # 6004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2



	Incident Reporting Procedures			Grounding	
	Revision#	01	Date Revised	02Aug2023	SOP # 6005
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The following procedures are to be followed by Superior Bay Marine of Alabama, LLC vessel crewmembers in communicating emergency situations regarding groundings to proper authorities and office personnel.

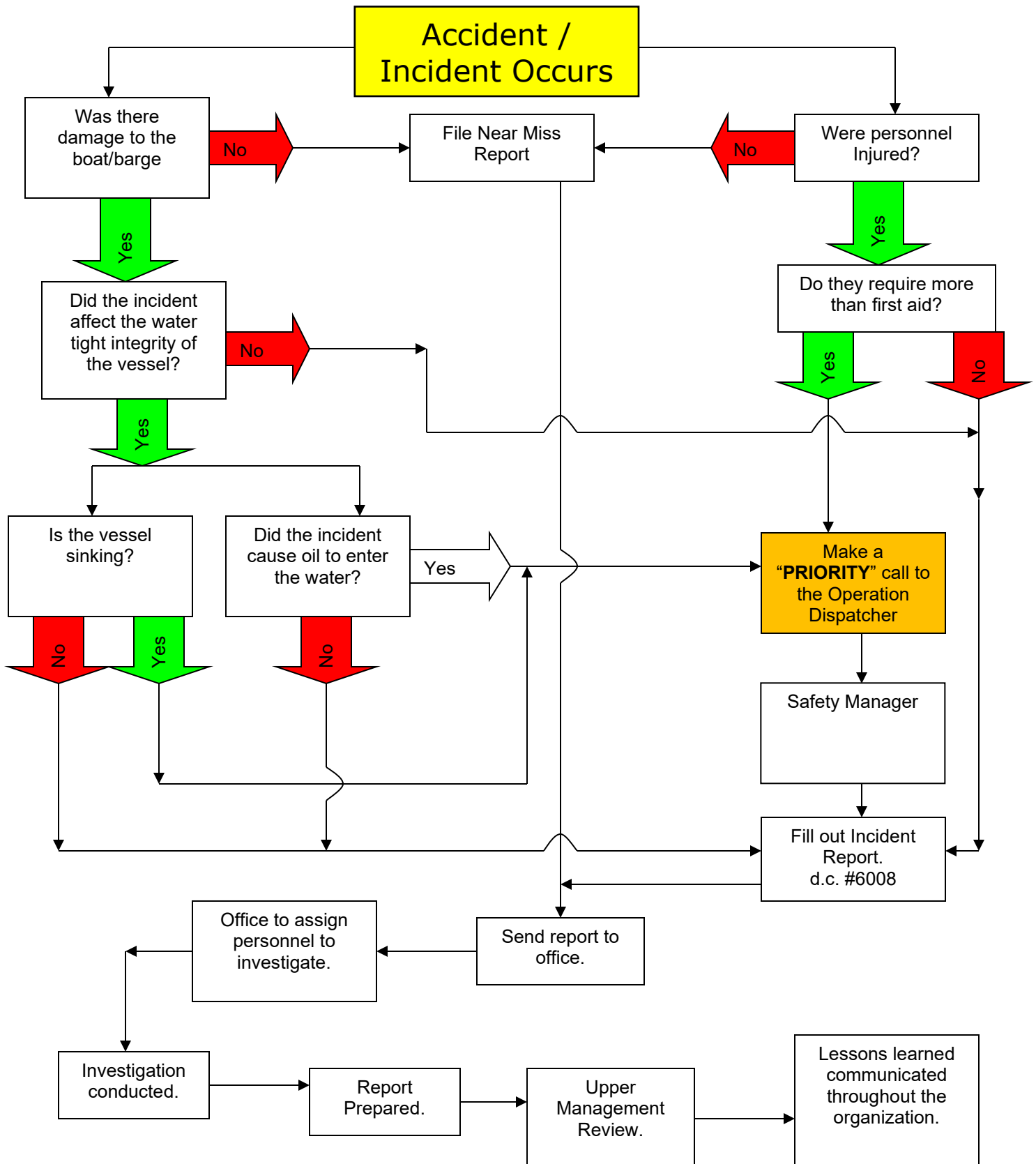
B. RESPONSIBILITY

1. Vessel crewmembers are responsible for immediately reporting emergency situations to the Captain, Relief Captain, or pilot on watch.
2. The vessel Captain, the Relief Captain, or in their absence, the pilot on watch, is responsible for implementing the Superior Bay Marine of Alabama, LLC emergency response plan and:
3. Serving as the company On-scene Rep until properly relieved
4. Immediately reporting emergency response situations to the Personnel Manager by calling: **(251) 604-9602**.
5. Investigating the incident
6. Reporting the results of investigations to the Shipyard Manager in the appropriate time period
7. The Safety Manager on duty is responsible for receiving emergency response calls from Superior Bay Marine of Alabama, LLC vessels and contacting the Spill Response Coordinator.
8. The Safety Manager is responsible for receiving emergency response calls from the boat and implementing the Superior Bay Marine of Alabama, LLC emergency response plan.

C. PROCEDURES

1. In the event of a grounding involving the boat and/or barge(s), the person-in-charge shall contact the office immediately. The numbers are as follows:
251-604-9602 Tim Purvis cell 24/7
2. After having contacted the office, the person-in-charge may be instructed to contact the U.S. Coast Guard. The U.S. Coast Guard may be contacted using VHF channels 16 and 22.
3. Each vessel has onboard an Incident Report (Form #6008). An Incident Report shall be filled out after any incident involving the boat or barge(s).

	Incident Reporting Procedures			Grounding	
	Revision#	01	Date Revised	02Aug2023	SOP # 6005
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2



	Incident Reporting Procedures			Drug & Alcohol Testing	
	Revision#	01	Date Revised	02Aug2023	SOP # 6006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

The following procedure describes the reporting and drug testing requirements for the U.S. Coast Guard in the event of a marine casualty or injury. These procedures follow the guidelines of 46 CFR Part 4 and will enable personnel to respond quickly and effectively in this situation.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Captain or Pilot on watch is responsible for reporting and ensuring that the appropriate action is taken.

C. PROCEDURES

1. A vessel accident must be reported to the U.S. Coast Guard if it occurs upon the navigable waters of the U.S., its territories or possessions; or whenever an accident involves a U.S. vessel; wherever the accident may occur.
2. Vessel accidents and incidents may initially be reported verbally to the USCG within one (1) hour, however if the accident or incident meets the following criteria, a Report of Marine Casualty (CG-2692) must be completed and sent (email, fax, US Postal Service) to the cognizant COTP within 7 days.
 - All accidental groundings and any intentional grounding which also meets any of the other reporting criteria or creates a hazard to navigation, the environment, or the safety of the vessel.
 - Loss of main propulsion or primary steering, or an associated component or control system, the loss of which causes a reduction of the maneuvering capabilities of the vessel. Loss means that systems, component parts, subsystems, or control systems do not perform the specified or required function.
 - An occurrence materially and adversely affecting the vessel's seaworthiness or fitness for service or route including but not limited to fire, flooding, failure or damage to fixed fire extinguishing systems, lifesaving equipment or bilge pumping systems.
 - Loss of life
 - An injury that requires professional medical treatment (beyond first aid) and, if a crewmember on a commercial vessel, that renders the individual unfit to perform routine duties

	Incident Reporting Procedures			Drug & Alcohol Testing	
	Revision#	01	Date Revised	02Aug2023	SOP # 6006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

- An occurrence not meeting any of the above criteria but resulting in damage to property in excess of \$75,000. Damage cost includes the cost of labor and material to restore the property to the condition which existed prior to the casualty, but it does not include the cost of salvage, cleaning, gas freeing, dry-docking or demurrage.
- 3. In the event of a Serious Marine Incident, alcohol tests are required to be conducted not later than two (2) hours (unless there are casualty directly related safety concerns) and drug test specimens collected not later than 32 hours after a Serious Marine Incident.
- 4. The term "serious marine incident" includes the following events involving a vessel in commercial service:
 - A. Any marine casualty or accident that occurs upon the navigable waters of the U.S., its territories or possessions, or that involves a U.S. vessel anywhere, and that results in any of the following:
 - 1) One or more deaths;
 - 2) Any injury to a crewmember, passenger, or other person which requires professional medical treatment beyond first aid; and, in the case of a person employed on board a vessel in commercial service, which renders the individual unfit to perform routine vessel duties;
 - 3) Damage to property, as defined in 46 CFR 4.05-1(f), in excess of \$200,000;
 - 4) Actual or constructive total loss of any vessel subject to inspection under 46 U.S.C. 3301; or
 - 5) Actual or constructive total loss of any self-propelled vessel, not subject to inspection under 46 U.S.C. 3301, of 100 gross tons or more.
 - B. A discharge of oil of 10,000 gallons or more into the navigable waters of the United States, as defined in 33 U.S.C. 1321, whether or not resulting from a marine casualty.
 - C. A discharge of a reportable quantity of a hazardous substance into the navigable waters of the United States, whether or not resulting from a marine casualty.
 - D. A release of a reportable quantity of a hazardous substance into the environment of the United States, whether or not resulting from a marine casualty.

The following chart provides a quick reference for reporting and drug testing requirements.

TYPE OF ACCIDENT	Immediate Verbal Report to Coast Guard	Submit CG-2692	Determine if Drugs or Alcohol Use Was Involved & Include in CG-2692	Chemical Test Required	Submit CG-2692B
1. Accidental grounding or bridge striking	YES	YES	YES	NO	NO*
2. Intentional grounding or bridge striking					
• Creates hazard to navigation, environment, or safety of vessel	YES	YES	YES	NO	NO*
• Otherwise reportable	YES	YES	YES	NO	NO*
• None of the above	NO	NO	NO	NO	NO
3. Loss of propulsion/steering/control system	YES	YES	YES	NO	NO*
4. Seaworthiness/fitness for service adversely affected (e.g., fire, flooding, failure of fire extinguishing systems/lifesaving equipment/auxiliary generator/bilge pump)	YES	YES	YES	NO	NO*
5. Loss of life	YES	YES	YES	YES	YES
6. Injury (professional medical treatment beyond first aid and unfit to perform routine duties)	YES	YES	YES	YES	YES
7. Property damage (to a SBM vessel, third party vessel, dock, terminal, bridge or fender system, lock wall, etc.; not including salvage, cleaning, gas-freeing, dry-docking, or demurrage costs)					
• \$75,000 or less	NO	NO	NO	NO	NO
• \$75,000 to \$200,000	YES	YES	YES	YES	YES
• Greater than \$200,000	YES	YES	YES	YES	YES
8. Actual or constructive total loss of vessel					
• Inspected vessels (including tank barges or seagoing barges)	YES	YES	YES	YES	YES
• Self-propelled vessels (100 gross tons or more)	YES	YES	YES	YES	YES
• Any other vessel	YES	YES	YES	YES	YES

*

Not required; may be used if evidence of drug or alcohol use is found.

**

If spill is result of an otherwise reportable casualty.

	Incident Reporting Procedures		Near Miss Reporting	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 6007 Page 1 of 3

A. INTRODUCTION

The following procedures are to be followed by Superior Bay Marine of Alabama, LLC vessel crewmembers in communicating Near Miss or Close Call situations to the proper personnel. A “near miss” or close call situation can be defined as an accident or incident that did not happen. A spraying product during a disconnect operation did not get in the tanker man’s eyes because he had a face shield or goggles or safety glasses on. A deck release did not become a spill because all the scupper plugs were installed properly. Two tows pass very close to each other (almost collide) when one is topping around in the river and the other does not allow enough room. A crewmember conducts a safety tour of the boat in the middle of the night (Fire Watch) and discovers a weeping fuel line that is slightly cracked but has not yet broken. Near miss situations happen so often in this business that we become used to them and do not consider them to be dangerous or worth thinking about. Testing fire hoses during a drill so that we discover the hose that has started to deteriorate or rot and might fail just when we need it. Near Miss reporting will allow the Compliance Manager to send out timely Fleet Alerts that may prevent another shipmate from getting hurt or helping him to avoid an actual accident or incident.

A common misconception is that we will be “putting our self on report” and causing the office to think we are inexperienced mariners and we will be putting a black mark on our record. That is not the case at all. We have all participated in meetings when close calls are discussed in the form of “sea stories”, as in “You think that was close, well I remember when I was on the old Chieftain. It was a dark and stormy night when out of the murk came a tow and we were darn near run over. The lookout and was able to warn the wheelman just in time. Lucky for us that a lookout had been posted”. We are all fond of those tales, and each tale has a grain of truth or a lesson to be learned. That is the whole point of this procedure. To take the time to alert or warn your company shipmates of a potentially dangerous situation that might lead to an accident or incident or injury.

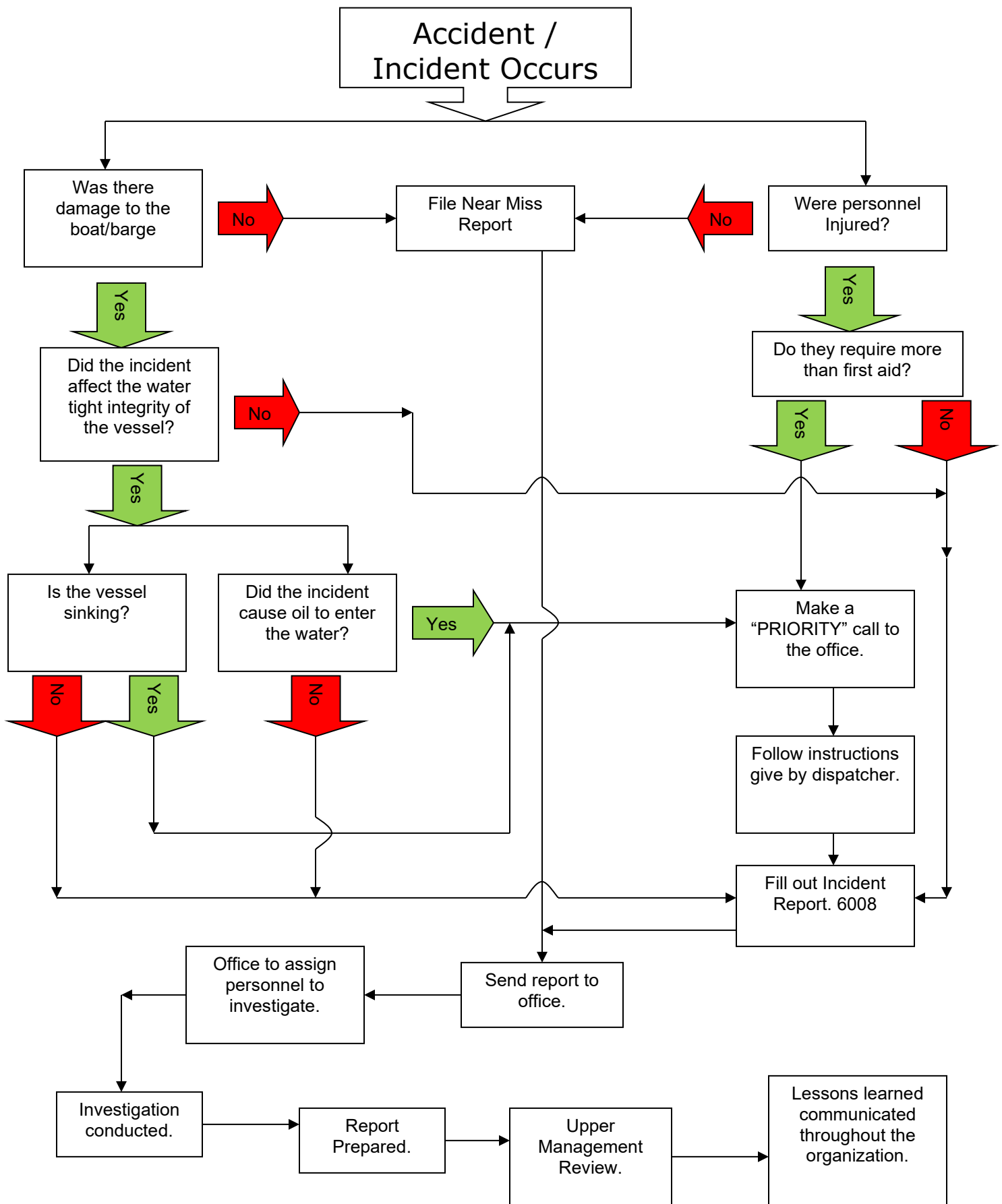
	Incident Reporting Procedures		Near Miss Reporting	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 6007 Page 2 of 3

B. RESPONSIBILITY

1. Vessel crewmembers are responsible for immediately reporting close calls and near misses to the Captain, Relief Captain, or pilot on watch.
2. The Captain, the Relief Captain, or in their absence, the pilot on watch, is responsible for passing the information into the office for further distribution to the other boats in the fleet.
3. The Compliance Manager is responsible for implementing this procedure and for introducing it at the crew change safety meetings. He is also responsible for screening the incoming reports and for following up on those that need to be presented and / or disseminated.

C. PROCEDURES

1. Whenever crewmembers or wheelhouse personnel experience a close call or near miss, he must report it to his supervisor through normal communications channels. Sometimes a verbal report may be sufficient but more often a written note describing what happened should be forwarded to the office. The compliance manager will ensure that they get discussed at the safety meetings and address the preventative actions to be taken.
2. Near misses and close calls include, but are not limited to:
 - a) Navigational events;
 - b) Small deck releases (not limited to cargo spills) that did not get into the water, but might have
 - c) Slips, trips and falls that did not result in a personal injury, but could have;
 - d) Fire conditions on board the towing vessel or the barge that might have resulted in a fire;
 - e) Storm damage that did not occur due to good preparations; and,
 - f) Potential mechanical problems (leaks, weeps, odors, noises).
3. Each vessel has onboard an Incident Report (6008). An Incident Report shall be filled out after any incident involving the boat or barge(s) and sent to the office by the most expeditious means.
4. All written reports of the investigation in near-miss incidents are kept for the verification of compliance of the requirement.
5. Provided qualitative data can be derived from the investigation, the Safety Supervisor will incorporate this information into future risk assessments.





SUPERIOR BAY MARINE OF ALABAMA, LLC
118 Industrial Parkway
Saraland, AL 36571

INCIDENT REPORT

Vessel's Name		Official Number:		Call Sign:		Flag: USA	
Date and Time of Event:				Current Condition: (i.e. Stable, Listing, Sinking, etc.)			
Position of Vessel: LAT ° ' " _ N LONG ° ' " _ W					Mile Marker on Waterway, or Offshore Block		
Bearing and Distance from Prominent Landmark, if any:							
Vessel's Course:		Vessel's Speed, Knots:			Vessel's Intended Track:		
Radio Frequencies Monitored:		Other Means of Contact (Cell Phone, Land Line Phone, Etc):					
Date and Time of Next Report:							
Type and Quantity of Fuel, Cargo, Bunkers and Other Oil(s) Onboard:							
Brief Details of Defects, Deficiencies, and/or Damage:							
Brief Details of Pollution, Including Estimate of Type and Quantity of Oil Lost:							
Brief Details of On-Scene Weather, Wind Speed & Direction, Wave & Swell Height & Direction:							
Contact Details for Vessel's Owner/Operator/Agent:							
Vessel Size: Lgth: ' Beam: ' Draft: '		Displacement:		GRT		Vessel Type	
Brief Details of Incident:							
Need for Outside Assistance:							
Actions Being Taken or Planned to be Taken:							
Number of Crew and/or Other Personnel Onboard:				Details of Injuries and/or Fatalities, if any:			
Details of P&I Club or Insurance Agent, and Local Contact:							
Other Pertinent Information:							
Printed Name of Person Making Report:			Signature of Person Making Report:			Title:	

	Incident Reporting Procedures			Report of Personal Injury	
	Revision#	01	Date Revised	02Aug2023	SOP # 6009
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

Use 24 hour time when documenting timeframe

Date (current)		Time (current)	
Name of Vessel		Date of Incident	
Printed Name of Injured		Time of Incident	
Date Employee Boarded Vessel		Date Employee Left Vessel	
Location of Vessel at Time of Incident			
Is Drug Use Suspected? ☐ YES / ☐ NO		Is Alcohol Use Suspected? ☐ YES / ☐ NO	
Date 1 st Reported		Name of Person 1 st Reported To	
Date Captain 1 st knew of incident		Captain's Name	
Date Office 1 st knew of incident		Manager's Name	
Description of Incident (use additional paper if necessary)			
Preventive Measures Taken to Avoid Injury / Illness			
First Aid / Medical Treatment Given (name hospital and physician, if any)		Condition of Injured When Leaving Vessel	
Were there any eye-witnesses to the incident? ☐ YES / ☐ NO If yes, give the following information and have witness(es) fill out <u>Witness Report to Personal Injury of Illness</u> .			
<i>Name</i>	<i>Company</i>	<i>Position</i>	
Signature of person completing form:			

**Incident Reporting Procedures****Report of Personal Injury**

Revision#

01

Date Revised

02Aug2023

SOP # 6009

Written By:

R. Singley

Approved By:

B. W. Haney

Page 2 of 2

Type of Injury

- | | | | | | |
|-------------------------------------|---------------------------------|---------------------------------|--------------------------------------|-----------------------------------|------------------------------|
| ☐ Amputation | ☐ Burn | ☐ Bruise | ☐ Concussion | ☐ Crushing | ☐ Cut |
| ☐ Fracture | ☐ Sprain | ☐ Strain | ☐ Other _____ | | |

Type of Incident

- | | | | |
|---|--|---|------------------------------------|
| ☐ Caught Between | ☐ Caught In | ☐ Caught Under | ☐ Chemicals |
| ☐ Electrical | ☐ Fall from Elevation | ☐ Fall on Same Level | ☐ Lifting |
| ☐ Overexertion | ☐ Pulling | ☐ Pushing | ☐ Slip |
| ☐ Struck Against | ☐ Struck By | ☐ Temp. Extremes | ☐ Trip |
| ☐ Other _____ | | | |

Body Part Injured (circle R for right side or L for left side)

- | | | | | |
|---|--|---------------------------------------|---|--|
| ☐ Abdomen - R / L | ☐ Chest - R / L | ☐ Foot - R / L | ☐ Leg - R / L | ☐ Wrist - R / L |
| ☐ Ankle - R / L | ☐ Ear - R / L | ☐ Hand - R / L | ☐ Neck | ☐ _____ |
| ☐ Arm - R / L | ☐ Eye - R / L | ☐ Hip - R / L | ☐ Respiratory | ☐ _____ |
| ☐ Back/lower - R / L | ☐ Face - R / L | ☐ Head - R / L | ☐ Shoulder - R / L | ☐ _____ |
| ☐ Back/upper - R / L | ☐ Fingers - R / L | ☐ Internal | ☐ Toes - R / L | ☐ _____ |

Relevant Act

- | | | |
|--|---|--|
| ☐ Distraction | ☐ Improper Use of Hand/Body | ☐ Using Improper Equipment |
| ☐ Failure to Secure/Warn | ☐ Improper Position or Posture | ☐ Working at Improper Speeds |
| ☐ Failure to Use PPE | ☐ Inattention | ☐ Working on Moving Equipment |
| ☐ Improper Use of Equipment | ☐ Safety Devices Inoperative | ☐ _____ |

Relevant Condition (check all that apply)

- | | | | | | | | |
|-------------------------------|------------------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|------------------------------|
| ☐ Wet | ☐ Dry | ☐ Dark | ☐ Sunny | ☐ Raining | ☐ Hot | ☐ Cold | ☐ Icy |
| ☐ Dawn | ☐ Day | ☐ Dusk | ☐ Night | ☐ _____ | | | |

OTHER RELEVANT INFORMATION CONCERNING INCIDENT

	Incident Reporting Procedures		Witness Report	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 6010
				Page 1 of 1

To be filled out by all vessel personnel on board at time of incident.

Name of Injured (please print legibly)		Name of Vessel			
Location of Vessel at Time of Incident		Date of Incident		Time of Incident	
Date Witness Boarded Vessel		Date Witness Left Vessel			
Statement of what witness observed regarding the reported incident and the cause of that incident, if known:					
Printed Name of Witness	<i>Signature</i>		Date of Statement	Witness' Position	

	Incident Reporting Procedures			Incident Investigation	
	Revision#	01	Date Revised	02Aug2023	SOP # 6101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

To establish a safer workplace for all Superior Bay Marine of Alabama, LLC employees and to maintain the integrity of company equipment, it is important to examine any accident or incident. As this is in most cases an unfortunate occurrence, there is much to be learned by reviewing the circumstances surrounding an accident/incident. Equally important is the way the situation is handled on the management side. All these factors need to be examined as a whole and the information gathered used to pave the way for a safer and more productive future.

B. RESPONSIBILITY

1. It is the Safety Manager responsibility to initiate a formal investigation as outlined in this procedure.
2. It is the Master of the vessel's responsibility to ensure that all required vessel documentation pertaining to the accident/incident is completed and turned in to the office.
3. It is the Personnel Managers responsibility to ensure that each potential investigation member has received appropriate formal investigation training at an approved training facility.

C. PROCEDURES

1. Accidents, injuries, and environmental incidents should be investigated as soon as possible, but no later than 3 days following the incident with the assistance of the Pilot on Watch, Master of the Vessel (if not on watch), tankerman in charge (if spill during transfer operations), and any other personnel that may contribute to the investigations. Incidents may be investigated at the scene, but also may be investigated via phone conference, onboard incident analysis or by review of records.
2. The Safety Manager decides if the situation merits an outside investigative source (example: surveyors, insurance adjusters etc.). If it does, the outside source is set in motion. All applicable documents from these investigative sources should be included with the investigation report.
3. The Safety Manager designates a team, which might be an outside resource, depending on the severity of the problem, who will take part in the investigation.

	Incident Reporting Procedures			Incident Investigation	
	Revision#	01	Date Revised	02Aug2023	SOP # 6101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

4. The data obtained in the investigation will be logged in the Incident Investigation Checklist and Report (SOP #6102):
5. Any lessons learned obtained throughout the investigation will be distributed to the fleet, either by email or if an emergent nature, a phone call.

Page 1 Information

Page 1 is used to capture all the relevant information concerning the incident/accident. It provides notification checklist to ensure all pertinent parties are contacted.

Page 2 – Description of the Incident

Using the Incident Report, this section is used to describe the details of the incident, and the way in which the incident was handled.

Also, found on page 2 is a quick reference for determining when to report to the USCG and when to perform chemical testing.

Page 3 – Investigating the Accident/Incident

This section deals with how the investigation was conducted. In it contains:

Root Cause Analysis – the data collected during the investigation is pieced together to form a determination of the conditions that contributed to the incident/accident.

Corrective/Preventative Action – it is here that measures taken to address the problem are identified and what future actions (if any) may be taken to ensure the incident doesn't happen again.

Lessons Learned – This section describes how the "Lessons Learned" are promulgated to the fleet.

	Emergency Response Procedures			Personal Injury	
	Revision#	01	Date Revised	02Aug2023	SOP # 7001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This section describes the course of action to be taken onboard Superior Bay Marine of Alabama, LLC vessels in the event of a personal injury or illness. These procedures will enable personnel to provide assistance to an injured or ill crew member.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. All personnel are responsible for following the practices described in this section.
3. The pilot on watch is responsible for evaluating the degree of emergency and ensuring that the appropriate action is taken.

C. PROCEDURES

1. In the event of an *Injury or Illness*, the person in charge will act including, but not limited to:
2. If necessary, obtain assistance from off watch crew members
3. If necessary, sound the General Alarm
4. Administer first aid to the injured person
5. Determine the person's need for emergency care
6. If no need for additional medical assistance.
 - a) Notify Tim Purvis at 251-604-9602 of injury or illness
 - b) Fill out the Report of Personal Injury/Illness_(Form #6009)
 - c) Have the injured person sign the report, if possible
 - d) Each crew member on board must fill out a Witness to Personal Injury/Illness (Form #6010)
 - e) If requested, fill out U.S. Coast Guard Form CG-2692
7. If there is a need for additional medical assistance...
 - a) Call Tim Purvis at 251-604-9602; this is a "*priority*" call
 - b) Give appropriate information including, but not limited to:
 - c) Condition of the person
 - d) Location of the vessel

	Emergency Response Procedures			Personal Injury	
	Revision#	01	Date Revised	02Aug2023	SOP # 7001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- e) Give an ETA of the nearest location where emergency help can meet the vessel
 - f) Proceed to that location *or*
 - g) Obtain assistance to evacuate the person via emergency air or water transportation
 - h) Continue first aid until emergency help arrives
 - i) If, possible, obtain information from the person regarding the history of the accident or illness
 - j) Obtain information from the person regarding the location of family members
 - k) Contact the Personnel Department for relief person and give location of person's family
 - l) Ensure person has identification and personal belongings before leaving vessel
 - m) Fill out the Report of Personal Injury/Illness_(Form. #6009)
 - n) Have the injured person sign the report, if possible
 - o) Each crew member on board must fill out a Witness to Personal Injury/Illness_(Form # 6010)
 - p) If requested, fill out U.S. Coast Guard Form CG-2692
 - q) If necessary, call Tim Purvis 251-604-9602 for further instructions.
8. Report significant "near miss" personal injury incidents to the Shipyard Manager via the Incident Report (Form #6008).

	Emergency Response Procedures			Oil Spills	
	Revision#	01	Date Revised	02Aug2023	SOP # 7101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This section describes the course of action to be taken onboard Superior Bay Marine of Alabama, LLC vessels in the event of an oil spill. These procedures will enable personnel to respond quickly and effectively if a spill occurs on the boat or barge.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Captain is responsible for conducting spill drills aboard the vessel quarterly and logging the drills in the vessel log book as well as completing and turning in a Drill Report (#4204).
3. All vessel personnel are responsible for following the practices described in this section.
4. The Captain or Pilot on watch is responsible for evaluating the degree of emergency and ensuring that the appropriate action is taken.
5. The Captain is responsible for all communications with authorities on the scene until a representative from the company arrives. Remaining crew shall make no communications with authorities unless instructed by the company representative to do so. No information (or statements) should be given to anyone prior to the completion of a thorough investigation of the incident.
6. After reporting the incident to Tim Purvis at 251-604-9602, the Captain may be instructed to act as the company representative.
7. The company representative is responsible for deciding when the investigation is complete, when information can be released, and when statements can be given.

C. PROCEDURES

1. Shut down transfer operations using the emergency shutdown procedure agreed to during the pre-transfer conference.
2. Secure all valves and manifolds
3. Put on appropriate protective gear (respirator, goggles, gloves, etc.).
4. Using the emergency spill kits located on each barge, stop and contain the flow of product, if the protective gear is adequate to ensure personal safety.
5. Notify the Captain or wheelhouse person on watch and obtain assistance.
6. The Captain or wheelhouse person on watch should begin notification procedures as outlined in SOP #6003, recording the time and name of each person contacted.

	Emergency Response Procedures			Oil Spills	
	Revision#	01	Date Revised	02Aug2023	SOP # 7101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

7. Notify Tim Purvis at ,251-604-9602, stating “*I HAVE AN EMERGENCY!*”
8. Be ready to give the information using the Incident Report-#6008
9. Evaluate the risk involved in clean-up.
10. If the spill is small and risk to personnel is low...
 - a) Clean up spill with absorbents on board
 - b) Store used absorbents in appropriate containers and seal
 - c) Resume transfer operations when the cause of the spill has been determined and corrected
11. If spill occurred due to hull leak, the tankerman should sound all of the tanks with a water-detecting solution (*Kolor Kut*) to determine which tank, if any, has the leak
12. If the spill is large or risk to personnel is high...
 - a) Wait for an authorized clean-up contractor to arrive
 - b) Follow the instructions of the On-Scene Coordinator (OSC)
 - c) Resume transfer operations when the cause of the spill has been determined and corrected
 - d) Fill out the Incident Report
 - e) If injuries occurred, refer to SOP # 6002, Personal Injury/Illness
 - f) If requested, fill out U.S. Coast Guard Form CG-2692

	Emergency Response Procedures			Oil Spills to the Water Due to Incident	
	Revision#	01	Date Revised	02Aug2023	SOP # 7102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This section describes the course of action to be taken onboard Superior Bay Marine of Alabama, LLC vessels in the event of a cargo spill in the water due to an incident. These procedures will enable personnel to respond quickly and effectively if a spill occurs on the boat or barge.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Captain is responsible for conducting cargo spill drills aboard the vessel quarterly and logging the drills in the vessel logbook as well as completing and turning in a Drill Report.
3. All vessel personnel are responsible for following the practices described in this section.
4. The Captain or wheelhouse person on watch is responsible for evaluating the degree of emergency and ensuring that the appropriate action is taken.
5. The Captain is responsible for all communications with authorities on the scene until a representative from the company arrives. Remaining crew shall make no communications with the authorities unless instructed by the company representative to do so. No information (or statements) should be given to anyone prior to the completion of a thorough investigation of the incident.
6. After reporting the incident to Tim Purvis at 251-604-9602, the Captain may be instructed to act as the company representative.
7. The company representative is responsible for deciding when the investigation is complete, when information can be released, and when statements can be given.

C. PROCEDURES

1. A visual inspection of the tow should be conducted, and an evaluation of its condition made
2. If applicable, the Captain should obtain all necessary information from the other vessel, dock, lock, etc.
3. If necessary, put on appropriate protective gear (respirator, goggles, gloves, etc.)
4. Determine how to stop the flow of cargo into the water

	Emergency Response Procedures			Oil Spills to the Water Due to Incident	
	Revision#	01	Date Revised	02Aug2023	SOP # 7102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

5. The Captain or wheelhouse person on watch should begin notification procedures as outlined in SOP #6003, recording the time and name of each person contacted.
6. Weather permitting, deploy the containment boom
7. Sound all tanks with a water-detecting solution (*Kolor Kut*) to determine which tank, if any, has the leak
8. The transfer of cargo may be necessary to eliminate any further discharge into the water. This will only be done after consulting with Tim Purvis at 251-604-9602 and only with special consideration being given to the structural integrity of the hull
9. If the vessel is grounded, check the local tide range and note the current cycle
10. Fill out the Incident Report
11. If injuries occurred, refer to SOP # 6002, Personal Injury/Illness
12. If requested, fill out U.S. Coast Guard Form CG-2692

**Emergency Response Procedures****Notification Checklist**

Revision#

01

Date Revised

02Aug2023

SOP # 7103

Written By:

R. Singley

Approved By:

B. W. Haney

Page 1 of 1

Make and record notifications as follows:

Office	Person Contacted	Time	Date
Superior Bay Marine of Alabama LLC , Dispatcher			
Qualified Individual (QI)			
National Response Center	NRC Report #		
U.S. Coast Guard			
State and local authorities			
Other			

INFORMATION TO BE REPORTED BY THE VESSEL CAPTAIN:

Name of Person Reporting Spill		Vessel:		Official No.							
Name of Barge Involved:		Location at time of spill		Type of Product Spilled		Amount Spilled					
Condition of Vessel: ☐ Stable ☐ Listing ☐ Sinking		Weather: ☐ Calm ☐ Windy ☐ Rainy		Current ☐ Slack Tide ☐ Swift Tide		Injuries / Fatalities Yes ☐ No ☐		OSRO on Scene Yes ☐ No ☐		USCG on Scene Yes ☐ No ☐	
Description of incident:											
Initial Actions taken to Mitigate Spill:											

	Emergency Response Procedures			Collision / Allision	
	Revision#	01	Date Revised	02Aug2023	SOP # 7201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This section describes the course of action to be taken onboard Superior Bay Marine of Alabama of Alabama, LLC vessels in the event of a collision or allision. These procedures will enable personnel to respond quickly and effectively in this situation.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Captain or Pilot on watch is responsible for evaluating the degree of emergency and ensuring that the appropriate action is taken.

C. PROCEDURES

1. Definitions
 - a. **collision** (ke-lîzh´en) noun: the act or process of colliding with a moving object (i.e. another vessel)
 - b. **allision** (a-lîzh´en) noun: the act or process of colliding with a stationary object (i.e. dock, lock, etc.)
2. In the event a collision/allision is eminent, the Captain or Pilot on watch must take action including, but not limited to:
 - a. Sound five (5) short blasts on the horn
 - b. Sound the General Alarm alerting the crew
 - c. Instruct crew to put on life jackets
3. In the event a collision/allision occurs, the Captain or Pilot on watch must take action including, but not limited to:
 - a. Notify nearby traffic if collision is in, near, or blocking a navigable channel
 - b. Attend any injured crew members
 - c. Assess damage to the boat, tow, and/or structure
 - d. If incident was a collision, obtain necessary information from the other vessel Captain
 - e. If incident was an allision, obtain necessary information from the dockmaster, lockmaster, bridgetender, etc.
 - f. Notify Safety Manager on duty at 270-841-7594 this is a “priority” call
 - g. Notify U.S. Coast Guard via VHF Channel 16

	Emergency Response Procedures			Collision / Allision	
	Revision#	01	Date Revised	02Aug2023	SOP # 7201
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- h. Take photographs of all damaged equipment
- i. If requested the office will fill out U.S. Coast Guard Form CG-2692
- j. Company representative must be present or
- k. Captain must confer with the Tim Purvis at 251-604-9602 prior to acting as the company representative
- l. Fill out the Incident Report (Form #6008)
- m. If injuries occurred, refer to SOP # 6002, Personal Injury/Illness
- n. Wait for instructions from U.S. Coast Guard regarding getting back underway
- o. If the damage is serious and cargo or fuel is being spilled into the water, follow SOP # 7102, Cargo Spill in the Water Due to an Incident

	Emergency Response Procedures		Grounding	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 7202 Page 1 of 2

A. INTRODUCTION

This section describes the course of action to be taken onboard Superior Bay Marine of Alabama, LLC vessels in the event of a grounding. These procedures will enable personnel to respond quickly and effectively in this situation.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Captain or Pilot on watch is responsible for evaluating the degree of emergency and ensuring that the appropriate action is taken.

C. PROCEDURES

1. Definitions:
 - a. **Minor Grounding:** Tow can get off ground within one hour and no equipment is damaged
 - b. **Serious Grounding:** Tow cannot get off ground within one hour or equipment is damaged
2. In the event of a minor grounding, the Captain or Pilot on watch shall take action including, but not limited to:
 - a. Maneuver vessel in such a way as to get underway
 - b. Wait for high tide
 - c. Lighter the barge
 - d. Obtain an assist boat
 - e. Report incident to Safety Manager at 251-604-9602 during regular radio call
3. In the event of a serious grounding, the Captain or Pilot on watch shall take action including, but not limited to:
 - a. Sound the General Alarm
 - b. If appropriate, instruct crew to put on life jackets
 - c. Notify nearby traffic if grounding is in, near, or blocking a navigable channel
 - d. Notify Operations Manager at 270-841-7594 this is a "**priority**" call
 - e. If instructed, notify U.S. Coast Guard via VHF Channel 16
 - f. Assess damage to boat/barge

	Emergency Response Procedures		Grounding	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 7202 Page 2 of 2

- g. If water is leaking into void compartments, pump water out with portable pump
- h. (NOTE: Do not pump water overboard if mixed with cargo!)
- i. If cargo is being spilled into the water, follow SOP # 7102, Cargo Spill in the Water Due to an Incident
- j. Sound all of the tanks with a water-detecting solution (such as Kolor Kut) to determine if water is leaking into cargo compartments and which tank, if any, has the leak
- k. Take photographs of all damaged equipment
- l. If requested the office will fill out U.S. Coast Guard Form CG-2692
- m. Fill out the Incident Report
- n. If injuries occurred, refer to SOP # 6002, Personal Injury/Illness
- o. Wait for instructions from U.S. Coast Guard regarding getting back underway

	Emergency Response Procedures			Fire	
	Revision#	01	Date Revised	02Aug2023	SOP # 7203
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 3

A. INTRODUCTION

This section describes the course of action to be taken onboard Superior Bay Marine of Alabama, LLC vessels in the event of a fire. These procedures will enable personnel to respond quickly and effectively if a fire occurs on board the vessel.

B. RESPONSIBILITY

The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.

All personnel are responsible for following the practices described in this section.

The Captain or Pilot on watch is responsible for evaluating the degree of emergency and ensuring that the appropriate action is taken.

C. PROCEDURE

1. In the event of a fire on board the vessel, the crew should take steps including, but not limited to:
 - a. Notify the Captain or Pilot on watch, or any other crew member before attempting to put out the fire
 - b. Sound the General Alarm
 - c. Alert the entire crew by yelling “**FIRE! FIRE! (LOCATION)**”
 - d. Take a head count of the crew
 - e. If anyone *is* missing, conduct a thorough search of the vessel
 - f. Have the crew put on life jackets
 - g. Investigate the fire to determine the location, size, and source
2. If the fire **can be neutralized** with the available equipment on board...
 - a. Put out the fire
 - b. Notify the Captain or wheelhouse person on watch
 - c. Assign a fire reflash watch
 - d. Determine the source of the fire
 - e. Take corrective action
 - f. Assess the damage from the fire
 - g. Determine if it is safe to continue to operate the vessel
 - h. Notify the Safety Manager at 251-604-9602 and formulate a plan based on the damage to the vessel

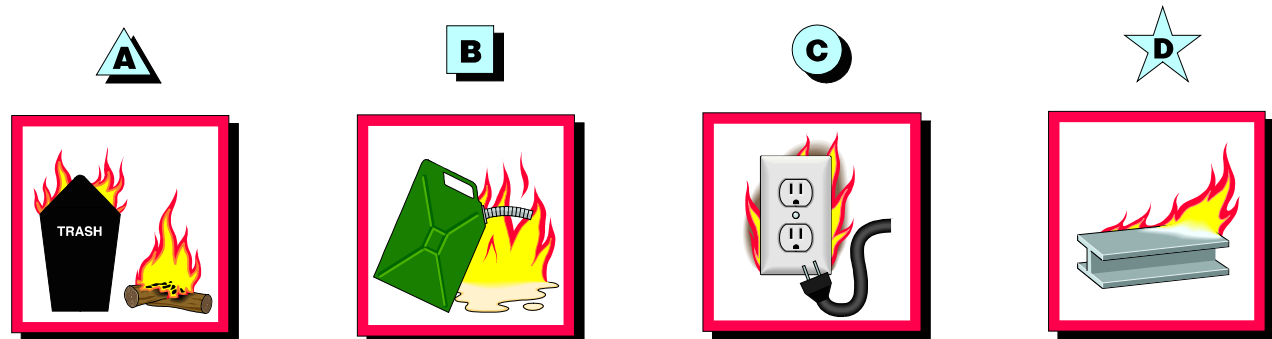
	Emergency Response Procedures			Fire	
	Revision#	01	Date Revised	02Aug2023	SOP # 7203
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

3. If the fire ***cannot be neutralized*** with the available equipment on board...
 - a. Notify the Captain or wheelhouse person on watch
 - b. Prepare to *abandon ship*
 - c. Notify Safety Manager at 251-604-9602 this is a “*priority*” call
 - d. Request assistance from nearby vessels
 - e. Retrieve Emergency Flare Kit, walkie-talkie, fire ax and other survival gear
 - f. Release the barges from the burning vessel
 - I. Remove the cables from the barge if time permits and if safe
 - II. If time does not permit, cut the cables with the fire ax
 - g. Abandon the vessel
 - I. Use barge for refuge if safe
 - II. Use skiff if safe to deploy
 - h. Get to shore, another boat, or structure as soon as possible
 - i. If nothing is available, stay as close as safely possible to the vessel
 - j. Get upwind and/or a safe distance from the fire
4. Fill out an Incident Report (Form #6008)
5. If injuries occurred, refer to SOP # 6002, Personal Injury/Illness
6. If requested, fill out U.S. Coast Guard Form CG-2692

	Emergency Response Procedures		Fire	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 7203 Page 3 of 3

Preferred Methods of Neutralization of Fire by Class

For a fire to start and continue to burn, three (3) elements are needed: **Oxygen, Fuel, & Heat**. Remove any one of these elements and the fire will extinguish. Listed below are the four classes of fire and the preferred method of neutralization for each.



CLASS A

- Solids (paper, wood, rags, etc.)
- The preferred method of neutralization is to saturate the fire with **water** to remove the element of **heat**.
- If water is not available, use a **dry chemical fire extinguisher** to remove the element of **oxygen**

CLASS B

- Liquids (gasoline, oil, paint, etc.).
- Shut off the fuel supply if possible.
- The preferred method of neutralization is to smother the fire with a **dry chemical** or **CO₂ fire extinguisher** to remove the element of **oxygen**.
- Water should not be used as it tends to spread the dangerous liquid rather than extinguish it.

CLASS C

- Electrical (generators, panel boxes, etc.)
- Shut off all power to the area if possible.
- The preferred method of neutralization is to smother the fire with a **dry chemical** or **CO₂ fire extinguisher** to remove the element of **oxygen**.

CLASS D

- Metals (iron, etc.)
- Alert the crew immediately.
- Request emergency assistance. Class D fires **require special firefighting equipment** not normally found on towboats.

	Emergency Response Procedures			Man Overboard	
	Revision#	01	Date Revised	02Aug2023	SOP # 7204
	Written By:	R. Singley	Approved By:	B W. Haney	Page 1 of 2

A. INTRODUCTION

This section describes the course of action to be taken onboard Superior Bay Marine of Alabama, LLC vessels in the event of a man overboard. These procedures will enable personnel to respond quickly and effectively in a man overboard situation.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Captain is responsible for conducting man overboard drills aboard the vessel quarterly and logging the drills in the Ship's Log.
3. All personnel are responsible for following the practice described in this section.
4. The Captain or Pilot on watch is responsible for evaluating the degree of emergency and ensuring that the appropriate action is taken.

C. PROCEDURES

1. In the event a of a **“Man Overboard”**, the person in charge will take action including, but not limited to:
2. Announce “man overboard” by shouting **“Man Overboard! Man, Overboard! (Side)”**
3. Take evasive measures to avoid running over the victim including, but not limited to:
 - a. Taking the engines out of gear (neutral)
 - b. Using rudder action to swing the boat/barges away from the victim
4. Immediately take a headcount of the crew
 - a. If all are accounted for, resume normal operations
 - b. If someone *is missing*, continue with these procedures
5. If the victim is visible, keep him in sight or designate another crew member to keep him in sight
6. Stop the tow when you are sure that the man is clear of the boat
7. Sound at minimum of five (5) short blasts on the horn
8. Sound the General Alarm
9. Instruct crew members to put on life jackets

	Emergency Response Procedures			Man Overboard	
	Revision#	01	Date Revised	02Aug2023	SOP # 7204
	Written By:	R. Singley	Approved By:	B W. Haney	Page 2 of 2

10. Retrieve the victim

11. The following steps are to be followed if the man overboard **is visible**:

- a. Keep him in sight at all times or designate another crew member to keep him in sight
- b. Determine if the victim is conscious
- c. If the victim *is conscious*, throw the lighted life ring or any immediately available flotation device to the victim or into his general vicinity, taking care not to hit him with the flotation device
- d. If the victim *cannot be reached with the lighted life ring*, retrieve him by an alternate method:
- e. Obtain assistance from a nearby vessel
- f. If the victim is *unconscious*, retrieve him by whatever means available
- g. If injuries occurred, refer to SOP # 6002, Personal Injury/Illness
- h. Fill out the Incident Report (Form #6008)
- i. If requested, fill out U.S. Coast Guard Form CG-2692

12. The following steps are to be followed if the man overboard **is not visible**:

- a. Notice a landmark or mark the area near where the man was last seen
- b. Notify marine traffic in the area and request assistance
- c. Notify the Operation Manager, this is a “priority” call
- d. Search for the victim
- e. Use available lights at night
- f. Continue to search for the victim until found or until the search is called off by the U.S. Coast Guard
- g. Notify the DISPATCHER, before getting underway
- h. Fill out the Incident Report
- i. If injuries occurred, refer to SOP # 6002, Personal Injury/Illness
- j. If requested, fill out U.S. Coast Guard Form CG-2692

	Emergency Response Procedures			Sinking	
	Revision#	02	Date Revised	25Jul2025	SOP # 7205
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This section describes the course of action to be taken onboard Superior Bay Marine of Alabama, LLC vessels in the event of an imminent sinking. These procedures will enable personnel to respond quickly and effectively in this situation.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Captain or Pilot on watch is responsible for evaluating the degree of emergency and ensuring that the appropriate action is taken.

C. PROCEDURES

1. In the event of sinking, the Captain or Pilot on watch shall take action including, but not limited to:
 - a. Sound the General Alarm
 - b. Instruct crew to put on life jackets
 - c. Sound five (5) short blasts on the horn
 - d. Take appropriate emergency action to prevent sinking
 - e. If crew cannot prevent sinking, call **"MAYDAY, MAYDAY, MAYDAY"** on VHF Channel 16 and give current position, nature of emergency (sinking, abandoning ship, etc.) and number of persons onboard
 - f. Use appropriate VHF Channel to contact nearby vessels and request assistance
 - g. If time permits, immediately report the emergency using the most expeditious method (cell, satellite, VHF, etc.) to the company 24 hour emergency line at (870) 541-4456, stating, "I HAVE A VESSEL EMERGENCY!" and the vessel's position
 - h. Ground the vessel if possible
 - i. If grounding of the vessel is improbable or impossible, prepare to abandon ship
 - j. Take the following emergency equipment and other survival gear and abandon the vessel
 - I. VHF handheld radio
 - II. Emergency Flare Kit (if available)

	Emergency Response Procedures			Sinking	
	Revision#	02	Date Revised	25Jul2025	SOP # 7205
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

III. Flotation devices

- k. If safe, retreat to the barge(s) or
 - l. Try to ground the vessel
 - m. Continue to make emergency radio calls using the VHF handheld radio, or cell phone.
 - n. Evacuate to any assist vessel in the area
 - o. As a last resort retreat to the skiff (**do not exceed skiff load/weight capacity**)
2. As soon as possible after being rescued, notify the Safety Manager
 3. If requested, fill out U.S. Coast Guard Form CG-2692
 4. Fill out the Incident Report (Form #6008)
 5. If injuries occur, refer to SOP # 6002, Personal Injury/Illness

	Emergency Response Procedures			Hurricane	
	Revision#	01	Date Revised	02Aug2023	SOP # 7206
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This section describes the course of action to be taken onboard Superior Bay Marine of Alabama, LLC vessels in the event of a hurricane. These procedures will enable personnel to respond quickly and effectively in this situation.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that wheelhouse personnel are aware of the requirements outlined in this procedure.
2. The Captain or Pilot on watch is responsible for evaluating the degree of emergency and ensuring that the appropriate action is taken.

C. PROCEDURES

1. In the event of hurricane, the Captain or Pilot on watch shall take action including, but not limited to:
 - a. Follow instructions from the Safety Manager who will be tracking the storm
 - b. Proceed to location instructed by Safety Manager
 - c. Put on life jackets if appropriate
 - d. Add additional rigging if necessary
 - e. Ensure that the boat and tow are watertight and weather-tight
 - 1 Latch down or stow loose equipment
 - 2 Cover exhaust stacks on non-running engines
 - 3 Dog down hatch covers
 - 4 Reinforce windows with masking tape
 - 5 Secure radio antennas
 - f. Monitor tie-off lines for tidal change
 - g. Wait for the storm to pass
 - h. Proceed as directed by Safety Manager
2. If injuries occur, refer to SOP # 6002, Personal Injury/Illness
3. If requested, fill out U.S. Coast Guard Form CG-2692

	Emergency Response Procedures			Operator Incapacitation	
	Revision#	01	Date Revised	02Aug2023	SOP # 7207
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

The purpose of this procedure is to establish a standard operating procedure for vessels when responding to the incapacitation of the wheelman on watch. Following this procedure will result in a uniform response to safeguard crewmembers, equipment, public property and the environment.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined.
2. The Captain is responsible for ensuring that vessel crewmembers are trained and drilled in this procedure.

C. PROCEDURES

1. Absent an operator incapacitation alarm system, the captain shall assign on-duty personnel to make regular checks on the officer on watch to ensure that he/she is alert and in control of the vessel. These checks should be made at:
 - Time intervals not to exceed 1 hour;
 - Before navigating through bridges;
 - Restricted or narrow channels;
 - Known areas of high vessel traffic density; and,
 - Other areas that may require timely, critical vessel maneuvers.
2. In the event the wheelman on watch becomes incapacitated, the crewmember that discovers the emergency shall take the following actions:
 - a. Sound the general alarm;
 - b. Take control of the vessel. Reduce power and maintain steerage;
 - c. Attempt to ascertain and avoid any immediate navigational hazards, if none, administer first aid to the incapacitated crewmember; and
 - d. When relieved by a licensed officer, assist in administering first aid to the incapacitated crewmember.
3. If there is no other licensed officer onboard the crewmember who discovers the emergency should, in addition to the actions listed above:
 - a. Call "Vessel Traffic" on appropriate local channel or use the emergency channel 16 and advise the Coast Guard of the emergency situation. Provide the following information:



Emergency Response Procedures

Operator Incapacitation

Revision#

01

Date Revised

02Aug2023

SOP # 7207

Written By:

R. Singley

Approved By:

B. W. Haney

Page 2 of 2

- **“PAN PAN -- PAN PAN -- PAN PAN”**
 - “This is the Motor Vessel _____. **This is an Emergency!**”
 - “I am the (engineer/deckhand) onboard.”
 - “I am at (give a geographic location or read the position from the GPS) with a (loaded/empty) oil/cargo barge and the Captain is incapacitated. Request that you advise vessels in my vicinity and I request assistance from any vessel available immediately.”
- b. Call 911 or the United States Coast Guard for emergency medical services and continue to render first aid as appropriate.
- c. Call the Safety Manager using the emergency notification procedure.

	Emergency Response Procedures			Loss of Steering	
	Revision#	01	Date Revised	02Aug2023	SOP # 7208
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to establish a standard operating procedure for responding to a sudden loss of steering aboard the towing vessel. Following this procedure will result in a uniform response to safeguard crewmembers, equipment, public property and the environment.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined.
2. The Captain is responsible for ensuring that vessel crewmembers are trained and drilled in this procedure.

C. PROCEDURES

1. During a loss of steering emergency, the wheelman on watch will immediately sound the general alarm to alert crewmembers of an emergency.
2. Crewmembers should immediately report to their emergency locations, as stated in the vessel station bill.
3. The wheelman on watch shall alert any vessels in the area as to the emergency and ask for assistance in gaining directional control of the vessel.
4. The Master shall notify the US Coast Guard via VHF radio channel 16 and report that the vessel is having an emergency.
5. Describe the emergency to the US Coast Guard, emergency procedures that are underway on the vessel, and if there are any "vessels of opportunity" available for assistance.
6. Call the Safety Manager at 270-841-7594 and report the emergency and steps taken.
7. Once the emergency situation and the vessel are under control, complete an accident/incident report and CG 2692.

	Emergency Response Procedures			Radar Failure	
	Revision#	01	Date Revised	02Aug2023	SOP # 7209
	Written By:	R. Singley	Approved By:	B. W .Haney	Page 1 of 1

A. INTRODUCTION

This procedure outlines the methods suggested in the event of radar failure.

B. RESPONSIBILITY

The pilot on watch is responsible for inspecting all navigable equipment upon the beginning of his watch and reporting any malfunction to the office. He is also responsible for notifying the crew of any malfunction of equipment.

C. PROCEDURES

1. All navigable equipment should be checked by the wheelman on watch upon the beginning of his watch.
2. The Safety Manager is to be notified of any malfunction or failure of navigational equipment.
3. The following is a troubleshooting guide to be used in the event of radar failure. Be sure to check the radar owner's manual included with your unit for additional information pertaining to the particular model you may have.

Trouble	Remedy
Does not operate	Check: Blown fuse
Scanner fails to rotate	Check: Safety switch
No picture on screen	Check: Power supply
Incorrect Sweep	Adjust horizontal or vertical hold

4. **DO NOT perform any procedure which involves the opening of the radar unit. The result of doing so may result in serious injury or death.**
5. Any repairs other than basic troubleshooting procedures that do not involve opening the unit or the use of tools should be done by qualified radar technicians.
6. If the radar still does not operate correctly after basic troubleshooting procedures have been applied, log the malfunctioning equipment in the vessel's Logbook and contact the Safety Manager.
7. The failure of the radar, in itself, does not constitute a violation of the regulations, nor does it constitute unseaworthiness, nor does it obligate the master to moor or anchor the vessel. It does however, obligate the master and the company to consider the "state" of the equipment, along with other such factors as weather, visibility, traffic, and the practice of "good seamanship" in deciding whether it is safe for the vessel to proceed.

	Emergency Response Procedures			Tow Break Up	
	Revision#	01	Date Revised	02Aug2023	SOP # 7210
	Written By:	R. Singley	Approved By:	B. W Haney	Page 1 of 1

A. INTRODUCTION

This procedure is meant to provide guidance to the vessel Master in the event of a breakup of the tow.

B. RESPONSIBILITY

The Master is responsible for taking immediate action to protect the crew, the vessel, the environment, and to minimize hazards to navigation.

C. PROCEDURES

1. The Master shall take the following actions, as appropriate to the area, location, and react appropriately as his professional judgment and experience dictate:
 - a. Sound the General Alarm or horn continuously for at least 10 seconds alerting the crew;
 - b. Muster the crew and account for all crewmembers.
 - c. Make crewmembers aware of hazards associated with the tow during tow breakup;
 - d. Maintain constant communications with any crewmembers on the tow and advise them of the continuing hazards including, but not limited to:
 - i. Breaking lines, wires, and rigging
 - ii. Any gaps in the tow
 - iii. Barges breaking free of the tow
 - iv. Any other hazards that may affect the recovery efforts.
 - e. Make an announcement to local traffic, and VTS (when operating within a VTS) on the appropriate VHF channel, and request assistance;
 - f. If safety permits, secure the remaining barges in tow and attempt recovery of the barges that are adrift;
 - g. Fill out the Incident Report and make notifications in accordance with SOP # 6001.

	Emergency Response Procedures			Station Bill	
	Revision#	01	Date Revised	02Aug2023	SOP # 7211
	Written By:	R. Singley	Approved By:	B. W Haney	Page 1 of 2

A. INTRODUCTION

This procedure identifies the duties of each crewmember in the event of an emergency. Its purpose is to give clear and simple instructions on what to do in the event of an emergency. This Station Bill applies to all individuals while on board the vessel.

B. RESPONSIBILITY

The Captain or his designee is responsible for ensuring all crewmembers and visitors know what action to take in the event of an emergency on board the vessel.

C. PROCEDURES

1. An Emergency Station Bill should be posted at each operating station and on each deck interior bulkhead in the common areas of the vessel.
2. An example of the Emergency Station Bill can be found on the following page.

EMERGENCY STATION BILL

	PILOT ON WATCH	TANKERMAN AND/OR DECKHAND ON WATCH	ALL OTHER CREW MEMBERS OFF WATCH	VISITORS
SPILL	- PERSONNEL MANAGER - PUT ON RESPIRATOR & OTHER PPE - EVALUATE SPILL AND RISK TO CREW - IF RISK IS HIGH, REMOVE VESSEL & CREW FROM AREA - IF RISK IS LOW, CONTAIN SPILL	- SHUT DOWN TRANSFER OPERATIONS - SECURE ALL VALVES AND MANIFOLDS - PUT ON RESPIRATOR & OTHER PPE - NOTIFY PILOT ON WATCH - STOP AND CONTAIN SPILL IF POSSIBLE	- REPORT TO PILOT ON WATCH - PUT ON RESPIRATORY & OTHER PPE - DEPLOY CONTAINMENT BOOM - AID IN CONTAINMENT EFFORTS	REPORT TO PILOT ON WATCH
MAN OVERBOARD	- SHOUT "MAN OVERBOARD (SIDE)" - TAKE EVASIVE MEASURES IF UNDERWAY - KEEP VICTIM IN SIGHT - SOUND GENERAL ALARM - IF VICTIM IS NOT VISIBLE, TAKE A HEAD COUNT - THROW RING BUOY NEAR VICTIM - STOP TOW - SOUND AT LEAST 5 SHORT BLASTS ON THE HORN - RETRIEVE VICTIM IF POSSIBLE	- SHOUT "MAN OVERBOARD (SIDE)" - PUT ON LIFE JACKET OR WORK VEST - KEEP VICTIM IN SIGHT - THROW RING BUOY OR OTHER FLOTATION DEVICE NEAR VICTIM - FOLLOW PILOT'S ORDERS - RETRIEVE VICTIM IF POSSIBLE	- RESPOND TO GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - REPORT TO PILOT ON WATCH - AID IN RETRIEVAL EFFORTS	REPORT TO PILOT ON WATCH
FIRE	- SOUND GENERAL ALARM - ANNOUNCE "FIRE! FIRE! (LOCATION)" ON P.A. - PUT ON LIFE JACKET OR WORK VEST - EVALUATE DEGREE OF EMERGENCY - PERSONNEL MANAGER	- NOTIFY PILOT ON WATCH - PUT ON LIFE JACKET OR WORK VEST - INVESTIGATE FIRE LOCATION, SIZE & SOURCE - EXTINGUISH FIRE IF POSSIBLE	- RESPOND TO GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - REPORT TO PILOT ON WATCH - AID IN EXTINGUISHING EFFORTS	REPORT TO PILOT ON WATCH
Flooding and All Other Emergencies	- SOUND AT LEAST 5 SHORT BLASTS ON THE HORN - SOUND GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - EVALUATE DEGREE OF EMERGENCY	- RESPOND TO GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - REPORT TO PILOT ON WATCH	- RESPOND TO GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - REPORT TO PILOT ON WATCH	REPORT TO PILOT ON WATCH

	Maintenance Procedures		Equipment Maintenance	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 8001 Page 1 of 4

A. INTRODUCTION

This procedure establishes guidelines for maintaining equipment on board Superior Bay Marine of Alabama, LLC vessels and lists those items which should be checked routinely.

Superior Bay Marine of Alabama, LLC generally follows the maintenance schedules recommended by various machinery manufacturers. The repair history of all equipment is periodically reviewed to determine the need for changes in the maintenance schedule.

Sinex is a maintenance software program that has been installed on all Superior Bay Marine of Alabama vessels. This software program will facilitate the maintenance as well as inspections of key engine components on the vessels. Each day the Master will enter the hours logged on the engines and generators. The Master will track when oil and filter changes need to be performed.

B. RESPONSIBILITY

1. The crew is responsible for reporting any discrepancies immediately to the Safety Manager using Sinex and complete work order.
2. The Safety Manager is responsible for determining the most cost-effective, efficient, and timely means of equipment repair. Unscheduled maintenance and repairs are reported to the Safety Manager and used to update the maintenance file on each boat.
3. Repair and Maintenance records are to be kept by the maintenance department for a minimum of five (5) years.

C. PROCEDURES

1. The following equipment must be checked daily:
 - a) Main engine lube oil
 - b) Generator lube oil
 - c) Gear lube oil
 - d) Day tank levels
 - e) Fuel tanks
 - f) Water pumps
 - g) Fuel lines
 - h) Lube lines
 - i) Water lines
 - j) Compress air moisture
 - k) Lube oil pressure

	Maintenance Procedures			Equipment Maintenance	
	Revision#	01	Date Revised	02Aug2023	SOP # 8001
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 4

- l) Water temperature
 - m) Lube oil temperature
 - n) Hydraulic oil
 - o) Gear oil pressure
 - p) All guards must be in place around moving parts
2. The following equipment must be checked weekly:
- a) Steering system and associated hydraulic components
 - b) General alarm and/or P.A. System
 - c) Grease routine
 - d) Air filters and hoses
 - e) Battery and constavolt
 - f) Throttle/clutch
 - g) Drive belts
 - h) Air compressor strainer
 - i) Air compressor oil
 - j) Coolant Additive; corrosion inhibitor
 - k) Exhaust leaks
 - l) Hydraulic lines
3. The following equipment must be checked every three (3) months:
- a) Emergency Lighting
 - b) Emergency Power Batteries (if equipped)
 - c) Life Saving Equipment
 - d) Fire Extinguisher Inspection
4. The following equipment must be checked at least annually:
- a) Watertight closures (doors, hatches, windows, etc.)
 - b) Ventilators, air pipes, tank vents, for watertight integrity
 - c) Rails
 - d) Ladders
 - e) Bulwarks
 - f) Lighting
 - g) Walking surfaces
 - h) Chain guards
 - i) Handrails
 - j) Safety chains
 - k) Emergency walkways
 - l) Piping

	Maintenance Procedures		Equipment Maintenance	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 8001 Page 3 of 4

- m) Electrical system, to include labeling of circuit breakers, and control boxes
 - n) Freeing ports (if applicable)
 - o) Fire Extinguisher inspection (3rd Party)
 - p) Fire Detection System (3rd Party)
- 5. The following equipment must be checked twice in each 5-year period, with no more than 36 months between examinations:
 - a) Engine Alarm Set-Points
 - b) Pressure Vessel Relief Valves
- 6. The following items are time-interval maintenance equipment items and are scheduled according to calendar days elapsed or engine hours elapsed:
 - a) Main engine oil and filter change;
 - b) Main engine fuel filter change;
 - c) Generator oil and filter change;
 - d) Generator fuel filter change;
 - e) Service air cleaner;
 - f) Marine gear oil and filter change;
 - g) Mid Period Maintenance;
 - h) Main engine shop overhaul;
- 7. Each vessel will be equipped with the following gauges at the primary source and will either have a duplicate set of gauges in the wheelhouse or the vessel Master will assign someone to routinely monitor the systems at the source.
 - a. Main engine water temperature;
 - b. Main engine lube oil pressure;
 - c. Generator water temperature;
 - d. Generator lube oil pressure;
 - e. Main engine tachometer;
 - f. Hydraulic steering fluid level (sight glass at the reservoir only).
- 8. Each vessel will also be equipped with the following alarms in the wheelhouse or the vessel Master will assign someone to routinely monitor the systems at the source.
 - a. General Alarm audible in all compartments
 - b. Main engine water temperature
 - c. Main engine lube oil pressure
 - d. Generator water temperature
 - e. Generator lube oil pressure

	Maintenance Procedures		Equipment Maintenance	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 8001
				Page 4 of 4

- f. Bilge Alarm
 - g. Hydraulic steering fluid level.
- 9. All the scheduled and unscheduled maintenance on the above listed equipment will be tracked through the computer-based maintenance program Sinex.

	Maintenance Procedures		Maintenance and Repair Reporting		
	Revision#	01	Date Revised	08Aug2023	SOP # 8002
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure establishes a system for reporting and handling mechanical and engineering problems aboard Superior Bay Marine of Alabama, LLC boats.

B. RESPONSIBILITY

The Safety Manager or his designee is responsible for all aspects of vessel maintenance and repair.

C. PROCEDURES

1. The Safety Manager or his designee receives boat problem information from the boats in any of the following formats:
 - a) Emergency vessel/barge repair information shall be called in via cellular phone.
 - b) Non-routine vessel/barge repair information shall be reported in any of the following formats:
 - I. Cellular phone
 - II. Sinex
 - III. Email
 - IV. VHF radio
 - V. land phone
 - c) All emergency and/or non-emergency boat and barge repair information will be entered in Sinex by the Master using the "Service Request" feature.
2. The Safety Manager or his designee evaluates the problem to determine if it is routine, non-routine or emergency repair.
3. The Safety Manager or his designee will determine the problem and estimated time for repair and may remove the boat from service depending on the repair designation.
4. The Safety Manager logs the repaired item(s) as completed in Sinex.

	Maintenance Procedures			Routine Vessel Repairs	
	Revision#	01	Date Revised	08Aug2023	SOP # 8003
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure establishes guidelines for handling routine repairs to Superior Bay Marine of Alabama, LLC boats, including, but not limited to, drydocking, topside, and machinery repairs.

B. RESPONSIBILITY

The Safety Manager is responsible for performing the duties required by this procedure.

C. PROCEDURES

1. The Safety Manager or his designee will schedule boats for routine repairs or drydocking's.
2. When a boat is nearing its scheduled repair or drydocking period, the Safety Manager or his designee will notify the Safety Manager and together, they will:
 - a) Prepare a list of repairs with the assistance of the boat crew.
 - b) Refer to Sinex for any additional items to add to the list of repairs.
 - c) Review the list of repairs with the shipyard representative and together they estimate the time required to perform the repairs.
 - d) Notifies the Captain when the boat is available for the repairs.
 - e) Schedules the shipyard for routine repairs.
 - f) Once repairs are complete, the Safety Manager will record the corrective actions in Sinex and the boat will be returned to service.

	Maintenance Procedures			Non-Routine Vessel Repairs	
	Revision#	01	Date Revised	08Aug2023	SOP # 8004
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure establishes guidelines for handling non-routine vessel repairs aboard Superior Bay Marine of Alabama, LLC vessels, including, but not limited to, drydocking, topside, and machinery repairs which do not affect the vessel's ability to run or operate safely.

B. RESPONSIBILITY

1. The Safety Manager is responsible for performing the duties required by this procedure.
2. The Safety Manger is responsible for arranging for boats to be available for repair.

C. PROCEDURES

1. The Master reports problems involving the boat's hull, machinery, or equipment via cellular phone directly to the Safety Manger, or in Sinex which gets emailed directly to the Personnel Manager.
2. Once the boat's destination is determined, the Safety Manager gathers the necessary information and places orders to schedule repairs.
3. The Safety Manager will ensure the deficiency is entered in Sinex and will check to see if other repairs are necessary.
4. If the crew can repair the problem, parts will be dispatched to the vessel, or an outside company mechanic or vendor will be dispatched to make the repairs.
5. The vessel Captain must consult with the Safety Manager, and together they must conduct a risk assessment and obtain the required approvals before any critical equipment of system is:
 - a) Shut down for maintenance
 - b) Bypassed for maintenance, or
 - c) Taken out of service for maintenance.
 - 1) Once repairs are completed, the Safety Manger will be notified, and the boat returned to service.
6. The Safety Manager or Company Mechanic reviews the repairs made to the boat and any additional problems encountered while making repairs, with the Safety Manager.
7. The Safety Manager closes out the repaired item(s) in Sinex according to the Non-Conformance System SOP #1402.

	Maintenance Procedures		Emergency Vessel Repairs		
	Revision#	02	Date Revised	01May2026	SOP # 8005
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure establishes guidelines for handling emergency vessel repairs on Superior Bay Marine of Alabama, LLC boats, including, but not limited to, drydocking, topside and machinery repairs which affect the boat's ability to run or operate safely. Failure or malfunction of vessel equipment may require notification of the Coast Guard and submittal of Form CG-2692.

B. RESPONSIBILITY

The Safety Manager is responsible for performing the duties required by this procedure.

C. PROCEDURES

1. The pilot on watch reports problems involving the boat's hull, machinery or equipment via cellular phone directly to the Safety Manager, or by inputting a "Service Request" through Sinex which will alert the Personnel Manager via email.
2. The Safety Manager takes the following steps:
 - a) Contacts the pilot on watch to determine if the boat can safely travel to a designated site to make repairs.
 - b) Gathers information and determines whether to make the repairs himself or dispatch shore mechanic or vendor to make the repairs.
 - c) Notifies the Operations Manager of the problem and requests assistance, if needed, to get the boat to a designated site to make repairs. *(Refer to the Permit To Proceed Procedure #8006 for further instructions)*
 - d) Obtains an estimated time for repairs to be complete.
 - e) Notifies the Operations Manager of the estimated time the boat will be out of service for repairs.
 - f) Follows the repairs through completion.
 - g) If the repair requires drydocking of the vessel, the Safety Manager will contact a surveyor approved by the TPO to ensure the following actions are taken:
 - i. A visual inspection of the hull coating for damage is completed;
 - ii. A visual inspection of the hull plating for deformities and damage is conducted;
 - iii. A visual inspection of the shafts, seals, bearings, rudders and wheels for deformities and damage is conducted.
 - iv. Once repairs are completed, the TPO approved surveyor will prepare a report documenting the deficiencies and repairs conducted

	Maintenance Procedures		Emergency Vessel Repairs		
	Revision#	02	Date Revised	01May2026	SOP # 8005
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

- h) The surveyor will notify the Safety Manager when repairs are complete, and the boat can be returned to service.
- i) The Safety Manager will sign off the completed repairs in Sinex.

	Maintenance Procedures			Permit to Proceed	
	Revision#	01	Date Revised	08Aug2023	SOP # 8006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

This procedure establishes guidelines for obtaining permission to transit from one port to another to affect repairs after damage has occurred effecting the safety of the vessel.

Permission from the USCG may be necessary in certain situations, such as damage to the vessel, failure of an essential system, or failure to comply with a regulation, including failure to comply with the TSMS.

B. RESPONSIBILITY

1. The President or his designee is responsible for compliance with this procedure and is responsible for requesting permission from the cognizant OCMI, and compliance with any resulting instructions required by the OCMI.
2. The Safety Manager is responsible for performing the duties required by this procedure.

C. PROCEDURES

1. If at any time, conditions arise that require the vessel to operate outside of the scope of its COI, the Safety Manager must contact the cognizant OCMI and advise them of the situation.
2. For damage that affects the material condition of the hull or adversely affects the seaworthiness of the vessel:
 - a) The Safety Manager will assign a marine surveyor to conduct a damage survey of the vessel.
 - b) The marine surveyor will assess the vessel to determine the extent of damage, and to render an opinion as to whether or not the vessel is capable of transiting from one location to another.
 - c) If temporary repairs are necessary to ensure safe passage, the surveyor will prepare a repair proposal, and oversee repairs (if necessary)
 - d) If necessary, additional pumps will be placed onboard the vessel for the duration of the transit.
3. For loss or failure of an essential system that cannot be repaired immediately at the vessel's current location:
 - a) The vessel may be moved provided there is a redundant system onboard, and it is fully functional.
4. For failure to comply with a regulation or the TSMS:
 - a) The vessel may be moved.
5. For all the above-mentioned circumstances, movement from one port to another may proceed, provided all of the following conditions are met:

	Maintenance Procedures			Permit to Proceed	
	Revision#	01	Date Revised	08Aug2023	SOP # 8006
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

6. In the judgement of the Designated Person Ashore the trip can be completed safely
7. The Designated Person Ashore notifies the cognizant OCMI in whose zone the non-compliance occurred, prior to the vessel proceeding.
8. If the transit will occur in more than one OCMI zone, each OCMI must be notified.
9. The Safety Manager must coordinate the movement of the vessel with the local CG office and follow all instructions given.

	Maintenance Procedures			Lock Out – Tag Out	
	Revision#	01	Date Revised	08Aug2023	SOP # 8007
	Written By:	R. Singley	Approved By:	B. W Haney	Page 1 of 2

A. INTRODUCTION

This procedure describes the conditions under which lockout/tagout procedures should be undertaken and provides a uniform and consistent work practice that will safeguard Superior Bay Marine of Alabama, LLC. crewmembers, operating personnel, equipment, and the environment. It applies to all Superior Bay Marine of Alabama, LLC. vessel crewmembers and operations shore personnel. Following this procedure will assist in reducing accidents and injuries due to operating errors.

B. RESPONSIBILITY

1. The Personnel Manager is responsible for implementing a company-wide lockout/tagout procedure for marine operations.
2. The pilot on watch is responsible for ensuring that equipment he or she deems as not fit for service is locked out or tagged out.
3. Tankermen or other crewmembers are responsible for reporting unsafe or unusable equipment to the pilot on watch.

C. PROCEDURES

1. When boat gear or shop equipment becomes worn or damaged and is no longer safe or suitable for its intended use, it must be tagged out of service. All vessels are required to carry and maintain a kit of locking devices, shut down tags, and permits for use in complying with the lock out/tag out procedures.
2. The tagout list includes, but is not limited to, the following:
 - a) Fire extinguishers
 - b) Air or electrically operated tools
 - c) Air compressors
 - d) Portable pumps
 - e) Bilge pumps
 - f) Utility cranes
 - g) Emergency engine shutdown
 - h) Spotlights
 - i) Radars
 - j) Electrical appliances
 - k) Fans or blowers
 - l) Other devices that may present a hazard if used in their present unsuitable condition.
3. The pilot on watch must require that marine gear, tools, and safety equipment be tagged and, when possible, physically removed to an out-of-service location so it cannot be mistakenly used.

	Maintenance Procedures			Lock Out – Tag Out	
	Revision#	01	Date Revised	08Aug2023	SOP # 8007
	Written By:	R. Singley	Approved By:	B. W Haney	Page 2 of 2

4. The following information must be written on the tag:
 - a) **Do Not Operate** on one side;
 - b) **Do Not Remove This Tag** on the other side;
 - c) Description of the problem with the item;
 - d) Name of the boat to which the equipment is assigned;
 - e) Signature of individual tagging item; and,
 - f) Date of tagging.
5. When vessel maintenance is being conducted, energy sources that present a hazard to the maintenance personnel must be disconnected, de-energized, depleted, or eliminated. This includes, but is not limited to, the following:
 - a) Securing electrical power and bleeding off air from compressor tanks before working on engines or starters;
 - b) Turning off electrical breakers to steering motors, winches, spotlights, etc., before working on the unit;
 - c) Securing the source of propulsion and steering when a diver is under a boat for maintenance or inspection; and,
6. The pilot on watch must require that appropriate energy source, switch, valve or breaker box be locked and tagged out of service.
7. In the event a repair cannot be made immediately, the pilot on watch, Port Engineer, or mechanic must ensure that the energy sources are tagged **Do Not Operate** and physically locked with appropriate devices, such as:
 - a) Key locks;
 - b) Clamps;
 - c) Tie wraps; or,
 - d) Other suitable methods and material that cannot be removed except by forcefully cutting or destroying.
8. **Do Not Operate** tags must be attached to the gear and its power source when applicable. The tags should be replaced when they become unreadable.
9. These precautions are taken because some time may elapse before an item is repaired and put back in operation. This procedure should prevent an employee from using broken or worn-out equipment by mistake.
10. Portable equipment sent for repair must be securely tagged. The tag must be filled out with a complete description of the equipment problem.
11. Energy sources for boat operating equipment must remain locked and tagged out until the equipment is repaired or removed.
12. After a unit is restored to service, the energy source may be unlocked, and the tag removed jointly by the pilot on watch and the individual completing the maintenance or repair to the unit.

	Maintenance Procedures			Towing Gear Maintenance & Inspection	
	Revision#	01	Date Revised	08Aug2023	SOP # 8008
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 5

A. INTRODUCTION

This procedure establishes a uniform system for maintaining and inspecting towing gear aboard all Superior Bay Marine of Alabama, LLC vessels. It is essential that the vessel's towing gear receive regular inspections and maintenance.

Towing Gear used aboard inland towing vessels is comprised of many different pieces that must work together to ensure the integrity of the tow. Towing gear, as referred to in this procedure refers to:

Face Wires/Lines: Face wires are used to connect the towing vessel to its tow. The normal configuration is to have a three, four or five-part wire on both the port and starboard sides of the towboat's bow.

Stationary Tow Rigging: Barge winches that are usually attached to a frame welded to the deck of a barge, or with a shackle and pin connection utilizing a welded fitting.

Portable Tow Rigging: Also referred to as "hard rigging", a set of rigging may consist of up to five pieces of the following; ratchet, chain strap, 35' wire with an eye on each end, chain links and shackle with pin. These items, when used in any combination, are commonly referred to as "hard rigging".

Lines (Rope); A strong thick line or cord commonly composed of twisted or braided strands of Dacron, polypro, nylon, or synthetic cordage used for mooring and towing purposes.

B. RESPONSIBILITY

The Master is responsible for ensuring that the following procedures for tow wire maintenance and inspection are performed at the appropriate intervals.

The Master is responsible for documenting the inspection procedures below on the Towing Gear Inspection form found in Sinex.

C. PROCEDURES

1. Winches

Winches are vital to our operations. Through the use of rigging, the winch is what holds the barge secure to the towing vessel. Winches are continually spooled in one direction or another, taking a strain, or releasing the strain. That back and forth movement puts a lot of stress and wear on the winch and its components, therefore it is vital to ensure that the winch is continually maintained and inspected.

Winches must be inspected routinely to ensure:

- a) Foundations are sound with no evidence of fatigue or fractures
- b) Machinery guards are in place where required

	Maintenance Procedures			Towing Gear Maintenance & Inspection	
	Revision#	01	Date Revised	08Aug2023	SOP # 8008
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 5

- c) Electrical controls are weathertight with no loose wires, and electrical insulation is intact.
- d) Hydraulic lines and connections are tight with no evidence of overtightening
- e) Dogs and brakes function and operate with ease
- f) Controls work properly, and
- g) They are free of excessive corrosion and are being properly maintained

2. **Face Wires/Lines:**

Regardless of how many sets of face wires/lines a vessel has, the inspection process is still the same. A visual inspection of the face wires (both steel and synthetic) should look for broken strands of the wire, kinks, twists, flat spots or any other defects that could compromise the integrity of the face wire/line when in service securing the vessel to the tow.

In the case of synthetic face wires/lines, appropriate chaffing gear (sleeves) must be used where the face wire/line comes into contact with barge and vessel fittings; or travels around sharp edges of the barge or vessel to prevent the likelihood of cuts or abrasion to the face wire/line.

Synthetic Wires/Lines

- a) Synthetic lines can be made of a variety of synthetic materials and most have a maximum life span of 36 months; this lifespan has been determined through field trials, break testing along with routine inspections.
- b) The individual face wire/line maintenance and repair records are maintained by the manufacturer's representative and our maintenance software.
- c) Vessel crews are responsible for routine inspection and maintenance of wires/lines outlined and tracked our maintenance software.

Galvanized Steel Wires:

- a) Steel face wires should be maintained aboard all vessels for use as an emergency back-up in the event one of the synthetic wires/lines is damaged beyond repair.
- b) For those vessels that use steel face wires, the vessel crews are responsible for the routine inspection and maintenance of these wires according to manufacturer's recommendations.
- c) The maintenance and repair records for these wires are maintained in Sinex.

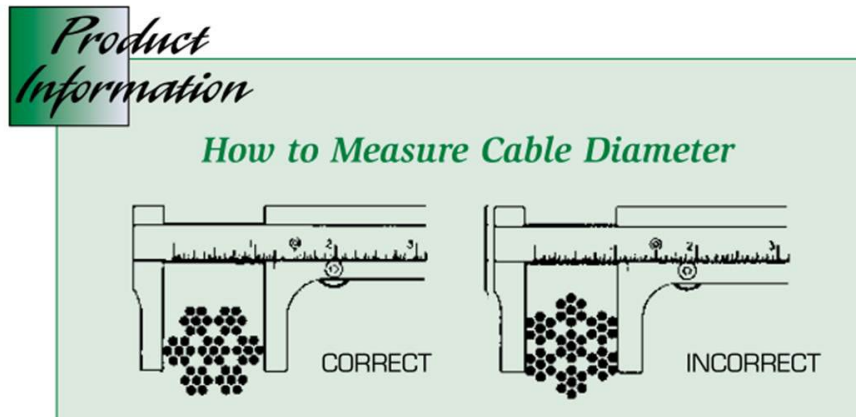
Barge Winch Wires:

Barge winch wires are made up of a number of individual galvanized steel wires twisted together uniformly around a fiber core and used in many different lengths throughout our fleet.

- a) **Jumbo Barge** Winches take a 90' x 1" wire with a 3' eye

	Maintenance Procedures			Towing Gear Maintenance & Inspection	
	Revision#	01	Date Revised	08Aug2023	SOP # 8008
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 5

- b) **Regulation Barges** Winches take a 65' x 7/8" wire with a 3' eye
- c) The maintenance and repair records for these wires are kept by the Safety Manager: Records for inspection of barge winch wires are maintained in Sinex.
- d) Wire rope is measured by its diameter. See picture.



- e) Kinks are the greatest enemy of wire rope. If a wire becomes kinked and its strands take a permanent set, the strength of the wire rope is reduced by fifty percent

3. **Mooring Lines:**

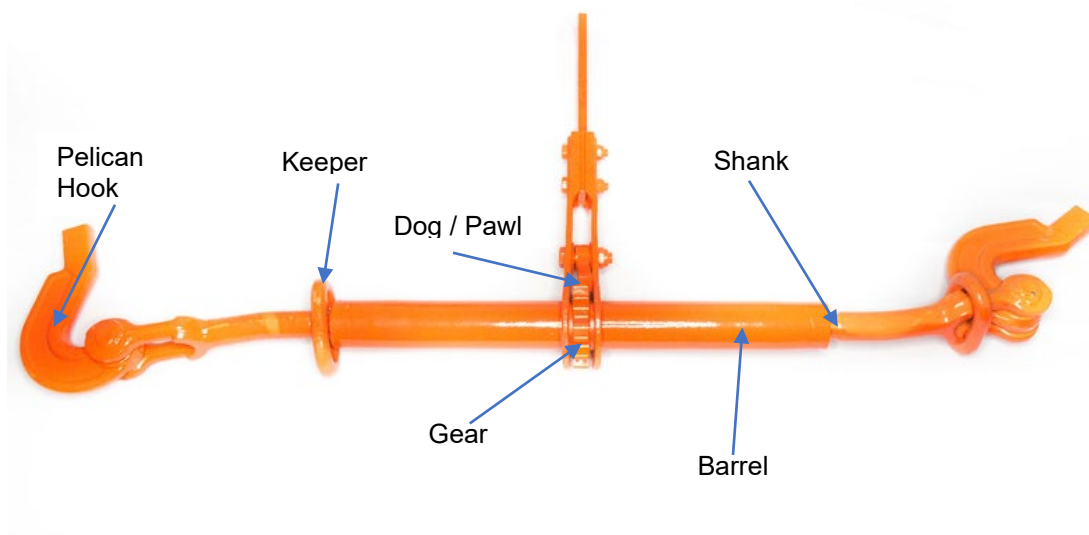
- a) Poly-Dac lines are polyester strands wrapped around polypropylene core yarns. This rope exhibits the same qualities as polypropylene with good abrasion resistance, relatively low stretch, and better resistance to UV rays.
- b) Vessel crews are responsible for the routine inspection and maintenance of these lines according to manufacturer's recommendations.
- c) Any rope that has been in use for a period of time will show normal wear and tear. Some characteristics of a used rope will not reduce strength while others will.
- d) If upon inspection you find any of these conditions, you must consider the following before deciding to repair it or retire it.
 - 1) The length of the rope,
 - 2) The type of work it's involved in.
 - 3) The time it has been in service,
 - 4) Where the damage is located on the line.
 - 5) The extent of the damage.
- e) In general, it is recommended that you consider:
 - 1) Repairing the rope if the observed damage in a localized area,

	Maintenance Procedures			Towing Gear Maintenance & Inspection	
	Revision#	01	Date Revised	08Aug2023	SOP # 8008
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 5

2) Retire the rope if the damage is over an extended area.

4. **Rigging Inspection and Maintenance:**

Ratchets: Check barrels and threaded shank to ensure that neither is bent or warped. The threaded shank should have, at all times, a thin layer of protective grease. The keeper must be in good shape, not cracked or missing. The dog (pawl) shall not be excessively worn. The gear shall not have excessive wear or have cracked teeth.



Wires: Should have no more than six burrs or frays in any one strand and no broken strands. Compression fitting must not be loose, cracked or bent. Wire shall not have any severe kinks. If any of these conditions exist, the wire shall be condemned.

Chain Strap: Is a section of wire joined by a compression fitting with a length of chain attached to it for the purpose of hooking a ratchet into, or attaching, a shackle and pin to connect additional pieces of rigging. In both the strap and wire illustration, the compression fittings have been highlighted as an inspection point to check that they are secure, have not slipped and are not cracked or broken.

In addition to checking these compression fittings on wires the length of wire itself should be inspected to ensure individual strands of the wire are not missing or broken.

Sections of chain should be inspected for cracks or breaks of any of the individual chain links should be inspected for cracks, warpage or other distortion that may create a failure point.

	Maintenance Procedures			Towing Gear Maintenance & Inspection	
	Revision#	01	Date Revised	08Aug2023	SOP # 8008
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 5 of 5

Shackles: Pins shall not be bent or stretched and should be of sufficient strength for the application.

5. **Inspection and Replacement of Condemned Rigging:**

- a) When inspecting rigging, the vessel crews are responsible for the routine inspection and maintenance of rigging according to manufacturer's recommendations.
- b) Any rigging damaged beyond its useful state shall be removed from the tow, properly tagged as condemned, discarded properly and replaced with good rigging.

	Maintenance Procedures			Engine Shutdown	
	Revision#	01	Date Revised	08Aug2023	SOP # 8009
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to provide guidance for shutting down the main engine on Superior Bay Marine of Alabama, LLC vessels during routine vessel delays.

B. RESPONSIBILITY

The pilot on watch is responsible for ensuring that the following procedures are followed.

C. PROCEDURES

1. While awaiting locks, during fog delays, or when loading or discharging barges, shut down at least one engine (two, if safety conditions allow), in an effort to conserve fuel and reduce cost.
2. Engine shutdown periods are a prime time to make engine inspections to discover and correct potential problems and to perform routine maintenance.
3. During extended delays, engines should be restarted every 24 hours and brought to operating temperature to check equipment, with particular attention to the main engine lube oil levels and air starters. Report any discrepancies immediately to the Safety Manager.

	Maintenance Procedures			Qualifications of Maintenance Personnel	
	Revision#	01	Date Revised	02Aug2023	SOP # 8010
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure outlines the qualifications of maintenance personnel working for Superior Bay Marine of Alabama, LLC.

B. RESPONSIBILITY

The Safety Manager is responsible for approving the qualifications of maintenance personnel.

C. QUALIFICATIONS

1. The qualifications of maintenance personnel and those responsible for conducting in-house inspections are as follows:
 - 1.1. Must present a history of working with the types of mechanical equipment found on Superior Bay Marine of Alabama, LLC. vessels and barges
 - 1.2. Maintenance personnel must demonstrate a mastering of mechanical knowledge. This would include diesel, gasoline, and electrical type equipment.
 - 1.3. Maintenance personnel must demonstrate skills in troubleshooting equipment. Must be self-sufficient and resourceful.
 - 1.4. Must have knowledge of company policies and vessel requirements;
 - 1.5. Must have knowledge of marine safety and environmental protection requirements.
 - 1.6. The Safety Manager has the final authority on maintenance personnel selection.

	Maintenance Procedures			Rigging Replacement	
	Revision#	01	Date Revised	02Aug2023	SOP #8011
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

This procedure establishes a uniform system for determining when rigging should be discarded and/or replaced aboard all Superior Bay Marine of Alabama, LLC vessels. Rigging should be carefully scrutinized by both vessel crews and shore-side personnel.

B. RESPONSIBILITY

1. The Captain is responsible for ensuring that the following procedures are adhered to.
2. The pilot on watch is responsible for managing the deck crew and ensuring the duties are performed as required by this policy.

C. PROCEDURES

The following conditions require rigging replacement:

Ratchets

1. Bent, broken, or cracked pelican hooks
2. Bent, broken, or cracked keeper
3. Bent, broken, or separated handles
4. Bent, broken, or cracked shaft or barrel

Straps

1. Cracked or broken collar
2. Frayed or stranded wire section
3. Cracked or broken chain links

Chain Links

1. Bent or twisted or otherwise deformed chain links
2. Chain links that are cracked

Shackles

1. Spread or bent or cracked shackles
2. Pins with the threads stripped
3. Cracked or bent pins

Wires

1. Frayed or stranded portions or eyes
2. Cracked or broken collars

The wheelman of vessel will exercise judgment in discarding any rigging for defects other than the ones listed above. All bad rigging needs to be tagged as such until it is properly disposed of.

For questions concerning rigging, contact the Safety Manager.

	Maintenance Procedures			Marking of Piping	
	Revision#	01	Date Revised	08Aug2023	SOP # 8012
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

The purpose of this procedure is to provide instructions for properly marking all Superior Bay Marine of Alabama, LLC vessel's piping. It is important for all vessels to standardize the identification of vessel piping as this will greatly reduce the time involved in troubleshooting or repairing vessel piping and make it easier for maintenance personnel to identify vessel piping from vessel to vessel.

B. RESPONSIBILITY

1. The Safety Manager is responsible for identifying which colors will be used for vessel piping.
2. The Personnel Manager is responsible for implementing this procedure and ensuring that all personnel are aware of the requirements as outlined in this procedure.
3. The Captain is responsible for ensuring that these procedures are implemented on the vessel.

C. PROCEDURES

1. The isolation valves in each piping system must be labeled with the system they service (fire, fuel, air...) and,
2. Each isolation valve must be color coded indicating the system they service.
3. The following is a list of vessel piping and the colors in which they are coded.

Fire Main		Red CLC287
Air Supply		Yellow CLB134
Salt Water Ballast		Green CLL549
Potable / Wash Water		Blue CLC935
Fuel Oil		Orange CLD 260
Lube Oil		Brown CLM 231
Bilge		Black CLY999
Hydraulic Oil		Gray CLJ724
Gear Oil		Purple CL4720H
Sewage		Gold CLE143

	Vessel Inspection Procedures			Inspections	
	Revision#	01	Date Revised	08Aug2023	SOP # 8101
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 1

A. INTRODUCTION

Inspections of systems and equipment is the cornerstone to any maintenance program. This section describes the basic procedure for vessel inspections on board Superior Bay Marine of Alabama, LLC vessels. Vessel inspections involve documenting relevant information in the Software program Sinex.

B. RESPONSIBILITY

1. The Safety Manager is responsible for assuring that vessel inspections are conducted as scheduled.
2. The Captain of each vessel is responsible for the daily review of the Sinex Block Assignments for his/her respective vessel.
3. The Sinex program will identify all outstanding deficiencies, and any work tasks due within the set range. The default window is set at seven (7) days but may be adjusted for long range forecasts.
4. The Captain is responsible for conducting those vessel inspections that are forecast to be due within the next seven (7) days, then either sign off, enter discrepancies, or order appropriate parts in the Sinex software program assuring that all information reported is true and accurate.
5. The vessel Captains are responsible for entering inspection discrepancies into the Sinex "Service Request" form, and for ensuring the resolution of those discrepancies that have been found on the vessels.
6. The Safety Manager is responsible for archiving vessel inspections in appropriate files.

C. PROCEDURES

1. The Captain is responsible for conducting the required inspections or assigning a competent person to conduct the inspection.
2. Any deficiency identified during the inspection process will be noted in the Sinex program.
3. The "Daily Equipment Check" form, shall be used by the Master or Deckhand to record the operating condition of the vessel's main engines and generators. This form is maintained in Sinex and will be retained indefinitely.
4. If the deficiency is of an URGENT nature, the Captain will call the Safety Manager immediately, otherwise the deficiency will be entered in Sinex.
5. There will also be an annual vessel audit of the vessel as scheduled by the Safety Manager. The auditor may be a company manager, or a third-party auditor contracted by the company. The auditor will use the Superior Bay Marine of Alabama, LLC approved audit protocol.

	Vessel Inspection Procedures			Internal Survey Program	
	Revision#	01	Date Revised	08Aug2023	SOP # 8102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 5

A. PURPOSE

To ensure vessel compliance, Superior Bay Marine of Alabama will utilize an Internal Survey Program, in which Superior Bay Marine of Alabama will conduct the surveys and examinations as set forth in this TSMS using internal resources or contracted surveyors. This Internal Survey Program will be conducted with the oversight of a TPO.

B. SCOPE

This procedure applies to all surveys and examinations for Superior Bay Marine of Alabama towing vessels.

C. RESPONSIBILITY

1. The Safety Manager is responsible for ensuring compliance with this procedure.
2. The Safety Manager is responsible for and has the authority to:
 - a) Ensure all vessels undergo an internal survey in accordance with this procedure annually within 3 months before or after the anniversary date of the COI.
 - b) Stop all vessel operations pending the correction of non-conformities and deficiencies;
 - c) Oversee vessel compliance activities; and
 - d) Track and verify that non-conformities and deficiencies were corrected.

D. QUALIFICATIONS

1. As the individual responsible for managing the internal survey program, the Port Engineer's qualifications are found in his/her job description.
2. Internal surveyors should have a working knowledge of Superior Bay Marine of Alabama's vessels and their operating systems.
3. Internal surveyors should have knowledge of Superior Bay Marine of Alabama company policies and vessel requirements.
4. Internal surveyors may be designated employee(s) or contracted individual(s) who meet the company's qualifications below:
 - a) Surveyors conducting Annual Internal surveys must have the skills and experience necessary to assess compliance with all requirements of Subchapter M as noted in 46 CFR 139.130(a).
 - b) A "Qualified Internal Surveyor," is one that can demonstrate that they meet the regulatory requirements of 46 CFR 139.130(c):
 - 1) Possess a high school diploma or equivalent; AND

	Vessel Inspection Procedures			Internal Survey Program	
	Revision#	01	Date Revised	08Aug2023	SOP # 8102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 5

- 2) At least one of the following:
 - i. Four years of experience working on towing vessels as master, mate (pilot), or engineer; OR
 - ii. Other relevant marine experience, such as Coast Guard marine inspector, military personnel with relevant maritime experience, marine surveyor, accredited marine surveyor, experience on vessels of similar operating and physical characteristics.
5. Surveyors conducting drydock surveys and internal structural examinations will meet all of the qualifications of those conducting annual internal surveys, including additional specific work experience to conduct drydock surveys and internal structural examinations.
6. Superior Bay Marine of Alabama, LLC will provide documentation of surveyor's qualifications to the TPO upon request.

E. PROCEDURE

1. General Conduct of Survey
 - a) When conducting a survey, the surveyor must determine that the items being surveyed function as designed, is free of defects or modifications that reduce its effectiveness, is suitable for the service intended, and functions safely in a manner consistent for vessel type, service and route.
 - b) The survey will include an examination of the company's TSMS to ensure the policies and procedures are available to the crew, that all internal and external audits are being conducted, and that all recordkeeping requirements are being met;
 - c) A review of certificates and documentation held on the vessel;
 - d) An examination all of the accessible parts of the exterior and interior of the hull, the watertight bulkheads, and weather decks;
 - e) An examination of the vessel's machinery, fuel, and piping systems, and where appropriate, witness the operations of:
 - I. Engine control mechanisms,
 - II. All machinery essential to the routine operation of the vessel, including generators and cooling systems;
 - III. All fuel systems, including fuel tanks, tank vents, piping, and pipe fittings;
 - IV. All valves in fuel lines, including local and remote operation;
 - V. All overboard discharge and intake valves and watertight bulkhead pipe penetration valves;

	Vessel Inspection Procedures			Internal Survey Program	
	Revision#	01	Date Revised	08Aug2023	SOP # 8102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 5

VI. Means provided for pumping bilges; and

VII. Machinery shutdowns and alarms.

- f) Examine the condition of, and where appropriate, witness the operation of all steering system components;
- g) Examine the condition of, and verify the testing of all Pressure Vessels, boilers, and relief valves;
- h) Examine the condition of the electrical system, all cables, Circuit breakers, generators, motors, lighting fixtures, circuit interrupting devices; and all emergency electrical systems;
- i) Examine the condition of all lifesaving equipment and systems;
- j) Examine the vessel's fire protection equipment and systems and verify equipment is installed and maintained as specified in the TSMS and COI;
- k) Examine or verify the condition of the operation of the vessel's towing gear;
- l) Examine or verify the condition of the vessel's navigation equipment;
- m) Examine vessel records to ensure vessel complies with the navigation tests, inspection, and voyage planning requirements of 33 CFR part 164 are being complied with;
- n) Examine the quarters, toilet and washing spaces, galleys, serving pantries, lockers, and similar spaces to ensure that they are clean and decently habitable;
- o) Verify that all observed unsafe practices, fire hazards, and other hazardous situations are corrected, and that all required guards and protective devices are in satisfactory condition;
- p) Verify that bilges and other spaces are free of excessive accumulation of oil, trash, debris, or other matter that might create a fire hazard, clog bilge pumping systems, or block emergency escapes.
- q) Verify that the vessel is manned in accordance with the vessel's COI, and crew is maintaining vessel logs and records in accordance with the TSMS;
- r) Crew is complying with the operational and safety procedures of the TSMS;
- s) Crew has received training required by the TSMS;
- t) Examine the vessel to ensure compliance with the oil pollution prevention requirements of the TSMS;

	Vessel Inspection Procedures			Internal Survey Program	
	Revision#	01	Date Revised	08Aug2023	SOP # 8102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 4 of 5

- u) Examine all items in the vessel's outfit, such as ground tackle, markings, and placards that are required to be carried in accordance with the TSMS.
2. The Safety Manager will ensure that each survey is documented through a detailed report that includes:
 - a) The Vessel Name and Official Number;
 - b) Name and business address of owner or managing operator;
 - c) Date and location of the survey;
 - d) Date the report of the survey was issued, if different than the date the survey was concluded;
 - e) Name of the surveyors;
 - f) Name and business address of the TPO the surveyors represent, if applicable;
 - g) Signatures of surveyors;
 - h) A descriptive list of the items examined or witnessed during each survey;
 - i) A descriptive list of all nonconformities identified during each survey, including those that were corrected during the course of the survey;
 - j) A descriptive list of:
 - I. All nonconformities remaining at the end of each survey;
 - II. The required corrective actions;
 - III. The latest date of required corrective action; and
 - IV. A description of the means by which the corrective actions were verified;
 - V. A descriptive list of items that need to be repaired or replaced before the vessel continues service; and
 - VI. A statement that the vessel complies with the applicable requirements of this subchapter and is fit for its route and service, subject to the correction of nonconformities.
3. If an unsafe condition is found that cannot be immediately rectified, Superior Bay Marine of Alabama must notify the cognizant OCMI immediately.
4. The cognizant OCMI may require Superior Bay Marine of Alabama to provide for the attendance of a surveyor or auditor from a TPO to assist with verifying compliance.
5. Deficiencies or non-conformities of a Lifesaving or Firefighting nature, must be corrected before the vessel can be returned to service.

	Vessel Inspection Procedures			Internal Survey Program	
	Revision#	01	Date Revised	08Aug2023	SOP # 8102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 5 of 5

6. Other deficiencies identified on a CG-835V “Notice of Merchant Marine Inspection Requirements”, notified survey deficiencies, non-conformities, or other corrective action reports must be corrected within the specified corrective action time period.
7. Deficiencies or minor non-conformities found during a survey will be documented according to the Corrective & Preventive Actions procedure 1402.
8. Major non-conformities will be documented on a Corrective Action Report (CAR) form and processed in accordance with the Corrective & Preventative Action procedure.

F. RECORDS

Records of annual internal surveys drydock surveys and internal structural examinations should be maintained for at least 5 years.

	Vessel Inspection Procedures			Drydock & Internal Structural Exams	
	Revision#	01	Date Revised	08Aug2023	SOP # 8103
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

A. INTRODUCTION

Drydocking of a vessel is necessary to determine whether any defect, deterioration, damage, or modifications of the hull and related structure and components may adversely affect the vessel's seaworthiness or fitness or suitability for its route or service. This procedure establishes guidelines for conducting drydock inspections.

B. RESPONSIBILITY

1. The Safety Manager is responsible for scheduling boats for routine repairs or credit drydocking's.
2. The Safety Manager is responsible for notifying the TPO of the scheduled drydock.
3. The Safety Manager is responsible for assigning a TPO approved/qualified Drydock and Internal Structural Exam surveyor to conduct the drydock survey.

C. PROCEDURES

1. Boats operated by Superior Bay Marine of Alabama are to be drydocked for regular maintenance to underwater gear and internal structural survey according to the due date specified on the vessel's Certificate of Inspection (COI). Vessels that operate in salt water less than 6 months out of a 12-month period will be required to be drydocked every 5 years. For those vessels that operate in salt water more than 6 months in a 12-month period, they will be required to be drydocked twice in a 5-year period, with no more than 36 months between drydocking's.
2. Once the vessel is on drydock, the surveyor will conduct a hull and machinery survey which will include, but is not limited to:
 - a.) A visual inspection of the hull coatings for damage;
 - b.) A visual inspection of the hull plating including bottom, sides, headlog, and stern, and examine all appendages for damage, fractures, wastage, pitting, insets, or improper repairs;
 - c.) Examine each tail shaft for bends, cracks, and damage, including the sleeves or other bearing contact surfaces on the tail shaft for wear. The tail shaft need not be removed for examination if these items can otherwise be properly evaluated;
 - d.) Examine the rudders for damage, the upper and lower bearings for wear, and the rudder stock for damage or wear. Rudders need not be removed for examination if these items can be otherwise properly

	Vessel Inspection Procedures			Drydock & Internal Structural Exams	
	Revision#	01	Date Revised	08Aug2023	SOP # 8103
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

evaluated. This also includes other underwater components of steering and propulsion mechanisms;

- e.) Examine the propellers for cracks and damage;
 - f.) Examine the exterior components of the machinery cooling system for leaks, damage, or deterioration;
 - g.) Open and examine all sea chests, through-hull fittings, and strainers for damage, deterioration, or fouling.
 - h.) Open and visually inspect all voids
3. Vessels will also be required to undergo an Internal Structural Exam (ISE) according to the due date specified on the COI. This date will most always coincide with the drydock, however the ISE maybe conducted while the vessel is afloat or on drydock.
 4. The ISE will consist of a complete examination of the:
 - a) Vessel's main strength members, including the major internal framing;
 - b) The hull plating;
 - c) Voids;
 - d) Fuel oil tanks
 - e) Piping
 5. Where the internal framing, plating, or planking of the vessel is concealed, sections of the lining, ceiling, or insulation may be removed, or the parts otherwise probed or exposed to determine the condition of the hull structure.
 6. Fuel oil tanks need not be cleaned out and internally examined if the general condition of the tanks is determined to be satisfactory by an external examination
 7. The President and Safety Manager will review the list of deferred items (repair list) and add any additional items captured during the hull and machinery survey.
 8. If at any time during the drydock survey, an unsafe condition is discovered, the Safety Manager must notify the cognizant OCMI, and depending on the severity of the condition, the CG may require an external surveyor from the TPO to verify compliance.
 9. The Safety Manager will ensure the surveyor prepares a machinery survey or drydock report and a hull inspection report in accordance with the required report information identified in the Internal Survey Program SOP #8102.
 10. Records of maintenance repair will be kept for a period of five years.
 11. Superior Bay Marine of Alabama, LLC. will not conduct Underwater Inspections in Lieu of Drydocks



**Superior Bay Marine of Alabama, LLC.
118 Industrial Pkwy
Saraland, AL 36571**

Deckhand Assessment Record (D.A.R.)

Trainees Name

Date Started

Date Completed

Instructions for the proper completion of the D.A.R.

1. All entries must be complete and legible.
2. The trainee must demonstrate to the Performance Assessor (P.A.) that he/she is proficient in the task being completed before the P.A. initials and dates the task.
3. Each P.A. must print and sign his name and enter his initials on page 5 of this record.
4. The trainee must receive an evaluation from the captain or relief captain once a month until he is fully qualified.
5. The trainee must complete this D.A.R. and return it to the office.

Task #	Task or Duty to be Completed	P.A. Initials	Date
A.	Superior Bay Marine of Alabama, LLC Policy's and Directives		
A.1	Drug & Alcohol Policy		
A.2	Safety Policy and Rules		
A.3	Watch System		
A.4	Levels of Authority		
A.5	Proper Hygiene		
A.6	Confined Space		
A.7	Know the location of all Life Jackets		
A.8	Know the location of all Fire Extinguishers		
A.9	Read and Sign the TSMS Manual		
B.	Proper Vessel and Barge Terminology and Locations		
B.1	Wheelhouse / Pilothouse		
B.2	Crews Quarters		
B.3	Galley		
B.4	Engine Room		
B.5	Front Hold		
B.6	Bow, Port, Starboard, Stern		
B.7	Tow Knees		
B.8	Voids and Tanks		
B.9	Wing Tanks		
B.10	Cargo Tanks		
B.11	Timber Head		
B.12	Cavel or Kevel		
B.13	Button		
B.14	Chock (open or closed)		
C.	Identify and Know the use of Lines and Cables	P.A. Initials	Date
C.1	Identify the following ropes and lines:		
	Spectra		
	Nylon		
	Polypropylene and		
	Manila		

C.2	Make up a line by; Faking and Coiling		
C.3	Tie the following knots:		
	Bowline		
	Square Knot		
	Clove Hitch		
C.4	Make an Eye Splice		
C.5	Make a Bumper		
C.6	Throw a line (Single part and double part)		
C.7	Handle a line under strain		
C.8	Tie off to a timber head		
C.9	Tie off to a Kevel		
C.10	Roll a temporary eye in a cable		
C.11	Use cable clamps properly		
C.12	Lay out Jockey Wires		
C.13	Lay out Breast Wires		
C.14	Lay out Fore and Aft Wires		
C.15	Lay out Face Wires		
C.16	Demonstrate the proper and safe use of winches		
C.17	Demonstrate the proper and safe use of ratchets		
C.18	Demonstrate coupling barges, building high/low couplings		
D.	Vessel and Barge Maintenance		
D.1	Sooge (Scrub) the outside of the boat		
D.2	Stow all gear properly		
D.3	Clean the inside of the boat		
D.4	Clean the head		
D.5	Clean the bunk rooms		
D.6	Clean the galley		

D.	Vessel and Barge Maintenance (cont.)	P.A. Initials	Date
D.7	Clean the front hold		
D.8	Clean the wheelhouse		
D.9	Clean the engine room		
D.10	Use the sander, grinder and needle gun properly and safely		
D.11	Prepare a surface for painting		
D.12	Identify types of primer and paints		
D.13	Paint surface		
E.	Drills and Training		
E.1	Know the location of the station bill		
E.2	Know the duties and responsibilities for each drill		
E.3	Participate in a fire drill		
E.4	Participate in a Security drill		
E.5	Participate in a man overboard drill		
E.6	Participate in a collision drill		
E.7	Participate in an abandon Ship Drill		
F.1	Communications		
F.2	Know the proper hand signals		
F.3	Know the proper use of the portable VHF Radio		
F.4	Know the proper use of the PA system		
G.	Engine Room		
G.1	Main Engines		
	Check the oil		
	Check the water		
	Check the air filter		
	Check the marine gear oil		
G.2	Start engines		
	Visually inspect for oil leaks and exhaust leaks		
	Check gauges		
G.3	Generators		
	Check the oil		
	Check the water		

G.	Engine Room (cont.)	P.A. Initials	Date
	Check the air filter		
G.4	Start Generators		
	Visually inspect for oil leaks and exhaust leaks		
	Check electrical panel and meter readings		
G.5	Air Compressor		
	Check the oil		
	Check the air filter		
	Check the gauges		
	Drain the water		
G.6	Check the Stuffing Box		
G.7	Check the bilge pump operation		
G.8	Check the fuel transfer pump operation		
G.9	Clean the engine room		
H.	Deck Fitting Maintenance		
	Inspect and grease rams, rudder stocks, and jockey bars		
	Inspect and grease main winches		
	Inspect and grease roller buttons		
I.	Skiff Use		
	Inspect skiff and outboard motor		
	Check Plug		
	Check gas		
	Launch skiff and use safely		
	Recover skiff		

Performance Assessor (P.A.) Information		
Initials	Print Name	Signature

SUPERIOR BAY MARINE OF ALABAMA, LLC.

Performance Evaluation – Captain / Relief Captain / Pilot

Use the following ratings for your evaluation:

- 1 - Unsatisfactory / Performance frequently unacceptable
- 2 - Below Average / Performance not consistent; needs improvement
- 3 - Average / Performance satisfactory
- 4 - Above Average / Performance exceeds normal standards
- 5 - Excellent / Performance is exceptional; few improvements possible

Has operational knowledge of boat and tow	1	☐	2	☐	3	☐	4	☐	5	☐
Capable of handling boat and tow in the canal	1	☐	2	☐	3	☐	4	☐	5	☐
Capable of handling boat and tow in a river.....	1	☐	2	☐	3	☐	4	☐	5	☐
Capable of docking boat and tow	1	☐	2	☐	3	☐	4	☐	5	☐
Capable of locking boat and tow	1	☐	2	☐	3	☐	4	☐	5	☐
Capable of bridge passages	1	☐	2	☐	3	☐	4	☐	5	☐
Follows company safety requirements.....	1	☐	2	☐	3	☐	4	☐	5	☐
Concerned about the safety of the crew	1	☐	2	☐	3	☐	4	☐	5	☐
Concerned about the safety of the environment	1	☐	2	☐	3	☐	4	☐	5	☐
Concerned about the safety of the cargo	1	☐	2	☐	3	☐	4	☐	5	☐
Concerned about the safety of the company's equipment.....	1	☐	2	☐	3	☐	4	☐	5	☐
Maintains communications with company dispatchers	1	☐	2	☐	3	☐	4	☐	5	☐
Maintains communication with locks, docks, bridges, etc.....	1	☐	2	☐	3	☐	4	☐	5	☐
Demonstrates professionalism with crew and dock personnel	1	☐	2	☐	3	☐	4	☐	5	☐
Demonstrates positive attitude towards assignments.....	1	☐	2	☐	3	☐	4	☐	5	☐
Dependable (is ready for duty, on time).....	1	☐	2	☐	3	☐	4	☐	5	☐
Maintains accurate document control	1	☐	2	☐	3	☐	4	☐	5	☐
Maintains the condition of the vessels and equipment	1	☐	2	☐	3	☐	4	☐	5	☐
Properly manages crew matters	1	☐	2	☐	3	☐	4	☐	5	☐
Provides active supervision with trainees	1	☐	2	☐	3	☐	4	☐	5	☐
Participates in cargo handling process	1	☐	2	☐	3	☐	4	☐	5	☐
Overall rating on performance.....	1	☐	2	☐	3	☐	4	☐	5	☐

Employee Comments:

- ☐ I understand and believe this review to be true and fair.
- ☐ For items marked "average" or below, I commit myself to improving my performance.
- ☐ I do not understand nor believe this review to be true or fair and hereby request to meet with management to discuss the situation as presented in this review.

Employee Signature

Date

Supervisor Signature

Date

Human Resources Manager Signature

Date

SUPERIOR BAY MARINE OF ALABAMA, LLC.
Performance Evaluation - Deckhand

Employee Name _____ Date _____

Vessel _____

Yes No

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Dependable-on time for watches and completes assignments. |
| ☐ | ☐ | Works well with others. |
| ☐ | ☐ | Sees what needs to be done and does it without asking. |
| ☐ | ☐ | Maintains good personal hygiene, bathes, washes clothes etc. |
| ☐ | ☐ | Maintains good housekeeping (galley, head, living quarters etc.) |
| ☐ | ☐ | Responds positively, promptly and safely to directions. |
| ☐ | ☐ | Brings enough supplies to last entire hitch. |
| ☐ | ☐ | Shows high level of safety awareness. |
| ☐ | ☐ | Knowledge of policies and procedures. |
| ☐ | ☐ | Practices safety rules and regulations (works in a safe manner). |
| ☐ | ☐ | Uses proper personal protective equipment. |

OVERALL PERFORMANCE SUMMARY:

- ☐ I understand and believe this evaluation is accurate and fair.
- ☐ I do not understand/agree with this evaluation.
- ☐ Hearing/discussion with higher management/personnel requested.

Employee's signature _____ Date _____

Supervisor's signature _____ Date _____

Superior's signature _____ Date _____

SUPERIOR BAY MARINE OF ALABAMA, LLC

LETTER OF WARNING

In accordance with Superior Bay Marine of Alabama, LLC. (SOP # 2301) I _____
_____ have been issued this letter of warning as the result of direct violation of a Superior Bay Marine of Alabama, LLC. company policy. With safety being a condition of my employment, I must uphold all company policies as listed in the Superior Bay Marine of Alabama, LLC. Policies & Procedures Manual. It is also my responsibility to become familiar with all company policies and procedures. I realize that as a result of my actions, I may be putting fellow employees and myself in danger. Therefore, I will be subject to one or more of the following disciplinary actions that may include, but are not limited to:

- ☐ Verbal/Written Warning ☐ Loss of Safety Award ☐ Deduction of wages
- ☐ Loss of one hitch (14) days ☐ Other _____

Policy Violation Description:

Remarks:

I have read and fully understand the warning as listed above. Further non-compliance with company policy will result in an increase in disciplinary action and/or the termination of my employment with Superior Bay Marine of Alabama, LLC.

Employee signature _____ Date _____

This document has been prepared by _____ Date _____

	Vessel Operating Procedures		Watch Turnover Form	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 3007-A Page 1 of 2

SUPERIOR BAY MARINE OF ALABAMA, LLC. TURNOVER REPORT – WHEELHOUSE

Please share this report with your relief and the Pilot.
Forward a copy to the Office.

Vessel:		Date:	
Captain:		Relieving Captain:	
Pilot:		Relieving Pilot:	

SAFETY

SAFETY ISSUES & PPE

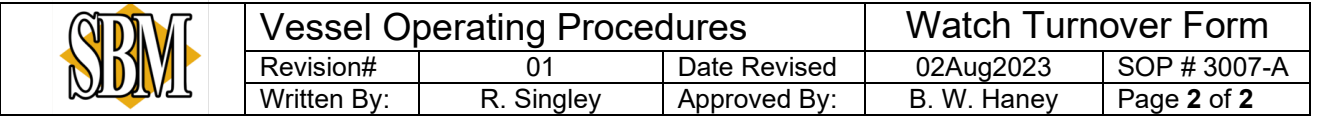
(Incidents; near-misses; unsafe acts; non-compliance issues; lessons learned; safety meetings, drills, and inspections; safety-related improvements; other hazards; etc.)

U.S. COAST GUARD ALERTS, ADVISORIES, RESTRICTIONS

Date	Type	Comment

OPERATIONS

CURRENT BOAT ORDERS & GENERAL CONDITIONS



NAVIGATIONAL ISSUES

(River stages & conditions; status of aids to navigation; traffic; channel conditions; etc.)

VESSEL PERFORMANCE & EQUIPMENT ISSUES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Offgoing Captain/Pilot:		Date:	
------------------------------------	--	--------------	--

Offgoing Captain/Pilot:		Date:	
------------------------------------	--	--------------	--

Oncoming Captain/Pilot:		Date:	
--------------------------------	--	--------------	--

Oncoming Captain/Pilot:		Date:	
--------------------------------	--	--------------	--

	Transfer Procedures		Pre-Transfer Checklist	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 3102A Page 1 of 1

Barge Name:		☐ Loading ☐ Discharging	
Paperwork (call office if any paperwork is missing or expired)			
☐ Certificate of Inspection (COI) ☐ Piping Diagrams / Transfer Procedures (stripping) ☐ Emer. Response Procedures & Notifications ☐ Hose Test Certificates ☐ USCG Security Approval Letter ☐ SDS for Current and Prior Cargo(s) ☐ Declaration of Inspection (DOI's) ☐		SLOP TANK ☐ Hatch secure, valves closed, vented, 12" from top HOSE BOOM(S) ☐ Winches work freely ☐ Cables in good condition VAPOR RECOVERY SYSTEM ☐ Test PV Valve Operation, Inspect PV Gauge ☐ Test visual and audible alarm panel ☐ Vapor drain is not plugged, drain any accumulated fluid ☐ Vapor Header properly color coded/painted HATCHES / DOGS / SIGHT GLASSES ☐ Gaskets good ☐ Dogs lubricated ☐ Hatches secure ☐ Sight glasses clean and operational HEADLOG, TRANSOM, AND SHELL PLATE ☐ Free from visible damage WARNING SIGNS / SIGNAGE ☐ Dangerous Cargo ☐ Red Flag & Hook ☐ Emergency Shutdown ☐ "Gauge Here" signs SPILL KIT ☐ All pollution equipment accounted for and ready for deployment FIRE EXTINGUISHER #1 ☐ Good Condition, Date good, 10lb ABC (Dry Chemical) or 15 lb CO2 FIRE EXTINGUISHER #2 ☐ Good Condition, Date good, 10lb ABC (Dry Chemical) or 15 lb CO2 MOORING LINES ☐ 4 mooring lines in good condition (MIN) ☐ White mooring light working properly VOID TANKS ☐ Free from visible damage ☐ Properly Labeled (Danger – Do Not Enter) ☐ Free of water or cargo	
DRIP PANS / DECKS / SCUPPER PLUGS			
☐ Empty/Clean, plugged and/or valve closed ☐ Free from oily residues and/or debris ☐ All scuppers good condition and tight			
BLINDS/FLANGES			
☐ Blind installed and new gaskets ☐ Proper blind flange on Vapor Recovery header ☐ Every hole has bolt installed and tool tight			
HEADER LINE			
☐ Blind Flange (Bolt in every hole) ☐ Drop valve closed ☐ Drain valve closed			
CARGO HOSE (Inside Containment Rail)			
☐ Test date within past 12 months ☐ Marked "OIL SERVICE" ☐ Marked "MAWP 150 PSI" ☐ General Condition			
PUMP ENGINE / PUMP (DISCHARGE ONLY)			
☐ Filters, belts, fluid levels, etc. OK ☐ Fuel tank full (No closer than 12" from top) ☐ Fuel tank drained of water/trash ☐ Engine run ☐ Emergency Shutdown tested ☐ Packing good, no signs of leakage ☐ Shaft & Exhaust Guards In Good Condition			
CARGO TANKS			
☐ All valves operating properly ☐ All Flame screens / Vents in good condition ☐ Properly Labeled (Danger – Do Not Enter) ☐ PV Valves operating properly			
Tankerman:		Date:	
Wheelman on Watch:		Dock/Port:	

	Safety Procedures			Bloodborne Pathogens	
	Revision#	01	Date Revised	02Aug2023	SOP # 4015
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

SUPERIOR BAY MARINE OF ALABAMA, LLC.
HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee _____ Date _____

Company
Representative _____ Date _____

	Safety Procedures			Bloodborne Pathogens	
	Revision#	01	Date Revised	02Aug2023	SOP # 4015
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 2

SUPERIOR BAY MARINE, LLC. EXPOSURE REPORT

This exposure report is used for the purpose of reporting a suspected exposure incident or occupational exposure of an employee to blood or other potentially infectious material. This form is to be completed by the employee prior to the end of the shift in which the suspected exposure occurred

Exposed Employee's Name _____

Date of Exposure _____ Time of Exposure _____

Description of the Incident (who, what, when, where)

Other People Involved (describe their involvement)

Route of Exposure:

Personal Protective Equipment Used:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Witness Signature _____ Date _____
(if the employee is not able to complete this form)

I decline a medical evaluation at this time. _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Emergency Drill And Training Reporting Form

SOP #4203

Vessel Name:		Date:	
---------------------	--	--------------	--

Type of Drill:	Emergency Equipment Used:	Weather Conditions:
☐ Fire / Evacuation ☐ Security ☐ Man Overboard ☐ Sinking / Collision ☐ Spill ☐ Abandon Ship ☐ Medical Emergency ☐ Other: _____	☐ General Alarm ☐ Portable Fire Extinguisher ☐ Fire Station & Hose ☐ Emergency Skiff ☐ Ring Buoys ☐ Spill Kit ☐ Other: _____	☐ Clear ☐ Cloudy ☐ Raining ☐ Cold ☐ Hot ☐ Windy ☐ Slack Current ☐ Swift Current

Drill Scenario

Training Topic:

Reference Sources	SMS	Regulation	Video	Other
--------------------------	------------	-------------------	--------------	--------------

Comments (Details of Drill / Training)

Names of Participating Crew:

Print Name:

Signature:



SUPERIOR BAY MARINE OF ALABAMA, LLC
118 Industrial Parkway
Saraland, AL 36571

INCIDENT REPORT

Vessel's Name		Official Number:		Call Sign:		Flag: USA	
Date and Time of Event:				Current Condition: (i.e. Stable, Listing, Sinking, etc.)			
Position of Vessel: LAT ° ' " _ N LONG ° ' " _ W					Mile Marker on Waterway, or Offshore Block		
Bearing and Distance from Prominent Landmark, if any:							
Vessel's Course:		Vessel's Speed, Knots:			Vessel's Intended Track:		
Radio Frequencies Monitored:		Other Means of Contact (Cell Phone, Land Line Phone, Etc):					
Date and Time of Next Report:							
Type and Quantity of Fuel, Cargo, Bunkers and Other Oil(s) Onboard:							
Brief Details of Defects, Deficiencies, and/or Damage:							
Brief Details of Pollution, Including Estimate of Type and Quantity of Oil Lost:							
Brief Details of On-Scene Weather, Wind Speed & Direction, Wave & Swell Height & Direction:							
Contact Details for Vessel's Owner/Operator/Agent:							
Vessel Size: Lgth: ' Beam: ' Draft: '		Displacement:		GRT		Vessel Type	
Brief Details of Incident:							
Need for Outside Assistance:							
Actions Being Taken or Planned to be Taken:							
Number of Crew and/or Other Personnel Onboard:				Details of Injuries and/or Fatalities, if any:			
Details of P&I Club or Insurance Agent, and Local Contact:							
Other Pertinent Information:							
Printed Name of Person Making Report:			Signature of Person Making Report:			Title:	

	Incident Reporting Procedures			Report of Personal Injury	
	Revision#	01	Date Revised	02Aug2023	SOP # 6009
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 1 of 2

Use 24 hour time when documenting timeframe

Date (current)		Time (current)	
Name of Vessel		Date of Incident	
Printed Name of Injured		Time of Incident	
Date Employee Boarded Vessel		Date Employee Left Vessel	
Location of Vessel at Time of Incident			
Is Drug Use Suspected? ☐ YES / ☐ NO		Is Alcohol Use Suspected? ☐ YES / ☐ NO	
Date 1 st Reported		Name of Person 1 st Reported To	
Date Captain 1 st knew of incident		Captain's Name	
Date Office 1 st knew of incident		Manager's Name	
Description of Incident (use additional paper if necessary)			
Preventive Measures Taken to Avoid Injury / Illness			
First Aid / Medical Treatment Given (name hospital and physician, if any)		Condition of Injured When Leaving Vessel	
Were there any eye-witnesses to the incident? ☐ YES / ☐ NO If yes, give the following information and have witness(es) fill out <u>Witness Report to Personal Injury of Illness</u> .			
<i>Name</i>	<i>Company</i>	<i>Position</i>	
Signature of person completing form:			

**Incident Reporting Procedures****Report of Personal Injury**

Revision#

01

Date Revised

02Aug2023

SOP # 6009

Written By:

R. Singley

Approved By:

B. W. Haney

Page 2 of 2

Type of Injury

- | | | | | | |
|-------------------------------------|---------------------------------|---------------------------------|--------------------------------------|-----------------------------------|------------------------------|
| ☐ Amputation | ☐ Burn | ☐ Bruise | ☐ Concussion | ☐ Crushing | ☐ Cut |
| ☐ Fracture | ☐ Sprain | ☐ Strain | ☐ Other _____ | | |

Type of Incident

- | | | | |
|---|--|---|------------------------------------|
| ☐ Caught Between | ☐ Caught In | ☐ Caught Under | ☐ Chemicals |
| ☐ Electrical | ☐ Fall from Elevation | ☐ Fall on Same Level | ☐ Lifting |
| ☐ Overexertion | ☐ Pulling | ☐ Pushing | ☐ Slip |
| ☐ Struck Against | ☐ Struck By | ☐ Temp. Extremes | ☐ Trip |
| ☐ Other _____ | | | |

Body Part Injured (circle R for right side or L for left side)

- | | | | | |
|---|--|---------------------------------------|---|--|
| ☐ Abdomen - R / L | ☐ Chest - R / L | ☐ Foot - R / L | ☐ Leg - R / L | ☐ Wrist - R / L |
| ☐ Ankle - R / L | ☐ Ear - R / L | ☐ Hand - R / L | ☐ Neck | ☐ _____ |
| ☐ Arm - R / L | ☐ Eye - R / L | ☐ Hip - R / L | ☐ Respiratory | ☐ _____ |
| ☐ Back/lower - R / L | ☐ Face - R / L | ☐ Head - R / L | ☐ Shoulder - R / L | ☐ _____ |
| ☐ Back/upper - R / L | ☐ Fingers - R / L | ☐ Internal | ☐ Toes - R / L | ☐ _____ |

Relevant Act

- | | | |
|--|---|--|
| ☐ Distraction | ☐ Improper Use of Hand/Body | ☐ Using Improper Equipment |
| ☐ Failure to Secure/Warn | ☐ Improper Position or Posture | ☐ Working at Improper Speeds |
| ☐ Failure to Use PPE | ☐ Inattention | ☐ Working on Moving Equipment |
| ☐ Improper Use of Equipment | ☐ Safety Devices Inoperative | ☐ _____ |

Relevant Condition (check all that apply)

- | | | | | | | | |
|-------------------------------|------------------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|------------------------------|
| ☐ Wet | ☐ Dry | ☐ Dark | ☐ Sunny | ☐ Raining | ☐ Hot | ☐ Cold | ☐ Icy |
| ☐ Dawn | ☐ Day | ☐ Dusk | ☐ Night | ☐ _____ | | | |

OTHER RELEVANT INFORMATION CONCERNING INCIDENT

	Incident Reporting Procedures		Witness Report	
	Revision#	01	Date Revised	02Aug2023
	Written By:	R. Singley	Approved By:	B. W. Haney
				SOP # 6010
				Page 1 of 1

To be filled out by all vessel personnel on board at time of incident.

Name of Injured (please print legibly)		Name of Vessel			
Location of Vessel at Time of Incident		Date of Incident		Time of Incident	
Date Witness Boarded Vessel		Date Witness Left Vessel			
Statement of what witness observed regarding the reported incident and the cause of that incident, if known:					
Printed Name of Witness	<i>Signature</i>		Date of Statement	Witness' Position	

	Incident Reporting Procedures			Incident Investigation Checklist	
	Revision#	01	Date Revised	02Aug2023	SOP # 6102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 2 of 3

DESCRIPTION OF INCIDENT (attach additional sheets if necessary)

REPORTING AND CHEMICAL TESTING REQUIREMENTS

TYPE OF ACCIDENT	Immediate Verbal Report to Coast Guard	Submit CG-2692	Determine if Drug/Alcohol Use Involved & Include in CG-2692	Chemical Test Required	Submit CG-2692B
1. Accidental grounding or bridge striking	YES	YES	YES	NO	NO*
2. Intentional grounding or bridge striking - Creates hazard to navigation, environment, or safety of vessel - Otherwise reportable - None of the above	YES	YES	YES	NO	NO*
	YES	YES	YES	NO	NO*
	NO	NO	NO	NO	NO
	NO	NO	NO	NO	NO
3. Loss of propulsion/steering/control system	YES	YES	YES	NO	NO*
4. Seaworthiness/fitness for service adversely affected (e.g., fire, flooding, failure of fire extinguishing systems/lifesaving equipment/auxiliary generator/bilge pump)	YES	YES	YES	NO	NO*
5. Loss of life	YES	YES	YES	YES	YES
6. Injury (professional medical treatment beyond first aid and unfit to perform routine duties)	YES	YES	YES	YES	YES
7. Property damage (to a RTC vessel, third party vessel, dock, terminal, bridge or fender system, lock wall, etc.; not including salvage, cleaning, gas-freeing, dry-docking, or demurrage costs) \$25,000 or less \$25,000 to \$100,000 - Greater than \$100,000	NO	NO	NO	NO	NO
	YES	YES	YES	YES	YES
	YES	YES	YES	YES	YES
	YES	YES	YES	YES	YES
8. Actual or constructive total loss of vessel - Inspected vessels (including tank barges) - Self-propelled vessels (100 gross tons or more) - Any other vessel	YES	YES	YES	YES	YES
	YES	YES	YES	YES	YES
	YES	YES	YES	YES	YES
9. Oil Spill - Less than 10,000 gallons 10,000 gallons or more	YES	YES**	YES**	NO	NO*
	YES	YES**	YES**	YES	YES
10. Chemical Spill	YES	YES**	YES**	YES	YES

* Not required; may be used if evidence of drug or alcohol use is found.

** If spill is result of an otherwise reportable casualty.

	Incident Reporting Procedures			Incident Investigation Checklist	
	Revision#	01	Date Revised	02Aug2023	SOP # 6102
	Written By:	R. Singley	Approved By:	B. W. Haney	Page 3 of 3

ROOT CAUSE *(attach additional sheets if necessary)*

CORRECTIVE/PREVENTIVE ACTION *(attach additional sheets if necessary)*

LESSONS LEARNED:

Lessons Learned are shared with the Fleet?	☐ YES	☐ NO
How were they shared? (Memo, Training, Phone, etc...)		

Person Completing Report	Date Completed
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**Emergency Response Procedures****Notification Checklist**

Revision#

01

Date Revised

02Aug2023

SOP # 7103

Written By:

R. Singley

Approved By:

B. W. Haney

Page 1 of 1

Make and record notifications as follows:

Office	Person Contacted	Time	Date
Superior Bay Marine of Alabama, LLC Dispatcher			
Qualified Individual (QI)			
National Response Center	NRC Report #		
U.S. Coast Guard			
State and local authorities			
Other			

INFORMATION TO BE REPORTED BY THE VESSEL CAPTAIN:

Name of Person Reporting Spill		Vessel:		Official No.							
Name of Barge Involved:		Location at time of spill		Type of Product Spilled		Amount Spilled					
Condition of Vessel: ☐ Stable ☐ Listing ☐ Sinking		Weather: ☐ Calm ☐ Windy ☐ Rainy		Current ☐ Slack Tide ☐ Swift Tide		Injuries / Fatalities Yes ☐ No ☐		OSRO on Scene Yes ☐ No ☐		USCG on Scene Yes ☐ No ☐	
Description of incident:											
Initial Actions taken to Mitigate Spill:											

EMERGENCY STATION BILL

	PILOT ON WATCH	TANKERMAN AND/OR DECKHAND ON WATCH	ALL OTHER CREW MEMBERS OFF WATCH	VISITORS
SPILL	- PERSONNEL MANAGER - PUT ON RESPIRATOR & OTHER PPE - EVALUATE SPILL AND RISK TO CREW - IF RISK IS HIGH, REMOVE VESSEL & CREW FROM AREA - IF RISK IS LOW, CONTAIN SPILL	- SHUT DOWN TRANSFER OPERATIONS - SECURE ALL VALVES AND MANIFOLDS - PUT ON RESPIRATOR & OTHER PPE - NOTIFY PILOT ON WATCH - STOP AND CONTAIN SPILL IF POSSIBLE	- REPORT TO PILOT ON WATCH - PUT ON RESPIRATORY & OTHER PPE - DEPLOY CONTAINMENT BOOM - AID IN CONTAINMENT EFFORTS	REPORT TO PILOT ON WATCH
MAN OVERBOARD	- SHOUT "MAN OVERBOARD (SIDE)" - TAKE EVASIVE MEASURES IF UNDERWAY - KEEP VICTIM IN SIGHT - SOUND GENERAL ALARM - IF VICTIM IS NOT VISIBLE, TAKE A HEAD COUNT - THROW RING BUOY NEAR VICTIM - STOP TOW - SOUND AT LEAST 5 SHORT BLASTS ON THE HORN - RETRIEVE VICTIM IF POSSIBLE	- SHOUT "MAN OVERBOARD (SIDE)" - PUT ON LIFE JACKET OR WORK VEST - KEEP VICTIM IN SIGHT - THROW RING BUOY OR OTHER FLOTATION DEVICE NEAR VICTIM - FOLLOW PILOT'S ORDERS - RETRIEVE VICTIM IF POSSIBLE	- RESPOND TO GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - REPORT TO PILOT ON WATCH - AID IN RETRIEVAL EFFORTS	REPORT TO PILOT ON WATCH
FIRE	- SOUND GENERAL ALARM - ANNOUNCE "FIRE! FIRE! (LOCATION)" ON P.A. - PUT ON LIFE JACKET OR WORK VEST - EVALUATE DEGREE OF EMERGENCY - PERSONNEL MANAGER	- NOTIFY PILOT ON WATCH - PUT ON LIFE JACKET OR WORK VEST - INVESTIGATE FIRE LOCATION, SIZE & SOURCE - EXTINGUISH FIRE IF POSSIBLE	- RESPOND TO GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - REPORT TO PILOT ON WATCH - AID IN EXTINGUISHING EFFORTS	REPORT TO PILOT ON WATCH
Flooding and All Other Emergencies	- SOUND AT LEAST 5 SHORT BLASTS ON THE HORN - SOUND GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - EVALUATE DEGREE OF EMERGENCY	- RESPOND TO GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - REPORT TO PILOT ON WATCH	- RESPOND TO GENERAL ALARM - PUT ON LIFE JACKET OR WORK VEST - REPORT TO PILOT ON WATCH	REPORT TO PILOT ON WATCH