

**BEST MANAGEMENT PRACTICES
FOR DOCK OPERATIONS AT CRUISE TERMINALS
At Port of Seattle Pier 66 and Pier 91**

The Port of Seattle is committed to preserving and enhancing the environment through proper management of cruise terminal operations. In accordance with Washington Department of Ecology, the provisions of the Federal Clean Water Act, Federal Clean Air Act, and the Puget Sound Clean Air Agency Regulations, the Port is providing these Best Management Practices (BMPs) to help ensure the safekeeping of Elliott Bay, the marine environment and air quality. These are BMPs that Port tenants and terminal operators are required to follow for dock operations at cruise terminals regardless of whether or not the BMPs are specifically required under the federal, state and local laws and regulations. For additional guidance, read and adhere to the Washington State Department of Ecology's 'Vessel Information' resources at <https://ecology.wa.gov>

If you need assistance or have questions, please contact the Terminal Operator at Pier 66: (206) 644-1356 or Pier 91: (206) 644-1335. Please review these BMPs and [email your BMP signature page](#) (see page 8 of this document for form and contact information). The Terminal Operator is defined as the cruise terminal facility tenant or tenants authorized agent.

1. Communication

- a. In regard to providing information on and in implementing BMPs at the cruise terminal facility:
 - i. The Port is responsible for communication and activities of Port staff;
 - ii. The Terminal Operator is responsible for communication and activities of its staff, contractors, stevedores, and vendors on the facility; and
 - iii. The vessels are responsible for activities of their staff, contractors, stevedores, and vendors.

2. Housekeeping

- a. For dock operations at cruise terminals, material tracked out of the Pier 66 Service Area onto the pier beyond the sanitary sewer collection area must be cleaned up at the end of the day's operation by the entity responsible for the activity.
- b. When there are vessels at the cruise terminal facility:
 - i. Daily inspections will be conducted of all operations having the potential to contaminate stormwater and to ensure the BMPs required in this document are being applied to those operations.
 - ii. If a problem is found with implementation of a BMP, the entity responsible for the activity will be instructed to take immediate corrective action.
- c. During the cruise season, the pier surface will be vacuum swept as follows:
 - i. Every week or as deemed necessary, a vacuum sweeper will be used to spot clean the high traffic areas. The Port will provide and maintain this sweeper. The Port will provide this sweeping at Pier 66 and Terminal Operations will arrange for this sweeping at Pier 91.
 - ii. Once a month, The Port will use a large mechanical vacuum sweeper-truck to sweep the pier at the cruise terminal area. The Port will provide and maintain this sweeper.
- d. Before and after the cruise season, the Port will use a large mechanical vacuum sweeper-truck to sweep the pier at the cruise terminal.
- e. Prior to the beginning of each cruise season, all Port and Terminal Operator employees and managing representatives of cruise-related vendors or contracted entities working on the Pier with BMP-related duties will be informed about the importance of BMPs at the facility.
- f. All employees assigned to perform any function related to BMP implementation must be instructed on how to perform those functions effectively.
- g. At the start of each cruise season, a list of current BMPs specific to cruise terminal operations will be circulated to Terminal Operator, stevedore companies, all vessels, and all known vendors or on the first occasion that new vessels and vendors arrive at the Pier.

3. Storage of Equipment

If an entity has equipment parked or stored on the pier without protection from precipitation, that entity must provide the following:

- a. Place drip collection pans or other effective containment devices under any parts of mobile equipment, including generators, that have petroleum-based materials exposed to precipitation and/or runoff.
- b. The containment devices must have sufficient depth and/or capacity to contain any precipitation.
- c. Contents of the containment devices must be collected and disposed of in a manner consistent with federal, state, and local laws.
- d. This BMP applies to the following equipment at a minimum:
 - i. Parts of the main passenger gangway, including but not limited to screw jacks and exposed drive and positioning mechanisms, in both the cruise-season and off-season locations.
 - ii. Cranes, including but not limited to gearing and hydraulic oil lines/connections.
 - iii. Forklifts.

4. Sewage Management & Gray Water

- a. The discharge of untreated or treated sewage into the waters of the State from vessels moored at Port facilities is prohibited. Sewage is defined as “black water and/or sludge, from toilets, urinals & medical/dental sinks”. A list of pump-out service providers is available from King County ([Business Disposal | Hazardous Waste Management in King County, WA \(kingcountyhazwastewa.gov\)](https://www.kingcounty.gov/transportation/air-sea-land/air-sea-land/air-sea-land/business-disposal-hazardous-waste-management-in-king-county-wa)).
- b. Gray water discharge from sinks, laundry, showers and vessel rinse-down may be harmful to aquatic life within the harbor and contains bacteria in sufficient quantities to be a public health concern. The discharge of laundry water from a vessel is prohibited. Reduce gray water generation by reducing the use of sinks, soaps and detergents and by rinsing your vessel with clean water. If you must use soap, use more environmentally friendly soaps (no chlorine or petroleum distillates). The discharge of gray water into the waters of the State from vessels moored at Port facilities is prohibited.

5. Management of Bilge Water

- a. It is illegal to discharge contaminated bilge water into the waters of the State. The fine for such discharges can be as high as \$32,500 per day per violation. In addition to the Oil Pollution Control Act enforced by the U.S. Coast Guard, a discharge that displays turbidity, oil sheen or discoloration to the receiving water has not met the Washington Department of Ecology’s water quality standard in RCW 90.48. A list of disposal contractors is available from King County ([Business Disposal | Hazardous Waste Management in King County, WA \(kingcountyhazwastewa.gov\)](https://www.kingcounty.gov/transportation/air-sea-land/air-sea-land/air-sea-land/business-disposal-hazardous-waste-management-in-king-county-wa)). The discharge of bilge water from vessels moored at Port facilities is prohibited.
- b. It is the responsibility of the vessel owner to contact a service provider to dispose of contaminated bilge water in an appropriate manner.
- c. During oily bilge water removal from vessels while at the pier:
 - i. Drip collection pans or other effective containment devices must be placed under all connection points with the removal truck.
 - ii. Contents of the containment devices must be disposed in a manner consistent with federal, state, and local laws.
 - iii. All hoses used in fluid transfers must be inspected immediately before they are used to transfer fluids and damaged or flawed hose sections replaced before any transfer.

6. Management of Ballast Water

- a. All vessels intending to discharge ballast water within Washington state waters are required to manage their ballast by treating with an approved ballast water treatment system and/or conducting a mid-ocean exchange. Refer to the current Washington Code (RCW 77.120.030) and the Washington Department of Fish and Wildlife (DFW) for details and permissible exceptions (see DFW brochure: [wdfw-ballast-water-brochure-2023-final.pdf](#)).

- b. Vessels arriving from outside the United States Exclusive Economic Zone (EEZ) must exchange ballast at least 200 nautical miles off-shore.
- c. **Reporting:** The State of Washington requires mandatory reporting at least 24 hours prior to entering Washington water, using the approved U.S. Coast Guard Ballast Water Reporting Form (available here: <https://wdfw.wa.gov/species-habitats/invasive/ballast-water>). The form must be completed and submitted regardless of whether or not ballast water discharge occurs. Vessels not intending to discharge ballast water into Washington State waters should submit the form with Section 1 completed and with “not discharging” written in the history section. Submit the form to The Marine Exchange of Puget Sound: FAX 360-902-2845 or e-mail ballastwater@dfw.wa.gov. The form must also be sent to the National Ballast Information Clearinghouse.

7. Fueling & Bunkering Procedures

- a. Do not conduct vehicle fueling on the cruise terminal facility.
- b. Do not conduct vehicle maintenance activities on the cruise terminal facility. Maintenance of vehicles includes, but is not limited to, changing lubricating, hydraulic and/or transmission oil; topping off fluids, changing oil and/or fuel filters, grinding, sanding, welding, mechanical repairs, and/or painting.
- c. For main passenger gangways, the following BMPs must be employed:
 - i. Drip collection pans or other effective containment devices must be placed under equipment that are subject to fluid leaks, including but not limited to areas where fluids are changed and topped off, fuel is added, and fuel tanks are exchanged.
 - ii. Tarps or drop cloths must be placed under equipment being repaired if the equipment is immobile or emergency repairs must be made before it can be removed off-site
 - iii. Contents of the collection devices must be collected after each procedure and disposed of in a manner consistent with federal, state and local laws.
- d. For cranes, the following BMPs must be employed:
 - i. Drip collection pans or other effective containment devices must be placed under equipment that are subject to fluid leaks, including but not limited to areas where fuel tanks are exchanged.
 - ii. Tarps or drop cloths must be placed under equipment being repaired if the equipment is immobile or emergency repairs must be made before it can be removed off-site.
- e. Contents of the collection devices must be collected after each procedure and disposed of in a manner consistent with federal, state and local laws. Passenger vessels allowed to receive bunkers must be in compliance with all Seattle Fire Department, U.S. Coast Guard and Washington bunkering (WAC Chapter 317-40) requirements.

8. Lubricating Oil Deliveries to Vessels

For vendors contracted with the vessels to deliver lubricant oil from the Pier, the following BMPs must be implemented:

- a. Drip collection pans or other effective containment device must be placed under all hose connections during fluid transfers.
- b. Contents of the containment devices must be disposed in a manner consistent with federal, state, and local laws.
- c. All hoses used in fluid transfers must be inspected immediately before they are used to transfer fluids, and damaged or flawed hose sections must be replaced before any transfer. A record of these inspections, observations made and replacements made will be kept on the Declaration of Inspection Prior to Bulk Cargo Transfer required by the U.S. Coast Guard under 33 C.F.R. 156.
- d. Booms must be installed around oil delivery truck tank before transfers begin.
- e. Storm drains located within the area controlled by the land boom will be protected.
- f. The Port will have land booms, drain covers, and containment devices (e.g., drip pans) available for vendors.

9. Used Oil, Sludge & Sewage

For vendors contracted with the vessels to remove used oil and sludge, the following BMPs must be implemented:

- a. Drip collection pans or other effective containment device must be placed under all hose connections during fluid transfers.
- b. Contents of the containment devices must be disposed in a manner consistent with federal, state, and local laws.
- c. All hoses used in fluid transfers must be inspected immediately before they are used to transfer fluids and damaged or flawed hose sections replaced before any transfer. For used oil transfers, a record of these inspections, observations made and replacements made will be kept on the Declaration of Inspection Prior to Bulk Cargo Transfer required by the US Coast Guard under 33 CFR 156
- d. Used oil and or sludge may only be removed from the site by an approved service provider. A list of disposal contractors is available from King County ([Business Disposal | Hazardous Waste Management in King County, WA \(kingcountyhazwastewa.gov\)](https://www.kingcounty.gov/departments/hazwaste/)). Please note that any over the water transfer of petroleum products are subject to U.S. Coast Guard and Washington State bunkering regulations.

10. Management of Hazardous Chemicals, Cleaners & Wastes

For vendors contracted with the vessels to remove hazardous chemicals, cleaners and waste, the following BMPs must be implemented:

- a. Product Delivery and Waste Removal:
 - i. Drip collection pans or other effective containment device must be placed under all hose connections during fluid transfers.
 - ii. Contents of the containment devices must be disposed in a manner consistent with federal, state, and local laws.
 - iii. All hoses used in fluid transfers must be inspected immediately before they are used to transfer fluids and damaged or flawed hose sections must be replaced before any transfer. A record of these inspections, observations made and replacements made will be kept on the Declaration of Inspection Prior to Bulk Cargo Transfer required by the US Coast Guard under 33 CFR 156.
- b. Hazardous or flammable chemical materials, gas cylinders, and batteries may not be stored at the Pier 91 & Pier 66 facilities, unless permitted by the Seattle Fire Department.
- c. The disposal of used oil, antifreeze, paints, solvents, varnishes, gas cylinders, preservatives and batteries in the garbage is prohibited. These materials may not be discharged to the sanitary sewer or to the marine waters. A list of disposal contractors is available from King County ([Business Disposal | Hazardous Waste Management in King County, WA \(kingcountyhazwastewa.gov\)](https://www.kingcounty.gov/departments/hazwaste/)).
- d. Any debris, trash, sanding dust, paint chips, slag, etc., must be cleared from work areas immediately after any maintenance or repair activity and disposed of properly.
- e. Drums or containers of hazardous materials, empty drums or gas cylinders may not be left on the pier. If materials are left behind, the responsible party will be contacted and a fee assessed based on the cost of cleanup charges incurred by the Port of Seattle.
- f. Materials and Wastes (including rags) should be kept in closed containers and not allowed to evaporate in lieu of disposal.

11. Spill Prevention & Response

- a. A spill prevention and clean-up program that is specific to the facility will be maintained and implemented.
- b. Employees, representatives, and contractors with BMP-associated cruise terminal duties must receive training on spill prevention and cleanup measures at the beginning of each cruise season.
- c. Sufficient absorbent materials and spill containment instruments to confine a spill should be

- carried aboard the vessel.
- d. When a spill occurs, stop the spill or leakage source and contain the spill.
- e. For all spills:
 - i. Contact the Terminal Operators: **P66 (206) 644-1356 or P91 (206) 644-1335**
 - ii. Contact Marine Maintenance Dispatch (24-hours): **(206) 787-3350**
 - iii. Contact Port of Seattle Cruise Observer: **as assigned (206) 639-7365**
- f. For spills reaching navigable waters, notification calls must be made to:
 - i. US Coast Guard National Response Center: **(800) 424-8802 AND**
 - ii. Washington State Emergency Management Division: **(800) 258-5990**
 - iii. Further information for reporting spills is posted in the Terminal Operations Office.

12. Vessel Painting, Washing & Repair

- a. No spray painting or sand blasting of vessels is allowed.
- b. No mixing of paint or tool cleaning related to vessel painting and washing may occur on portions of the pier that discharge stormwater to Elliot Bay.
- c. Washing and spraying of the outside of the vessels must be done with clean water. Clean water under pressure may be used to remove salt from the outside of the vessel and to wash windows however, any turbidity, oil sheen or discoloration to the receiving water is a violation of RCW 90.48 and is prohibited.
- d. No washing or painting is allowed directly from the pier deck.
- e. Tarps or drop cloths will be affixed under or on the floor of any work-lift (i.e. cherry picker) basket when using a work-lift located on the pier for any painting, paint preparation, finish application or washing.
- f. The floor of the work-lift will be inspected for any paint drips, chips or spills and wiped before removing the tarp or drop cloth.
- g. For paint grinding, chipping or similar work, full containment of dust and chips is required to prevent discharge into state waters.
- h. Painters will exercise caution to prevent discharge of paint drips and chips directly into the water from tarp affixed under or on the floor of the work-lift while taking into account the design, installation and use of any drop cloth device attached to the pier, the vessel, or extended from work-lift, and not compromising worker safety.
- i. Any contents collected on the drop cloth must be disposed promptly and in a manner consistent with federal, state, and local laws.
- j. Upon completion of any exterior painting of vessels, painters will inspect and clean up any paint drips and chips from the pier in the vicinity of the painting activity.
- k. These activities will be monitored by the person supervising the work. Painting, grinding, scraping and refinishing of vessels is limited to minor touch-ups. For the purposes of these BMPs, minor touch-ups include a small area on the superstructure, deck and hull above the waterline that requires repair for mostly cosmetic purposes. Extensive repair work and bottom cleaning must occur in a commercial, permitted, boatyard or shipyard. All painting activities require an adequate paint spill kit capable of responding to spillage of the product being used. (Note: minor touch ups and repairs, as defined by the Washington Department of Ecology are limited to the 25% of the vessel's superstructure and deck. Minor touch ups above the waterline on the hull shall be for cosmetic purposes only.)
- l. In-water hull cleaning or propeller washing is prohibited unless the activity is coordinated and has received Department of Ecology and Washington Department of Fish & Wildlife approval prior to commencement of cleaning. The surfaces being cleaned may not contain any soft, toxic, or abrasive anti-fouling coatings. The Scope of Work Form (at end of document) must be completed and received by Terminal Operations along with a written response/approval from Ecology and the Department of Fish & Wildlife.
- m. If a cruise vessel chooses to do minor in-water (above the waterline) touch-ups the Scope of Work Form (at end of document) must be completed and received by Terminal Operator a minimum of 24 hours prior to that activity. For vessels in violation, a Stop Work Order will be issued by

Terminal Operations.

- n. To limit the potential for spills, containers for paint may be no larger than five-gallons in size. Minor painting and sanding is allowed on the interior and superstructure of the vessel.
- o. Clean and sweep regularly to remove debris. Assistance with containment provisions is available from the Terminal Operations.
- p. Outside painting or sanding activities during weather conditions that render containment ineffective is prohibited. The Terminal Operations may make this determination.
- q. Paint burning or use of spray guns is prohibited.
- r. Engines and equipment may be removed from the vessel and sent for repairs. Leaking equipment must be removed within a containment tray. Vessel engine repair and maintenance within the engineered spaces is permitted, however engine or equipment repair on the pier is prohibited.
- s. Piers are not areas where boat repair or storage of equipment, supplies, etc. is allowed.
- t. Pier 66 is permitted by the Seattle Fire Department for Level I and II hot work (welding, cutting, grinding, etc). At the cruise terminal on Pier 91 hot work is limited to urgent repairs only. A Gas Free Certificate and inspection by the Seattle Fire Department is required at both facilities. Information for obtaining approval for hot work is available by contacting your Port Agent or Terminal Operations.
- u. Welding sparks, slag or residue must not enter water and must be captured. Dispose of cooled residue in a solid waste dumpster.

13. Air Quality

- a. Opacity Limits: All vessels are required to comply with Section 9.03 of the Puget Sound Clean Air Agency regulations, which prohibits air emissions greater than 20% opacity for more than 3 minutes in any 1 hour.
- b. Fuel Sulfur Content: All vessels are required to comply with MARPOL Annex VI and Port of Seattle Terminals Tariff No. 5, Item 4000 to use either shore-side electrical power (where available) or burn low-sulfur fuel containing 0.10% sulfur or less in compliance with North American Emission Control Area requirements.
- c. Exhaust Gas Cleaning Systems: As of January 1, 2020, Port of Seattle prohibits all discharge of exhaust gas cleaning system wash water from cruise ships at berth per its Terminal Tariff #5. Any wastewater, solid or hazardous waste generated from the operation of air pollution control devices such as exhaust gas scrubbers will be captured and disposed of in accordance with all laws and regulations regulating water discharge, solid waste and/or hazardous waste.
- d. Vessel Incinerators: Use of on-board incinerators while at Port of Seattle facilities is prohibited.
- e. For additional information on Air Quality please see: <http://www.pscleanair.org/>

SCOPE OF WORK FORM

Best Management Practices for Cruise Activity

e-mail: ops@cruiseterminals.com

-AND-

copy to: pos_workrequest@portseattle.org

(complete & submit a minimum of 24 hours prior to start of work)

Vessel: _____ Date: _____ Berth: _____

Name: _____ Title: _____ Signature: _____

Give location on the vessel and description of what work is to be performed: _____

Describe the type of materials to be used and volume: _____

Estimate the size of the work area: _____

Describe any preparatory work involved: _____

Expected time to complete the work: _____

On board person supervising the work:

Name & Position: _____

Contact (e-mail or phone): _____

If minor touch-up painting is involved, explain method(s) of containment to prevent paint and associated material from entering the water: _____

List any expected/planned Tanker Truck activity (i.e., lube oil, oily water, sludge removal): _____

List available clean up materials: _____

(POS may add language about notification of discharging of sewage & sludge)



Review the complete Best Management Practices for Vessel & Berth Operations OR Dock Operations at Cruise Terminals prior to beginning work. Provide Safety Data Sheets if requested by Terminal Operations. Immediately comply with any STOP WORK order issued by Terminal Operations.

BEST MANAGEMENT PRACTICES SIGNATUREPAGE

I HAVE READ THE PORT OF SEATTLE PIER 66 AND PIER 91 BEST MANAGEMENT PRACTICES FOR VESSEL & BERTH OPERATIONS OR DOCK OPERATIONS AT CRUISE TERMINALS AND AGREE TO THE TERMS SPECIFIED.

VESSEL: _____ **DATE:** _____

NAME: _____ **TITLE:** _____

SIGNATURE: _____

ATTENTION SHIPPING AGENT:

SEND THIS SIGNATURE PAGE TO: TERMINAL OPERATIONS
EMAIL: ops@cruiseterminals.com

TERMINAL OPERATIONS:

SEND COPY TO PORT OF SEATTLE ENVIRONMENTAL DIVISION:
EMAIL: pos_workrequest@portseattle.org