PORT OF BROOKINGS HARBOR
Workshop Commission Meeting
Tuesday, January 12, 2021 • 2:00pm
Teleconference Only

Teleconference Call-In Number: 1 (253) 215-8782
Meeting ID: 843 1076 3148 Passcode: 900543 (to mute/unmute: * 6)
When calling in, please announce your arrival and state your name when you join the meeting.

TENTATIVE AGENDA

1. CALL MEETING TO ORDER **PAGE**

- Roll Call
- Modifications, Additions, and Changes to the Agenda
- Declaration of Potential Conflicts of Interest

2. APPROVAL OF AGENDA

3. INFORMATION ITEMS

A. Delinquent Accounts....2
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P. Sporthaven Beach Equipment Contribution....257

4. PUBLIC COMMENTS – (Limited to a maximum of three minutes per person. Please email your comments to danielle@portofbrookingsharbor.com prior to the meeting. ***Please wait to be called on before speaking***)

5. COMMISSIONER COMMENTS

6. NEXT REGULAR MEETING DATE – Tuesday, January 19, 2021 at 6:00pm

7. ADJOURNMENT

A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at541-469-2218.

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INFORMATION ITEM – A

DATE: January 12, 2021

RE: Delinquent Accounts

TO: Honorable Board President and Harbor District Board Members

ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

Mike Smith

Mike Smith account with the Port is delinquent and both of his moorages were terminated on December 23, 2020. His vessels and gear are still on Port property. Both vessels are not registered with Federal or State departments. Vessel Haida has insurance until January 14, 2021 and vessel Island Harbor has not had insurance since December 6, 2019.

Annual moorage rates for both vessels were changed to a monthly recreational rate due to lack of proper documents and nonpayment as requested by the Port.

If the Board chooses to revert the rates back to annual these are the rates:
Haida Annual Commercial Rates (73-foot):

- 2019/20 – $2,705.10
- 2020/21 – $2,856.49

Haida Annual Recreational Rates:

- 2019/20 – $3,386.47
- 2020/21 – $3,477.72

Harbor Island Annual Commercial Rates (32-foot):

- 2019/20 – $1,219.20
- 2020/21 – $1,252.16

Harbor Island Annual Recreational Rates:

- 2019/20 – $1,484.48
- 2020/21 – $1,524.48

Corey Sample

Corey Sample account with the Port is delinquent and his moorage was terminated on December 23, 2020. His vessel and gear are still on Port property. This vessel is being purchased through a private owner and Corey does not own the vessel.

Annual moorage rate for the vessel was changed to a monthly recreational rate due to lack of proper documents and nonpayment as requested by the Port.

If the Board chooses to revert the rates back to annual these are the rates:
Lili Anne Annual Commercial Rate (41-foot):

- 2020/21 – $1,604.33

Lili Anne Annual Recreational Rates:

- 2020/21 – $1,953.24

Other Notable Delinquent Accounts

Ashley Krauss, vessel Reality (59-foot wood boat), moorage was reverted to monthly charges due to lack of documents (no insurance, no registration and no owner identification) and nonpayment owes the Port $11,368.82. Monthly recreational rate was $705.05. The Port received news the vessel was sold, and the Port talked to the new owner and awaiting new owner documentation for moorage agreement. New owner plans to remove the vessel from the Port after making repairs. Annual moorage for this boat this year is $2,810.76.

Dawn Hatch / John Hartt, vessel Alita Marie (44-foot sailboat), moorage was reverted to monthly charges due to lack of documents (no insurance and no registration) and nonpayment owes the Port $3,154.80. Monthly recreational rate was $525.80. Annual moorage rate is $2,096.16. The owner of the boat, John Hartt is under care of his daughter Dawn Hatch which had handled past moorages for this vessel. Port was told by Dawn that John does not want to sell the vessel, but he is not capable of taking care of it. Dawn does not want anything to do with the vessel but does not have the authority to act. Moorage termination letter was sent, and moorage is terminated as of December 19, 2020. Boat remains in the harbor.

DOCUMENTS

- Mike Smith account history with notes, spreadsheets and statement, 19 pages
- Corey Sample account history with notes, spreadsheets and statement, 12 pages

Delinquent Account Write Off Request

Customer: Smith, Mike **Amount Owed:** $18,573.70 **Date:** January 12, 2021

On November 23, 2020, a notice of termination letter was sent to Mr. Smith regarding both vessels currently located at the Port of Brookings Harbor, the Haida and the Harbor Island. Moorage for both vessels were terminated effective December 23, 2020. Mr. Smith was requested to pay his debt and remove both vessels from the Port of Brookings Harbor at the time the terminations were effective, December 23, 2020. Mr. Smith has failed to comply with these requests. Requesting permission to write off account on accounts receivable as bad debt and submit to collection agency or begin seizure process.

Notes and timeline of collection attempts on the account of Smith, Mike.

Notes on Mike Smith's Account February 25, 2011 to Date

- 02/25/2011: LMR regarding account. Kb
- 02/25/2011: Michael called and said that he would be in to take care of. Kb
- 10/6/11: sent letter saying proof of insurance must accompany moorage payment or moorage will not be renewed. JS
- 10/11/13; Created a cold storage account as he doesn't have one for some reason. Joe is going to get him to sign the paperwork. IKL
- 09/13/2013: (All Ocean Products is name of Michael's company.)
- 01/10/2014: Mike was in today and let me know that his worker has worked on his little boat in yard a total of 17 days. So will bill for those days and adjust his monthly storage for the month of January. kb
- 5/14/2015 - Asked by Ted to review Mike Smith's file and account, found that he had not been charged for storage for either the Polaris or the Fan Tan since June of 2014. Added storage charges for missing months per Ted. JRG
- 5/14/2015 8:35am - **Ted had phone conference with Mike Smith this morning and let him know that we would need payment in full by next week, or we would be cutting off all services, and cancelling his moorage and storage agreements, placing a lien against the property in Port control until the balance is paid off.** JRG
- 5/22/15: Mike came into the office acting as if he was going to pay his balance, but when he was told the amount, he had John write it on a post it note, chit chatted with the staff in the office, and then left without paying. JRG
- 11/14/2016 2:04:29 PM: Called Mr. Smith regarding his account and he said he would be in on 11-15-16 to speak with management about what he actually owes. – sw
- 12/1/2016 3:17:29 PM: **Don is working with Mr. Smith to get account corrected. Adjusted invoices after 7/1/2016 to reflect Don's advice. All invoices prior to 7/1/2016 were given a credit and that credit was applied to corresponding invoice. Don suggested splitting the total of finance charges with Mr. Smith. Waived 11/30/16 finance charge, account was not yet corrected. All other finance charges were credited 50% per Don's suggestion. I reapplied Mr. Smith payment of $3000.00 made on 8/30/2016 to his annual moorages which leaves a balance of $400.00.** kb
- 4/17/2017 3:58:45 PM: **Sent 90 day past due notice. We have not received any payment since 12/10/2016 when Don made a deal with him.** He owes for storage for Dec, Jan, Feb

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and March along with electrical charges. His moorage came due on 4/12/17 and will be delinquent on 5/12/17. kb

- 5/2/2017 1:57:14 PM: Sent Demand Notice for $2330.56 with a deadline of 5/16/17. kb
- 6/7/17-**No payment and/or contact received from Mike Smith from Demand Notice. Payment was due on 5/16/17. Now his balance is $7243.15** as he charged $4128.84 for fuel 5/30/17. To management on how to proceed. kb
- 6/8/2017 9:01:36 AM: **Sent DEMAND NOTICE & SEIZURE NOTICE. Statement dated 5/1/17**. sw
- 6/5/2017 Mr. Smith called me telling me that he did receive my voicemail asking for payment of fuel. He was on his way to Mexico for the dentist and when he got back into the states would call with me correct credit card to pay. DS
- 6/22/2017 9:26:43 AM: Mike called and left a message this morning. I called him back and spoke with him concerning his account. He apologized for not taking care of this matter. He said he is back in town and will come in and settle the total amount due, not just the amount on demand letter. kb
- 6/22/2017 12:19:02 PM: **Mike came in today. He said he only has one area of gear storage, sold and remove items the first part of July 2016. Danielle deleted incorrect charges and/or adjusted to correct. It appears his account is correct, and he agrees. Mike paid total due in full.** kb
- 11/3/2017 1:09:10 PM: **Sent 90 days Notice**.kb
- 12/1/2017 1:11:37 PM: **Mike Smith has not made a payment since 6/21/2017 on his account** (all payments after this date were for fuel). His annual moorage became due on 10/1/2017 and is now 60 days past due. Past due on gear storage and utilities back to July 2017. Giving this account to Skylar to start lien process with ok from Gary. kb
- 12/1/2017 1:50:48 PM: **Called and spoke with Mike before starting lien paperwork. He said he would be in on Monday, 5/4/17 to settle the account.** He asked how much and what for, I told him the total and confirmed it was for the utilities and Haida moorage that renewed on 10/1/2017. He said he hadn't realized it was that time already and he knows he needs to pay it and that he will be in on Monday to pay it. SW
- 12/5/2017 2:32:08 PM: **Mike Smith came in as promised and paid up his account.** Good Job Skylar! kb
- 2/5/2018 9:49:41 AM: Sent overdue notice dated 1/31/18 and mailed 2/2/18.kb
- 2/28/2018 3:50:21 PM: Sent overdue notice. kb
- 5/8/2018 11:42:15 AM: **Sent 90 day notice March 31.** I called Mike, but was unable to leave a message, voicemail is full. Sent Demand Notice 5/8/18 in the amount of $981.07 with a deadline of 5/22/18.kb
- 8/31/2018 10:42:53 AM: Called and spoke with Michael. He said he would be in today and make payment of $1000. Sent 90 day overdue notice anyway. kb
- 10/26/2018 3:47:16 PM: I called Mike today, he is waiting for payment for shrimp. He is hoping to get it next week. I reminded him at the annual moorage due as well. He is aware of that. He will come in and settle account when he gets paid. kb
- 12/4/2018 8:49:11 AM: **Sent 90 days overdue notice.** I tried calling Mike...his mail box is full, I was unable to leave a message. The last payment to his account was received on 8/31/18 in the amount of $1000. Giving this to Travis to make contact with Mike. kb
- 12/5/2018 10:54:52 AM:
  "At 10AM, I called Mike Smith and told him that the vessel "Harbor Island" had no insurance and that it was to be hauled out. He stated that he would be able to produce

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insurance by Friday, December 7, 2018. I, Travis Webster, accepted that proposal of waiting to haul the vessel for an additional 2 days for Mr. Smith to show the office proof of insurance. On Friday, if insurance is not provided, the vessel will be hauled out."
Travis Webster

- 12/7/2018 08:49:55 AM: Travis asked me to call the insurance agent for the F/V Harbor Island this morning in regards to the policy Mike got for the vessel.
There was a typing error by the agent on the dates of the policy, which she is going to correct. Also, I informed her that all of Commercial vessels in our harbor are required to carry $1 Million liability coverage. Right now Mike only has $500,000 on the vessel. She said she would reach out to Mike by phone, and once she gets his approval to increase the policy, she will send a revised copy of the policy for our records. AS
- 12/10/2018 10:11:44 AM: Mike came in Thursday about overdue account. He said he would be able to pay Friday or Monday at the latest. We were also asking for current proof of insurance on F/V: Harbor Island. Mike had some concerns about the charges for transient dock. There were 3 separate charges for transient dock, he said Travis told him to go there because he was unable to get into his slip. He had a meeting with Travis and Gary to discuss option for his moorage. After the meeting he paid in full all charges except for $919.20 - the charges for transient dock. To management for permission to waive these charges. kb
- 12/18/2018 10:49:57 AM: **I called Mike about insurance for the HAIDA, it sounds like his current insurance company, State Farm can't insure commercial vessel???** I suggested he ask for recommendations of where to go. Kb
- 9/27/2019 3:58:35 PM: **Sent 90 days overdue notice for balance forward** - April, May & June Utilities, and June/July/August Gear Storage, and finance charges. AS
- 11/6/2019 9:45:56 AM: **Mr. Smith's moorage was reverted to monthly today**. Letter and statement for past due balances were sent out today. Di
- 12/9/2019 10:28:13 AM: Travis spoke to Mike today about his delinquent account and, most importantly, the required insurance. Mike stated that he was hoping to get a check next week to pay for moorage and that he was going to contact Gerald Ross insurance to get the minimum liability that covers the Port as he was struggling with insurance companies to get the commercial insurance. Travis informed him that he had no later than Jan. 1, 2020 to provide the proof of insurance and to pay the moorage due. Di
- 12/24/2019 8:46:14 AM: I called Mike's insurance company to get an updated declarations page for proof of insurance. **Daryn Farmer insurance confirmed that insurance was purchased in February 2019 and cancelled on April 4th, 2019 by Mike.** I called and left a VM for Mike, explaining that I had discovered the insurance had been cancelled and to please call me back. Di
- 12/31/2019 1:41:25 PM: Travis left message regarding needing all documentation and talk regarding account balance, also that canceling insurance is against port rules. DS
- 12/31/2019 2:13:28 PM: **The Harbormaster just spoke with Mike again concerning his lack of insurance for both Harbor Island and Haida.** Mike said that he would have the insurance and payment no later than January 6th, 2020. The Harbormaster cautioned Mike that if he did not provide the insurance by that date, he would be required to remove his vessels. Di
- 1/27/2020 11:27:41 AM: **We received insurance for the Haida on 1/21/2020.** I called Mike today and left a VM for him that we had received insurance for the Haida but I needed to know what was going on with insurance for Harbor Island and for moorage due on the Haida going back to October 1, 2020. I asked him to please call me back. Di

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- 1/29/2020 11:17:13 AM: **Travis spoke with Mike today concerning what was going on with the vessel "Harbor Island" since it still is not insured.** Mike said that he was going to pull it out of the basin but needed to get a working trailer. He told Travis he would call him at the end of this week 1/31/20 to let him know what he had worked out. Travis also talked to Mike about his monthly moorage needing to be paid and then he could start a new annual moorage agreement with him. Travis told Mike we would get back to him concerning the balance of his account as of today. Di
- 2/3/2020 11:10:00 AM: **Sent Demand Notice via Certified Mail 2/3/2020 for $5,084.71** Mike owes for:
    - Utilities dating back to April 2019
    - Gear Storage dating back to June 2019
    - Moorage (monthly) dating back to October 2019
    - and various finance charges - Per Travis, send invoices, statements, overdue / demand notices as usual. AS
- 2/19/2020 7:18:38 AM: Received notice from Certified Mail of Delivery and from USPS proof of delivery on February 6, 2020 to 16340 Lower Harbor Road, Box 214 in Brookings, OR. This mail included Statement on account January 31, 2020 and Demand Notice. Kb
- 3/5/2020 11:11:44 AM: **Completed Account Write Off Request 2/20/2020. No action currently.** Continue to seek payment with Mike and monitor his account. Kb
- 3/17/2020 10:02:45 AM: Mike called yesterday am, he said he would be in this afternoon or tomorrow morning with payment to get his account caught up. He said he has been in 3 car accidents since January, has not picked up his mail. He recently received an anticipated payment and is now able to get his account caught up. I asked if he had all needed/required paperwork. He stated he has discussed hauling out his little boat. I am not sure he realizes how much he currently owes. PLEASE CALL TRAVIS WHEN HE COMES IN. kb
- 3/18/2020 3:46:12 PM: **Conferred with Travis and Gary concerning Mike's account. The plan is to meet with Mike tomorrow with the following options:**
  1. Establish annual moorage as of that day for upcoming year. Mike would have to pay in full and have required documents.
  2. Enter into payment plan to pay off delinquent account, 2 options
     a. 12 months @ 3% interest
     b. 24 months @ 5% interest
  3. Remove his boat and gear from Port Property.

  I put together 2 payment plans and gave to Gary for review. The meeting is set for tomorrow at 2pm. Kb
- 3/19/2020 3:22:51 PM: **We met with Mike Smith this afternoon. His commercial fishing license expired on 12/31/2019.** After Mike left, I called ODFW and spoke with Nadine, she confirmed this license has not been renewed for this vessel. Mike explained he does not have the money to pay his bill in total. He wants to revert back to annual moorage. Gary and Travis explained to him that is not in management's capacity to adjust any charges. They explained the process:
    1. Create and submit a letter addressed to the board requesting these adjustments.
    2. After creating letter, get on agenda for next meeting.
    3. The board needs to make this decision about the adjustment in charges.

  We suggested to at least make payment for gear storage, liveaboard fees and finance charges which comes to $1.093.70. Travis also said he is welcome to enter into a new annual moorage. I created a report for Mike show the sub totals of all charges as well as the charges for annual moorage at recreational and commercial rates. I called Mike and told him I have

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this information available. He said he was still at the Port and would swing by and pick up. Kb

- 3/20/2020 3:23:16 PM: **Mike brought a check to the office today in the amount of $1,093.70 for his gear storage, liveaboard fees and finance charges.** He said he would continue working on the Moorage issues and get back to us later next week. AS
- 7/9/2020 10:39:16 AM: Received notification of receipt of certified letter sent July 1st, 2020 regarding delinquent letter sent by Gary. Kb
- 11/17/2020 8:15:44 AM: Travis asked me to call Mike to see if he has a valid insurance policy on the vessel "Harbor Island" Mike did not answer when I called, I left a message asking him to call back and let me know. Last policy on file has expired (dates: 2/1/19 - 2/1/20). AS
- 11/20/2020 1:43:30 PM:

Regarding: "Harbor Island"

Moorage was due for renewal on April 1st, 2020

We have not received:

- Payment for Moorage
- Moorage Agreement
- Proof of Insurance (last on file expired 2/1/2020)
- Registration or Documentation of Vessel
- Photo ID from moorage holder
- Valid Commercial Fishing License
- Picture of vessel

Drafting a termination letter. AS

Regarding: "Haida"

Moorage was due for renewal on October 1, 2019

We have not received:

- Payment for Moorage or Liveaboard fees
- Moorage Agreement
- Liveaboard Application, or Approval to Liveaboard
- Registration or Documentation of Vessel
- Photo ID from moorage holder or liveaboard
- Valid Commercial Fishing License
- Picture of vessel

Drafting a termination letter. AS

- 12/31/2020 10:56:30 AM: **Gary requests a timeline for Mike Smith's account.** I will create a report breaking out the charges specific to his two vessels: The HAIDA and the HARBOR ISLAND as well as his gear storage. The notes pertain to his account, which is a combination of all charges and attempts to collect delinquent balance. On February 20, 2020, a request for permission to write off account on accounts receivable as bad debt and submit to collection agency or begin seizure process was started. Due to COVID-19 all collection attempts were put on hold until September 30, 2020. Currently, we are resuming the collection process. A finance charge of $105.97 was applied to charges dating October 1, 2020 until moorage terminations. Kb
- 1/4/2021 4:06:43 PM: Gary and Travis had contact with Mike today concerning his vessel on transient dock causing issues. Mike relayed the following information: he had eye surgery and can see better; he still wants to put together a letter to the board of commission. Kb
- 1/5/2021 4:09:39 PM: **Danielle did research to check required documentation for moorage for both vessels: Haida and Harbor Island, her notes are attached to account**.

Mike Smith F/V: Haida Reg: 605147

Moorage Agreement: last signed moorage agreement was for dates: 10/1/2018 – 9/31/2019. Last renewal notice was mailed August 30, 2019 giving until October 31, 2019 to provide: Moorage agreement, valid picture identification, current registration, picture of vessel, commercial license, and insurance. Was mailed another renewal notice on November 6, 2019 requesting for the items again but stating moorage is being reverted to month to month until items have been received. Was mailed certified letter on November 23, 2020 stating moorage was terminated on December 23, 2020

Liveaboard Agreement: has never completed a liveaboard agreement.

Insurance: Gerald Ross Agency, valid through 1/14/2021, spoke with Patten on 1/6/2021 who stated that the next term has not been paid yet and is not due until the 14th. Once its paid she will send over a new certificate but as of right now it does expire 1/14/2021

Registration: on 1/5/2021, called our local United States Coast Guard they stated they only keep pictures and the last certificate they have expired in 2005 but that cannot be current and to call the North Bend Sector and speak to the Marine Inspector watch standard to see if they have something, 541-756-9212

Commercial License: Valid: 12/20/2019 – 12/31/2019. As of 3/19/2020 per Nadine at ODFW the Haida is not currently licensed. Called and left a message 1/5/2021 for updated information.

Gear Storage: Currently still has gear in gear storage. Located near the fuel dock and Pacific Fishing gear containers.

Mike Smith F/V: Harbor Island Reg: N/A

Moorage Agreement: last signed moorage agreement was for dates: 04/01/2019 – 3/31/2020. Sent Renewal notice June 4, 2020 giving until July 4, 2020 to provide: moorage agreement, registration, picture of identification, commercial license, picture of vessel and insurance. Was sent another moorage renewal request on August 1, 2020 but stated that moorage will be reverted to month to month until documents can be received. Was mailed certified letter on November 23, 2020 stating moorage was terminated on December 23, 2020

Insurance: Daryn Farmer Insurance, expired on February 1, 2020. Called and spoke with Amanda who stated that boat is currently not insured through them.

Registration: No registration on file, nothing on Oregon State Marine Board.

Commercial License: no commercial license on file

Port of Brookings Harbor
Balance Details for Smith, Mike
All Transactions

Gear Storage

Type	Num	Date	Memo	Open Balance	Amount	Due Date	Aging
Invoice	20202911	12/23/2020	Gear Storage, January 2021	54.00	54.00	12/23/2020	8
Invoice	20202746	11/24/2020	Gear Storage, December 2020	54.00	54.00	11/24/2020	37
Invoice	20202450	10/22/2020	Gear Storage, November 2020	54.00	54.00	10/22/2020	70
Invoice	20202186	09/18/2020	Gear Storage, October 2020	54.00	54.00	09/18/2020	104
Invoice	20202058	09/01/2020	Gear Storage, September 2020	54.00	54.00	09/01/2020	121
Invoice	20201779	08/03/2020	Gear Storage, August 2020	54.00	54.00	08/03/2020	150
Invoice	20201373	06/24/2020	Gear Storage, July 2020	54.00	54.00	07/24/2020	160
Invoice	20201160	05/29/2020	Gear Storage, June 2020	54.00	54.00	06/28/2020	186
Invoice	20200916	05/01/2020	Gear Storage, May 2020	54.00	54.00	05/31/2020	214
Invoice	20200915	04/30/2020	Gear Storage, April 2020	54.00	54.00	05/30/2020	215
			Gear Storage Total		**540.00**		

Finance Charges & Other

Type	Num	Date	Memo	Open Balance	Amount	Due Date	Aging
Invoice	FC 567	03/31/2020	Finance Charge	69.15	69.15	03/31/2020	275
Invoice	FC 737	12/31/2020	Finance Charge	105.97	105.97	01/31/2020	0
			Finance Charges & Other Total		**175.12**		

F/V: Haida

F/V: Haida Liveaboard *Noted: The Port does not acknowledge this customer as a liveaboard, but bill liveaboard fees for services rendered.*

Type	Num	Date	Memo	Open Balance	Amount	Due Date	Aging
Invoice	20202673	12/01/2020	Liveaboard Fee - December 2020 (Haida)	75.00	75.00	12/01/2020	30
Invoice	20202533	11/01/2020	Liveaboard Fee - November 2020 (Haida)	75.00	75.00	11/01/2020	60
Invoice	20202301	10/08/2020	Liveaboard Fee - October 2020 (Haida)	75.00	75.00	11/07/2020	54
Invoice	20201902	09/01/2020	Liveaboard Fee - September 2020 (Haida)	75.00	75.00	10/01/2020	91
Invoice	20201843	08/04/2020	Liveaboard Fee - August 2020 (Haida)	75.00	75.00	09/03/2020	119
Invoice	20201404	07/01/2020	Liveaboard Fee - July 2020 (Haida)	75.00	75.00	07/31/2020	153
Invoice	20201010	05/28/2020	Liveaboard Fee - June 2020 (Haida)	75.00	75.00	06/27/2020	187
Invoice	20200918	05/01/2020	Liveaboard Fee - May 2020 (Haida)	75.00	75.00	05/01/2020	244
Invoice	20200917	04/30/2020	Liveaboard Fee - April 2020 (Haida)	75.00	75.00	04/30/2020	245
			Sub Total (F/V: Haida Liveaboard charges on account)		**675.00**		

F/V: Haida Moorage

Invoice	20202672	12/01/2020	Monthly Moorage, December 2020 (Haida)	872.35	872.35	12/01/2020	30
Invoice	20202382	11/01/2020	Monthly Moorage, Nov 2020 (Haida)	872.35	872.35	11/01/2020	60
Invoice	20201993	10/01/2020	Monthly Moorage, October 2020 (Haida)	872.35	872.35	10/01/2020	91
Invoice	20201901	09/01/2020	Monthly Moorage, September 2020 (Haida)	872.35	872.35	09/01/2020	121
Invoice	20201825	08/04/2020	Monthly Moorage, August 2020 (Haida)	872.35	872.35	08/04/2020	149
Invoice	20201403	07/01/2020	Monthly Moorage July 2020 (Haida)	872.35	872.35	07/01/2020	183
Invoice	20200818	05/28/2020	Monthly Moorage June 2020 (Haida)	849.72	849.72	06/27/2020	187
Invoice	20200920	05/01/2020	Monthly Moorage May 2020 (Haida)	849.72	849.72	05/31/2020	214
Invoice	20200544	03/03/2020	Monthly Moorage April 2020 (Haida)	849.72	849.72	04/02/2020	273
Invoice	20200309	02/03/2020	Monthly moorage: March 2020 (Haida)	849.72	849.72	03/04/2020	302
Invoice	20200108	01/08/2020	Monthly Moorage: February 2020 (Haida)	849.72	849.72	02/07/2020	328
Invoice	20193665	11/20/2019	Monthly Moorage: January 2020 (Haida)	849.72	849.72	12/20/2019	377
Invoice	20193587	11/06/2019	Monthly moorage (B2, T-04) December 2019	849.72	849.72	12/06/2019	391
Invoice	20193589	11/06/2019	Monthly moorage (B2, T-04) November 2019	849.72	849.72	12/06/2019	391
Invoice	20193573	11/05/2019	Monthly moorage (B2, T-04) October 2019	849.72	849.72	12/05/2019	392
			Sub Total (F/V: Haida Moorage charges on account)		**12,881.58**		

Port of Brookings Harbor
Balance Details for Smith, Mike
All Transactions

Total Charges F/V: Haida	**13,556.58**

F/V: Harbor Island

F/V: Harbor Island Moorage

Invoice	20202654	12/01/2020	Monthly Moorage, December 2020 (Harbor Island	478.00	478.00	12/01/2020	30
Invoice	20202534	11/01/2020	Monthly Moorage, November 2020 (Harbor Island	478.00	478.00	11/01/2020	60
Invoice	20202300	10/08/2020	Monthly Moorage, October 2020 (Harbor Island)	478.00	478.00	10/08/2020	84
Invoice	20201900	09/01/2020	Monthly Moorage, September 2020 (Harbor Island	478.00	478.00	09/01/2020	121
Invoice	20201848	08/01/2020	Monthly Moorage, April 2020 (Harbor Island)	478.00	478.00	08/01/2020	152
Invoice	20201849	08/01/2020	Monthly Moorage, May 2020 (Harbor Island)	478.00	478.00	08/01/2020	152
Invoice	20201850	08/01/2020	Monthly Moorage, June 2020 (Harbor Island)	478.00	478.00	08/01/2020	152
Invoice	20201851	08/01/2020	Monthly Moorage, July 2020 (Harbor Island)	478.00	478.00	08/01/2020	152
Invoice	20201852	08/01/2020	Monthly Moorage, August 2020 (Harbor Island)	478.00	478.00	08/01/2020	152
Invoice	20201197	06/04/2020	VOID: Revert to Monthly (Harbor Island)		0.00	06/04/2020	
Sub Total (F/V: Harbor Island Moorage charges on account)					**4,302.00**		

Total Charges F/V: Harbor Island	**4,302.00**

Breakdown of Totals

	Gear Storage Total	***540.00***
	Finance Charges & Other Total	***175.12***
F/V: Haida Liveaboard Charges	*675.00*	
F/V: Haida Moorage	*12,881.58*	
Total Charges F/V: Haida		**13,556.58**
	Total Charges F/V: Harbor Island	**4,302.00**
	Total Open Balance on Account	**18,573.70**

PORT of BROOKINGS HARBOR

Total Customer balance is $18,573.70

☐ **Begin seizure process on Property Located in Gear Storage … $540.00**

☐ Write off total charges for Property Located in Gear Storage on accounts receivable as bad debt and **submit this to collection agency in the amount of $540.00, total charges for property located in Gear Storage, and proceed to remove property as an abandon property.**

☐ Write off total charges for Property Located in Gear Storage on accounts receivable as bad debt and **DO NOT submit this to collection agency in the amount of $540.00, total charges for property located in Gear Storage, and proceed to remove property as an abandon property.**

☐ **Begin seizure process on F/V: HAIDA … $13,556.58**

☐ Write off total charges for F/V: Haida on accounts receivable as bad debt and **submit this to collection agency in the amount of $13,556.58, F/V: HAIDA total charges, and proceed to remove vessel as an abandon vessel.**

☐ Write off total charges on this account on accounts receivable as bad debt and **DO NOT submit this to collection agency in the amount of $13,556.58, F/V: HAIDA total charges, and proceed to remove vessel as an abandon vessel.**

☐ **Begin seizure process on Harbor Island …$4,302.00**

☐ Write off total charges on this account on accounts receivable as bad debt and **submit this to collection agency in the amount of $4,302.00, F/V: Harbor Island total charges, and proceed to remove vessel as an abandon vessel.**

☐ Write off total charges on this account on accounts receivable as bad debt and **DO NOT submit this to collection agency in the amount of $4,302.00, F/V: Harbor Island total charges, and proceed to remove vessel as an abandon vessel.**

☐ **Write off Finance Charges of $175.12**

☐ **Submit to Collection Agency $175.12 (Finance Charges)**

☐ **OTHER OPTION**

_____

_____

_____

_____ _____

Commissioner Date

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Michael Smith
[redacted]

Amount Due	Amount Enc.
$18,573.70	

Date	Transaction	Amount	Balance
11/05/2019	INV #20193573. Due 04/08/2021. Orig. Amount $849.72. Monthly moorage (B2, T-04) October 2019 --- Rec Water/Elec Monthly, 73 @ $11.64 = 849.72 --- --- Note: The Port of Brookings Harbor is unable to provide commercial moorage rates without having a copy of your Valid Commercial fishing license on file. There is no past or present copy of a commercial license in your file. --- Tax: Lodging Tax @ 8.8% = 0.00	849.72	849.72
11/06/2019	INV #20193587. Due 04/09/2021. Orig. Amount $849.72. Monthly moorage (B2, T-04) December 2019 --- Rec Water/Elec Monthly, 73 @ $11.64 = 849.72 --- --- --- Note: The Port of Brookings Harbor is unable to provide commercial moorage rates without having a copy of your Valid Commercial fishing license on file. There is no past or present copy of a commercial license in your file. --- Tax: Lodging Tax @ 8.8% = 0.00	849.72	1,699.44

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
14,135.65	1,479.35	1,554.35	532.00	872.35	$18,573.70

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Michael Smith
[redacted]

Amount Due	Amount Enc.
$18,573.70	

Date	Transaction	Amount	Balance
11/06/2019	INV #20193589. Due 04/09/2021. Orig. Amount $849.72. Monthly moorage (B2, T-04) November 2019 --- Rec Water/Elec Monthly, 73 @ $11.64 = 849.72 --- --- Note: The Port of Brookings Harbor is unable to provide commercial moorage rates without having a copy of your Valid Commercial fishing license on file. There is no past or present copy of a commercial license in your file. --- Tax: Lodging Tax @ 8.8% = 0.00	849.72	2,549.16
11/20/2019	INV #20193665. Due 03/23/2021. Orig. Amount $849.72. Monthly Moorage: January 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.64 = 849.72 --- Tax: Lodging Tax @ 8.8% = 0.00	849.72	3,398.88
01/08/2020	INV #20200108. Due 02/07/2021. Orig. Amount $849.72. Monthly Moorage: February 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.64 = 849.72 --- Tax: Lodging Tax @ 8.8% = 0.00	849.72	4,248.60
02/03/2020	INV #20200309. Due 02/26/2021. Orig. Amount $849.72. Monthly moorage: March 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.64 = 849.72 --- Tax: Lodging Tax @ 8.8% = 0.00	849.72	5,098.32
03/03/2020	INV #20200544. Due 03/03/2021. Orig. Amount $849.72. Monthly Moorage April 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.64 = 849.72 --- Tax: Lodging Tax @ 8.8% = 0.00	849.72	5,948.04

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
14,135.65	1,479.35	1,554.35	532.00	872.35	$18,573.70

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Michael Smith
[redacted]

Amount Due	Amount Enc.
$18,573.70	

Date	Transaction	Amount	Balance
03/31/2020	INV #FC 567. Due 03/01/2021. Orig. Amount $69.15. Finance Charge --- Fin Chg $69.15 --- Invoice #20193573 for 849.72 on 11/05/2019 --- Invoice #20193587 for 849.72 on 11/06/2019 --- Invoice #20193589 for 849.72 on 11/06/2019 --- Invoice #20193665 for 849.72 on 11/20/2019 --- Invoice #20200108 for 849.72 on 01/08/2020	69.15	6,017.19
04/30/2020	INV #20200915. Due 02/28/2021. Orig. Amount $54.00. Gear Storage, April 2020 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	6,071.19
04/30/2020	INV #20200917. Due 02/28/2021. Orig. Amount $75.00. Liveaboard Fee - April 2020 (Haida) --- Liveaboard Fee - First Person $75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	75.00	6,146.19
05/01/2020	INV #20200916. Due 03/01/2021. Orig. Amount $54.00. Gear Storage, May 2020 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	6,200.19
05/01/2020	INV #20200918. Due 03/01/2021. Orig. Amount $75.00. Liveaboard Fee - May 2020 (Haida) --- Liveaboard Fee - First Person $75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	75.00	6,275.19

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
14,135.65	1,479.35	1,554.35	532.00	872.35	$18,573.70

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Michael Smith
[redacted]

Amount Due	Amount Enc.
$18,573.70	

Date	Transaction	Amount	Balance
05/01/2020	INV #20200920. Due 03/01/2021. Orig. Amount $849.72. Monthly Moorage May 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.64 = 849.72 --- Tax: Lodging Tax @ 8.8% = 0.00	849.72	7,124.91
05/28/2020	INV #20200818. Due 02/26/2021. Orig. Amount $849.72. Monthly Moorage June 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.64 = 849.72 --- Tax: Lodging Tax @ 8.8% = 0.00	849.72	7,974.63
05/28/2020	INV #20201010. Due 02/26/2021. Orig. Amount $75.00. Liveaboard Fee - June 2020 (Haida) --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	75.00	8,049.63
05/29/2020	INV #20201160. Due 02/27/2021. Orig. Amount $54.00. Gear Storage, June 2020 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	8,103.63
06/24/2020	INV #20201373. Due 02/22/2021. Orig. Amount $54.00. Gear Storage, July 2020 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	8,157.63
07/01/2020	INV #20201403. Due 03/01/2021. Orig. Amount $872.35. Monthly Moorage July 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.95 = 872.35 --- July 2020 --- Tax: Lodging Tax @ 8.8% = 0.00	872.35	9,029.98

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
14,135.65	1,479.35	1,554.35	532.00	872.35	$18,573.70

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Michael Smith
[redacted]

Amount Due	Amount Enc.
$18,573.70	

Date	Transaction	Amount	Balance
07/01/2020	INV #20201404. Due 03/01/2021. Orig. Amount $75.00. Liveaboard Fee - July 2020 (Haida) --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	75.00	9,104.98
08/01/2020	INV #20201848. Due 03/01/2021. Orig. Amount $478.00. Monthly Moorage, April 2020 (Harbor Island) --- Rec Water/Elec Monthly, 40 @ $11.95 = 478.00 --- Tax: Lodging Tax @ 8.5% = 0.00	478.00	9,582.98
08/01/2020	INV #20201849. Due 03/01/2021. Orig. Amount $478.00. Monthly Moorage, May 2020 (Harbor Island) --- Rec Water/Elec Monthly, 40 @ $11.95 = 478.00 --- Tax: Lodging Tax @ 8.5% = 0.00	478.00	10,060.98
08/01/2020	INV #20201850. Due 03/01/2021. Orig. Amount $478.00. Monthly Moorage, June 2020 (Harbor Island) --- Rec Water/Elec Monthly, 40 @ $11.95 = 478.00 --- Tax: Lodging Tax @ 8.5% = 0.00	478.00	10,538.98
08/01/2020	INV #20201851. Due 03/01/2021. Orig. Amount $478.00. Monthly Moorage, July 2020 (Harbor Island) --- Rec Water/Elec Monthly, 40 @ $11.95 = 478.00 --- Tax: Lodging Tax @ 8.5% = 0.00	478.00	11,016.98
08/01/2020	INV #20201852. Due 03/01/2021. Orig. Amount $478.00. Monthly Moorage, August 2020 (Harbor Island) --- Rec Water/Elec Monthly, 40 @ $11.95 = 478.00 --- Tax: Lodging Tax @ 8.5% = 0.00	478.00	11,494.98

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
14,135.65	1,479.35	1,554.35	532.00	872.35	$18,573.70

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Michael Smith
[redacted]

Amount Due	Amount Enc.
$18,573.70	

Date	Transaction	Amount	Balance
08/03/2020	INV #20201779. Due 03/03/2021. Orig. Amount $54.00. Gear Storage, August 2020 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	11,548.98
08/04/2020	INV #20201825. Due 03/04/2021. Orig. Amount $872.35. Monthly Moorage, August 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.95 = 872.35 --- Tax: Lodging Tax @ 8.5% = 0.00	872.35	12,421.33
08/04/2020	INV #20201843. Due 03/04/2021. Orig. Amount $75.00. Liveaboard Fee - August 2020 (Haida) --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	75.00	12,496.33
09/01/2020	INV #20201900. Due 03/02/2021. Orig. Amount $478.00. Monthly Moorage, September 2020 (Harbor Island) --- Rec Water/Elec Monthly, 40 @ $11.95 = 478.00 --- Tax: Lodging Tax @ 8.5% = 0.00	478.00	12,974.33
09/01/2020	INV #20201901. Due 03/02/2021. Orig. Amount $872.35. Monthly Moorage, September 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.95 = 872.35 --- Tax: Lodging Tax @ 8.5% = 0.00	872.35	13,846.68
09/01/2020	INV #20201902. Due 03/02/2021. Orig. Amount $75.00. Liveaboard Fee - September 2020 (Haida) --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	75.00	13,921.68

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
14,135.65	1,479.35	1,554.35	532.00	872.35	$18,573.70

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Michael Smith
[redacted]

Amount Due	Amount Enc.
$18,573.70	

Date	Transaction	Amount	Balance
09/01/2020	INV #20202058. Due 03/02/2021. Orig. Amount $54.00. Gear Storage, September 2020 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	13,975.68
09/18/2020	INV #20202186. Due 04/22/2022. Orig. Amount $54.00. Gear Storage, October 2020 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	14,029.68
10/01/2020	INV #20201993. Due 10/01/2020. Orig. Amount $872.35. Monthly Moorage, October 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.95 = 872.35 --- Tax: Lodging Tax @ 8.5% = 0.00	872.35	14,902.03
10/08/2020	INV #20202300. Due 10/08/2020. Orig. Amount $478.00. Monthly Moorage, October 2020 (Harbor Island) --- Rec Water/Elec Monthly, 40 @ $11.95 = 478.00 --- Tax: Lodging Tax @ 8.5% = 0.00	478.00	15,380.03
10/08/2020	INV #20202301. Due 11/07/2020. Orig. Amount $75.00. Liveaboard Fee - October 2020 (Haida) --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	75.00	15,455.03
10/22/2020	INV #20202450. Due 10/22/2020. Orig. Amount $54.00. Gear Storage, November 2020 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	15,509.03

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
14,135.65	1,479.35	1,554.35	532.00	872.35	$18,573.70

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Michael Smith
[redacted]

Amount Due	Amount Enc.
$18,573.70	

Date	Transaction	Amount	Balance
11/01/2020	INV #20202382. Due 11/01/2020. Orig. Amount $872.35. Monthly Moorage, Nov 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.95 = 872.35 --- Tax: Lodging Tax @ 8.5% = 0.00	872.35	16,381.38
11/01/2020	INV #20202533. Due 11/01/2020. Orig. Amount $75.00. Liveaboard Fee - November 2020 (Haida) --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	75.00	16,456.38
11/01/2020	INV #20202534. Due 11/01/2020. Orig. Amount $478.00. Monthly Moorage, November 2020 (Harbor Island) --- Rec Water/Elec Monthly, 40 @ $11.95 = 478.00 --- Tax: Lodging Tax @ 8.5% = 0.00	478.00	16,934.38
11/24/2020	INV #20202746. Due 11/24/2020. Orig. Amount $54.00. Gear Storage, December 2020 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	16,988.38
12/01/2020	INV #20202654. Due 12/01/2020. Orig. Amount $478.00. Monthly Moorage, December 2020 (Harbor Island) --- Rec Water/Elec Monthly, 40 @ $11.95 = 478.00 --- Tax: Lodging Tax @ 8.5% = 0.00	478.00	17,466.38
12/01/2020	INV #20202672. Due 12/01/2020. Orig. Amount $872.35. Monthly Moorage, December 2020 (Haida) --- Rec Water/Elec Monthly, 73 @ $11.95 = 872.35 --- Tax: Lodging Tax @ 8.5% = 0.00	872.35	18,338.73

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
14,135.65	1,479.35	1,554.35	532.00	872.35	$18,573.70

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Michael Smith
[redacted]

Amount Due	Amount Enc.
$18,573.70	

Date	Transaction	Amount	Balance
12/01/2020	INV #20202673. Due 12/01/2020. Orig. Amount $75.00. Liveaboard Fee - December 2020 (Haida) --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	75.00	18,413.73
12/23/2020	INV #20202911. Due 12/23/2020. Orig. Amount $54.00. Gear Storage, January 2021 --- Gear Storage, 900 @ $0.06 = 54.00 --- Tax: Lodging Tax @ 8.8% = 0.00	54.00	18,467.73
12/31/2020	INV #FC 737. Due 12/31/2020. Orig. Amount $105.97. Finance Charge --- Fin Chg $105.97 --- Invoice #20201993 for 872.35 on 10/01/2020 --- Invoice #20202300 for 478.00 on 10/08/2020 --- Invoice #20202301 for 75.00 on 10/08/2020 --- Invoice #20202450 for 54.00 on 10/22/2020 --- Invoice #20202382 for 872.35 on 11/01/2020 --- Invoice #20202533 for 75.00 on 11/01/2020 --- Invoice #20202534 for 478.00 on 11/01/2020 --- Invoice #20202746 for 54.00 on 11/24/2020	105.97	18,573.70

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
14,135.65	1,479.35	1,554.35	532.00	872.35	$18,573.70

PORT of BROOKINGS HARBOR

Delinquent Account Write Off Request

Customer: Sample, Corey **Amount Owed:** $8,034.74 **Date:** January 12, 2021

On November 23, 2020, a notice of termination letter was sent to Mr. Sample regarding the vessel Lili Anne, currently located at the Port of Brookings Harbor. Moorage for the vessel was terminated effective December 23, 2020. Mr. Sample was requested to pay his debt and remove the vessel from the Port of Brookings Harbor at the time the terminations were effective, December 23, 2020. Mr. Sample has failed to comply with these requests. Requesting permission to write off account on accounts receivable as bad debt and submit to collection agency or begin seizure process.

Notes and Timeline of Collection Process 10/3/2017 to present

- 10/3/2017 10:44:02 AM: **Looking at inventory this vessel came in on or before Sept 11. They went into slip O8, without permission from the Port and without the current moorage holder's knowledge. I called Oregon State Marine Board for their information and charged them starting Sept 11 until October 3. last known owner was: Kukolla & Sons LLC, 12611 NE 43rd Ave, Vancover WA 98686. DS**
- 10/12/2017 3:11:50 PM: Had another moorage holder come in complaining about a dog running up and down the dock, defecating on the dock. DS
- 10/16/2017 on Thursday Oct 12, came in about invoice. He went into his brother slip, was very sorry about not coming into the office. I talked with the slip owner who did approve of him being there. told him to not worry about this invoice until I talk with the port manager and figure out what to do. DS
- 2/1/2018 4:19:10 PM: **Spoke with Cory about delinquent account.** He said he never received statements and late notices. I said we would waive the 3 finance charges if he has account paid in full by 2/9/18. kb
- 2/2/18 - Sent 90 days past due - FINAL NOTICE- dated 1/31/18 and mailed 2/2/18.kb
- 03/28/2018 - requested gear storage, placed him in E4. DS
- 6/5/2018 3:12:49 PM: Sent 90-day notice. kb
- 6/21/2018 9:49:13 AM: **Sent termination of moorage letter certified. If not paid in full by July 21, 2018, send pre-seizure notice. kb**
- 7/25/2018 1:59:40 PM: Called and spoke with Cory, he was just coming in. Told him we would have to seize his vessel and terminate his moorage if no payment is made by the end of the week. He said he would come in. NEED TO SEIZE VESSEL AND TERMINATE MOORAGE IF NOT PAID BY 7/31/18. Kb
- 7/25/2018 3:51:54 PM: **Cory came in with $200.00 cash, I applied it to the 2 oldest invoices on his account.** He said he spoke with Kim today, and asked me to tell her that he will have "more money coming next week, on pay day". AS
- 8/1/2018 11:56:06 AM: Sent 90 days overdue notice dated 7/31/18. kb
- 8/30/2018 10:45:38 AM: Cory called back. He said he is currently financially strapped. He said the Port is high on his priority list to pay and will bring in payment of $1000 the first part of September. I warned him this account should now be a monthly moorage, which is a higher rate and there is a chance the Port will seize the vessel due to delinquent account. I said I would get this to management, maybe setup payment plan?? I said we do not want to seize his vessel which would hurt his ability to fish, gain income. Giving this information to Kathy to request setting up payment plan to satisfy the current debt of $2208.33, kb
- 9/26/18-Haul out notice attached to Lili Anne per Travis. kb

PORT of BROOKINGS HARBOR

- 9/28/2018 11:43:13 AM: According to the OSMB, owner of vessel is Kukolla & Sons with a lien against the boat with Columbia Bank, PO Box 1757, Tacoma, WA 98401-1757. We will have to include all 3 names on claim of lien and seizure notice. kb
- 10/1/2018 3:40:38 PM: **came in and paid, Kathy accepted the 1500.00, stated that he is waiting for some more checks and hopefully will get this paid. DS**
- 10/2/2018 10:29:59 AM: **I tried calling Cory a few times this morning. He called me back about 10:15. I thanked him for the payment, but requested he come in and fill out and sign moorage agreement. I said we also need proof of insurance and boat registration.** I told him the boat is registered to a Michael Kukolla. He said that is correct and he is in the processing of purchasing the boat. He is currently the captain for the vessel. Technically the bills should go to the boat's owner and the register of vessel according to OSMB. Danielle said she tried to bill Kukolla but he insisted Cory was the one liable for the charges. Overly complicated issue and the Port is the one usually caught in the middle. Cory said he would come in with insurance and to fill out moorage agreement when they get in from fishing, Friday or Saturday. He hopes to pay us remaining amount due the next shrimp check in 2 weeks. Gave this to Kathy on how to proceed. Kb
- 10/26/2018 3:51:45 PM: I called and spoke with Cory. He said he will come in next week with payment, insurance, registration for boat. HE NEEDS TO SIGN MOORAGE AGREEMENT. He is hoping for shrimp payment next week. kb
- 11/7/2018 1:18:03 PM: Made $400.00 payment. kb
- 1/4/2019 10:55:16 AM: Finishing up Customer Review that Danielle had started. Completed and gave this to Travis for review. kb
- 1/9/2019 11:25:50 AM**: It was decided in yesterday's meeting to wait until February 19, 2019, when moorage comes due to look at this again. Martha is reviewing termination notice.** Sent statement dated 12/31/18 for $971.26 with overdue notice sticker. kb
- 2/7/2019 8:56:32 AM: Sent demand notice via certified mail for gear storage, electrical charges, and finance charge totalling$1178.40. These are all past charges and are due to the Port. Kb
- 2/14/2019 2:51:05 PM: **Corey came in today and paid the full amount due on his account, he wrote a check for $1,212.42.** He also requested a meeting with Gary and Travis to talk about his options for moorage. I had him fill out a meeting request form & I gave it to Travis. AS
- 2/25/2019 2:40:29 PM: Tried to call Corey regarding his meeting with manager request to schedule his appointment (Gary is available on Wednesday 2/27 at 10:30 a.m.). Corey did not answer the call and the recording says his voicemail is not set up so I couldn't leave a message. Will try again later on. AS
- 2/28/2019 4:25:33 PM: Corey wanted to pay the remainder of the year for his Gear Storage. Jan & Feb 2019 are already paid at $103.50 per month, so I made an invoice for the last 10 months equal to the amount of $1035.00
  He also paid in full for his Moorage Renewal AS
- 3/13/2019 11:38:14 AM: scanned and attached to QB - meeting notes regarding a live bait business, from 2/27/19 meeting between Corey, Port Manager Gary Dehlinger and Harbormaster Travis Webster (original document filed in Corey's Moorage File). AS
- 5/13/2020 1:22:40 PM: **Corey owes for gear storage going back to January 2020, Annual Commercial Live Aboard Renewal, and Liveaboard Fee January 2020-April 2020 and finance charges for a total of $4,275.60 as of today.**
  Status of collection process for overdue account:
  - January 2020 - February 2020 - Statement of account sent the last day of the month.
  - March 31, 2020 - 90 days overdue notice sent.
  - May 8, 2020 - Statement sent, no finance charges applied due to COVID-19 pandemic.
  - May 13, 2020 - Reviewing account, demand notice needs to be sent. Gary wants to wait on collection process until after July 1, 2020. Notes per Kim B
- 6/2/2020 3:54:55 PM**: Reverted annual moorage to monthly, mailed a letter stating what documents we need:**

PORT of BROOKINGS HARBOR

1. Live-Aboard Application (Enclosed)-completed and signed with authorized approvals
2. Moorage Agreement - completed, signed, and returned to our office. (Enclosed)
3. Copy of Current Valid Picture Identification for person(s) living aboard
4. Copy of Current Registration/Documentation of Vessel
5. Current Picture of Vessel
6. Copy of Commercial License
7. Your account needs to be current, see attached statement.

- 11/20/2020 1:13:30 PM: **Moorage was due for renewal on March 1st, 2020.**
  We have not received:
  - Moorage Agreement
  - Payment for Moorage
  - Payment for Liveaboard Fees
  - Registration of vessel (2018 with someone else's name on it)
  - Photo ID from moorage holder, and liveaboards
  - Valid Commercial Fishing License
  - Picture of vessel

Drafting a termination letter. AS

- 1/5/2021 2:49:46 PM: **Gary and Travis spoke to the owners of Kukkola and Son's Fisheries who stated that Corey Sample is in the process of purchasing the boat from them and he is responsible for all the bills.** Stated that insurance is in his name, but Corey is paying for it. DS
- 1/5/2021: **Corey called and spoke with Travis and Gary regarding his account.** He said he received a call from owner of the boat, Kukkola & Sons Fisheries. Corey stated the following: he sold all his crab gear to pay off his debts and was unaware he owed the Port. We have received no returned mail and all notices are also posted on the vessel. Corey also mentioned opening a bait business and has put efforts in that direction. Gary and Travis advised Corey his account is up for discussion and review by the board on January 12, 2021. They suggestion he call in to the workshop/meeting to communicate with the board concerning his account with the Port and his situation. He was informed on how to attend this teleconference. Kb

Customer balance is $8,034.74

☐ **Begin seizure process** on Property Located in Gear Storage and F/V: Lili Anne

☐ Write off this account on accounts receivable as bad debt and **submit this to collection agency in the amount of $8,034.74 and proceed to remove vessel and property as abandon.**

☐ Write off this amount on accounts receivable as bad debt in the accounts receivable and **do not submit this to collection agency in the amount of $8,034.74 and proceed to remove vessel and property as abandon.**

☐ **OTHER OPTION**

_____

_____

_____ _____

Commissioner Date

Corey Sample F/V: Lili Anne Reg: OR956AFD

Moorage Agreement: Last signed moorage agreement was for dates: 3/1/2019 – 2/28/2020. Was mailed a renewal notice on January 8, 2020 having until April 1, 2020 to provide: Liveaboard agreement, moorage agreement, picture identification, current registration and documentation, picture of vessel and commercial license. Was mailed another letter on June 2, 2020 still requested for documentation, but moorage is reverted to month to month. Was mailed certified letter on November 23, 2020 stating moorage was terminated on December 23, 2020

Liveaboard Agreement: Last liveaboard inspection done by Travis on February 10, 2020 and was valid for dates year to year.

Insurance: Wicklund Insurance insured through Kukkola and sons fisheries LLC, expires March 31, 2021, but is insured for $300,000.

Registration: is currently registered to Kukkola and Sons Fisheries LLC, Oregon State Marine Board shows registration expiring on December 31, 2020

Commercial License: last ODFW license shows 2019.

Gear Storage: Currently has gear storage near Hallmark Fisheries.

Gary and Travis spoke to the owners of Kukkola and Son's Fisheries who stated that Corey Sample is in the process of purchasing the boat from them and he is responsible for all the bills. Stated that insurance is in his name, but Corey is paying for it.

Port of Brookings Harbor
Balance Details for Sample, Corey
All Transactions as of 12/31/2020

Gear Storage

Type	Num	Date	Memo	Amount	Open Balance	Due Date
Invoice	FC 733	12/31/2020	Finance Charge	48.39	48.39	12/31/2020
Invoice	FC 565	03/31/2020	Finance Charge	63.22	63.22	3/1/2021 (COVID-19)
Invoice	FC 498	02/27/2020	Finance Charge	4.00	4.00	3/1/2021 (COVID-19)
Invoice	FC 446	01/31/2020	Finance Charge	2.29	2.29	3/1/2021 (COVID-19)
Invoice	FC 386	12/31/2019	Finance Charge	3.99	3.99	3/1/2021 (COVID-19)
Finance Charges Total				**121.89**	121.89	

Gear Storage

Type	Num	Date	Memo	Amount	Open Balance	Due Date
Invoice	20202919	12/23/2020	Gear Storage, January 2021	108.00	108.00	12/23/2020
Invoice	20202753	11/24/2020	Gear Storage, December 2020	108.00	108.00	11/24/2020
Invoice	20202456	10/22/2020	Gear Storage, November 2020	108.00	108.00	10/22/2020
Invoice	20202193	09/18/2020	Gear Storage, October 2020	108.00	108.00	3/1/2021 (COVID-19)
Invoice	20202066	09/01/2020	Gear Storage, September 2020	108.00	108.00	3/1/2021 (COVID-19)
Invoice	20201789	08/03/2020	Gear Storage, August 2020	108.00	108.00	3/1/2021 (COVID-19)
Invoice	20201381	06/24/2020	Gear Storage, July 2020	108.00	108.00	3/1/2021 (COVID-19)
Invoice	20201167	05/29/2020	Gear Storage, June 2020	108.00	108.00	3/1/2021 (COVID-19)
Invoice	20200938	05/01/2020	Gear Storage, May 2020	108.00	108.00	3/1/2021 (COVID-19)
Invoice	20200937	04/30/2020	Gear Storage, April 2020	108.00	108.00	3/1/2021 (COVID-19)
Invoice	20200453	02/27/2020	Gear Storage, March 2020	108.00	108.00	3/1/2021 (COVID-19)
Invoice	20200225	01/24/2020	Gear Storage, February 2020 30x60	108.00	108.00	3/1/2021 (COVID-19)
Invoice	20200137	01/15/2020	Gear Storage, January 30x60	108.00	108.00	3/1/2021 (COVID-19)
Gear Storage Total				**1,404.00**	1,404.00	

Moorage & Liveaboard Fees

Type	Num	Date	Memo	Amount	Open Balance	Due Date
Invoice	20202647	12/01/2020	Comm Monthly + LAB, Dec 2020	627.24	627.24	12/01/2020
Invoice	20202377	11/01/2020	Comm Monthly + LAB, NOV 2020	627.24	627.24	11/01/2020
Invoice	20201991	10/14/2020	Monthly Moorage + LAB fees October 2020	627.24	627.24	10/14/2020
Invoice	20201822	08/04/2020	Monthly Moorage & Liveaboard, September 2020	627.24	627.24	3/1/2021 (COVID-19)
Invoice	20201598	07/14/2020	Monthly Moorage & Liveaboard, August 2020	627.24	627.24	3/1/2021 (COVID-19)
Invoice	20201389	06/24/2020	Monthly Commercial Live Aboard Renewal (B2, P-04): July 1, 2020 -	614.53	614.53	3/1/2021 (COVID-19)
Invoice	20201185	06/02/2020	Monthly Commercial Live Aboard Renewal (B2, P-04): June 1, 2020	614.53	614.53	3/1/2021 (COVID-19)
Invoice	20201071	05/27/2020	Monthly Commercial Live Aboard Renewal (B2, P-04): 03/01/2020-0	614.53	614.53	3/1/2021 (COVID-19)
Invoice	20201073	05/27/2020	Monthly Commercial Live Aboard Renewal (B2, P-04): April 1, 2020	614.53	614.53	3/1/2021 (COVID-19)
Invoice	20201074	05/27/2020	Monthly Commercial Live Aboard Renewal (B2, P-04): May 1, 2020	614.53	614.53	3/1/2021 (COVID-19)
Invoice	20200226	01/24/2020	Liveaboard Fee - February 2020	150.00	150.00	3/1/2021 (COVID-19)
Invoice	20200077	12/31/2019	Liveaboard Fee - January 2020	150.00	150.00	3/1/2021 (COVID-19)
Moorage & Liveaboard Fees Total				**6,508.85**	6,508.85	
					8,034.74	Total

Breakdown of Totals

Gear Storage Total	1,404.00
Finance Charges & Other Total	121.89
Moorage & Liveaboard Fees Total	6,508.85
Total Charges Corey Sample	**8,034.74**

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Corey Sample
[redacted]

Amount Due	Amount Enc.
$8,034.74	

Date	Transaction	Amount	Balance
12/31/2019	INV #20200077. Due 01/30/2021. Orig. Amount $150.00. Liveaboard Fee - January 2020 --- Liveaboard Fee - First Person $75.00 --- Liveaboard Fee - Each Additonal $75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	150.00	150.00
12/31/2019	INV #FC 386. Due 01/30/2021. Orig. Amount $3.99. Finance Charge --- Fin Chg $3.99 --- Invoice #20193599 for 150.00 on 11/07/2019	3.99	153.99
01/15/2020	INV #20200137. Due 02/14/2021. Orig. Amount $108.00. Gear Storage, January 30x60 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- --- If you would like annual gear storage, fee: $1296.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	261.99
01/24/2020	INV #20200225. Due 02/16/2021. Orig. Amount $108.00. Gear Storage, February 2020 30x60 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	369.99
01/24/2020	INV #20200226. Due 02/16/2021. Orig. Amount $150.00. Liveaboard Fee - February 2020 --- Liveaboard Fee - First Person $75.00 --- Liveaboard Fee - Each Additonal $75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	150.00	519.99

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
5,829.02	735.24	735.24	735.24	0.00	$8,034.74

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Corey Sample
[redacted]

Amount Due	Amount Enc.
$8,034.74	

Date	Transaction	Amount	Balance
01/31/2020	INV #FC 446. Due 02/23/2021. Orig. Amount $2.29. Finance Charge --- Fin Chg $2.29 --- Invoice #20200077 for 150.00 on 12/31/2019	2.29	522.28
02/27/2020	INV #20200453. Due 02/26/2021. Orig. Amount $108.00. Gear Storage, March 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	630.28
02/27/2020	INV #FC 498. Due 02/26/2021. Orig. Amount $4.00. Finance Charge --- Fin Chg $4.00 --- Invoice #20200077 for 150.00 on 12/31/2019 --- Invoice #20200226 for 150.00 on 01/24/2020	4.00	634.28
03/31/2020	INV #FC 565. Due 03/01/2021. Orig. Amount $63.22. Finance Charge --- Fin Chg $63.22 --- Invoice #20200056 for 3,362.10 on 12/30/2019 --- Invoice #20200077 for 150.00 on 12/31/2019 --- Invoice #20200137 for 108.00 on 01/15/2020 --- Invoice #20200225 for 108.00 on 01/24/2020 --- Invoice #20200226 for 150.00 on 01/24/2020 --- Invoice #20200453 for 108.00 on 02/27/2020	63.22	697.50
04/30/2020	INV #20200937. Due 02/28/2021. Orig. Amount $108.00. Gear Storage, April 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	805.50

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
5,829.02	735.24	735.24	735.24	0.00	$8,034.74

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Corey Sample
[redacted]

Amount Due	Amount Enc.
$8,034.74	

Date	Transaction	Amount	Balance
05/01/2020	INV #20200938. Due 03/01/2021. Orig. Amount $108.00. Gear Storage, May 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	913.50
05/27/2020	INV #20201071. Due 02/25/2021. Orig. Amount $614.53. Monthly Commercial Live Aboard Renewal (B2, P-04): 03/01/2020-03/31/2020 --- Commerical Monthly Moorage, 41 @ $11.33 = 464.53 --- Liveaboard Fee - First Person, 1 @ $75.00 = 75.00 --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	614.53	1,528.03
05/27/2020	INV #20201073. Due 02/25/2021. Orig. Amount $614.53. Monthly Commercial Live Aboard Renewal (B2, P-04): April 1, 2020 - April 30, 2020 --- Commerical Monthly Moorage, 41 @ $11.33 = 464.53 --- Liveaboard Fee - First Person, 1 @ $75.00 = 75.00 --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	614.53	2,142.56
05/27/2020	INV #20201074. Due 02/25/2021. Orig. Amount $614.53. Monthly Commercial Live Aboard Renewal (B2, P-04): May 1, 2020 - May 31, 2020 --- Commerical Monthly Moorage, 41 @ $11.33 = 464.53 --- Liveaboard Fee - First Person, 1 @ $75.00 = 75.00 --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	614.53	2,757.09

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
5,829.02	735.24	735.24	735.24	0.00	$8,034.74

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Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Corey Sample
[redacted]

Amount Due	Amount Enc.
$8,034.74	

Date	Transaction	Amount	Balance
05/29/2020	INV #20201167. Due 02/27/2021. Orig. Amount $108.00. Gear Storage, June 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	2,865.09
06/02/2020	INV #20201185. Due 03/03/2021. Orig. Amount $614.53. Monthly Commercial Live Aboard Renewal (B2, P-04): June 1, 2020 - June 30, 2020 --- Commerical Monthly Moorage, 41 @ $11.33 = 464.53 --- Liveaboard Fee - First Person, 1 @ $75.00 = 75.00 --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	614.53	3,479.62
06/24/2020	INV #20201381. Due 02/22/2021. Orig. Amount $108.00. Gear Storage, July 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	3,587.62
06/24/2020	INV #20201389. Due 02/22/2021. Orig. Amount $614.53. Monthly Commercial Live Aboard Renewal (B2, P-04): July 1, 2020 - July 30, 2020 --- Commerical Monthly Moorage, 41 @ $11.33 = 464.53 --- Liveaboard Fee - First Person, 1 @ $75.00 = 75.00 --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.8% = 0.00	614.53	4,202.15

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
5,829.02	735.24	735.24	735.24	0.00	$8,034.74

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Corey Sample
[redacted]

Amount Due	Amount Enc.
$8,034.74	

Date	Transaction	Amount	Balance
07/14/2020	INV #20201598. Due 03/14/2021. Orig. Amount $627.24. Monthly Moorage & Liveaboard, August 2020 --- Commerical Monthly Moorage, 41 @ $11.64 = 477.24 --- Liveaboard Fee - First Person $75.00 --- Liveaboard Fee - Each Additonal $75.00 --- Tax: Lodging Tax @ 8.5% = 0.00	627.24	4,829.39
08/03/2020	INV #20201789. Due 03/03/2021. Orig. Amount $108.00. Gear Storage, August 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	4,937.39
08/04/2020	INV #20201822. Due 03/04/2021. Orig. Amount $627.24. Monthly Moorage & Liveaboard, September 2020 --- Commerical Monthly Moorage, 41 @ $11.64 = 477.24 --- Liveaboard Fee - First Person $75.00 --- Liveaboard Fee - Each Additonal $75.00 --- Tax: Lodging Tax @ 8.5% = 0.00	627.24	5,564.63
09/01/2020	INV #20202066. Due 03/02/2021. Orig. Amount $108.00. Gear Storage, September 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	5,672.63
09/18/2020	INV #20202193. Due 03/19/2021. Orig. Amount $108.00. Gear Storage, October 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	5,780.63

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
5,829.02	735.24	735.24	735.24	0.00	$8,034.74

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Corey Sample
[redacted]

Amount Due	Amount Enc.
$8,034.74	

Date	Transaction	Amount	Balance
10/14/2020	INV #20201991. Due 10/14/2020. Orig. Amount $627.24. Monthly Moorage + LAB fees October 2020 --- Commerical Monthly Moorage, 41 @ $11.64 = 477.24 --- Liveaboard Fee - First Person, 1 @ $75.00 = 75.00 --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.5% = 0.00	627.24	6,407.87
10/22/2020	INV #20202456. Due 10/22/2020. Orig. Amount $108.00. Gear Storage, November 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	6,515.87
11/01/2020	INV #20202377. Due 11/01/2020. Orig. Amount $627.24. Comm Monthly + LAB, NOV 2020 --- Commerical Monthly Moorage, 41 @ $11.64 = 477.24 --- Liveaboard Fee - First Person, 1 @ $75.00 = 75.00 --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.5% = 0.00	627.24	7,143.11
11/24/2020	INV #20202753. Due 11/24/2020. Orig. Amount $108.00. Gear Storage, December 2020 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	7,251.11
12/01/2020	INV #20202647. Due 12/01/2020. Orig. Amount $627.24. Comm Monthly + LAB, Dec 2020 --- Commerical Monthly Moorage, 41 @ $11.64 = 477.24 --- Liveaboard Fee - First Person, 1 @ $75.00 = 75.00 --- Liveaboard Fee - Each Additonal, 1 @ $75.00 = 75.00 --- Tax: Lodging Tax @ 8.5% = 0.00	627.24	7,878.35

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
5,829.02	735.24	735.24	735.24	0.00	$8,034.74

Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

Statement

Date
12/31/2020

To:

Corey Sample
[redacted]

Amount Due	Amount Enc.
$8,034.74	

Date	Transaction	Amount	Balance
12/23/2020	INV #20202919. Due 12/23/2020. Orig. Amount $108.00. Gear Storage, January 2021 --- Gear Storage, 1,800 @ $0.06 = 108.00 --- Tax: Lodging Tax @ 8.8% = 0.00	108.00	7,986.35
12/31/2020	INV #FC 733. Due 12/31/2020. Orig. Amount $48.39. Finance Charge --- Fin Chg $48.39 --- Invoice #20201991 for 627.24 on 10/14/2020 --- Invoice #20202456 for 108.00 on 10/22/2020 --- Invoice #20202377 for 627.24 on 11/01/2020 --- Invoice #20202753 for 108.00 on 11/24/2020	48.39	8,034.74

CURRENT & COVID-19 "protected charges"	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	Amount Due
5,829.02	735.24	735.24	735.24	0.00	$8,034.74

INFORMATION ITEM – B

DATE:	January 12, 2021
RE:	Blue Fin Realty Draft Lease
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

- Kim Jones and Lisa Wopschall with Blue Fin Realty applied to lease the building where Brookings-Harbor Visitor & Tour Center was located.
- New tenants requested 1-year lease with one option to renew the lease for 3 additional years. Space would be used for realty business only.
- Lease includes the wood deck at a rate that is between our standard bare ground and asphalt rates.
- Port legal counsel and Blue Fin Realty have reviewed the draft lease.

DOCUMENTS

- Request letter to lease the space, 1 page
- Draft Commercial Lease Agreement, 11 pages

Dear Port Commissioners,

Blue Fin Realty is a newly formed real estate firm made up of Kim Jones and Lisa Wopschall. Together, we have nearly 30 years experience and have sold $12,000,000 of real estate this year. We are both long time Brookings residents.

Since we are a new company we do not have traditional credit references. However, Kim Jones owns 509 Chetco Avenue as well as 704 Chetco Avenue. Kim carried a business loan on 704 Chetco Avenue, with a private lender for over 10 years, never missing a payment or being late. That loan was recently paid in full. Documentation can be provided if requested.

The location of the Visitors Center at the port would be an ideal location for a real estate office and would not create the traffic of a traditional store. Please strongly consider us as new tenants for this building. Thank you.

Sincerely,

Kim Jones
Lisa Wopschall

DRAFT

COMMERCIAL LEASE AGREEMENT
BLUE FIN REALTY

This amended and restated lease agreement is made and entered into at Brookings, Oregon, effective the 1st day of February, 2021, by and between the **Port of Brookings Harbor**, an Oregon special district (referred to herein as the "Landlord") and **Kim Lorain Jones DBA Blue Fin Realty** (hereinafter referred to as "Tenant").

1. **Leased Premises.** Landlord hereby leases to Tenant the following described property located in the Port of Brookings Harbor on the terms and conditions stated herein:

   a. Approximately 800 square-feet of retail building space and 310 square-feet of outdoor deck space (the Leased Premises, as described in in Exhibit "A"), located at 16358 Lower Harbor Road, Brookings, Oregon.

2. **Lease Term and Base Rental Rate.**

   a. **Initial Term.** The initial term of this lease is one (1) year commencing February 1, 2021 and continuing through January 31, 2022.

   b. **Base Rental Rate.** The base rental rate for the Leased Premises is Nine Hundred Seventy-Four and 50/100 Dollars ($974.50) per month, as calculated below, payable on the first day of each month commencing February 1, 2021. The base rental rate is the combined rate of:

      1. The building consisting of 800 square-feet of property at approx. $1.16 per square foot per month, for a total of Nine Hundred Twenty-Eight and 00/100 Dollars ($928.00) per month.

      2. The outdoor deck consisting of 310 square-feet of property at approx. $0.15 per square foot per month, for a total of Twenty-Four and 80/100 Dollars ($46.50) per month.

   c. **Option to Renew.** Upon termination of the initial term of this lease, Landlord grants to Tenant the option to renew this lease in whole or in part of the Leased Premises, for one (1) additional three (3) year term at terms and conditions to be negotiated, provided that: (a) Tenant is not in default of this lease at the time the option is exercised; (b) Landlord does not need the ground for its own use; and (c) Landlord is otherwise satisfied with Tenant's use of the Leased Premises during the initial term. The parties agree to negotiate in good faith with respect to the renewal terms and conditions on terms at least as favorable as those offered to any other tenant of Landlord at the time.

   d. **Notice of Intent.** Tenant shall notify the Landlord in writing ninety (90) days prior to expiration of the lease of Tenant's intent to exercise all or any portion of Tenant's option to extend the lease. Failure to provide such notice is a default and a material breach of the lease and Landlord may terminate the lease on the expiration date and retake possession of the Leased Premises with or without process of law.

3. **Base Rent Payment.**

   a. **Annual Adjustment.** Tenant must pay the base rent for the Leased Premises and any additional rent provided herein without deduction or offset. The base rent will increase annually, on each anniversary of the lease commencement for the second and each

subsequent year, according to the Consumer Price Index for All Urban Consumers (CPI-U). The base rent increase will be for the total amount of the base rent due. Base rent includes all prior percentage increases. In the event that the CPI-U is negative, the base rent will remain the same, it will not increase or decrease.

b. **Proration.** Rent for any partial month during the lease term will be prorated to reflect the number of days during the month that Tenant actually occupied the Leased Premises.

c. **Additional Rent.** Additional rent means any other sums payable by Tenant to Landlord under this lease. At the end of the initial lease term, a new base rent will be established.

d. **Fees and Charges.** Should any rent or other payment required of Tenant by this lease not be paid within 10 days after it is due, a late charge of 1.5% per month (18% per annum) will be assessed. In the event any suit or action is instituted to collect any amount owed on this account, the undersigned applicant agrees to pay any reasonable attorney's fees, collection agency fees and any other costs associated with such action. A $50.00 fee will be assessed on any returned payment.

4. **Lease Consideration/Security Deposit.** Upon execution of the lease, Tenant's base rent is due the first day of the month of the lease term for which rent is payable. Tenant is required to pay a security deposit in a sum equal to one month's base rent. Landlord may apply the security deposit to pay the cost of performing any obligation that Tenant fails to perform within the time required by this lease, but such application by Landlord shall not be the exclusive remedy for Tenant's default. If the security deposit is applied by the Landlord, Tenant must on demand pay the sum necessary to replenish the security deposit to its original amount. To the extent not applied by Landlord to cure defaults by Tenant, the security deposit will be returned to Tenant upon termination of this lease, or, by mutual agreement between Landlord and Tenant, applied against the rent payable for the last month of the term.

5. **Use.** Tenant may use the Leased Premises for realty office purposes and for no other purpose without Landlord's written consent. In connection with its use of the Leased Premises, Tenant must, at its sole expense, promptly comply with all applicable laws, ordinances, rules and regulations of any public authority, including those of the Port of Brookings Harbor, and not unreasonably annoy, obstruct or interfere with the rights of other tenants of the Port of Brookings Harbor, wherever located. Tenant must not create or maintain any nuisance or any objectionable fumes, noise, or vibrations while using the Leased Premises.

6. **Equipment.** Tenant may install in the Leased Premises only such equipment as is customary for the intended ***use*** and must not overload the floors or electrical circuits of the Leased Premises or alter the plumbing or wiring of the Leased Premises, without the prior written consent of Landlord. Landlord must approve, in advance, the location and manner of installing any electrical, heat generating or communication equipment or exceptionally heavy articles. Any equipment installed by Tenant will remain Tenant's property and must be installed and operated at Tenant's expense. Any air conditioning required because of heat generating equipment or special lighting installed by Tenant must also be installed and operated at Tenant's expense.

7. **Sign.** No signs, awnings, antennas, or other apparatus may be positioned as to be visible from outside the Leased Premises without Tenant obtaining Landlord's prior written approval as to design, size, location, and color. All signs installed by Tenant must comply with Landlord's standards for signs, and all applicable codes and signs and sign hardware must be removed upon termination of this lease with the sign location restored to its former state unless Landlord elects to retain all or any portion thereof.

8. **Utilities and Services.** Landlord will furnish all utilities up to the Leased Premises and Tenant will be directly responsible for any and all electrical charges or fees for electrical service and must make arrangements to be billed directly from the local electric co-op (Coos-Curry Electric Cooperative, Inc.). Tenant must also make the necessary arrangements to have a meter installed in the name of Tenant for billing purposes. Water and Sewer usage will be billed separately. Tenant must comply with all government laws or regulations regarding the use or reduction of use of utilities on the Leased Premises. Tenant is responsible for all waste generated by the business and disposal of the waste. Unless caused by Landlord's negligence or intentional act, the interruption, limitation, curtailment, or rationing of services or utilities may not be deemed an eviction or disturbance of Tenant's use and possession of the Leased Premises, render Landlord liable to Tenant for damages, or relieve Tenant from performance of Tenant's obligations under this lease. Landlord must take all reasonable steps to correct any interruption in service.

9. **Maintenance and Repair – Tenant's Obligations**

a. Tenant is at all times during the term of this lease, and at Tenant's sole cost and expense, obligated to keep the entirety of the Leased Premises and every part thereof in good condition and repair; excepting ordinary wear and tear and damage to the Leased Premises by earthquake, act of God, or the elements. Landlord has no obligation and has made no promise to alter, remodel, improve, repair, decorate, or paint the Leased Premises or any part thereof. Landlord does have the right to erect scaffolding and other apparatus necessary for the purpose of making repairs, and Landlord will have no liability for interference with Tenant's use because of repairs and installations. Tenant will have no claim against Landlord for any interruption or reduction of services or interference with Tenant's occupancy, and no such interruption or reduction shall be construed as a constructive or other eviction of Tenant.

b. Tenant will be responsible for any repairs necessitated by Tenant's breach of this lease or the negligent or intentional acts of Tenant, its agents, employees, and invitees, excepting repairs that would otherwise be the responsibility of Landlord under Section 10 or Section 15.

c. Tenant is responsible for all other repairs to the Leased Premises that Landlord is not required to make under Section 10 or Section 15.

d. If Tenant fails to perform Tenant's obligations under this Section 9 or under any other Section of this lease, Landlord may enter upon the affected portion of the Leased Premises after ten (10) days' prior written notice to Tenant (except in case of emergency, in which no notice shall be required), perform such obligations on Tenant's behalf and put the Leased Premises in good order, condition and repair, and the cost thereof together with interest thereon at the maximum rate then allowable by law will be due and payable as additional rent to Landlord together with Tenant's next base rent installment.

e. On the last day of the term hereof, or upon any sooner termination, Tenant must surrender the Leased Premises to Landlord in the same condition as received, ordinary wear and tear excepted, clean and free of debris. Any damage or deterioration of the Leased Premises will not be deemed ordinary wear and tear if the same could have been prevented by commercially reasonable maintenance practices. Tenant shall leave the air-lines, power panels, electrical distribution systems, lighting fixtures, space heaters, air conditioning, plumbing and fencing which were on the Leased Premises prior to the commencement of the lease, in good operating condition.

10. **Maintenance and Repair - Landlord's Obligations.** The following will be the responsibility of Landlord:

a. Provide adequate means of ingress and egress to the Leased Premises.
b. Provide access to a water supply and electricity.
c. Repair and maintenance of existing exterior water, sewage, and electrical services up the point of entry to the Leased Premises.
d. Repair and maintain any structural element of the building that does not meet the definition of Major Damage as provided in Section 15, with respect to the Leased Premises.

11. **Alterations.** Tenant must not make any alterations, additions, or improvements to the Leased Premises without Landlord's prior written consent. Any such additions, alterations, or improvements, except for removable machinery and trade fixtures, will at once become part of the realty and belong to the Landlord. Landlord may at its option require that Tenant remove any alterations and restore the Leased Premises to the original condition upon termination of this lease. Landlord will have the right to approve the contractor used by Tenant for any work on the Leased Premises, and to post notices of non-responsibility in connection with any work being performed by Tenant in the Leased Premises.

12. **Indemnity.**

a. Tenant may not allow any liens to attach to the Leased Premises or Tenant's interest in the Leased Premises as a result of its activities. In the event that a materialman, mechanic's, or other lien is filed, or a claim of lien is made for work claimed to have been done for Tenant, Landlord will have the option in its sole discretion to require Tenant to post a Surety Bond within ten (10) days at Tenant's expense or to pay and discharge the lien. Tenant agrees to reimburse Landlord promptly upon demand. These Landlord remedies are not exclusive as Landlord has other remedies as provided by law including requiring Tenant to pay for Landlord's attorney's fees and costs relating to any such lien.
b. Except as otherwise stated herein, Tenant hereby waives all claims against Landlord for damage to any property or injury, illness, or death of any person in, upon, or about the Leased Premises arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers, employees, invitees, licensees or agents. Tenant must defend, indemnify and hold Landlord harmless from any and all claims or liability for damage to any property or injury, illness, or death of any person (a) occurring in or on the Leased Premises or any part thereof arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers, employees, invitees, licensees or agents; or (b) occurring in, on, or about any part of the Leased Premises when such damage, injury, illness, or death was caused by the act, negligence, omission, or fault of Tenant, its agents, servants, employees, invitees, or licensees. Except as otherwise stated herein, Landlord will have no liability to Tenant because of loss or damage caused by the acts or omissions of other tenants of Landlord, or by third parties. The provisions of this paragraph will survive the termination of this lease with respect to any damage, injury, illness, or death occurring prior to such termination.

13. **Insurance.** During the initial term of this lease and any extension thereof, Tenant must comply with the following insurance requirements:

a. **General Liability.** Tenant must carry commercial general liability insurance at least as broad as ISO Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than $2 million per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
b. **Property.** Tenant must carry property insurance against all risk of loss to any tenant improvement or betterments, at full replacement cost with no coinsurance penalty provision.
c. **Workers' Compensation.** If Tenant has employees, Tenant must carry workers' compensation insurance as required by State law and Employer's Liability Insurance with limits of no less than $1 million per accident for bodily injury or disease.
d. **Excess Coverage.** If Tenant maintains broader coverage and/or higher limits than the minimums shown above, Landlord will be entitled to the broader coverage and/or the higher limits maintained by Tenant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage will be available to Landlord.
e. **Additional Insureds.** The Port of Brookings Harbor, its officers, officials, employees, and agents are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Tenant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement of the lessee's insurance (at least as broad as ISO Form CG 20 10).
f. **Certificates of Coverage.** Tenant must furnish certificates of insurance to Port's General Manager, P.O. Box 848, Brookings, Oregon 97415 certifying the existence of such insurance no later than five (5) days prior to commencement of this lease. Each insurance policy required by this clause must be endorsed to state that coverage will not be suspended, voided, canceled, or reduced in coverage or limits or not renewed without fourteen (14) days advance written notice to the Landlord and Landlord's agent, if any, and a renewal certificate must be furnished at least 14 days prior to the expiration of any policy.
g. **Primary Insurance.** The insurance required herein will be primary and without right of contribution from other insurance that may be in effect and without subordination. Any other insurance carried by the Landlord is excess. The insurance policies must be underwritten by a company licensed in the state of Oregon, and carry a minimum Best's rating of "A-VI" or better.
h. **Lapse of Policy.** If Tenant's policies lapse or are canceled at any time during the term of this Contract, Landlord will have the right to immediately terminate Tenant's lease until such insurance requirements have been fully satisfied by Tenant. Tenant will be responsible to Landlord, and must reimburse and hold Landlord harmless for any bodily injury, fire or property damage not covered by Tenant's insurance.

14. **Exemption of Landlord from Liability.** Tenant hereby agrees that Landlord will not be liable for injury to Tenant's business or any loss of income therefrom or for damage to the goods, wares, merchandise or other property of Tenant, Tenant's employees, invites, customers, or any other person in or about the Leased Premises or the Port, nor will Landlord be liable for injury to the person of Tenant, Tenant's employees, agents or contractors, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, or from the breakage, leakage, obstruction or other defects of pipes, wires or lighting fixtures, or from any other cause, whether said damage or injury results from conditions arising upon the Leased Premises or upon other premises of the Port, or from other sources or places and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Tenant. Landlord will not be liable for any damages arising from any act or neglect of any

other tenant, occupant or user of the Port, nor from the failure of Landlord to enforce the provisions of any other lease of the Port.

15. **Major Damage.** Major damage means damage by fire or other casualty to the Leased Premises that causes the Leased Premises or any substantial portion of the Leased Premises to be unusable. In the event that major damage occurs without negligence or willful misconduct of Tenant or its employees, agents, or licensees, then either Landlord or Tenant may elect to terminate this lease by providing written notice to the other party within thirty (30) days after the occurrence of the damage. If this lease is not terminated following major damage, or if damage occurs that is not major damage, Landlord must promptly restore the Leased Premises to the condition existing just prior to the damage, with the exception of damage to Tenant improvements. Restoration of any Tenant improvements or alterations installed by Tenant, and the costs thereof, will be the responsibility of the Tenant. Rent will be reduced from the date of damage until the date restoration work being performed by the Landlord is substantially complete, with the reduction to be in proportion to the area of the Leased Premises not useable by Tenant.

16. **Waiver of Subrogation.** Tenant will be responsible for insuring its personal property and trade fixtures located on the Premises and any alterations or Tenant improvements it has made to the Premises. Neither Landlord nor Tenant will be liable to the other for any loss or damage caused by any of the risks that are or could be covered by a standard all risk insurance policy with the extended coverage endorsement, or for any business interruption. There may be no subrogated claims by one party's insurance carrier against the other party arising out of any loss.

17. **Eminent Domain.** If a condemning authority takes title by eminent domain or by agreement in lieu thereof to the entire Leased Premises or a portion sufficient to render the Leased Premises unsuitable for Tenant's use, then either party may elect to terminate this lease effective on the date that possession is taken by the condemning authority; provided, however, that a condition to the exercise by Tenant of such right to terminate will be that the portion of the Leased Premises taken must be of such extent and nature as to substantially handicap, impede, or impair Tenant's use of the balance of the Leased Premises for the purpose intended. Rent will be reduced for the remainder of the term in an amount proportionate to the reduction in area of the Leased Premises caused by the taking. All condemnation proceeds will belong to Landlord, and Tenant will have no claims against Landlord or the condemnation award because of the taking.

18. **Assignment and Subletting.** This lease binds and inures to the benefit of the parties, their respective heirs, successors, and assigns, provided that Tenant may not assign its interest under this lease or sublet all or any portion of the Leased Premises without first obtaining Landlord's consent in writing. This provision applies to all transfers by operation of law including but not limited to mergers and changes in control of Tenant. No assignment may relieve Tenant of its obligation to pay rent or perform other obligations required by this lease and no consent to one assignment or subletting may be deemed consent to any further assignment or subletting. Landlord may not unreasonably withhold or delay its consent to any assignment, or to subletting, accepting that the proposed Tenant has been approved by Landlord in writing. Tenant will pay any costs incurred by Landlord in connection with a request for assignment or subletting, including reasonable attorney's fees.

19. **Default.**

a. Any of the following constitute a default by Tenant under this lease:

1. Tenant's failure to pay rent or any other charge under this lease within ten (10) days after it is due, or failure to comply with any other term or condition within twenty (20) days following written notice from Landlord specifying the noncompliance. If such noncompliance cannot be cured within the 20-day period, this provision will be satisfied if Tenant commences corrective action within such period and thereafter proceeds in good faith and with reasonable diligence to effect compliance as soon as possible. Time is of the essence of this lease.
2. Tenant's insolvency, business failure or assignment for the benefit of its creditors. Tenant's commencement of proceedings under any provision of any bankruptcy or insolvency law or failure to obtain dismissal of any petition filed against it under such laws within the time required to answer, or the appointment of a receiver for Tenant's property.
3. Assignment or subletting by Tenant in violation of this lease.
4. Vacation or abandonment of the Leased Premises for more than three (3) months without the written consent of Landlord.
5. If this lease is levied upon under any attachment or execution and such attachment or execution is not vacated within ten (10) days.

20. **Remedies for Default.** In case of default as described in Section 19 above, Landlord will have the right to the following remedies, which are intended to be cumulative and in addition to any other remedies provided under applicable law.

a. Landlord may terminate the lease and reenter, retake possession of the Leased Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. Following such retaking of possession, efforts by Landlord to relet the Leased Premises will be sufficient if Landlord follows its usual procedures for finding tenants for the Leased Premises at rates not less than the current rates for other comparable space on Port property. If Landlord has other vacant space available, prospective tenants may be placed in such other space without prejudice to Landlord's claim to damages to loss of rentals from Tenant.

b. Landlord may recover all damages caused by Tenant's default, which include an amount equal to rent lost because of the default and all attorney's fees and costs. Landlord may sue periodically to recover damages as they occur throughout the lease term, and no action for accrued damages will bar a later action for damages subsequently accruing. Landlord may elect in any one action to recover accrued damages plus damages attributable through the remaining term of the lease. Such damages will be measured by the difference between the rent under this lease and the reasonable rental value of the Leased Premises for the remainder of the term, discounted to the time of judgment at the prevailing interest rate on judgments.

c. Landlord may make any payment or perform any obligation that Tenant has failed to perform, in which case Landlord will be entitled to recover from Tenant upon all demand all amounts so expended plus interest from the date of the expenditure at the rate of one and one-half percent (1.5%) per month. Any such payment or performance by Landlord will not waive Tenant's default.

21. **Regulations.** Landlord will have the right (but not the obligation) to make, revise, and enforce commercially reasonable regulations or policies consistent with this lease for the purpose of promoting safety, order, economy, cleanliness, and good service to all tenants of the Landlord, provided that if Landlord passes a regulation or policy that interferes with Tenant's quiet

enjoyment or unreasonably interferes with Tenant's use of the Leased Premises, then Tenant may terminate this lease. All such regulations and policies must be complied with as if part of this lease.

22. **Access.** During times, other than normal business hours, Tenant's officers and employees or those having business with Tenant may be required to identify themselves or show passes in order to gain access to the Leased Premises. In such event, Landlord will have no liability for permitting or refusing to permit access to anyone. With reasonable notice to Tenant, Landlord will have the right to enter upon the Leased Premises at any time by passkey or otherwise to determine Tenant's compliance with this lease, to perform necessary services, maintenance and repairs to the Leased Premises, or to show the Leased Premises to any prospective tenant or purchasers. Except in cases of emergency, such entry will be with at least 24 hours' prior notice and at such times and in such manner as to minimize interference with the reasonable business use of the Leased Premises by Tenant.

23. **Notices.** Notices to the parties relating to the lease must be in writing, effective when delivered, or if mailed, effective on the second day following mailing, postage prepaid, to the address for the party stated in this lease or to such other address as either party may specify by notice to the other. Notice to Tenant may always be delivered to the Leased Premises. Rent will be payable to Landlord at the same address and in the same manner, but will be considered paid only when received.

24. **Subordination.** This lease will be subject and subordinate to any mortgages, deeds of trust, or land sale contracts (hereafter collectively referred to as encumbrances) now existing against the Leased Premises. At Landlord's option this lease will be subject and subordinate to any future encumbrance hereafter placed against the Leased Premises (including the underlying land) or any modifications of existing encumbrances. Tenant must execute such documents as may reasonably be requested by Landlord or the holder of the encumbrance to evidence this subordination.

25. **Transfer of Premises.** If the Leased Premises is sold or otherwise transferred by Landlord or any successor, Tenant will attorn to the purchaser or transferee and recognize it as the landlord under this lease, and, provided the purchaser assumes all obligations hereunder, the Landlord (transferor) will have no further liability hereunder.

26. **Estoppel.** Either party will within twenty (20) days after notice from the other party execute, acknowledge and deliver to the other party a certificate reciting: whether or not this lease has been modified and is in full force and effect; whether there are any modifications or alleged breaches by the other party; the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent; and any other facts that may be reasonably requested. Failure to deliver the certificate within the specified time will be conclusive upon the party of whom the certificate was requested that the lease is in full force and effect and has not been modified except as may be represented by the party requesting the certificate. If requested by the holder of any encumbrance or any ground lessor, Tenant will agree to give such holder or lessor notice of and an opportunity to cure any default by Landlord under this lease.

27. **Attorney's Fees.** In the event, any action, suit, or other proceeding is instituted by either party to this lease to enforce any provision of this lease or any matter arising therefrom or to interpret any provision of this lease, the prevailing party will be entitled to an award of reasonable attorney's fees and costs of suit, including expert witness fees. In the event, any such action, suit, or other proceeding is appealed to any higher court or courts, the prevailing party will be

entitled to an award of reasonable attorney's fees and costs for prosecuting or defending such appeal or appeals, in addition to the reasonable attorney's fees and costs in the lower court, or courts.

28. **Quiet Enjoyment.** Landlord warrants that so long as Tenant complies with all material terms of this lease, Tenant is entitled to peaceable and undisturbed possession of the Leased Premises free from any eviction or disturbance by Landlord. Landlord will have no liability to Tenant for loss or damages arising out of the acts of other tenants of Port property or third parties, nor any liability for any reason which exceeds the value of its interest in the Leased Premises.

29. **Complete Agreement.** This lease and the attached exhibits constitute the entire agreement of the parties and supersede all prior written and oral agreements and representations. Neither Landlord nor Tenant is relying on any representations other than those expressly set forth herein. Any modification to this lease must be in writing and signed by both parties.

30. **Nonwaiver.** Waiver by either party of strict performance of any provision of this lease may not be deemed a waiver of or prejudice of the party's right to require strict performance of the same provision in the future or of any other provision.

31. **Real Property Taxes.**

a. **Payment of Taxes.** Tenant must pay all real and personal real property taxes, if any, applicable to Tenant's portion of the use and possession of the Leased Premises.

b. **Additional Improvements.** Tenant will be responsible for paying any increase in real property tax specified in the Tax Assessor's records and work sheets caused by additional improvements placed upon the Leased Premises by Tenant or by Landlord for use by Tenant.

c. **Definition of "Real Property Tax".** As used herein, the term "real property tax" includes any form of real estate tax or assessment, general, special, ordinary or extraordinary, and any license fee, commercial rental tax, improvement bond or bonds, levy or tax (other than inheritance, personal income or estate taxes) imposed on the Port or any portion thereof by any authority having the direct or indirect power to tax, including any city, county, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district thereof.

32. **Severability.** The invalidity of any provision of this lease as determined by a court of competent jurisdiction, may in no way affect the validity of any other provisions herein.

33. **Time of Essence.** Time is of the essence with respect to the obligations to be performed under this lease.

34. **Security Measures.** Each party acknowledges that they have no obligation whatsoever to provide guard service or other security measures for the benefit of the other party or their property. Each party assumes full responsibility for the protection of itself, its agents and invitees and its property from acts of third parties. Nothing herein contained prevents Landlord, at Landlord's sole option from providing security protection for the Port or any part thereof.

35. **No Warranties.** The Leased Premises are leased "as-is" and in their current condition as of the first day of the lease term. No warranties, express or implied, are provided by Landlord regarding the condition or fitness for purpose of the Leased Premises.

36. **Parking.** Landlord does not assign any specific parking spaces to Tenant under this lease. Tenant and Tenant's employees and invitees are permitted to use any un-restricted Port public parking areas.

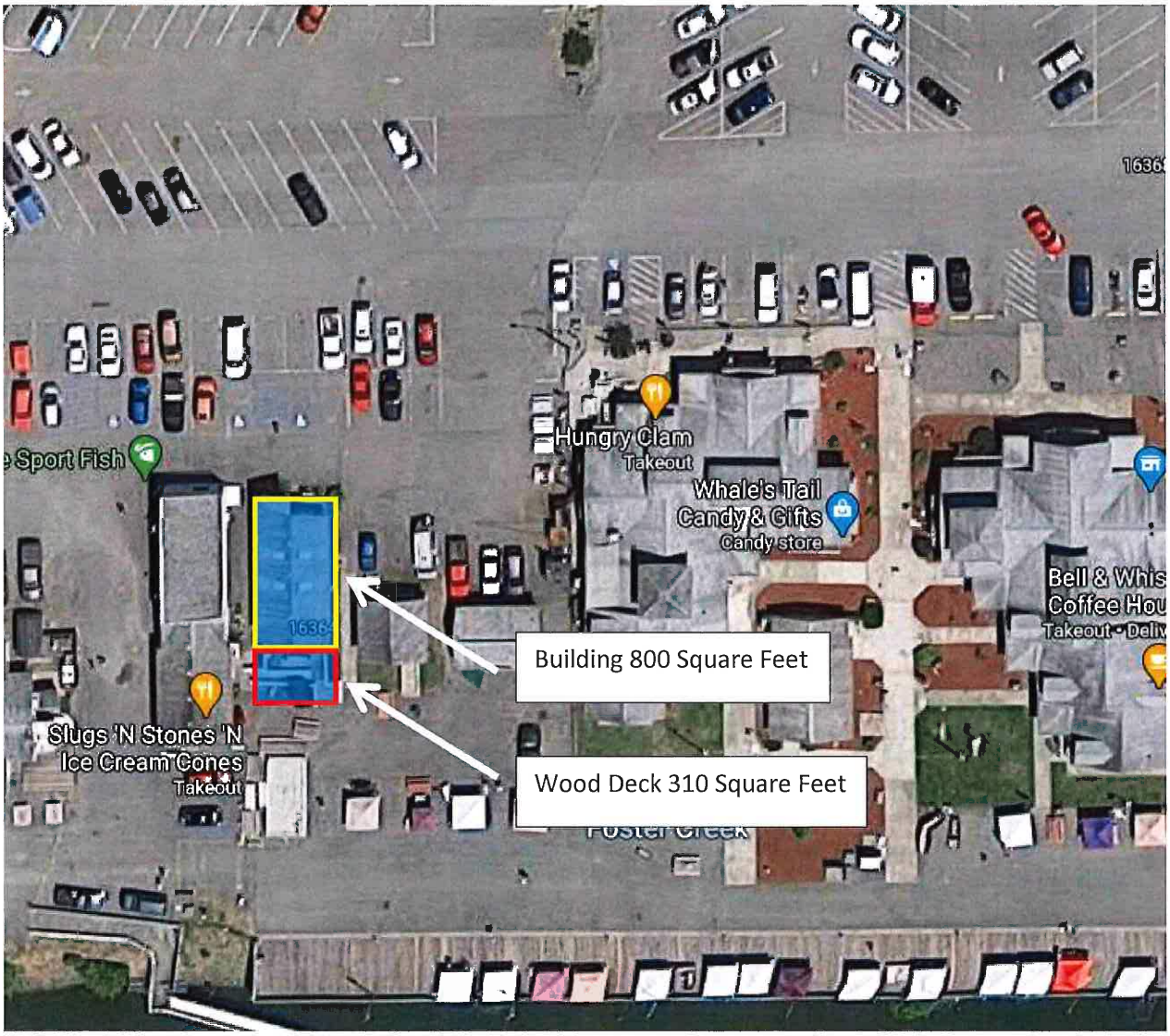
37. **Headings.** The headings in this lease are for the convenience of the parties only and are not to be used in the interpretation of its provisions.

IN WITNESS, WHEREOF, the duly authorized representatives of the parties have executed this lease as of the last date written below.

PORT OF BROOKINGS HARBOR, Landlord	**KIM LORAIN JONES DBA BLUE FIN REALTY, Tenant**
Dated: _____	Dated: _____
By: _____ Roy C. Davis, Board President ATTEST: _____ Sharon Hartung, Board Treasurer/Secretary	By: _____ Kim Lorain Jones
Mailing Address: P.O. Box 848 Brookings, OR 97415 Phone: 541-469-2218 Fax:	Mailing Address: _____ _____ Phone: _____ Fax: _____

DRAFT

Exhibit "A"
Blue Fin Realty
16358 Lower Harbor Road



INFORMATION ITEM – C

DATE: January 12, 2021

RE: DEQ Tier 1 Report

TO: Honorable Board President and Harbor District Board Members

ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port staff completed the fourth round of stormwater testing on December 16, 2020. There are 6 locations throughout the port the samples are taken from. One from the boat yard, one from the fuel tank area, two from receiving docks and two from the gear storage area.
- Stormwater samples are immediately put-on ice and taken to the laboratory in Grants Pass the same day.
- Test results continue to exceed state benchmarks.
- DEQ Tier 1 Report was completed and archived as required.

DOCUMENTS

- DEQ Tier 1 Report Form, 15 pages
- Test Locations Map, 2 pages

State of Oregon
Department of
Environmental
Quality

Department of Environmental Quality
Industrial Stormwater Permits
Tier I Report Form

Instructions: Fill out this form if stormwater sampling results show an exceedance of any statewide benchmark(s), sector specific benchmark(s), or reference concentration(s) for impairment pollutants identified in the permit assignment letter. If you need additional space to answer the questions below, please attach additional sheet(s). The form must be filled out within 30 days of receiving analytical results. If no changes to the SWPCP are required or for benchmark exceedances, please retain this form onsite.

Submit Tier I report no later than 60 calendar days after receiving monitoring results for a sample that exceeds an impairment reference concentration.

Date Form Prepared: January 6, 2021

Facility Name: Port of Brookings Harbor

File Number #: 126385

County: Curry County

SIC Code(s): 4493, 2092

Prepared By: Gary Dehlinger

Phone Number: 541-469-2218

E-mail Address: portmanager@portofbrookingsharbor.com

Form is being filled out in response to:

- [x] Statewide Benchmark Exceedance (list analyte(s)): Copper, TSS, Zinc, Aluminum and Iron
- [ ] Sector Specific Benchmark Exceedance (list analytes(s)):
- [ ] Impairment Pollutant Reference Concentration Exceedance (list analyte(s)):

Date Sampling Occurred: December 16, 2020

Date Lab Results Received: December 28, 2020

Describe the result(s) of the investigation of the elevated pollutant levels:

This was our fourth stormwater sample taken from this facility. Pollutant levels continued to be above the benchmarks. Lack of developed stormwater control infrastructure such as paved surfaces and proper stormwater drainage could be a major contributor.

Describe the corrective action(s) you will take to address the benchmark exceedence(s):

We are continuing to follow SWPCP of street cleaning, cleaning out catch basins and drainage areas. We are also continuing the maintenance of our sandbags, filter media bags and straw wattles at each of the catch basins to reduce TSS and metal contaminants. We have changed our our filter media bags with more absorbent media bag that will absorb more metals. The Port has two FEMA disaster projects that will incorporate stormwater control in the areas of the failed tests. The projects are estimated to begin as early as next year and could run several years to complete. We are continuing to follow our Port engineer recommendations.

Date corrective action(s) completed or expected to be completed: 01/06/2021

Are SWPCP revisions necessary? ☐ Yes ■ No
If "Yes", please describe revisions below:

Please submit the revised pages of the SWPCP to DEQ or Agent, including a schedule for implementing the control measures.

File Number: 126385 EPA Number: ORR807337

Monitoring Requirements

You must monitor for the pollutants in the table below. If a parameter is listed more than once in the table below, you must sample according to the highest frequency and the laboratory results must meet the lowest concentration. If benchmarks are exceeded, please refer to Schedule A.10 of the permit for appropriate corrective actions.

Region	Pollutant	Statewide Benchmark	Unit	Frequency
Regional	Total Copper	0.020	mg/L	Four times per year
Regional	Total Lead	0.015	mg/L	Four times per year
Regional	Total Zinc	0.090	mg/L	Four times per year
Regional	pH	5.5-9.0	SU	Four times per year
Regional	TSS	100	mg/L	Four times per year
Regional	Total Oil & Grease	10	mg/L	Four times per year
Regional	E. coli[1]	406	counts/100 mL	Four times per year
SIC Code of Industrial Activity	**Pollutant**	**Sector Specific Benchmark[2]**	**Units**	**Frequency**
4493	Total Aluminum	0.75	mg/L	Four times per year
4493	Total Iron	1.0	mg/L	Four times per year
2092	N/A			
LLID: 1242700420452 **River Mile: 0.15**	**Pollutant**	**Impairment Reference Concentration[3]**	**Units**	**Frequency**
Chetco River	N/A			Four times per year

[1] The benchmark for E. coli in this basin applies only to active landfills and sewage treatment plants.

[2] Sector-Specific Benchmarks apply to both your primary industrial activity and any co-located industrial activities.

[3] Impairment Pollutants apply to discharges to an impaired water without a TMDL for pollutant(s).

Total PCB (based on the sum of the following aroclors: 1016, 1221, 1232,1242, 1248, 1254 and 1260)

PAH impairments includes sampling for the following parameters: Acenaphthene, Anthracene, Benzo(a) anthracene, Benzo(a) pyrene, Benzo(b) fluoranthene 3,4, Benzo(k) fluoranthene, Chrysene, Dibenz(a,h) anthracene ,Fluoranthene, Fluorene, Indeno (1,2,3-cd) pyrene, Pyrene

Tier II Evaluation Year
Tier II evaluation year for Port of Brookings Harbor is the 2021-2022 monitoring year.

DMR submittal Deadlines

Reporting Quarters	Months	DMR Due Dates
1st	July-September	November 15
2nd	October-December	February 15*
3rd	January-March	May 15
4th	April-June	August 15*

*Variance request may be submitted semi-annually as applicable

S1

Sample Information

Sample ID:	**22004249**	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Rd.	Sample Point:	103 - Boat Yard
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	12/16/2020	Treatment System:	None

Results of Chemical Analysis

Sample Notes: **103 - Boat Yard** Collection Date: **12/16/20 11:25 AM**

Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	**0.7917**	mg/L	0.02	12/23/20 11:49 am	JNS	AA	
Total Oil & Grease	EPA 1664B	3.0	**ND**	mg/L	10.0	12/17/20 8:16 am	JNS	AC	
Lead	SM 3113 B	0.01	**0.0156**	mg/L	0.015	12/18/20 11:08 am	JNS	AD	
Total Suspended Solids	EPA 160.2	1.0	**172.00**	mg/L	100	12/17/20 1:27 pm	JNS	AE	
Zinc	EPA 200.7	0.06	**0.3171**	mg/L	0.09	12/23/20 11:49 am	JNS	AF	
Aluminum	EPA 200.7	0.04	**3.6351**	mg/L	0.75	12/23/20 11:49 am	JNS	AG	
Iron	EPA 200.7	0.03	**5.9064**	mg/L	1.0	12/23/20 11:49 am	JNS	AH	

DEFINITIONS AND DATA FLAGS

A	Analysis is covered under ORELAP scope of Accreditation
AA	Analysis is covered under ISO scope of Accreditation
C	Sample did not meet acceptance criteria
H	Analysis performed outside method hold time
ID	Subsample identifier for each Sample number
M	Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable
E	Estimated Value
LOQ	Reporting Limit
N/A	Not Applicable
ND	None Detected
S	Sample Outsourced

Results Color Key

White - No EPA Limit

Low Risk within EPA Limit

Medium Risk

High Risk Exceeds EPA Limit

Call the Lab to Discuss

Sample Information

Sample ID:	**22004248**	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Rd.	Sample Point:	202- Hallmark
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	12/16/2020	Treatment System:	None

Results of Chemical Analysis

Sample Notes: **202 - Hallmark** Collection Date: **12/16/20 11:15 AM**

Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	**0.0441**	mg/L	0.02	12/23/20 11:47 am	JNS	AA	
Total Oil & Grease	EPA 1664B	3.0	**9.7**	mg/L	10.0	12/17/20 8:16 am	JNS	AC	
Lead	SM 3113 B	0.01	**ND**	mg/L	0.015	12/18/20 11:08 am	JNS	AD	
Total Suspended Solids	EPA 160.2	1.0	**668.00**	mg/L	100	12/17/20 1:27 pm	JNS	AE	
Zinc	EPA 200.7	0.06	**0.1591**	mg/L	0.09	12/23/20 11:47 am	JNS	AF	
Aluminum	EPA 200.7	0.04	**10.0924**	mg/L	0.75	12/23/20 11:47 am	JNS	AG	
Iron	EPA 200.7	0.03	**14.7606**	mg/L	1.0	12/23/20 11:47 am	JNS	AH	

DEFINITIONS AND DATA FLAGS

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H	Analysis performed outside method hold time
ID	Subsample identifier for each Sample number
M	Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable
E	Estimated Value
LOQ	Reporting Limit
N/A	Not Applicable
ND	None Detected
S	Sample Outsourced

Results Color Key

White - No EPA Limit

Low Risk within EPA Limit

Medium Risk

High Risk Exceeds EPA Limit

Call the Lab to Discuss

Sample Information

Sample ID:	**22004252**	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Rd.	Sample Point:	203 - Fuel Dock
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	12/16/2020	Treatment System:	None

Results of Chemical Analysis

Sample Notes: **203 - Fuel Dock** Collection Date: **12/16/20 10:55 AM**

Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	**ND**	mg/L	0,02	12/23/20 12:00 pm	JNS	AA	
Total Oil & Grease	EPA 1664B	3.0	**4.3**	mg/L	10,0	12/17/20 8:16 am	JNS	AC	
Lead	SM 3113 B	0.01	**ND**	mg/L	0,015	12/18/20 11:08 am	JNS	AD	
Total Suspended Solids	EPA 160.2	1.0	**20.00**	mg/L	100	12/17/20 1:27 pm	JNS	AE	
Zinc	EPA 200.7	0.06	**0.0644**	mg/L	0,09	12/23/20 12:00 pm	JNS	AF	
Aluminum	EPA 200.7	0.04	**0.9850**	mg/L	0,75	12/23/20 12:00 pm	JNS	AG	
Iron	EPA 200.7	0.03	**1.2712**	mg/L	1,0	12/23/20 12:00 pm	JNS	AH	

DEFINITIONS AND DATA FLAGS

A	Analysis is covered under ORELAP scope of Accreditation
AA	Analysis is covered under ISO scope of Accreditation
C	Sample did not meet acceptance criteria
H	Analysis performed outside method hold time
ID	Subsample identifier for each Sample number
M	Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable
E	Estimated Value
LOQ	Reporting Limit
N/A	Not Applicable
ND	None Detected
S	Sample Outsourced

Results Color Key

White - No EPA Limit

Low Risk within EPA Limit

Medium Risk

High Risk Exceeds EPA Limit

Call the Lab to Discuss

S4

Sample Information

Sample ID:	**22004247**	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Rd.	Sample Point:	302 - Gear Storage
Project Name:	Port of Brookings Habor	Source:	N/A
Received Date:	12/16/2020	Treatment System:	None

Results of Chemical Analysis

Sample Notes: **302 - Gear Storage** Collection Date: **12/16/20 11:05 AM**

Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	**0.0358**	mg/L	0.02	12/23/20 11:44 am	JNS	AA	
Total Oil & Grease	EPA 1664B	3.0	**3.0**	mg/L	10.0	12/17/20 8:16 am	JNS	AC	
Lead	SM 3113 B	0.01	**ND**	mg/L	0.015	12/18/20 11:08 am	JNS	AD	
Total Suspended Solids	EPA 160.2	1.0	**240.00**	mg/L	100	12/17/20 1:27 pm	JNS	AE	
Zinc	EPA 200.7	0.06	**0.0771**	mg/L	0.09	12/23/20 11:44 am	JNS	AF	
Aluminum	EPA 200.7	0.04	**8.0528**	mg/L	0.75	12/23/20 11:44 am	JNS	AG	
Iron	EPA 200.7	0.03	**16.7165**	mg/L	1.0	12/23/20 11:44 am	JNS	AH	

DEFINITIONS AND DATA FLAGS

A	Analysis is covered under ORELAP scope of Accreditation
AA	Analysis is covered under ISO scope of Accreditation
C	Sample did not meet acceptance criteria
H	Analysis performed outside method hold time
ID	Subsample identifier for each Sample number
M	Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable
E	Estimated Value
LOQ	Reporting Limit
N/A	Not Applicable
ND	None Detected
S	Sample Outsourced

Results Color Key

White - No EPA Limit

Low Risk within EPA Limit

Medium Risk

High Risk Exceeds EPA Limit

Call the Lab to Discuss

SS

Sample Information

Sample ID:	**22004251**	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Rd.	Sample Point:	304 - Receiving Dock
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	12/16/2020	Treatment System:	None

Results of Chemical Analysis

Sample Notes: **304 - Receiving Dock** Collection Date: **12/16/20 10:48 AM**

Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	**0.0222**	mg/L	0.02	12/23/20 11:58 am	JNS	AA	
Total Oil & Grease	EPA 1664B	3.0	**ND**	mg/L	10.0	12/17/20 8:16 am	JNS	AC	
Lead	SM 3113 B	0.01	**ND**	mg/L	0.015	12/18/20 11:08 am	JNS	AD	
Total Suspended Solids	EPA 160.2	1.0	**100.00**	mg/L	100	12/17/20 1:27 pm	JNS	AE	
Zinc	EPA 200.7	0.06	**0.0843**	mg/L	0.09	12/23/20 11:58 am	JNS	AF	
Aluminum	EPA 200.7	0.04	**3.4751**	mg/L	0.75	12/23/20 11:58 am	JNS	AG	
Iron	EPA 200.7	0.03	**5.1900**	mg/L	1.0	12/23/20 11:58 am	JNS	AH	

DEFINITIONS AND DATA FLAGS

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AA	Analysis is covered under ISO scope of Accreditation
C	Sample did not meet acceptance criteria
H	Analysis performed outside method hold time
ID	Subsample identifier for each Sample number
M	Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable
E	Estimated Value
LOQ	Reporting Limit
N/A	Not Applicable
ND	None Detected
S	Sample Outsourced

Results Color Key

- White - No EPA Limit
- Low Risk within EPA Limit
- Medium Risk
- High Risk Exceeds EPA Limit
- Call the Lab to Discuss

S6

Sample Information

Sample ID:	**22004250**	Collectors Name:	Gary Dehlinger
Address of Source:	16330 Lower Harbor Rd.	Sample Point:	305 - BC Gear Storage
Project Name:	Port of Brookings Harbor	Source:	N/A
Received Date:	12/16/2020	Treatment System:	None

Results of Chemical Analysis

Sample Notes: **305 - BC Gear Storage** Collection Date: **12/16/20 10:43 AM**

Contaminant	Method	LOQ	RESULTS	Units	EPA Limit	Date Analyzed	Analyst	ID	Data Flags
Copper	EPA 200.7	0.006	**0.0470**	mg/L	0.02	12/23/20 11:55 am	JNS	AA	
Total Oil & Grease	EPA 1664B	3.0	**4.0**	mg/L	10.0	12/17/20 8:16 am	JNS	AC	
Lead	SM 3113 B	0.01	**ND**	mg/L	0.015	12/18/20 11:08 am	JNS	AD	
Total Suspended Solids	EPA 160.2	1.0	**390.00**	mg/L	100	12/17/20 1:27 pm	JNS	AE	
Zinc	EPA 200.7	0.06	**0.0744**	mg/L	0.09	12/23/20 11:55 am	JNS	AF	
Iron	EPA 200.7	0.03	**12.2202**	mg/L	0.75	12/23/20 11:55 am	JNS	AG	
Aluminum	EPA 200.7	0.04	**8.0994**	mg/L	1.0	12/23/20 11:55 am	JNS	AH	

DEFINITIONS AND DATA FLAGS

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AA	Analysis is covered under ISO scope of Accreditation
C	Sample did not meet acceptance criteria
H	Analysis performed outside method hold time
ID	Subsample identifier for each Sample number
M	Matrix Spike recovery is out of control limits due to matrix interference The LCS was in acceptance limits showing the analysis is in control and the data is acceptable
E	Estimated Value
LOQ	Reporting Limit
N/A	Not Applicable
ND	None Detected
S	Sample Outsourced

Results Color Key

White - No EPA Limit

Low Risk within EPA Limit

Medium Risk

High Risk Exceeds EPA Limit

Call the Lab to Discuss

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2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates				
		March 18, 2020	April 22, 2020	November 13, 2020	December 16, 2020	
		103 - Boat Yard	103 - Boat Yard	103 - Boat Yard	103 - Boat Yard	103 - Avg
Copper	0.0200	0.6200	0.3896	0.8911	0.7917	0.6731
Total Oil & Grease	10.0000	5.0000	-	5.7000	-	2.6750
Lead	0.0150	0.0146	-	0.0315	0.0156	0.0154
Total Suspended Solids	100.0000	72.0000	48.0000	90.0000	172.0000	95.5000
Zinc	0.0900	0.2749	0.1543	0.2843	0.3171	0.2577
Aluminum	0.7500	4.4023	1.7908	1.4459	3.6351	2.8185
Iron	1.0000	5.5112	1.9470	1.5432	5.9064	3.7270
		Exceeds limits				

2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates				
		March 18, 2020	April 22, 2020	November 13, 2020	December 16, 2020	
		202 - Hallmark	202 - Hallmark	202 - Hallmark	202 - Hallmark	202 - Avg
Copper	0.0200	0.0231	0.0181	0.0199	0.0441	0.0263
Total Oil & Grease	10.0000	5.7000	6.7000	4.7000	9.7000	6.7000
Lead	0.0150	-	-	-	-	-
Total Suspended Solids	100.0000	180.0000	50.0000	116.0000	668.0000	253.5000
Zinc	0.0900	-	-	-	0.1591	0.0398
Aluminum	0.7500	4.5989	1.1588	1.0132	10.0924	4.2158
Iron	1.0000	6.2191	1.7739	1.2786	14.7606	6.0081
		Exceeds limits				

2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates				
		March 18, 2020	April 22, 2020	November 13, 2020	December 16, 2020	
		203 - Fuel Dock	203 - Fuel Dock	203 - Fuel Dock	203 - Fuel Dock	203 - Avg
Copper	0.0200	-	-	0.0086	-	0.0022
Total Oil & Grease	10.0000	5.3000	5.3000	-	4.3000	3.7250
Lead	0.0150	-	-	-	-	-
Total Suspended Solids	100.0000	2.0000	-	58.0000	20.0000	20.0000
Zinc	0.0900	0.0889	-	-	0.0644	0.0383
Aluminum	0.7500	0.0867	0.1263	2.3158	0.9850	0.8785
Iron	1.0000	0.2366	0.1099	2.5389	1.2712	1.0392
		Exceeds limits				

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2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates				
		March 18, 2020	April 22, 2020	November 13, 2020	December 16, 2020	
		302 - Gear Yard	302 - Gear Yard	302 - Gear Yard	302 - Gear Yard	302 - Avg
Copper	0.0200	0.0146	0.0223	0.0623	0.0358	0.0338
Total Oil & Grease	10.0000	-	-	4.3000	3.0000	1.8250
Lead	0.0150	-	-	-	-	-
Total Suspended Solids	100.0000	116.0000	114.0000	26.0000	240.0000	124.0000
Zinc	0.0900	-	-	-	0.0771	0.0193
Aluminum	0.7500	3.5545	4.6702	0.4278	8.0528	4.1763
Iron	1.0000	17.6491	10.6525	0.9813	16.7165	11.4999
		Exceeds limits				

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2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates				
		March 18, 2020	April 22, 2020	November 13, 2020	December 16, 2020	
		304 - Receiving Dock	304 - Receiving Dock	304 - Receiving Dock	304 - Receiving Dock	304 - Avg
Copper	0.0200	0.0476	0.0164	0.0109	0.0222	0.0243
Total Oil & Grease	10.0000	-	-	-	-	-
Lead	0.0150	-	-	-	-	-
Total Suspended Solids	100.0000	100.0000	46.0000	100.0000	100.0000	86.5000
Zinc	0.0900	-	-	0.0622	0.0843	0.0366
Aluminum	0.7500	2.9820	2.0855	0.2877	3.4751	2.2076
Iron	1.0000	4.2399	2.7656	0.4690	5.1900	3.1661
		Exceeds limits				

2020 Stormwater Test Results

Contaminant	State Benchmark	Collection Location & Dates				
		March 18, 2020	April 22, 2020	November 13, 2020	December 16, 2020	
		305 - Gear Yard	305 - Gear Yard	305 - Gear Yard	305 - Gear Yard	305 - Avg
Copper	0.0200	0.1603	0.0138	0.0579	0.0470	0.0698
Total Oil & Grease	10.0000	5.7000	5.7000	-	4.0000	3.8500
Lead	0.0150	-	-	-	-	-
Total Suspended Solids	100.0000	696.0000	70.0000	366.0000	390.0000	380.5000
Zinc	0.0900	0.2752	0.0696	0.1330	0.0744	0.1381
Aluminum	0.7500	50.0548	1.8940	17.7878	12.2202	20.4892
Iron	1.0000	75.8833	3.0289	24.3926	8.0994	27.8511
		Exceeds limits				

ABBREVIATIONS

CB	CATCH BASIN
DB	DRAINAGE BASIN
DP	DISCHARGE POINT
ML	MONITORING LOCATION
OWS	OIL-WATER SEPARATOR
SD	STORM DRAIN or DRAINAGE
SK	SPILL KIT
TL	TAXLOT

0' 50' 100'
SWPCP MAP SCALE: 1" = 100'

N E W S

SWPCP KEY (1/4)

VESSEL BASIN 1

TRASH & RECYCLING BINS
Covered.

20' STORAGE CONTAINERS
375-gallon double walled plastic waste oil container. Multiple 55-gallon drums to hold the bilge water, used fluids and oil filters.

PORT SHOP

DB-3
RECEIVING DOCKS, GEAR STORAGE, & PROCESSING PLANT
8.3 ac

VEHICLE ACCESS

LOWER HARBOR RD

RECEIVING DOCKS

TRASH & RECYCLING BINS
Covered.

SURFACE DRAINAGE DITCH

GEAR STORAGE

RETAIL

CB35

CB36

MONITORING LOCATION 305 (ML305)
At the end of drainage ditch. CB31 (DP301) and pipe to DP303 are substantially similar.

DISCHARGE POINT 305 (DP305)

PACIFIC SEAFOOD GROUP (PSG)
RECEIVING & PROCESSING PLANT

LOADING DOCK

PSG
COLD STORAGE

CB32

CB33

MONITORING LOCATION 302 (ML302)
In CB33

GEAR STORAGE

PROPANE TANK

PSG

DISCHARGE POINT 302 (DP302).

SD GRAVITY PIPE
County-owned.

PSG
ICE

GEAR STORAGE

CB31

CONDENSATE DISCHARGE PIPE
From Harbor Ice.

DISCHARGE POINT 301 (DP301)
CB31 to Curry County-owned culvert.

ICE DOCK

DISCHARGE POINT 303 (DP303)
From open SD gravity pipe (includes Harbor Ice roof drainage).

MONITORING LOCATION 304 (ML304)
At CB34.

CB34

GATED ACCESS

DISCHARGE POINT 304 (DP304)

SWPCP MAP: RECEIVING DOCKS, GEAR STORAGE, & PROCESSING PLANT (DB-3) (2/4)
SCALE: 1" = 100'

PORT OFFICE

RESTAURANTS & RETAIL

NON-INDUSTRIAL PARKING

VESSEL BASIN 1

DB-4
RECREATIONAL BOAT RINSE
0.03 ac

NON-INDUSTRIAL PARKING

NON-INDUSTRIAL PARKING

DRAIN
To SD gravity pipe.

CONCRETE PAD
Three boat rinse stalls.

LOWER HARBOR RD

VEHICLE ACCESS

PEDESTRIAN WALKWAY

SWPCP MAP: RECREATIONAL BOAT RINSE (DB-4 - NON-INDUSTRIAL) (3/4)
SCALE: 1" = 100'

CHETCO RIVER

RECREATIONAL FISH CLEANING STATION (NON-INDUSTRIAL)
Covered recreational fish cleaning tables (not exposed to stormwater). No commercial fish cleaning/processing allowed. Cleaning wastewater disperses on the west side of structure via floor drain to perforated PVC pipe.

NORTH BOAT LAUNCH
For recreational use only. No non-stormwater discharges occur.

RETAIL

RESTAURANT

NON-INDUSTRIAL PARKING

LOWER HARBOR RD

RESTAURANTS & RETAIL

NON-INDUSTRIAL PARKING

SWPCP MAP: RECREATIONAL FISH CLEANING STATION (NON-INDUSTRIAL) (4/4)
SCALE: 1" = 100'

REV	DATE	DESCRIPTION	DWN BY	DES BY	CHK BY	APP BY

DATE OF ISSUE 11/30/20
DWN BY KRK
DES BY DS
CHK BY
APP BY

AQUARIUS environmental
www.aquariusenv.com

PORT OF BROOKINGS
16330 LOWER HARBOR ROAD
HARBOR, OREGON 97415

STORMWATER POLLUTION CONTROL PLAN (SWPCP)
SWPCP SITE MAP (NORTH)

PROJECT NO. 0290

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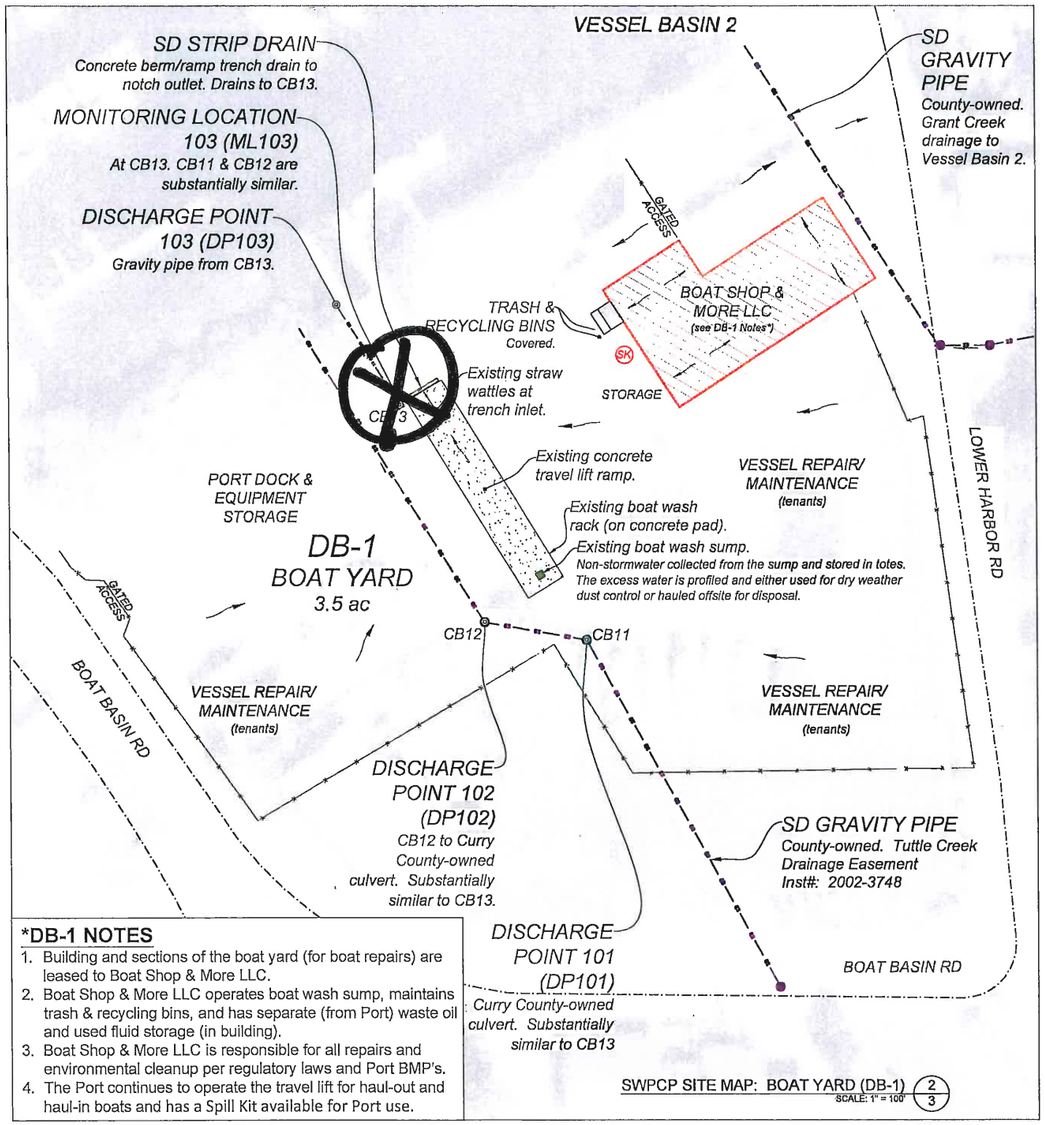
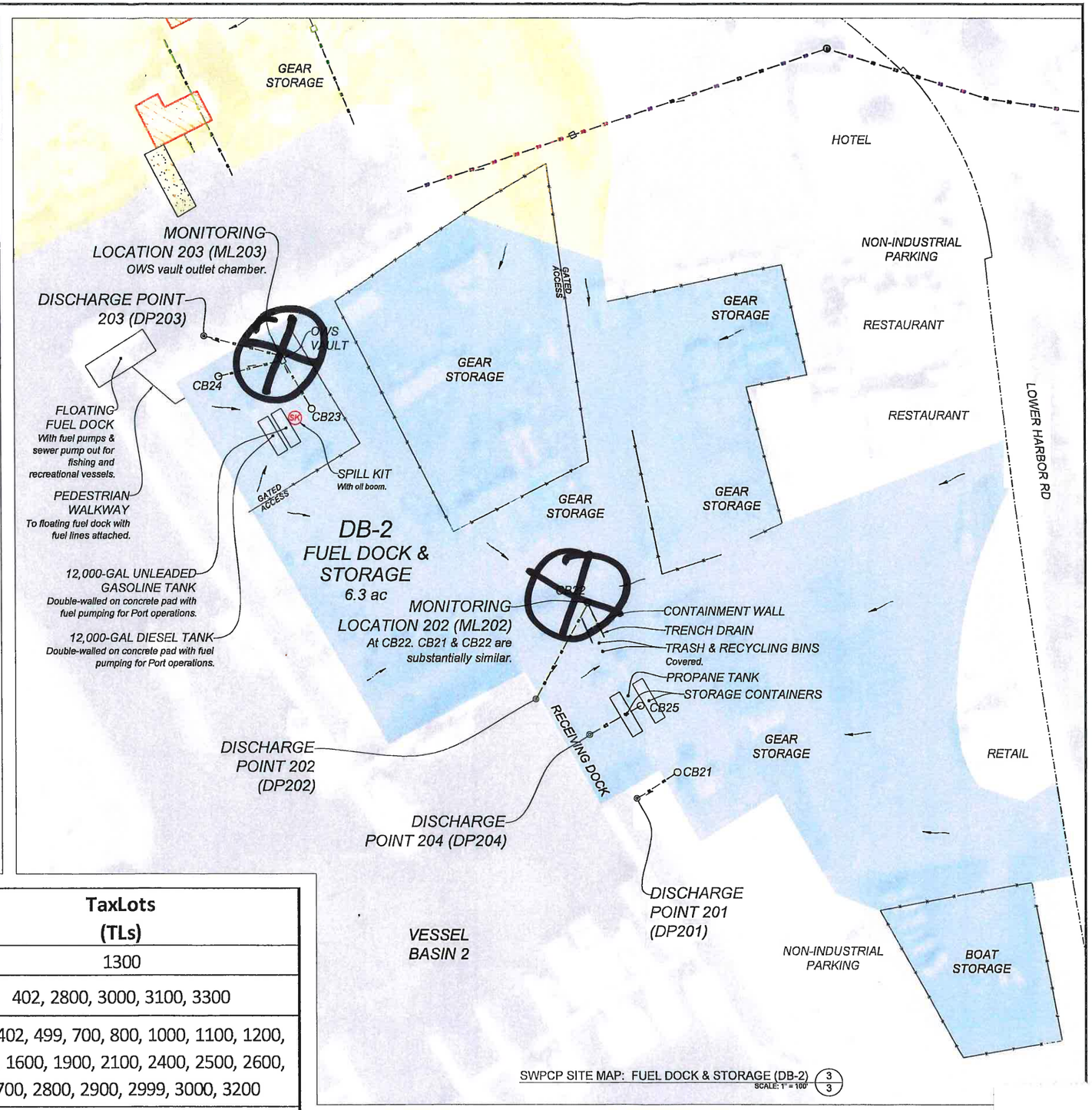


***DB-1 NOTES**

1. Building and sections of the boat yard (for boat repairs) are leased to Boat Shop & More LLC.
2. Boat Shop & More LLC operates boat wash sump, maintains trash & recycling bins, and has separate (from Port) waste oil and used fluid storage (in building).
3. Boat Shop & More LLC is responsible for all repairs and environmental cleanup per regulatory laws and Port BMP's.
4. The Port continues to operate the travel lift for haul-out and haul-in boats and has a Spill Kit available for Port use.

SWPCP SITE MAP: BOAT YARD (DB-1) 2/3
SCALE: 1" = 100'



SWPCP SITE MAP: FUEL DOCK & STORAGE (DB-2) 3/3
SCALE: 1" = 100'

ABBREVIATIONS

CB	CATCH BASIN
DB	DRAINAGE BASIN
DP	DISCHARGE POINT
ML	MONITORING LOCATION
OWS	OIL-WATER SEPARATOR
SD	STORM DRAIN or DRAINAGE
SK	SPILL KIT
TL	TAXLOT

0' 50' 100'
SWPCP MAP SCALE: 1" = 100'

N E W S

SWPCP KEY 1/3

Industrial Activity Areas	Drainage Basin (DB)	DB Area (acres)	TaxLots (TLs)
Boat Yard	DB-1	3.5	1300
Fuel Dock & Storage	DB-2	6.3	402, 2800, 3000, 3100, 3300
Receiving Dock, Gear Storage, & Processing Plant	DB-3	8.3	400, 402, 499, 700, 800, 1000, 1100, 1200, 1400, 1600, 1900, 2100, 2400, 2500, 2600, 2700, 2800, 2900, 2999, 3000, 3200
Recreational Boat Wash	DB-4	0.03	100, 200
Total		***18.1***	

AREA, DRAINAGE BASIN, & TAXLOT TABLE 4/3

REV	DATE	DESCRIPTION	DWN BY	DES BY	CHK BY	APP BY

DATE OF ISSUE 11/30/20 DWN BY KRK DES BY DS CHK BY APP BY

AQUARIUS environmental
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PORT OF BROOKINGS HARBOR
16330 LOWER HARBOR ROAD
HARBOR, OREGON 97415

STORMWATER POLLUTION CONTROL PLAN (SWPCP)
SWPCP SITE MAPS (SOUTH)

PROJECT NO. 0290

65

INFORMATION ITEM – D

DATE: January 12, 2021

RE: FEMA Projects Update / Planning & Permitting Phase I

TO: Honorable Board President and Harbor District Board Members

ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- FEMA disaster projects DR-4432 and DR-4452 during the 2019 storm events were approved to proceed with engineering and permitting, which is called Phase I. FEMA budget for the engineering and permitting is $120,000. DR-4432 disaster included Basin 2 slope damage and dredging. DR-4452 disaster includes dredging. Approximately 2,000 feet of slope damage was reported and between both disasters about 38,000 cubic yards of dredging.

- EMC Engineers/Scientists was contracted by the Port to provide the engineering and permitting for Phase I.

- Draft construction drawings are under review with staff and EMC. Some notable changes on the drawings; we removed the steel wall idea from the boat yard, its cost prohibitive; less dredge spoils going on the Kite Field; less dredge spoils going to the boat yard; more dredge materials going to gear storage area and more paving.

- Port is still looking at purchasing a small dredge machine to do the FEMA project and any future dredging needs of the Port. This will include a permanent sediment storage basin.

- Port is still looking at completing this project in phases. Each phase would start a year later beginning during the in-water work period. First phase could begin in the Oct 2022 thru Feb 2023 timeframe. Once the drawings are Board approved, we anticipate three to four months of permit review and approval. Then few more months of FEMA/OEM, HMGP and Business Oregon approval for the Phase II construction funding. Preparing the Bid Package and placed out to bid would not leave enough time for a contractor to schedule their work in the upcoming in-water work period.

    1. First phase would be Basin 2 slope repairs placing spoils on the Kite Field. Then follow up in the summer to finish the RV Park expansion on the Kite Field and build the sediment storage basin.

    2. Phase 2 would be dredging in Basin 2 placing spoils in the boat yard. Then follow up with grading, storm drain work and paving in the boat yard.

    3. Phase 3 would be dredging in Basin 1 and 2 placing spoils in the gear storage areas. Then follow up with grading, storm drain work and paving.

- We are anticipating draft set of drawings be available next month for Board review.

DOCUMENTS

- None

INFORMATION ITEM – E

DATE:	January 12, 2021
RE:	Icehouse Pile and Catwalk Repair Costs
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

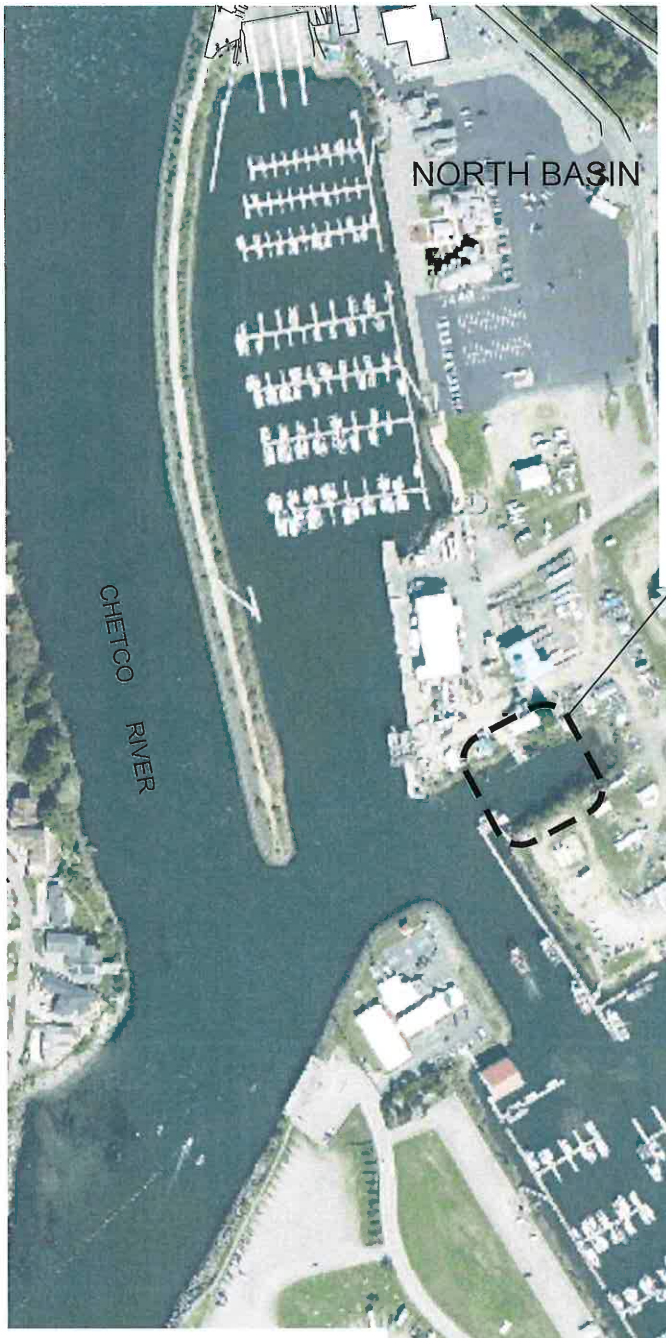
- Last meeting, we reviewed fishing vessel Warrior II damaging set of piles at the icehouse. Legacy and Jack Akin/EMC were hired by Warrior II insurance company to repair the damaged piles. Cost of the repairs during the meeting was not available.

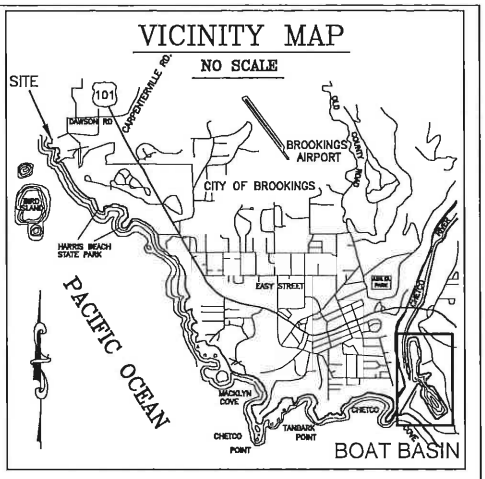
- Jack Akin/EMC provided his estimated cost for the repair to be between $47,000 & $55,000.

DOCUMENTS

- Photo of broken pile and catwalk at Icehouse, 1 page
- Construction drawings for the repair, 15 pages

Drawings & Coating Description and Procedures Below





NORTH

GRAPHIC SCALE
(APPROXIMATE)

250 0 250

(IN FEET)
1 inch = 0 f25

VICINITY & LOCATION MAP
PORT OF BROOKINGS
SCALE 1" = 250' +/-

EMC - Engineers/Scientists, LLC
Grants Pass * Jacksonville * Medford, OR

PORT OF BROOKINGS HARBOR

PORT OF BROOKINGS
PILE REMOVAL / INSTALLATION
VICINITY & LOCATION MAP

DRAWN:	JG
CHECKED:	JA
DATE:	12-05-20

1
OF 5

70

EXTRACT DAMAGED PILE GROUP (3) WOOD PILES AND REPLACE WITH (3) STEEL PILES PER PLANS AND SPECIFICATIONS PREPARED BY JACK AKIN, EMC-ENGINEERS/SCIENTISTS, LLC

NOTE:

SEE SHEET 3 FOR EROSION, SEDIMENT, AND POLLUTION CONTROL SPECIFIC INSTRUCTIONS AND BMP'S.

NORTH

ENLARGED PLAN

ICE HOUSE DOCKING DOLPHIN NO SCALE

EMC Grants Pass • Jacksonville • Medford, OR
- Engineers/Scientists, LLC

PORT OF BROOKINGS HARBOR

PORT OF BROOKINGS
PILE REMOVAL / INSTALLATION
EROSION, SEDIMENTATION
& CONTROL PLAN

DRAWN:	JG
CHECKED:	JA
DATE:	12-05-20

2
OF 5

EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN NOTES

1. **PROJECT/PURPOSE** - WITH THE PURPOSE OF MAINTAINING, REHABILITATING, REPLACING, AND REMOVING EXISTING IN-WATER STRUCTURES NECESSARY TO EXTEND THE USEFUL SERVICE LIFE OF PILES SHOWN, AND OF THE ATTACHED DOCKS, AND TO WITHDRAW THE SHOWN PILES FROM SERVICE, BECAUSE THEIR USEFULNESS HAS ENDED. THIS PROJECT WILL REMOVE 30 (THIRTY) WOOD PILES (16" - 18" DIAMETER, 50' - 60' LONG) THAT ARE AT PRESENT LOCATED AS SHOWN ON THE ATTACHED DRAWING ENTITLED "**PILE REMOVAL/INSTALLATION VICINITY & LOCATION MAP**"; PLACE 60 (SIXTY) 60 FOOT LONG, 18" DIA., 1/2"T STEEL PILES, VIA VIBRATORY; AND REMOVE 30 (THIRTY) WOOD PILES (16" - 18" DIAMETER, 50' - 60' LONG) THAT ARE AT PRESENT LOCATED AS SHOWN ON THE ATTACHED DRAWING ENTITLED "**PILE REMOVAL/INSTALLATION VICINITY & LOCATION MAP**".

2. **CONTRACTOR ACTIVITIES** - CONTRACTOR ACTIVITIES ARE DESCRIBED AS THE INSTALLATION OF STEEL PILES VIA A CRANE-MOUNTED VIBRATORY HAMMER (VEGETABLE OIL FUELED), WELDING AS NEEDED ON FLOATING DOCK(S), OPERATING AN 100 TON CRAWLER CRANE (DIESEL FUELED), AND EXTRACTING OF WOOD PILES.

3. **SOIL DISTURBING ACTIVITIES** - SOIL DISTURBING ACTIVITIES FOR THIS PROJECT ARE LIMITED TO STOCKPILING OF WASTE PILES. NO GRUBBING, EXCAVATION, GRADING, SEEDBED PREPARATION, TRENCH EXCAVATION, DEMOLITION, CULVERT INSTALLATION, ROADWAY OBLITERATION, DISPOSAL SITES, DETOUR CONSTRUCTION OR RELATED WORK ARE PLANNED FOR THIS PROJECT.

4. **NON-STORMWATER DISCHARGES** - NO DEWATERING, WATER-LINE FLUSHING, PAVEMENT WASH WATERS OR IRRIGATION WATER DISCHARGES ARE PLANNED FOR THIS PROJECT.

5. **ESTIMATED START DATE FOR CONSTRUCTION** - 11/01/14 - 2/15/14.

6. **NEAREST SURFACE WATER BODIES** - PORT OF BROOKINGS ICE HOUSE INLET IN THE COMMERCIAL BASIN (SOUTH BASIN) AND THE SPORT BASIN, NEAR DOCK A (NORTH BASIN).

7. **RECEIVING WATERS** - PACIFIC OCEAN

8. **SPECIAL ENVIRONMENTAL CONSIDERATIONS** - SEE SECTION BELOW DESCRIBING PRECAUTION REGARDING CREOSOTE COATED PILES TO BE EXTRACTED. ESA OPINIONS PROVIDED BY USACE, NMFS AND ODFW.

9. **DESIGNATED EPCM** - THE DESIGNATED EROSION AND POLLUTION CONTROL MANAGER (EPCM) WHO WILL ASSURE COMPLIANCE WITH ALL ITEMS IN THIS PLAN IS TED FITZGERALD, PORT DIRECTOR, OR HIS DESIGNEE.

10. **EROSION, SEDIMENTATION AND POLLUTION CONTROL BMPS** - BEST MANAGEMENT PRACTICES (BMP) TO BE USED, WHEN APPLICABLE, TO PREVENT POLLUTION RELATED TO CONTRACTOR ACTIVITIES LISTED IN THIS SECTION ARE AS FOLLOWS:

A) OFFSITE VEHICLE TRACKING AND DUST PREVENTION - MEASURES WILL BE TAKEN TO PREVENT OFFSITE TRACKING OF MATERIALS, INCLUDING SWEEPING PAVEMENTS, COVERING LOADS AND WETTING SOIL TO PREVENT DUST. THERE WILL BE NO AGGREGATE CONSTRUCTION.

B) MATERIAL MANAGEMENT AND SPILL PREVENTION - ALL ON SITE FUELS WILL BE DELIVERED, HANDLED, STORED, USED, AND APPLIED SO AS NOT TO BE RELEASED INTO THE WATERS OF THE STATE/US. FUELING WILL BE ACCOMPLISHED AWAY FROM THE WORK AREA. A SPILL CLEANUP KIT WILL BE AVAILABLE IF DEEMED BY THE EPCM TO BE REQUIRED.

C) WASTE MANAGEMENT - THE HANDLING, STORAGE AND DISPOSAL OF SOLID WASTE AND/OR HAZARDOUS WASTE (CREOSOTE-CONTAMINATED PILES AND RELATED WASTES) ARE DESCRIBED IN SECTION K (CRITERIA 24) PILE REMOVAL, AND SECTION L (CRITERIA 25) BROKEN OR INTRACTABLE PILING.

D) INSPECTION AND MAINTENANCE - DAILY INSPECTION AND MAINTENANCE FOR ALL CONTROLS INCLUDED IN THE POLLUTION CONTROL PLAN AND THE ESCP WILL BE PERFORMED BY THE EPCM OR HIS DESIGNEE.

E) EMPLOYEE AND SUBCONTRACTOR TRAINING - EMPLOYEE AND SUBCONTRACTOR EDUCATION AT A MINIMUM WILL INCLUDES INFORMING PERSONNEL OF THE POSTED LOCATIONS OF THE POLLUTION CONTROL PLAN/EROSION AND SEDIMENT CONTROL PLAN/MSDS'S AND IMPORTANT EMERGENCY PHONE NUMBERS. EDUCATION WILL ALSO INCLUDE INFORMING PERSONNEL OF REVISED MATERIAL MANAGEMENT PROCEDURES FOLLOWING A SPILL.

F) (CRITERIA 15) PRECONSTRUCTION ACTIVITY - BEFORE ALTERATION OF THE ACTION AREA, FLAG THE BOUNDARIES OF CLEARING LIMITS ASSOCIATED WITH SITE ACCESS AND CONSTRUCTION TO MINIMIZE SOIL AND VEGETATION DISTURBANCE, AND ENSURE THAT ALL TEMPORARY EROSION CONTROLS ARE IN PLACE AND FUNCTIONAL.

G) (CRITERIA 16) SITE PREPARATION - DURING SITE PREPARATION, CONSERVE NATIVE MATERIALS FOR RESTORATION, INCLUDING LARGE WOOD, VEGETATION, TOPSOIL AND CHANNEL MATERIALS (GRAVEL, COBBLE AND BOULDERS) DISPLACED BY CONSTRUCTION. WHENEVER PRACTICAL, LEAVE NATIVE MATERIALS WHERE THEY ARE FOUND AND IN AREAS TO BE CLEARED, CLIP VEGETATION AT GROUND LEVEL TO RETAIN ROOT MASS AND ENCOURAGE REESTABLISHMENT OF NATIVE VEGETATION. BUILDING AND RELATED STRUCTURES MAY NOT BE CONSTRUCTED INSIDE THE RIPARIAN MANAGEMENT AREA.

H) (CRITERIA 17) HEAVY EQUIPMENT - HEAVY EQUIPMENT WILL BE SELECTED AND OPERATED AS NECESSARY TO MINIMIZE ADVERSE EFFECTS ON THE ENVIRONMENT (E.G., MINIMALLY-SIZED, LOW PRESSURE TIRES, MINIMAL HARD TURN PATHS FOR TRACKED VEHICLES, TEMPORARY MATS OR PLATES WITHIN WET AREAS OR SENSITIVE SOILS); AND ALL VEHICLES AND OTHER HEAVY EQUIPMENT WILL BE USED AS FOLLOWS:

1) (A.) STORED, FUELED AND MAINTAINED IN A VEHICLE STAGING AREA PLACED 150 FEET OR MORE FROM ANY WATERBODY, OR IN AN ISOLATED HARD ZONE SUCH AS A PAVED PARKING LOT.
2) (B.) INSPECTED DAILY FOR FLUID LEAKS BEFORE LEAVING THE VEHICLE STAGING AREA FOR OPERATION WITHIN 50 FEET OF ANY WATERBODY.
3) (C.) STEAM-CLEANED BEFORE OPERATION BELOW ORDINARY HIGH WATER, AND AS OFTEN AS NECESSARY DURING OPERATION TO REMAIN FREE OF ALL EXTERNAL OIL, GREASE, MUD, SEEDS, ORGANISMS AND OTHER VISIBLE CONTAMINANTS.
4) (D.) GENERATORS, CRANES AND ANY OTHER STATIONARY EQUIPMENT OPERATED WITHIN 150 FEET OF ANY WATERBODY WILL BE MAINTAINED AND PROTECTED AS NECESSARY TO PREVENT LEAKS AND SPILLS FROM ENTERING THE WATER.

I) (CRITERIA 18) IN-WATER WORK PERIOD - ALL WORK WITHIN THE ACTIVE CHANNEL WILL BE COMPLETED IN ACCORDANCE WITH THE OREGON GUIDELINES FOR TIMING OF IN-WATER WORK TO PROTECT FISH AND WILDLIFE RESOURCES (ODFW 2000, OR THE MOST RECENT VERSION).

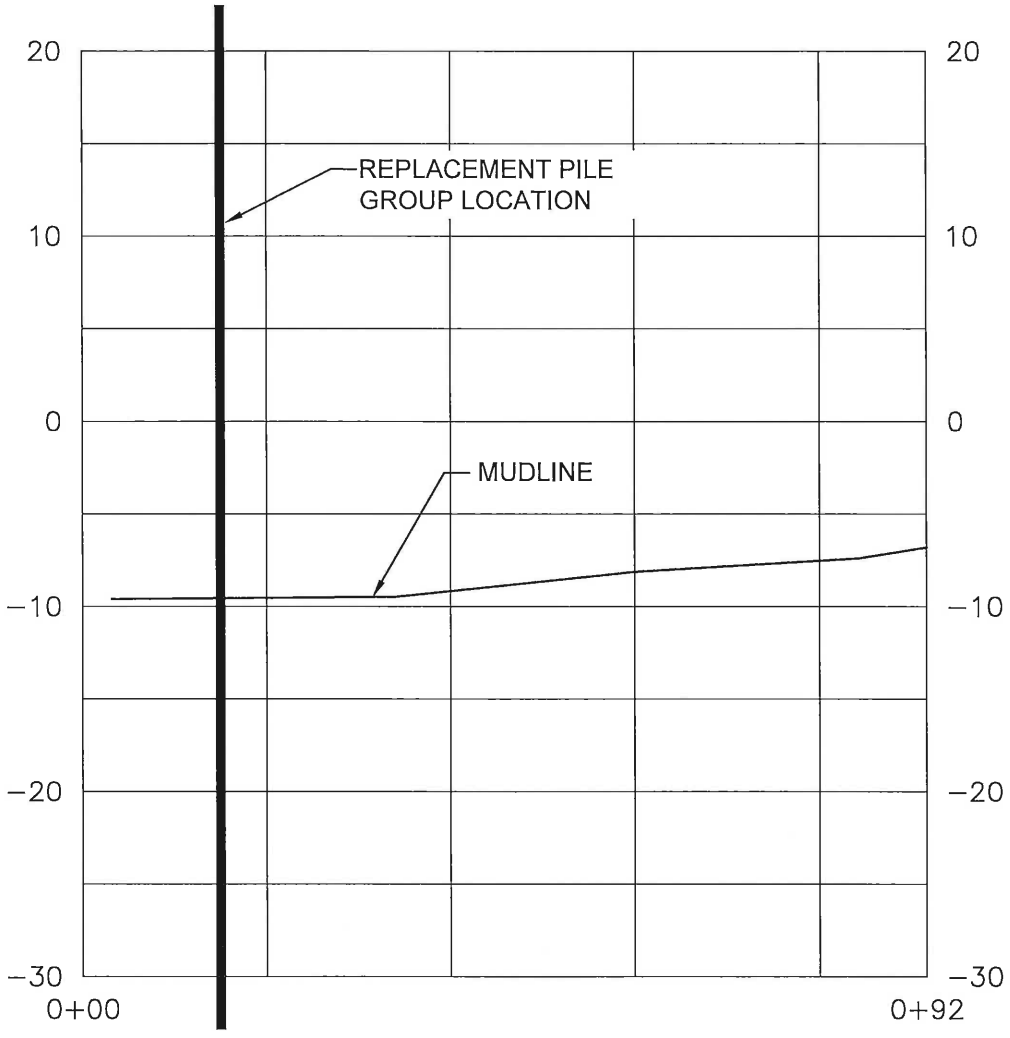
J) (CRITERIA 21) PILING INSTALLATION - PILINGS TO BE INSTALLED ARE STEEL ROUND AND 18 INCHES IN DIAMETER.
1) (A.) A VIBRATORY HAMMER WILL BE USED FOR PILING INSTALLATION.
2) (B.) JETTING MAY BE USED FOR PILING INSTALLATION IN AREAS WITH COARSE, UNCONTAMINATED SEDIMENTS.

K) (CRITERIA 24) PILE REMOVAL - USE THE FOLLOWING STEPS TO MINIMIZE CREOSOTE RELEASE, SEDIMENT DISTURBANCE AND SEDIMENT RESUSPENSION:
1) (A.) INSTALL A FLOATING SURFACE BOOM TO CAPTURE FLOATING SURFACE DEBRIS.
2) (B.) KEEP ALL EQUIPMENT (E.G., BUCKET, STEEL CABLE, VIBRATORY HAMMER) OUT OF THE WATER, GRIP PILES ABOVE THE WATERLINE, AND COMPLETE ALL WORK DURING LOW WATER AND LOW CURRENT CONDITIONS.
3) (C.) DISLODGE THE PILING WITH A VIBRATORY HAMMER, WHEN POSSIBLE; NEVER INTENTIONALLY BREAK A PILE BY TWISTING OR BENDING.
4) (D.) SLOWLY LIFT THE PILE FROM THE SEDIMENT AND THROUGH THE WATER COLUMN.
5) (E.) PLACE THE PILE IN A CONTAINMENT BASIN ON A BARGE DECK, PIER, OR SHORELINE WITHOUT ATTEMPTING TO CLEAN OR REMOVE ANY ADHERING SEDIMENT - A CONTAINMENT BASIN FOR THE REMOVED PILES AND ANY ADHERING SEDIMENT MAY BE CONSTRUCTED OF DURABLE PLASTIC SHEETING WITH SIDEWALLS SUPPORTED BY HAY BALES OR ANOTHER SUPPORT STRUCTURE TO CONTAIN ALL SEDIMENT AND RETURN FLOW WHICH MAY OTHERWISE BE DIRECTED BACK TO THE WATERWAY.
6) (F.) FILL THE HOLES LEFT BY EACH PILING WITH CLEAN, NATIVE SEDIMENTS IMMEDIATELY UPON REMOVAL.
7) (G.) DISPOSE OF ALL REMOVED PILES, FLOATING SURFACE DEBRIS, ANY SEDIMENT SPILLED ON WORK SURFACES, AND ALL CONTAINMENT SUPPLIES AT A PERMITTED UPLAND DISPOSAL SITE.

L) (CRITERIA 25) BROKEN OR INTRACTABLE PILING - WHEN A PILE BREAKS OR IS INTRACTABLE DURING REMOVAL, CONTINUE REMOVAL AS FOLLOWS:
1) (A.) MAKE EVERY ATTEMPT SHORT OF EXCAVATION TO REMOVE EACH PILING, IF A PILE IN UNCONTAMINATED SEDIMENT IS INTRACTABLE, BREAKS ABOVE THE SURFACE, OR BREAKS BELOW THE SURFACE, CUT THE PILE OR STUMP OFF AT LEAST 3 FEET BELOW THE SURFACE OF THE SEDIMENT.
2) (B.) IF DREDGING IS LIKELY WHERE BROKEN PILES ARE BURIED, USE A GLOBAL POSITIONING SYSTEM (GPS) DEVICE TO NOTE THE LOCATION OF ALL BROKEN PILES FOR FUTURE USE IN SITE DEBRIS CHARACTERIZATION. HAUL OUTS ARE LOCATED AT 3 ARCHES ROCK, ORFORD REEF, ROGUE REEF, SEA LION CAVES, CAPE ARAGO STATE PARK, OREGON ISLANDS NATIONAL WILDLIFE REFUGE AND SOUTH JETTY COLUMBIA RIVER

M) (CRITERIA 26) -PESTICIDE-TREATED WOOD INSTALLATION - USE OF LUMBER, PILINGS, OR OTHER WOOD PRODUCTS TREATED OR PRESERVED WITH PESTICIDAL COMPOUNDS MAY NOT BE USED BELOW ORDINARY HIGH WATER, OR AS PART OF AN IN-WATER OR OVERWATER STRUCTURE.

N) (CRITERIA 27) - PESTICIDE-TREATED WOOD REMOVAL - WHEN IT IS NECESSARY TO REMOVE PESTICIDE-TREATED WOOD, THE FOLLOWING CONDITIONS APPLY.
1) (A.) ENSURE THAT, TO THE EXTENT POSSIBLE, NO WOOD DEBRIS FALLS INTO THE WATER. IF WOOD DEBRIS DOES FALL INTO THE WATER, REMOVE IT IMMEDIATELY.
2) (B.) AFTER REMOVAL, PLACE WOOD DEBRIS IN AN APPROPRIATE DRY STORAGE SITE UNTIL IT CAN BE REMOVED FROM THE PROJECT AREA.
3) (C.) DO NOT LEAVE WOOD CONSTRUCTION DEBRIS IN THE WATER OR STACKED ON THE STREAMBANK AT OR BELOW THE ORDINARY HIGH WATER.
4) (D.) EVALUATE WOOD CONSTRUCTION DEBRIS REMOVED DURING A PROJECT, INCLUDING PESTICIDE- TREATED WOOD PILINGS, TO ENSURE PROPER DISPOSAL OF DEBRIS.



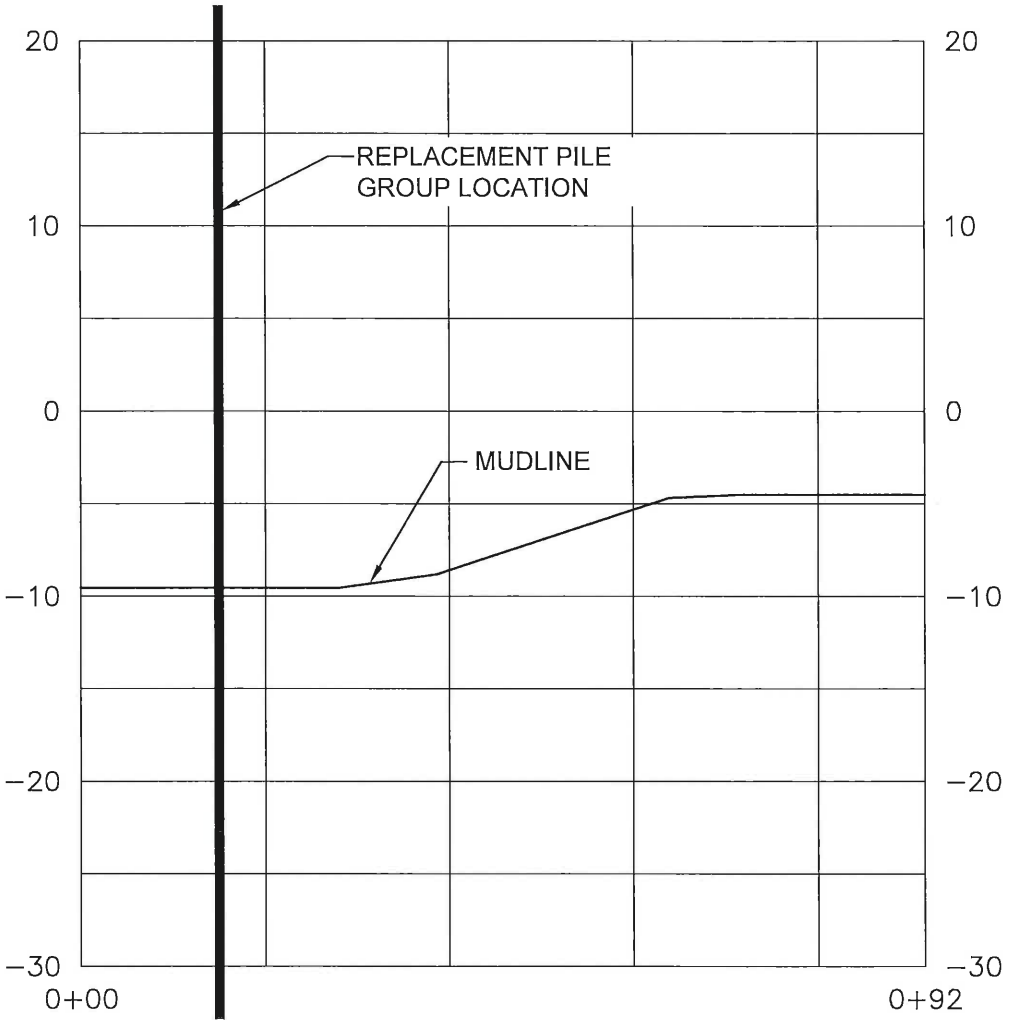
PROFILE 1

HORIZ. SCALE - 1"=20'
VERT. SCALE - 1"=10'

EMC | Grants Pass * Jacksonville * Medford, OR
GP Office: 1867 Williams Hwy., Suite 216, Grants Pass, OR. 97527
Jville Office: 450 Conestoga Dr., Jacksonville, OR, 97530
Ph: 541-474-9434 * Cell: 541-261-9929 * Fax 541-727-5488
emc@emcengineersscientists.com: http://www.emcengineersscientists.com
- Engineers/Scientists, LLC

PORT OF BROOKINGS HARBOR

12-05-20



PROFILE 2

HORIZ. SCALE - 1"=20'
VERT. SCALE - 1"=10'

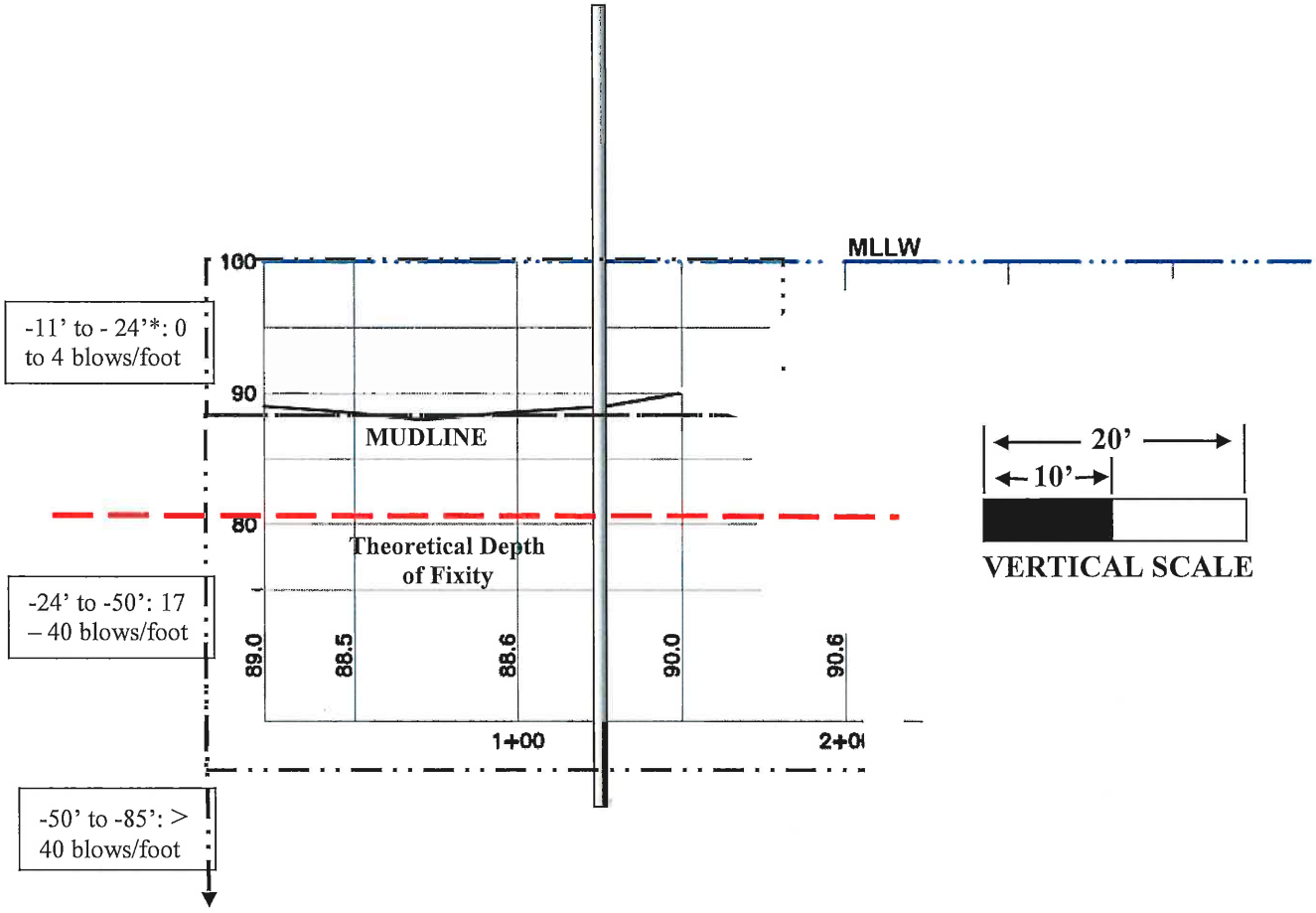
EMC
Grants Pass * Jacksonville * Medford, OR
GP Office: 1867 Williams Hwy., Suite 216, Grants Pass, OR. 97527
Jville Office: 450 Conestoga Dr., Jacksonville, OR. 97530
Ph: 541-474-9434 * Cell: 541-261-9929 * Fax 541-727-5488
emc@emcengineersscientists.com; http://www.emcengineersscientists.com
- Engineers/Scientists, LLC

PORT OF BROOKINGS HARBOR

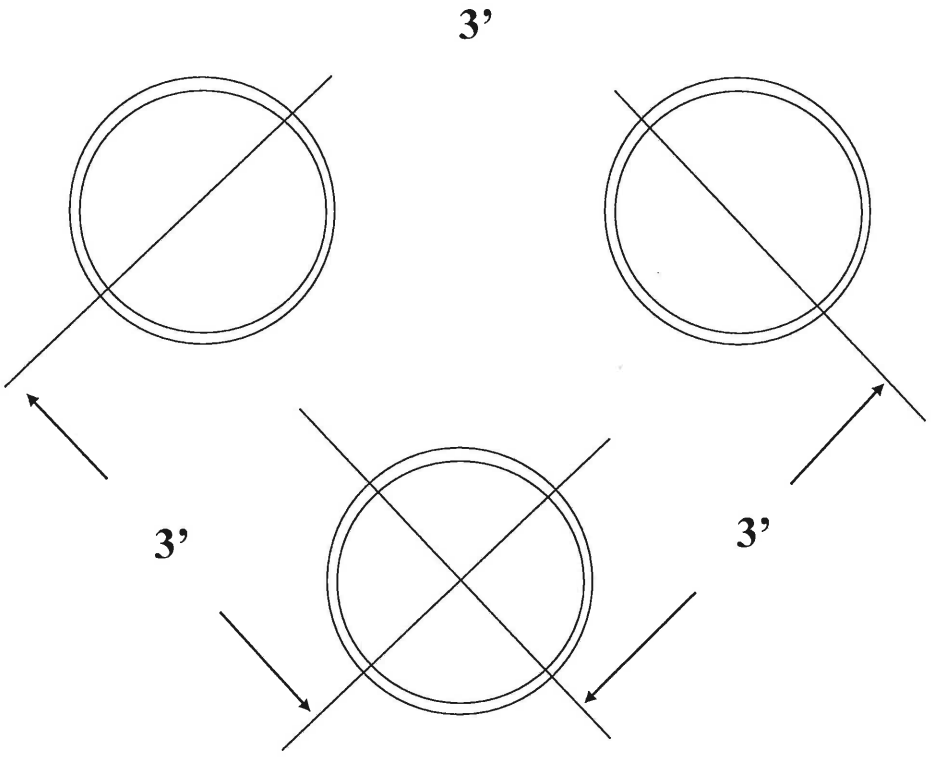
12-05-20

SHEET 5 OF 5

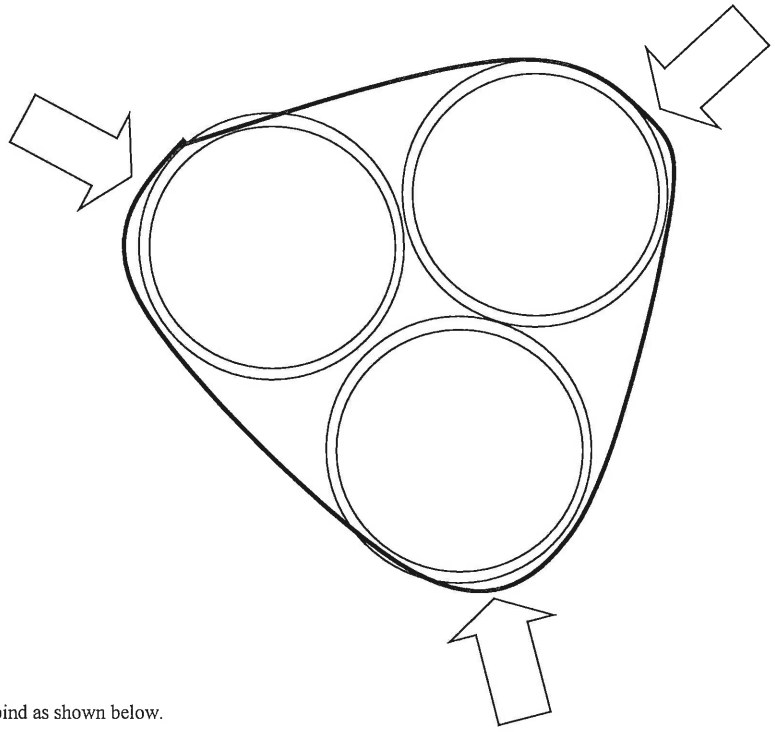
TYPICAL PILE PROFILE



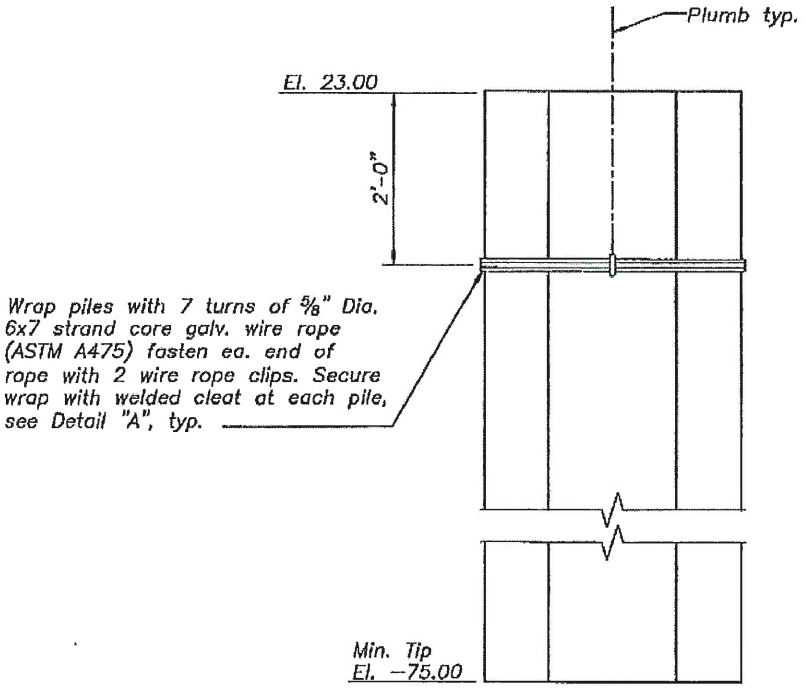
** Note: Preliminary Soil Conditions depths measured from an averaged 11' above MLLW.*



First, drive 60' long piles to full depth, separated by about 3' OC.



Press piles together and bind as shown below.



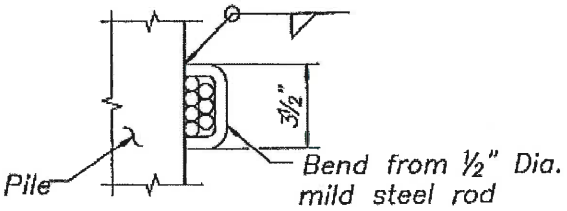
ELEVATION

DOCKING DOLPHIN

Scale : 1" = 1'-0"

NOTES:

1. Material for piles and splices shall conform to ASTM A252 Gr. 2.
2. Pipe piles shall be fabricated with longitudinal full penetration welds.
3. Bottom of piles shall be open ended.
4. Install with vibratory hammer to reach minimum tip elevation as shown.



DETAIL "A"

Scale : 3" = 1'-0"

Summary

The information below is specific to the Ice House Inlet Docking Dolphin at the Port of Brookings Harbor. Sources are cited within the narratives. A calculated data table is presented below, drawn from the Survey Data, Hydraulic Data, Tide and Data information, Geotechnical Data, vessel characteristics, loadings, etc., in support of the proposed mitigation, are:

1. The average location of the mudline in the Port basins is about -10.6' MLLW;
2. Highest tide observed is 10.7', and the mean high water is 6.3';
3. Major surges in the basins are observed to be in the range of 5 – 6';
4. Soil conditions show that adequately firm soils begin at a depth of about 13' below mudline;
5. Point if fixity is about – 19.7' (8.7' below mudline);
6. Calculated pile tip recommended to be – 37' MLLW (26' below mudline, minimum, or about two feet into firmer soils);
7. 12" piles are inadequate (safety factor of 1.0) against severe tsunami events, but, when following recommended length and driven depths procedure, are adequate;
8. The proposed pile system as configured at this location at the Ice House Basin must bear about 100% of the total lateral loadings this system;

Survey Data

The bottom surface elevation of both Bookings Harbor boat basins was surveyed by Oregon State Marine Board (OSMB) for Port of Bookings Harbor in 2011, and then by EMC in 2012, 2017 and 2019. For the purposes of this study of piling alternatives, the average bottom surface elevation of both the Sport (northern) boat basin and Commercial (southern) boat basins are both -11 feet (North American Vertical Datum (NAVD) 1988 + 0.4-feet equals MLL tide). All elevations will be reported in NAVD 1988, which is the basis of the engineered repair plans. The conversion from NAVD 1929 to NAVD 1988 is +3.53'.

Tides

The tides at Brookings are based on a National Ocean Service (NOS) tide gauge located at Crescent City, California, about 25 miles to the south of Brookings. The next nearest tide station is Port Orford, 55 miles to the north. This station has recorded data continuously since 1933. Brookings is typical referenced to the primary station at Crescent City. The following table lists the tidal datum and ranges that should be used for Brookings:

Datum's (referenced to MLLW) **Value** (feet)

Highest Observed Tide 10.7
Mean Higher High Water (MHHW) 6.9
Mean High Water (MHW) 6.3
National Geodetic Vertical Datum-1929 (NGVD 29) 3.8
Mean Tide Level (MTL) 1.2
Mean Low Water (MLW) 1.2
Mean Lower Low Water (MLLW) 0.0
Lowest Observed Water Level -2.7

Ranges Value (feet)

Diurnal Tidal Range (MHHW-MLLW) 6.9
Mean Tidal Range (MHW – MLW) 5.1

Army Corp of Engineers and WEST Consultants Surge Study

The U.S. Army Corps of Engineers (Corps), Portland District (NWP) conducted a study to assess and report surge problems in Brookings Harbor. WEST Consultants, Portland, Oregon conducted the study for the Corps. The consultant extensively modeled the port and described the major surge events to be in the 5 to 6 feet range, occurring when the ocean sees large short waves with periods of 5-20 seconds and an average surge event to be in the 2-4 feet range of vertical movement or height.

Geotechnical Data

1. Chetco River Bridge plans foundation data sheet, dated 1969 by Oregon Department of Transportation
2. Brookings Harbor Boardwalk plans foundation data sheet, dated 2010 by OBEC Consulting Engineers (utilizing West Consultants study previously cited).

Preliminary Soil Conditions

1. -11 feet to -24 feet: Medium dense silty sand and gravel with 0 to 4 blows/feet
2. -24 feet to -50 feet: Dense silty sand and gravel with 17 to 40 blows/feet
3. -50 feet to – 85 feet: Very dense silty sand and gravel with over 40 blows/feet

Design Vessel Characteristics

In 1997, the Port of Brookings surveyed the vessels using their harbor and recorded the lengths, beams, and drafts for 607 vessels. The Port also recorded whether vessels used the Sports Basin or the Commercial Basin. The results of the study for the Sport Basin: Length 30 feet, Beam 8 feet, Draft 3 feet, Average Structure Height, (for wind loading): 6 feet.

NAVFAC Unified Facilities Criteria

The primary design criteria for the harbor will be the current Unified Facilities Criteria (UFC) of the United States Army Corps of Engineers (HQUSACE), Naval Facilities Engineering Command (NAVFAC) and the Office of Air Force Civil Engineering. The UFC documents provide planning, design, construction, sustainment, restoration, and modernization criteria. Applicable UFC include:

1. UFC 4-150-06 Military Harbors and Coastal Facilities, 2001
2. UFC 4-152-01 Design: Piers and Wharves, 2005
3. UFC 4-152-07 Design: Small Craft Berthing Facilities, 2009

INFORMATION ITEM – F

DATE: January 12, 2021

RE: Garbage Reception Facilities at Port under MARPOL Annex V

TO: Honorable Board President and Harbor District Board Members

ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- During the last meeting, a discussion about garbage facilities at this Port and MARPOL requirements.

- After researching MARPOL requirements, we have found this Port falls under Section 158.410(a) exemption (1), (i) operate exclusively within the navigable waters of the United States, (ii) operate exclusively between ports or terminals in the continental Unites States; or (iii) operate exclusively between continental United States ports or terminals and Canadian ports or terminals.

- This Port does provide garbage disposal receptacles for recreational and commercial voyages. Any trash generated from gear storage or boat repairs are normally not covered by the Port and should be handled by the owner of the vessel.

- Recreational and commercial boats are still required to follow trash disposal procedures while on a voyage and within the Port while moored.

- Information on MARPOL Annex V were found from Google search and attached for review.

DOCUMENTS

- NOAA Technical Report NMFS 136, 47 pages
- Boat U.S Foundation, 10 pages
- Coast Guard article on MARPOL Annex V, 3 pages
- International Maritime Organization Consolidated Guidance for Port Reception Facility Providers and Users, 22 pages
- 33 CFR Part 329 Definition of Navigable Waters of the US, 8 pages
- Prevention of Pollution by Garbage from Ships article, 7 pages
- Article on new amendments of MARPOL Annex V, 3 pages

NOAA Technical Report NMFS 136

April 1998

Guidelines for the Provision of Garbage Reception Facilities at Ports Under MARPOL Annex V

Barbara Wallace
James M. Coe

U.S. Department of Commerce

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U.S. DEPARTMENT OF COMMERCE

WILLIAM M. DALEY
SECRETARY

National Oceanic and Atmospheric Administration

D. James Baker
Under Secretary for
Oceans and Atmosphere

National Marine Fisheries Service

Rolland A. Schmitten
Assistant Administrator
for Fisheries

NOAA Technical Reports NMFS

Technical Reports of the *Fishery Bulletin*

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NOAA Technical Report NMFS 136
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Guidelines for the Provision of Garbage Reception Facilities at Ports Under MARPOL Annex V

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Abstract

This report offers guidelines for the provision of adequate port reception facilities for vessel-generated garbage under the requirements of Annex V of the International Convention for the Prevention of Pollution From Ships, 1973 (MARPOL 73/78), Regulations for the Prevention of Pollution by Garbage from Ships. MARPOL Annex V prohibits at-sea disposal of plastic materials from vessels, and specifies the distance from shore at which other materials may be dumped. Annex V also requires the provision of port reception facilities for garbage, but it does not specify these facilities or how they are to be provided. Since the at-sea dumping restrictions apply to all vessels, the reception facility requirement applies to all ports, terminals, and marinas that serve vessels. These guidelines were prepared to assist port owners and operators in meeting their obligation to provide adequate reception facilities for garbage. The report synthesizes available information and draws upon experience from the first years of implementation of MARPOL Annex V.

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Chapter 1
Introduction

Background

This document offers guidelines for ports required to provide reception facilities for vessel-generated garbage by Annex V of the International Convention for the Prevention of Pollution From Ships, 1973 (MARPOL 73/78), Regulations for the Prevention of Pollution by Garbage from Ships (Appendix 1). MARPOL Annex V is an international treaty designed to address on a global scale the problem of at-sea disposal of vessel-generated garbage.

In the United States, MARPOL Annex V is implemented by the Marine Plastic Pollution Research and Control Act of 1987 (P.L. 100–220), which amends the Act to Prevent Pollution from Ships. Regulations on reception facilities for garbage generated by the United States Coast Guard (USCG) are included in 33 CFR 158; those for vessels carrying garbage are included in 33 CFR 151. Section 158.133(c) of these regulations requires that "all ports and terminals under the jurisdiction of the United States, including commercial fishing facilities, mineral and oil shorebases, and recreational boating facilities, have a reception facility" that meets the following criteria for adequacy established in Section 158.410(a):

(1) Is capable after August 28, 1989 of receiving APHIS [United States Department of Agriculture, Animal and Plant Health Inspection Service] regulated garbage at a port or terminal no later than 24 hours after notice . . . unless it only receives ships that—

(i) operate exclusively within the navigable waters of the United States;

(ii) operate exclusively between ports or terminals in the continental United States; or

(iii) operate exclusively between continental United States ports or terminals and Canadian ports or terminals.

(2) Is capable of receiving medical wastes or hazardous wastes defined in 40 CFR 261.3, unless the port or terminal operator can provide to the master, operator, or person in charge of a ship a list of persons authorized by federal, state, or local law or regulation to transport and treat such wastes;

(3) Is arranged so that it does not interfere with port or terminal operations;

(4) Is conveniently located so that mariners unfamiliar with the port or terminal can find it easily and so that its use will not be discouraged;

(5) Is situated so that garbage from ships which has been placed in it cannot readily enter the water; and

(6) Holds each federal, state, and local permit or license required by environmental and public health laws and regulations concerning garbage handling.

To certify that a port or terminal meets the requirements for garbage reception facilities, the USCG issues a Certificate of Adequacy (COA), which is required if a port or terminal receives oceangoing tankers or vessels of 400 gross tons or more, or fishing vessels that offload more than 500,000 pounds of commercial fishing product during a calendar year.

On a COA application, the port or terminal self-certifies that garbage received from foreign ports can be handled within 24 hours of notification of the need for the service, and that all garbage that the master of the vessel wishes to discharge can be received (except for large quantities of spoiled or damaged cargo or garbage from ships not having commercial transactions with the port or terminal).

If a port or terminal that comes under the COA requirement lacks adequate reception facilities, the USCG may bar vessels from entering that port or terminal.

Ports and terminals not required to file a COA with the USCG must still meet requirements for garbage reception facilities. Vessels may be denied entry to ports and terminals with inadequate reception facilities, whether or not they are required to have a COA. This includes recreational boating facilities.

These guidelines were prepared to assist United States port owners and operators in meeting their obligation to provide adequate port reception facilities, and to ensure that such facilities are available to vessels. The report synthesizes available information and draws upon experience from the first years of implementation of MARPOL Annex V. The text of MARPOL Annex V is included as Appendix 1. Appendix 2 presents the form

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that accompanies MARPOL Annex V for reporting alleged inadequacy of port reception facilities for garbage.

Cooperation Between Vessel, Port, and Disposal Facility

There are three components involved in the implementation of Annex V: the vessel, the port reception facility, and the ultimate disposal facility. However, only the vessel and the port reception facility are explicitly mentioned in the treaty. Annex V prohibits at-sea disposal of plastic materials from vessels and specifies the distance from shore at which other materials may be dumped. Figure 1 summarizes the garbage discharge restrictions for vessels. Annex V also requires the provision of port reception facilities for garbage. It does not, however, specify what these facilities should be or how they are to be provided, but merely states that service must be provided "... without causing undue delay to ships, and according to the needs of the ships using them." Since the at-sea dumping restrictions apply to all vessels, the reception facility requirement applies to the entire range of ports, terminals, and marinas which serve vessels.

The vessel, port reception facility, and ultimate disposal facility each have personnel who must work together to achieve compliance: the owner, the person in charge on site, and the waste handler (Fig. 2). In some cases, these roles may be combined in the same person. Successful implementation of MARPOL Annex V requires linkages between the three components: between the vessel and the port reception facility, and between the port reception and ultimate disposal facilities (Fig. 3). When these links do not function, implementation of Annex V will be incomplete.

Arrangements for shoreside collection and disposal of vessel-generated waste are generally made by either vessels or by ports (Fig. 3). Where arrangements are made by the port, collection and disposal services are typically provided by the port itself, the local government or municipality, or a commercial waste management company hired for that purpose. Arrangements made by a vessel are typically set up by the ship's agent with commercial waste management companies, with or without assistance from the port.

Administration

No matter which approach a port chooses, it is responsible to ensure the availability of port reception facilities that meet the needs of vessels without causing undue delay. Administrative arrangements will be necessary to plan, implement, and operate a solid-waste management system for vessel-generated garbage. The first step is for the port operators to decide on the appropriate organizational structure and to assign responsibility. The same person may be responsible for planning, implementing, and operating the waste management system, or the responsibility for those tasks may belong to different persons.

In general, port operators may either hire or assign an individual or group to oversee the port's garbage management facilities, or they may hire an outside contractor. If an outside contractor is used, someone at the port should be assigned to oversee and review the work. This document contains information useful to port operators and managers no matter which approach they use to provide reception facilities for garbage.

Issues and Options

Since MARPOL Annex V applies to all vessels, it encompasses a broad range of wastes. Figure 4 illustrates options for the shoreside collection, treatment, storage, and transport of the many types of vessel-generated garbage. As illustrated in Figure 4, foreign-generated wastes quarantined by APHIS require specific collection, treatment, storage, and transportation methods (see Chapter 2). Some ports may provide all the options shown; others may need to provide only one or two if those options meet the needs of the vessels using the port and are sufficient for the amounts of garbage coming from those vessels.

Figure 4 also indicates some of the issues that must be addressed: waste-stream characterization, handling requirements for special garbage, equipment, space and site requirements, recycling, cost, and efforts to encourage compliance. The remainder of this document focuses on these issues.

Definition of Terms

The following terms are employed in these guidelines:

Vessel

The word "vessel" (not ship as is used in MARPOL Annex V) is used to emphasize that all ships, boats, submarines, fixed and floating platforms, and other watercraft are included in the requirements of Annex V.

Garbage

To be consistent with the language of MARPOL Annex V (Appendix 1), these guidelines use the word "gar-

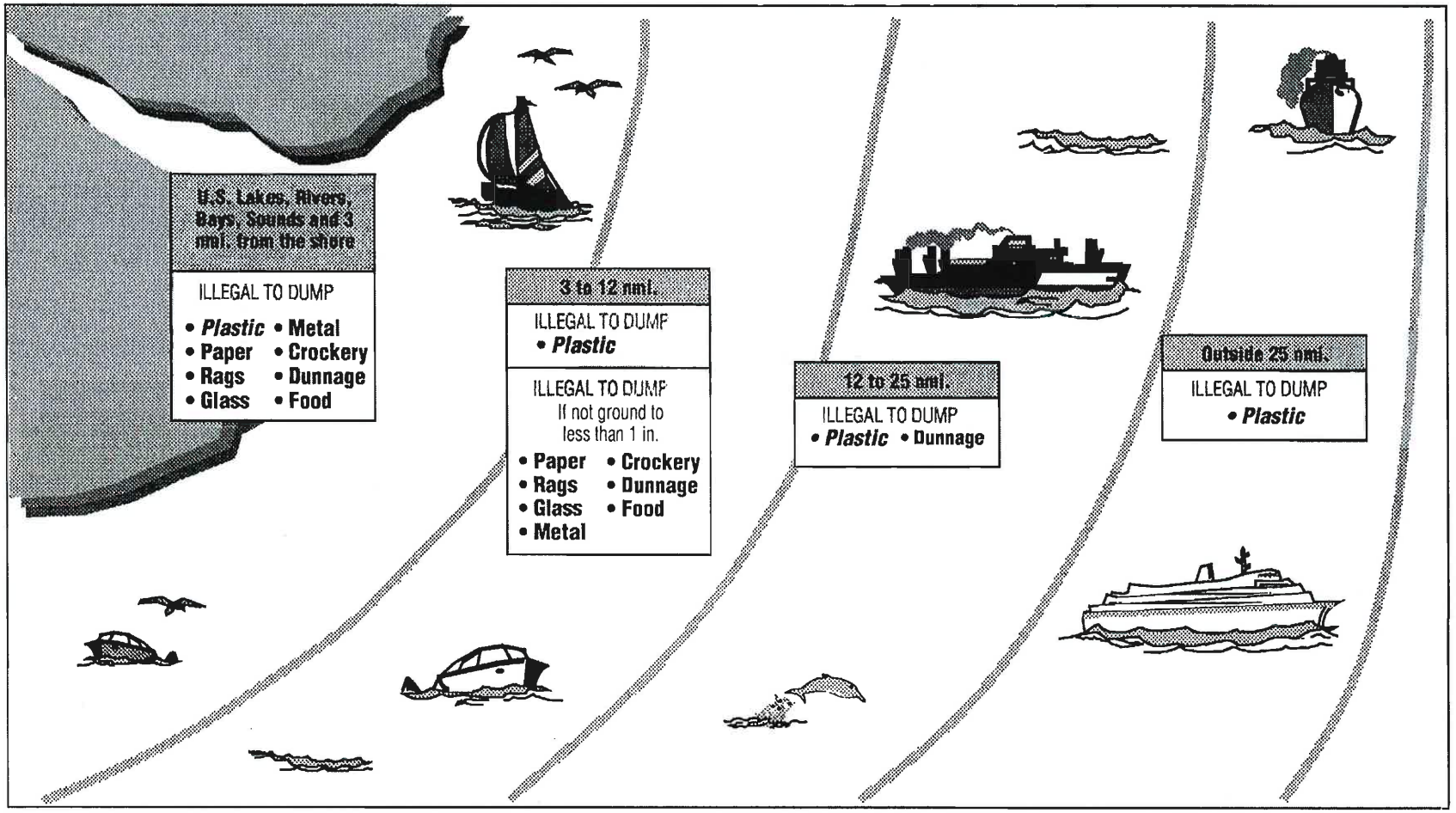
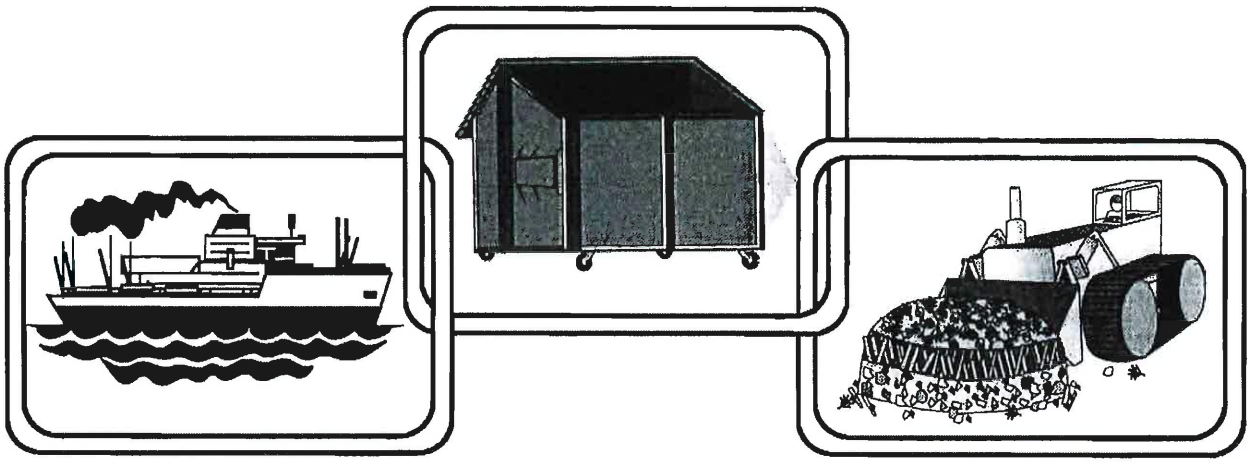


Figure 1

Summary of garbage dumping restrictions under MARPOL Annex V. More restrictive rules apply within special areas. The Wider Caribbean region, which includes the Gulf of Mexico, has been designated a special area, but discharge restrictions cannot be enforced there until adequate port reception facilities for garbage have been established in the region.



- Owner
- Captain
- Waste Handler
- Ship's Agent

- Port Authority/Owner
- On-Site Management
- Waste Handler/Hauler

- Public Administration/Owner
- On-Site Management
- Waste Handler

Figure 2
The various personnel who must work together to achieve compliance with Annex V regulations. Within each of the three components—the vessel, port, and ultimate disposal facility—personnel must cooperate to make their component a functioning link in Annex V implementation.

bage." However, for the American reader the words "trash" or "refuse" would be equally appropriate. Annex V Regulation 1 (1) defines "garbage" as "all kinds of victual, domestic and operational waste excluding fresh fish or parts thereof, generated during the normal operation of the vessel and liable to be disposed of continuously or periodically except those substances which are defined or listed in the Annexes to the present Convention."

Regulations 3, 4, and 5 (subject to the exceptions in Regulation 6) prohibit the at-sea disposal of plastics anywhere and restrict the at-sea disposal of other types of vessel-generated garbage including dunnage, lining, and packing materials that will float; food waste; paper; rags; glass; metal; bottles; crockery; and similar material. Fish wastes generated during fishing or fish processing at sea are not classified as garbage under Annex V.

Plastics

According to Annex V Regulations 3 and 5, the term "plastics" includes, but is not limited to, synthetic ropes, synthetic fishing nets, and plastic bags. For the purpose of further guidance on the meaning of the term, "plastics" is defined by United States Coast Guard regulation 33 CFR 151.05 as

> "any garbage that is solid material, that contains as an essential ingredient one or more synthetic organic high polymers, and that is formed or shaped either during manufacture of the polymer or polymers or during the fabrication into a finished product by heat or pressure or both.
>
> Note: Plastics possess material properties ranging from hard and brittle to soft and elastic. Plastics are used for a variety of marine applications including, but not limited to: food wrappings, products for personal hygiene, packaging (vaporproof barriers, bottles, containers, and liners), ship construction (fiberglass and laminated structures, siding, piping insulation, flooring, carpets, fabrics, adhesives, and electrical and electronic components), disposable eating utensils and cups (including styrene products), bags, sheeting, floats, synthetic fishing nets, monofilament fishing line, strapping bands, hardhats, and synthetic ropes and line."

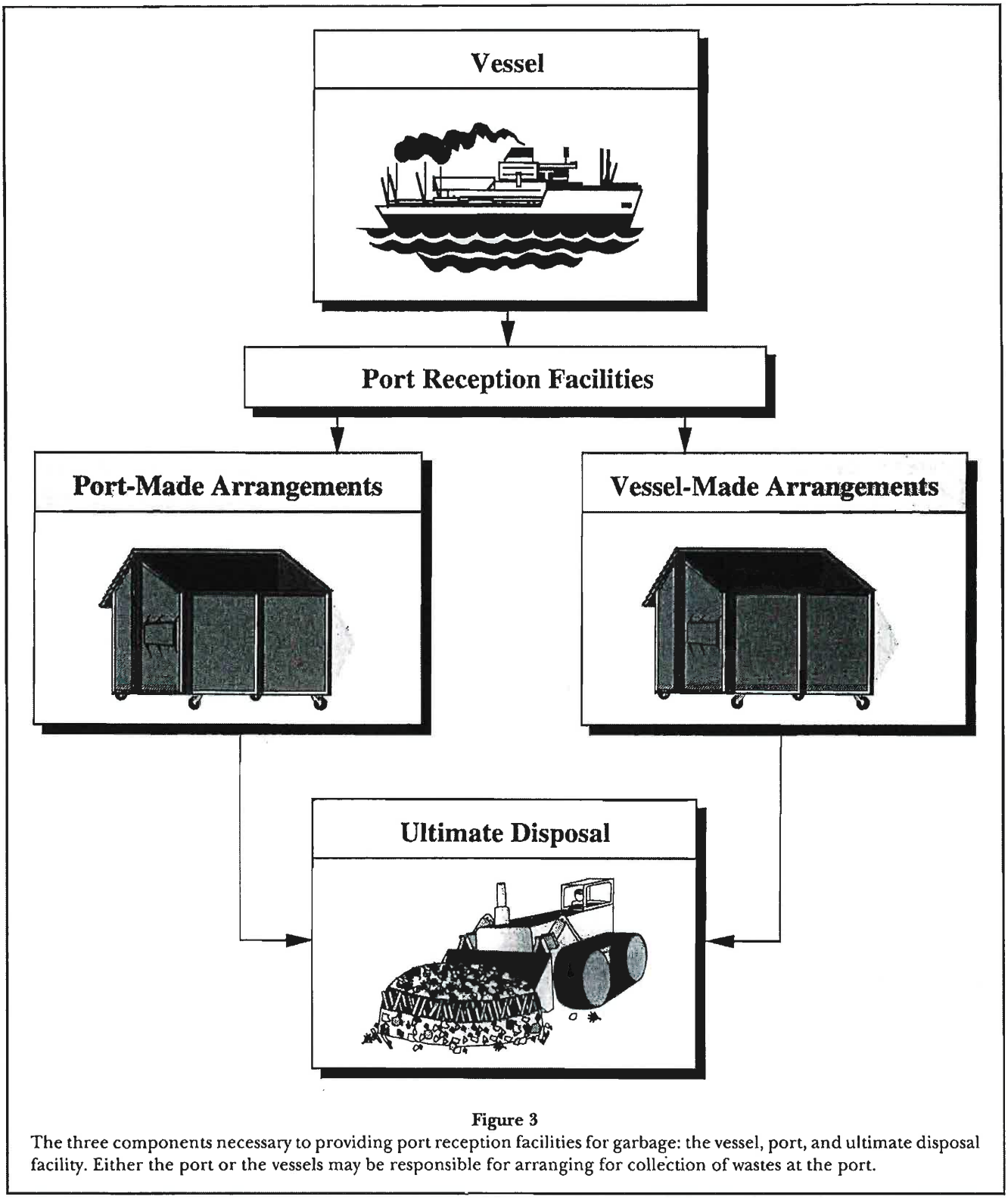


Figure 3
The three components necessary to providing port reception facilities for garbage: the vessel, port, and ultimate disposal facility. Either the port or the vessels may be responsible for arranging for collection of wastes at the port.

Port

The word "port" is used in this document to denote a terminal, commercial fishing facility, marina, or any other type of dock, pier, berth, or boatyard that is required to provide port reception facilities for garbage.

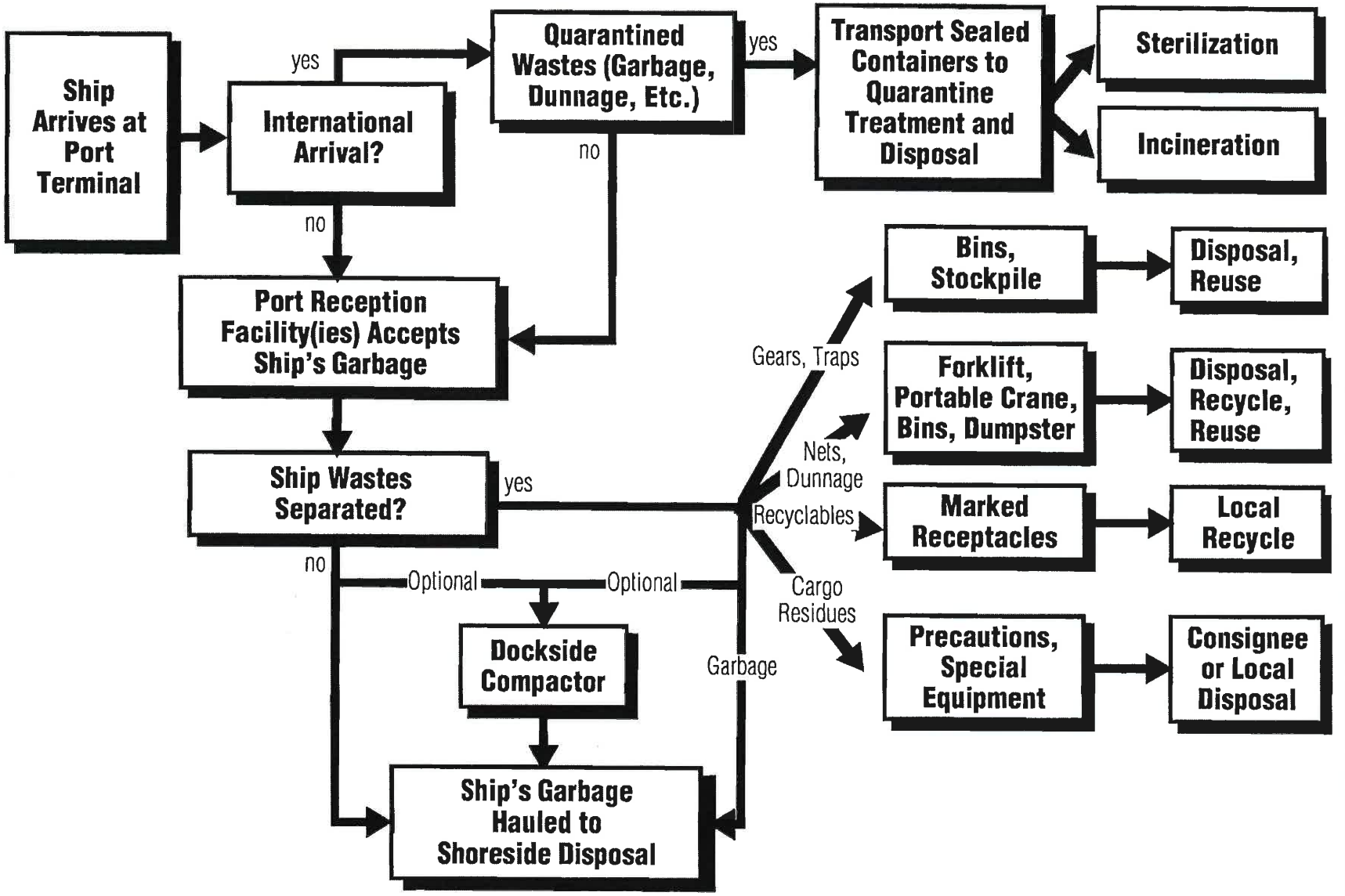


Figure 4
Issues and options for port handling and disposal of garbage generated by vessels.

Special Area

The term "special area" refers to the provisions of Regulation 5 of MARPOL Annex V. A special area is an area where, because of oceanographic or ecological conditions or the characteristics of vessel traffic, stricter at-sea disposal regulations are in place. In the United States, the Gulf of Mexico is designated a special area as part of the Wider Caribbean Special Area. However, until adequate port reception facilities are in place in the region and proper notification has been made to the International Maritime Organization, the body which oversees the MARPOL Convention, the more restrictive disposal requirements are not in effect. The Wider Caribbean Special Area was so designated after the passage of MARPOL Annex V and therefore is not listed in Regulation 5 of MARPOL Annex V (see Appendix 1).

Chapter 2
Solid-waste Management

Solid-waste management is an integrated series of activities involving collection, treatment, storage, transportation, and disposal. Port operators should first assess their existing solid-waste management system. Unless the port is being newly constructed, there is some sort of waste management system in place, but it may or may not be systematically designed and documented. Only after existing conditions are evaluated should changes be made. This chapter outlines one approach to assessing a solid-waste management system and determining a strategy for improving it if necessary (Fig. 5).

Assessment of an Existing System

Administration

Someone must be placed in charge of assessing existing waste management practices. This person may be assigned or hired specifically to conduct the assessment, or may be the person in charge of assuring the availability of adequate port reception facilities. Typically, the port operator either assigns a staff person or hires an outside contractor.

It is useful for port management and port users to exchange information on needs and options in planning and promoting the garbage facility. Formation of an advisory panel composed of leaders from the port, port user groups, and waste handlers has proven useful in some cases. Visible support from port management is critical to assessing and improving waste management operations.

A written plan outlining the existing waste management system and related policies may be appropriate for some ports. Such a plan should specify the locations and types of storage and removal equipment throughout the port or harbor; the system for monitoring what types and quantities of garbage are received and handled by the port; arrangements for special types of garbage such as large bulky items, recyclable materials, and garbage which includes or has been in contact with foreign food items; and provisions to cover equipment and handling costs.

In order to identify and define waste system needs, port characteristics, vessel requirements, and port requirements must be considered (Fig. 5). An understanding of these factors helps ensure coordination between the port and the vessels using it.

Waste-stream Characterization

Waste-stream characterization is conducted to develop an understanding of waste composition and quantity. Determination of the capacity needed by a reception facility should be based on the need of each type of vessel and on the number of different types of vessels using the port. This calculation should take into account the types and quantities of garbage discharged by vessels at sea in accordance with the provisions of Regulations 3, 4, and 5 of Annex V.

Waste composition and quantity, as well as timing of delivery, are key considerations in planning for collection, transportation, and disposal of solid waste. These characteristics of the waste stream determine both the capacity and the types of collection systems needed, particularly if there are wastes requiring special handling such as foreign garbage, medical waste, cargo residue, and large, bulky items such as fishing gear, pallets, etc.

Types of Waste—Table 1 lists some types of waste received by ports, organized under two major headings: domestic waste and operational waste. These examples illustrate the fact that waste may be received from all sorts of vessels and all types of activities.

Domestic waste includes all types of food waste and waste generated in living spaces on board a vessel. Food waste comprises any spoiled or unspoiled victual substances such as fruits, vegetables, dairy products, poultry, meat products, food scraps, and food particles, and any other material contaminated by such wastes that is generated on a vessel, principally in the galley and dining areas.

Operational waste includes cargo-associated waste, maintenance waste, and cargo residue defined as garbage. Cargo-associated waste is material which has become waste as a result of use on board a vessel for cargo stowage, handling, and protection. It includes, but is not limited to, dunnage, shoring, pallets, lining and packing material, wrappings, plywood, paper, cardboard, wire, and steel strapping. Maintenance waste is material

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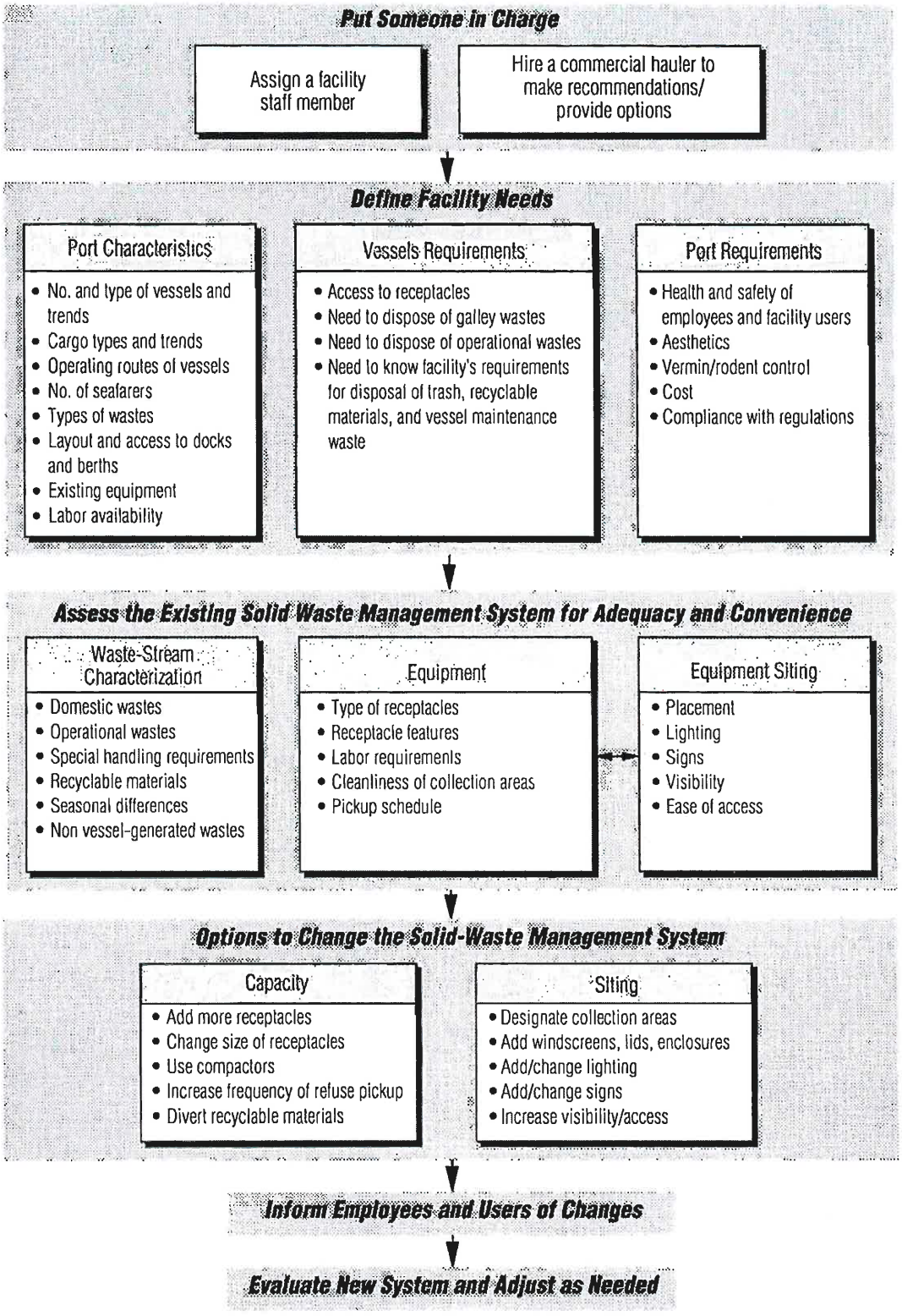

Figure 5
Steps in assessment of an existing solid-waste management system and design of an improved system (adapted from the U.S. Environmental Protection Agency).

collected by the engine and deck departments while maintaining and operating the vessel, such as soot, machinery deposits, scraped paint, deck sweepings, wiping waste, and rags. Cargo residues are treated as "garbage" under Annex V except when they are covered under other Annexes to the Convention.

Within these two categories of waste, there may be waste which cannot be treated as ordinary garbage and has special handing requirements. Many ports will, therefore, require some level of waste-stream separation to maintain quarantine and hygiene, and to control the transfer of wastes to their ultimate disposal through incineration or in landfills. Separate collection systems will be required for special refuse such as foreign food waste, medical waste, cargo residues, recyclables, and fishing gear or other large bulky items. The need for separation stems partly from solid-waste regulations and partly from practical considerations of waste handling.

Special handling procedures and techniques may be desirable or necessary in ports serving specialized fleets. Examples of this situation are fishing ports where fishermen need to discard nets and traps; bulk solid-cargo terminals where loading and unloading activities generate cargo residues; and livestock carriers where animals produce fecal and urine waste during the voyage. The port operators should inform seafarers and vessel operators whether vessel-generated garbage must be separated, whether there are advance notice or other landing requirements for a vessel to land specific types of waste at the port, and whether certain types of wastes cannot be landed and why.

Foreign Food Waste and Other Quarantined Garbage—In order to prevent the entry into the United States of a variety of very damaging livestock and plant pests and diseases, the Animal and Plant Health Inspection Service (APHIS) of the U.S. Department of Agriculture regulates food waste of foreign origin. This includes any garbage which may have come in contact with such food (wrapping, packaging, utensils, etc.). The implementation of MARPOL Annex V is likely to cause an increase in the amount of foreign food-contaminated waste being delivered to U.S. ports because plastics, including all food-contaminated plastics, can no longer be discharged at sea.

In the United States, if a port receives vessels from foreign ports it must have or provide access to reception facilities that meet APHIS regulations (33 CFR 158.410). Vessels are required (33 CFR 151.65) to provide ports with 24-h advance notification that they will need such services.

APHIS regulations (9 CFR 94) require the use of leakproof, covered containers for regulated garbage retained on a vessel while in United States ports. Regulated garbage that is offloaded must be in leakproof containers and offloading must be conducted under the supervision of an APHIS officer. The regulated garbage must be incinerated to ash or heated to an internal temperature of 212°F for at least 30 minutes and disposed of in a sanitary landfill.

In arranging for reception facilities for foreign food waste and other quarantined garbage, port operators should consider the following:

- increasing amounts of such garbage may be expected due to Annex V requirements;
- ports can meet their Annex V obligation for APHIS-regulated garbage by providing vessels with the means to contact third-party APHIS-approved haulers capable of proper disposal of such waste;

Table 1
Examples of types of waste received by port reception facilities for garbage. Adapted from A. T. Kearney (1991a).

Domestic Waste
Food wastes
Plastic wastes
Other materials
Paper
Metal
Glass, crockery
Operational Wastes
Maintenance wastes
Oily rags
Oily sorbent pads
Machinery maintenance supplies and residues
Soot and machinery deposits
Metal shavings
Broken parts and packaging for spares
Emptied packaging: metal, paper, glass, etc.
Emptied packaging: plastic
Ash and clinkers from coal boilers
Cargo-associated wastes
Dunnage, shoring
Pallets, lining and packing materials: wood and metal
Pallets, lining and packing materials: plastic
Strapping: wire and steel
Strapping: plastic
Hull maintenance supplies and residues
Rust
Broken parts and packaging for spares
Emptied packaging: metal, paper, glass, etc.
Emptied packaging: plastic
Garbage handling supplies and residues
Ash and clinkers from waste incinerators
Emptied packaging: metal, paper, glass, etc.
Emptied packaging: plastic
Cargo residues
Livestock wastes
Fishing gear
Bait refuse
Signal flares
Light bulbs

- there may be special requirements (such as custody, security, and liability) for increased delivery and temporary storage of this garbage;
- transportation must be available from port to APHIS-approved treatment and disposal facilities;
- arrangements must be made for vessels to deliver advance notice of need for garbage inspection; and
- arrangements must be made to track and respond to increased quantities of quarantined wastes due to Annex V implementation.

Medical Waste—In the United States, vessels are required (33 CFR 151.65) to provide ports with 24-h advance notification that they have medical waste to discharge. Ports can meet their Annex V obligation for medical waste by providing vessels with the name and means of contacting third-party haulers capable of receiving and handling such wastes (33 CFR 158.410).

Cargo Residue—Certain cargo residues, other than those regulated under MARPOL Annexes I and II (oil and noxious liquid substances carried in bulk, respectively), may not be suitably disposed of at reception facilities equipped to handle general garbage, because of safety hazards. Such substances may be regulated under other Federal legislation and may require special handling and disposal. The disposal of such cargo residue should be based on the physical, chemical, and biological properties of the substance and may require special handling not normally provided by garbage reception facilities. Substances requiring special handling are not always obvious, for example, there may be pesticide in bulk cargo residue.

Vessel operators should alert port operators when cargo residues will require special handling, but they may not always do so. Therefore, port operators should ask a vessel's crew what substances are included in any cargo residue to be handled, in order to identify special handling and disposal requirements and to protect the safety of the personnel involved with handling the waste. When in doubt, the most restricted handling practices should be used. In the United States, vessels are required (33 CFR 151.65) to provide ports with 24-h advance notification that they have hazardous waste to discharge. Ports can meet their Annex V obligation for hazardous waste by providing vessels with the name and means of contacting third-party haulers capable of receiving and handling such waste (33 CFR 158.410).

Recyclable Materials—Domestic and operational wastes may contain materials that are commonly recycled, including glass containers, aluminum cans, cardboard, newspaper, plastic containers, nets, wood, cable, and metal scrap. Ports and their surrounding jurisdictions can divert those materials away from landfills and incinerators by establishing collection systems for recyclables as part of the port reception facility. Ports with collection systems for recyclables should make seafarers aware of these systems and provide information on preparation of recyclable materials. Chapter 3 discusses port-based collection for recycling and presents guidelines for planning and implementing such a collection system.

Fishing Gear—Fishing gear brought into port for disposal may be bulky and difficult to transfer to the reception facility without the use of special equipment, and may have a strong, unpleasant odor. Separate reception facilities and equipment may be needed. Experience has shown that when a separate reception facility for fishing nets is established, with signs posted indicating that discarded nets are available to those who want them, reuse of the nets can be substantial, reducing waste disposal costs.

Quantity of Waste—The quantity of garbage delivered by any individual vessel will depend on what garbage treatment equipment (i.e., compactors, incinerators, and comminuters) is employed while underway, as well as on such factors as the vessel's function and route, and the number of passengers and crew. The amount of garbage handled by a port can be evaluated by recording size and emptying rate for all the receptacles in the port over a selected time period, and adding records of APHIS and recycled materials disposal. Port and terminal operators should consider the following when determining the quantity of garbage received per unit time:

- how full receptacles are at the time they are emptied;
- variation in rate of receptacle use over time (seasonal, weekend, etc.);
- variation in type of garbage delivered to different sections of the port or terminal;
- amount of APHIS and other specially handled wastes;
- amount of material recycled or re-used;
- changes in protection status of waters surrounding the port;
- local or regional boater education, awareness, and enforcement activities;
- level of utilization of port reception facilities for disposal of local (non-vessel) waste.

Ports serving special areas may receive larger quantities of all categories of garbage because of the stricter at-sea disposal requirements and because vessels should offload garbage prior to departure. The special area requirement to land all cargo-associated waste, for example, could create extra demand for quarantine inspection of dunnage and packing materials and for short-term storage because cargo-associated materials are more bulky than domestic or maintenance wastes.

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Methods—Researchers and planners for port waste management have used a variety of methods to sample the stream of waste entering their jurisdiction and to forecast future waste management needs. Three methods used primarily to characterize municipal solid-waste streams, but which may be applied to ports, are briefly described here. They use either an output approach based on weight or volume, or an input approach. No single method will be applicable to all ports. Differences in such factors as climate, culture, and geography make it necessary for planners to adjust the methods to their own situation. It should be noted that a waste-stream characterization study can be expensive, and a formal study may not be appropriate in all circumstances.

The Weight-based Output Method—The weight-based output method involves sampling, sorting, and weighing each component of a representative sample of the solid-waste stream, to determine the proportion of each in the total waste stream. It is the most direct and frequently-used method for estimating recoverable resources in the waste stream. Weight is the measurement employed because that is the measure used by the waste industry. In its simplest form, the weight-based output method is relatively accurate and straightforward under average conditions. However, conditions are not always average. Chapter 3 includes instructions for applying the weight-based method for waste-stream characterization.

The Volume-based Output Method—The volume-based output method may be particularly useful for determining the need for capacity at a port reception facility. A pound of paper weighs the same whether it is neatly baled or crumpled; but the two storage methods involve differences in volume. In its simplest form, the volume-based output method employs waste disposal records to estimate the volume of garbage generated by a type of vessel. For example, the figures for total volume of waste disposed and the number and type of vessels registered in port during the same time period can be used to estimate the waste generated per vessel per day. This approach may be sufficient for ports where further detail on the components of the waste stream is not needed. However, for ports needing detailed information on garbage generation by type or category, additional effort will be required. In this case, the volume-based output method would involve sampling and sorting a representative sample of garbage by material composition or category, in order to calculate the proportion of different materials by volume in the total waste stream.

The Input Method—The second general method of characterizing waste streams is the input or materials-flow method. In studies of municipal solid waste, this method is used to analyze the flow of materials from production, through consumption, to disposal. Solid waste is estimated before discard, by studying potential wastes at their origins. This method has been modified to estimate the amount of waste generated on a vessel according to the materials brought onto the vessel. Such estimates have been used to indicate how much waste was not coming into ports for disposal, and thus what was most likely dumped at sea before Annex V entered into force. Vessel supply lists, assuming they are complete, may be useful in identifying what materials have been brought on board. The number of days at sea must also be considered. The input method is more useful for researchers interested in the rate of waste generation by vessels than for port solid-waste management planners interested in understanding the types and amounts of wastes to be handled at port reception facilities.

Waste-collection Arrangements

Annex V does not specify particular types of equipment for handling garbage. Many types of receptacles and vehicles may be used to collect, treat, store, and transport Annex V wastes. To a large degree, the receptacles and vehicles used are dependent on the types of wastes offloaded and the overall approach to waste-handling used at a particular port.

Receptacles—All ports, regardless of size, must have some type of receptacle for receiving garbage from vessels. A variety of containers and dumpsters may be suitable. Examples of the types of receptacles used in ports for collecting garbage are shown in Figure 6. Many refuse disposal companies rent or lease various sizes of containers compatible with their hauling equipment. Purchase of these compatible containers may also be an option.

Receptacles must be functional, but need not be elaborate. There are several factors to consider when evaluating and selecting receptacles:

Type—The types of receptacles used will depend on the number of different types of Annex V wastes to be collected separately. For example, receptacles used for collecting recyclables should be very different from those used for non-recyclable garbage, in order to avoid confusion among users and resulting contamination of the recycling bins. As previously stated, quarantined food waste requires separate receptacles which meet the specifications of APHIS regulations (9 CFR 94). For durability, receptacles constructed of galvanized metal or other rust-resistant materials are recommended. For items such as fishing nets, driftwood, and fish boxes, stockpile areas with pallets or designated areas with signs are effective.

Capacity—Receptacle capacity should match demand. Receptacles that are too small require frequent emptying

to prevent collected wastes from overflowing, which can be costly in terms of labor. Overflowing waste receptacles are unsightly and can attract flies and vermin. Receptacles that are too large can also be costly because the port may

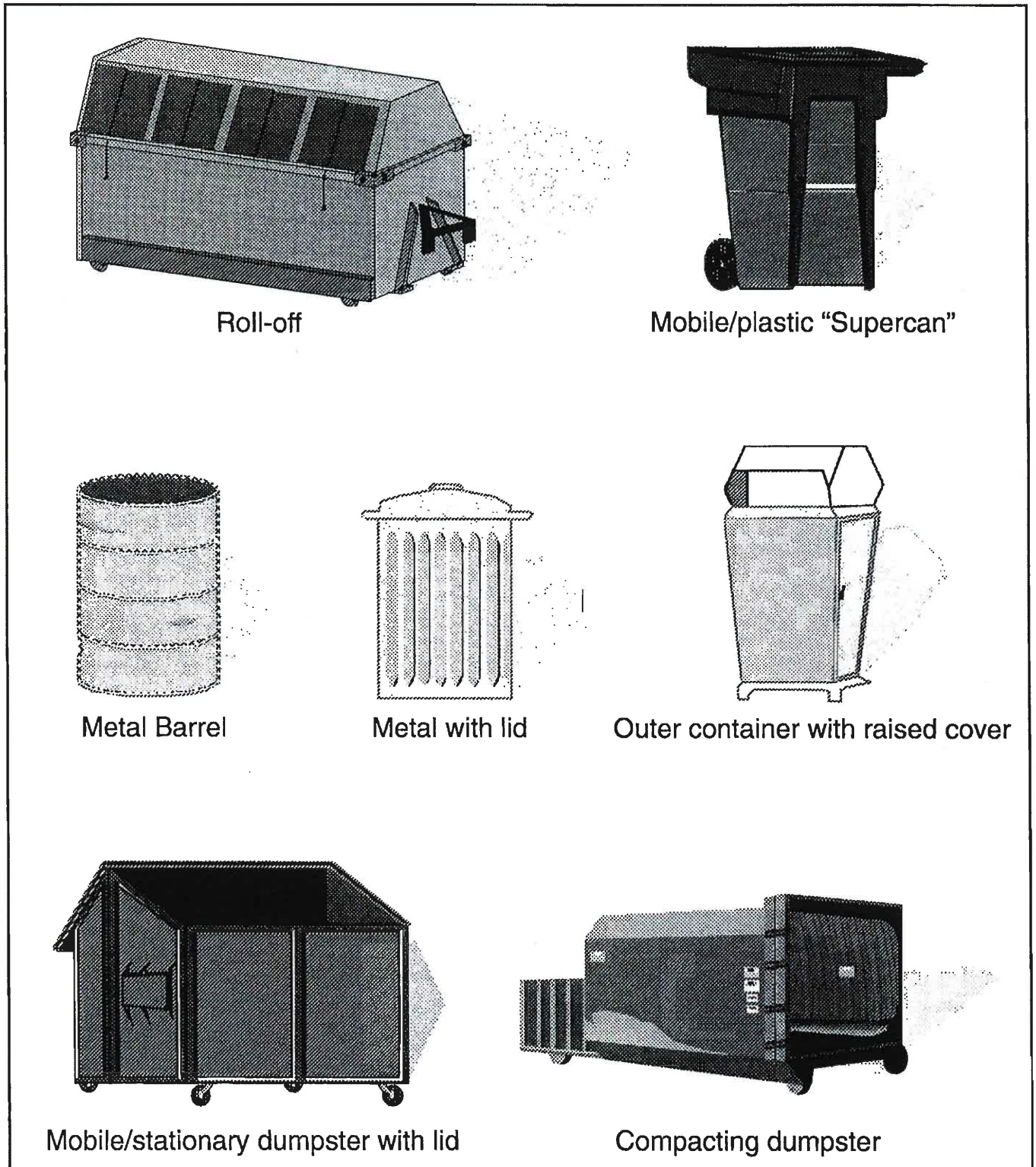

Figure 6
Examples of receptacles used in ports for collecting garbage.

be paying for capacity which is not needed. Seasonal fluctuations in demand for waste disposal also should be considered when determining receptacle capacity.

Weight—A receptacle's unladen weight and configuration will determine labor, equipment, and vehicle needs for moving empty receptacles within the port. It may be necessary to restrict the maximum load of receptacles because of operating limitations of handling equipment such as forklifts, cranes, and mechanized tipping equipment, or because of pier and dock load limitations. Receptacles that are lifted onto vessels must be compatible with the maximum load of available cranes, and may require wiresling attachments.

Space Requirements—The need for space should be considered at the time that equipment options are assessed since they are interrelated. Minimum requirements for most receptacles are determined by their length, width, and lid or door clearance. For receptacles with hinged lids, width when the lid is open should be considered, particularly if space is restricted. The space required depends in part on the number and types of receptables to be located together and the types of wastes to be collected at a single site

For mobile receptacles, consideration must be given to both storage and passage room (e.g., gate and door widths) as well as to space required during use. Space for collection vehicles must also be considered. Selection of receptacle type thus goes hand in hand with the selection of receptacle locations and the approach to waste handling.

Lids—For public health and safety, and for aesthetic reasons, receptacles should close securely. Tight-fitting lids, when used properly, control odors and prevent scavenging animals from getting into waste receptacles. Lids also help to minimize the opportunity for discarded wastes to be blown onto the ground or into the water by the wind. Litter around garbage collection points is unattractive, deters users, and creates additional work for port personnel.

Emptying Requirements—The ease of emptying waste receptacles is affected by their stability and maneuverability when fully loaded. Compatibility with the collection vehicle also affects the ease of emptying. For small receptacles which are emptied by hand, heavy-duty disposable liners ease emptying.

Ideally, receptacles and emptying schedules should be assessed at the same time to make sure they are complementary. In ports with an existing waste management system, the emptying schedule may need to be reassessed; in any case, it should be reviewed periodically. Emptying schedules also affect the need for labor and collection vehicles. More frequent collection reduces health, safety, and nuisance concerns, and necessitates less storage space, but may increase cost by using more vehicles and labor. Adjustments to emptying schedules have been found to improve service and aesthetics in some ports.

Security—Experience has shown that receptacles for garbage and recyclables can be targets of vandalism, misuse, and theft. Receptacle design and durability as well as siting should be considered when attempting to minimize these abuses.

Siting

Requirements—Some siting requirements for port reception facilities are specified in the regulations, and others follow logically from the requirements. Reception facilities should be sited to ensure that they do not interfere with port operations (33 CFR 158.410(a)(3)); that the garbage collected cannot readily enter the water (33 CFR 158.410(a)(5)); and that they are convenient to seafarers (33 CFR 158.410(a)(4)).

Convenience—Reception facilities for garbage must be convenient for the seafarers who use them, for personnel who transport garbage within the port, and for haulers who transport garbage from the port to an incinerator or landfill. If waste receptacles are located inconsistently or inappropriately, use and collection will be hampered. Depending upon the waste-handling approach used, garbage receptacles may be in place at all times or may be moved into place as needed to collect waste and stored elsewhere when not in use.

Distance to waste receptacles in ports is often cited by seafarers as encouraging or discouraging receptacle use. Short distances and easy access encourage use; long distances or other obstacles to access deter. Access to equipment such as carts, hoists, and forklifts may also affect convenience. A central collection site is sometimes established for large bulky items such as cardboard, cable, wood, metal, and fishing net.

In general, high-traffic areas are good locations for garbage receptacles because of the easy access.

Access for Haulers—Trucks and other vehicles used to move garbage within or out of the port must have access to garbage receptacles. Road access and road conditions leading to the port and to all berths within the port should be considered when locating garbage receptacles. It may be necessary to improve roads to increase accessibility and to prevent litter from falling off vehicles. Right of access to the port may need to be obtained for vehicles used to transport garbage. Weight limitations on the wharf may indicate use of a water-based collection system or strengthening of the wharf.

Lighting—When a designated reception area is employed, i.e., garbage reception facilities are in place at all times, the area should be well-lit to encourage 24-h use.

Security—Garbage reception areas must be secure to prevent abuse or misuse of the facilities and to ensure

the safety of seafarers and port personnel using them. A compound or environmental shelter may be used to physically and visually shield the containers, discourage use by unauthorized persons (e.g., local citizens who are not port users), and prevent garbage from blowing away.

Visibility—Garbage reception areas must be clearly marked and easily located. Directions should be posted within the port. Individual garbage receptacles must be clearly marked if they are to be used only for specific types of waste.

Impact on Surrounding Community—The expected impact of garbage reception facilities on the surrounding community should be considered as part of the site selection process. For example, light, noise, and odors may have an adverse effect on residences or businesses adjacent to the port. Complaints about objectionable aspects of the garbage reception facilities can be avoided by considering their effect on neighbors before implementation and making adjustments as necessary.

Federal, State, Local, and Other Applicable Laws—Garbage reception facilities must be located and managed to conform to Federal, State, local, and other applicable laws. Required permits or licenses concerning garbage handling must be obtained (33 CFR 158.410(a)(6)).

Handling—Typically, handling of Annex V wastes at a port involves either a land-based or a water-based system. Four examples of approaches are illustrated in Figure 7. As shown, hauling vehicles must be functional, but need not be elaborate. In the simplest approach, waste is simply collected and transported for final disposal. More involved schemes include collection, separation of recyclable materials, on-site treatment, and/or on-site storage before the wastes are transported for final disposal.

Land-based Handling—In a land-based system, garbage is either collected in a receptacle brought to the vessel, collected in receptacles at a site designated for waste collection, or offloaded directly to a hauling vehicle. Depending on the size of the port, stationary receptacles are placed in one central location or at multiple sites.

Receptacles brought to a vessel to collect garbage are mobile and require a storage area when not in use. The storage area should be close enough to the wharf to facilitate prompt delivery of receptacles when needed, but must not interfere with other port operations. The wharf must be large enough for the receptacle, even on a temporary basis, without interfering with other port activities, and must be sturdy enough to hold the vehicles used to transport the receptacles to and from the vessel.

If trucks or other vehicles are used to collect garbage offloaded directly from vessels, they require clear and readily available access to the vessels. Roll on–roll off vessels allow a garbage collection truck to be driven directly onto the vessel. For other types of vessels, the garbage collection vehicle drives as close as possible to the vessel and the garbage is offloaded onto the vehicle. This type of collection approach requires a good road system within the port, and wharves which are sturdy enough to support the vehicles. If logistics are arranged well, no parking within the port is needed for vehicles waiting to collect garbage from vessels. Otherwise, parking for garbage collection vehicles must be provided.

Water-based Handling—In a water-based approach, garbage is offloaded from vessels directly to a watercraft, typically a barge, self-propelled landing craft, or harbor tug. The collection watercraft may approach the vessel or, if the vessel is small enough, it may go to the watercraft to offload. This system is an effective alternative when the road system limits access to the wharf or when the jetties are not sturdy enough to support land vehicles.

Provisions must be made on the collection watercraft to prevent garbage from blowing into the water during transfer to and from the watercraft and during transport. In the United States, transport of municipal and commercial garbage by vessel, as well as loading and unloading operations, are covered by the Shore Protection Act. Covered containers, sealed plastic bags, tarpaulins, and nets over the garbage may be used to prevent garbage from blowing into the water.

Equipment may be required to lift empty waste receptacles onto a vessel and to remove them after they have been loaded. Lifting equipment may also be necessary when bagged garbage is removed directly from a vessel. When garbage is collected by a watercraft, it will be offloaded to land at some point for hauling to an incinerator or landfill. Some provision must be made for offloading the garbage either in the port at which the garbage is collected, at the disposal site, if it is accessible to the watercraft, or at another port.

On-site treatment and storage—On-site treatment and temporary storage of garbage are sometimes part of a port's waste management system. In this case, appropriate space must be set aside for these activities. On-site treatment sometimes occurs at the collection receptacle, e.g., compacting dumpsters both collect and compact garbage. Alternatively, garbage may be collected from various points within a port and taken to a central location for compacting or baling. Temporary storage areas should be accessible to vehicles used to collect garbage and to haul it from storage to an incinerator or landfill. For public health and safety and for aesthetic reasons, storage areas should be protected from wind and other weather and from foraging animals.

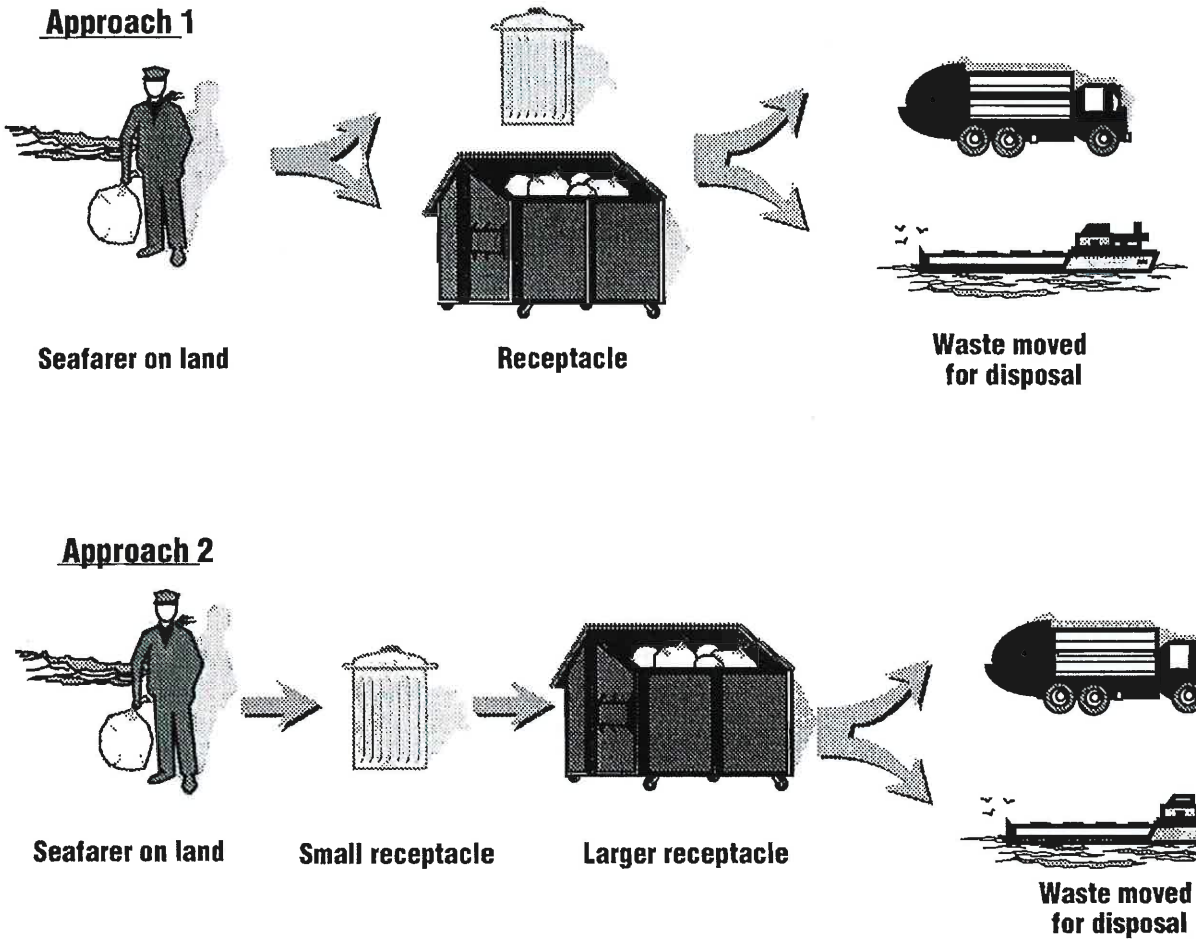

Figure 7
Four typical approaches to handling garbage at ports.

Appropriate sites for garbage receptacles include wharves adjacent to moorages, access points to docks, fuel stations, and boat launching ramps.

Improving an Existing System

Minor Adjustments

Port capacity for receiving and handling solid waste can be changed in a number of ways: by adding receptacles, increasing or decreasing the size of receptacles, compacting wastes, increasing frequency of garbage pick up, and diverting recyclable materials to a recycling program.

The siting of a garbage reception facility may be changed, for example by establishing a centralized collection area.

Features such as windscreens or shelters can be added to receptacles. Access can be improved by adding lighting or signs, or by increasing the visibility of receptacles.

Taking a New Approach

It may be decided to change the port's fundamental approach to solid-waste management. This will entail reassigning responsibility for receipt, handling, treatment, and disposal of garbage (Fig. 5).

Notification of Personnel and Users

Port personnel and users must be made aware of any changes in the solid-waste management system. Personnel should be informed of any changes prior to their implementation, and should understand the changes so that they can answer questions from port users.

Port users must be informed so that they can properly use the reception facilities. Techniques used to inform port users of changes in the waste management system have included port newsletters, bill inserts, spe-

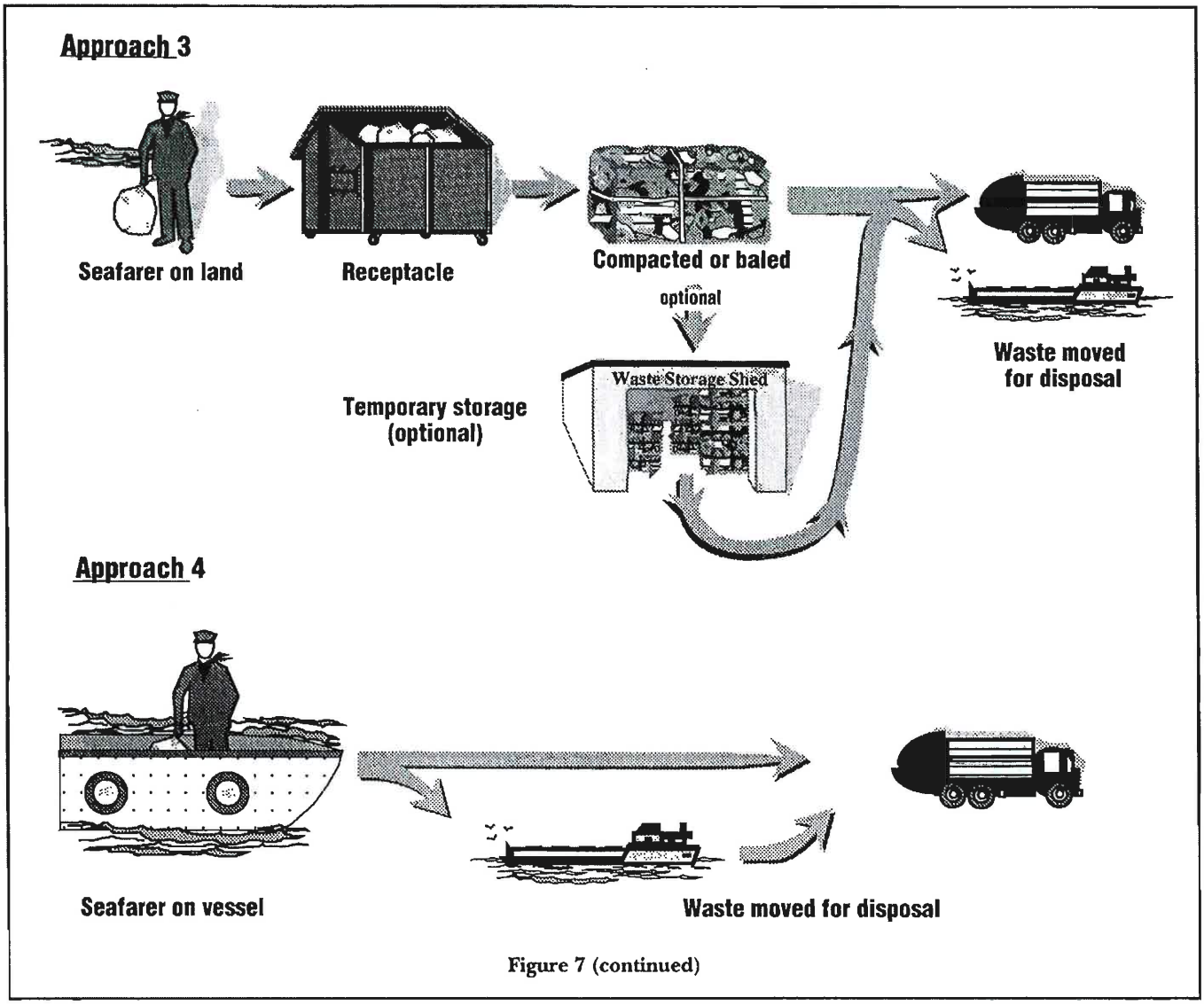

Figure 7 (continued)

cial mailings, notices throughout the port, and word of mouth.

Periodic Re-evaluation

The person in charge of solid-waste management for the port should conduct a periodic re-evaluation of the waste management system. Adjustments may be needed to respond to changes in port users, changes in the state of marine waste handling, problems with operations and equipment, or changing costs. Records of costs, labor time, volume of garbage handled, and user compliance before and after changes should be compared to aid in evaluation.

Chapter 3
Recycling as Part of a Garbage Reception Facility

Introduction

This chapter discusses port-based collection systems for Annex V waste that may be recycled or reused, and offers a detailed guide to planning and implementing such a system.

Recycling is the process in which materials otherwise destined for disposal are collected, reprocessed, or remanufactured, and then repurchased or reused by the consumer. Appropriate materials, called recyclables, retain useful physical or chemical properties after serving their original purpose. Recycling decreases the need for raw materials by reusing or remanufacturing materials otherwise destined for landfills, dumps, or incinerators, and shifts valuable resources back to manufacturers. Port-based recycling programs include only the collection and transfer or sale of recyclable materials.

Benefits to Ports

A well-planned and executed collection system for recycling provides both tangible and intangible benefits to a port. Recycling reduces waste dumping and the attendant disposal fees, since the port is typically charged each time a container of refuse is emptied. The more material that is identified as recyclable and sorted out of the waste stream, the less waste there is that requires disposal.

Recycling may also bring earnings from the sale of recyclable materials to markets or end users, offsetting waste-disposal costs. These earnings may be earmarked for special purposes; for example, one port uses recycling earnings for landscaping, and another uses them to fund parties for port personnel. Recycling makes good business sense.

Recycling can also improve public relations with both the larger community and individual port users. A good recycling program can reduce litter at a port, both in the water and on shore, making the facility more attractive to users. Concern about the environment is evident in many communities, many of which have mandatory recycling programs, and many commercial and industrial facilities now participate. Recycling also gets port users directly involved in port waste-management issues. A port with effective waste management, including a good recycling program, can be seen as part of the community's overall waste management system.

Issues for a Port-Based Recycling System

Insights on planning, implementing, and operating a successful program can be drawn from existing port-based recycling systems. Most such programs were started in an effort to offset the rising cost of garbage disposal. Some of the lessons learned from these programs are outlined here.

Support from Port Management

A recycling program must have complete support from port management during the planning phase. Without management support, there will be limited incentive to follow through with the program.

Cooperation With Local Government and Businesses

Contact should be made with local officials and companies to establish good working relationships and to determine whether a port-based recycling program will interfere or compete with existing programs. Efforts may include:

- Discussion with local officials about the port's needs and interests.
- Identification of any existing recycling programs.
- Interaction with any existing programs that provide residential recycling services, to ensure that the proposed port-based recycling program will not conflict.
- Contact with refuse haulers and commercial recyclers to discuss specifics such as sorting requirements, signage, equipment, and fees.
- Formation of an advisory committee comprised of port personnel, port users, local officials and business representatives, and volunteers to gain their in-

put and to make sure that the program will be workable for all. The advisory committee can also provide public relations and education support.
- Obtaining a firm commitment to the port recycling program from the port management and local officials. It may be better to delay recycling rather than allow the program to fail due to neglect.

Personnel

An enthusiastic and well-informed staff is essential for a successful program. The program must be headed by a committed individual who is knowledgeable about recycling markets and other aspects of recycling programs and who is willing to go out and "work the docks" to inform port users, port staff, and others about the necessity and value of the program. At a minimum, personnel requirements are:

- One individual responsible for the program. A staff person or reliable volunteer may be assigned to coordinate the planning, implementation, operations, and ongoing evaluation of the program.
- A designated recycling coordinator who will meet regularly with port staff to discuss the port's recycling program, including posing options for improvement, answering general questions, and obtaining staff commitment and cooperation.
- Monthly or quarterly reports of progress and goals, including quantities of materials recycled and associated costs and benefits, issued by the recycling coordinator. Staff members, management, and port users will see the results of their efforts and, hopefully, develop pride in the program.

Identification of Recyclable Materials

There is a tendency to think in terms of "the recycling market" as if there were only one market for recyclables. In reality, there are many markets for specific types and grades of recyclables. The recycling coordinator must identify which materials will be consistently accepted in the local recyclables market before the port collection program is initiated. The recycling coordinator must also understand the logistics of collection and handling and exercise the necessary quality control so that port-collected recyclables meet market and industry specifications. It is far better to start slowly, collecting a few recyclable items consistently, than to confuse participants with a complex and inconsistent program.

The amount and types of recyclable materials collected at a given port vary over time, depending on the size and type of port, local recycling markets, and time of year. Flexibility must be designed into the port collection, handling, and delivery systems to accommodate unavoidable fluctuations.

Equipment

At a minimum, a recycling program will have some well-marked collection area(s) and container(s). Containers will vary in size and type, depending upon the size of the port, the type of material being collected, and transportation issues. Other equipment which may be required includes windscreens and shields to improve aesthetic concerns, carts, hoists, and forklifts. If the recycling compound and the containers are not properly marked and located, the collection system may not be used.

Labor

The labor required for a collection system for recycling will vary depending on the size of the port. Recycling and waste-handling duties may be only a part of one person's responsibilities. Volunteers may also provide labor.

Public Relations and Education

Good public relations and education are crucial factors for a successful port-based recycling program. All port users must be informed of the existence, purpose, and proper use of the recyclables collection system. Education programs should focus on the reasons for and benefits of recycling, as well as on specific procedures used in the port. Convenient, highly visible, and clearly signed reception facilities are essential to raise and maintain public awareness. A recycling hotline (or even an answering machine with prerecorded information) can be used to disseminate up-to-date program information and to receive comments, suggestions, and complaints from port users. Port users may contribute ideas for improving the facilities, and if their input is used, they are more likely to participate in the program. Frequent and positive media attention to the efforts of the port and port users, the reduction of disposal costs, and the amount of materials being recycled will increase participation in the program and reduce potential opposition.

Planning and Implemention

A successful collection system for recyclable materials must be well-planned and well-executed. Figure 8 is an

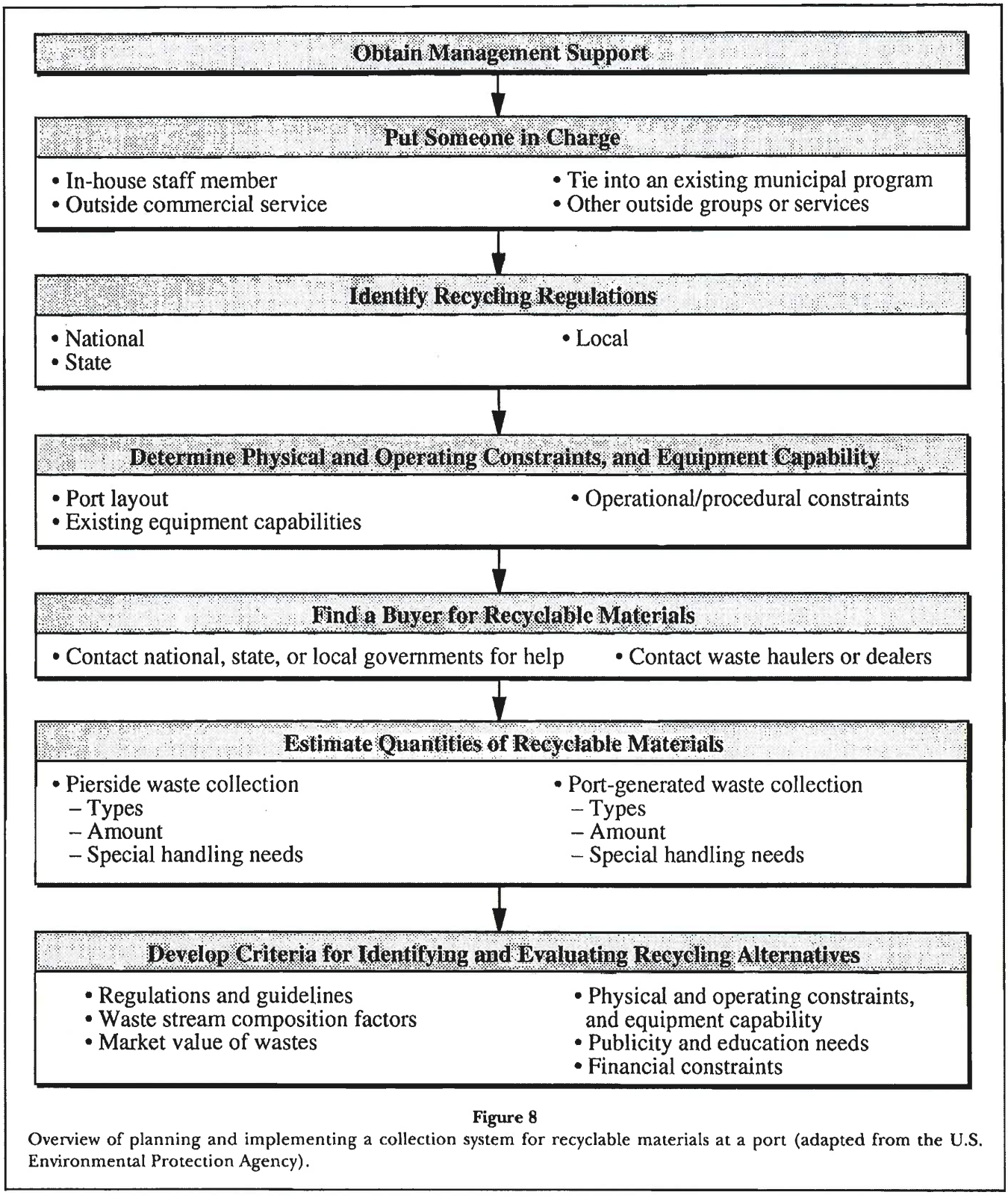

Figure 8
Overview of planning and implementing a collection system for recyclable materials at a port (adapted from the U.S. Environmental Protection Agency).

overview of one approach to this process. The process will be the same for all types of ports, although the effort required at each step will vary according to circumstances. In some cases, the planner for the collection system (hereafter called the recycling coordinator) may find a formal, structured approach is neces-

sary; in other cases, less structure may be needed. The approach should be adjusted to the situation.

Administration

Management Support—To be successful, a collection system for recyclables must have complete support from top management, including financial decision-makers. Management must understand the benefits of recycling and how it can fit into the general solid-waste management program. Management must understand and support the following principles:

- A collection system for recyclable materials is only one of three parts of recycling. The others, manufacturing and consumer purchasing, will not be part of a port's program.

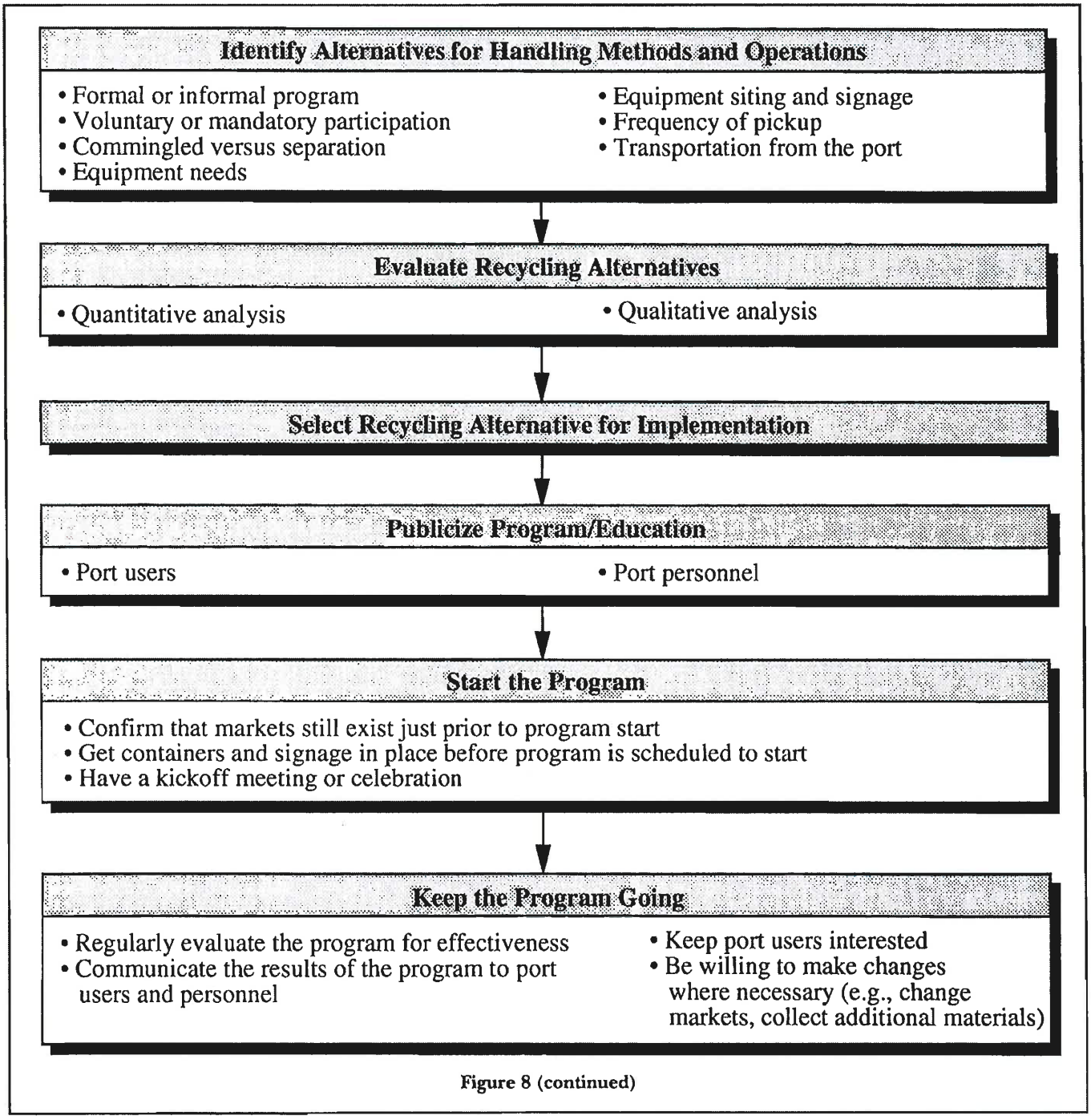

Figure 8 (continued)

- The collection program for recyclables will falter and eventually fail without management support.
- Time, staff, and, at least initially, financial support must be established for the program. Someone must be responsibile for the program.

The Recycling Coordinator—Management can usually either assign responsibility for the program to an in-house staff member, or hire an outside commercial service.

A port staff person whose job description specifically includes recycling may be assigned. Recycling and other waste-management issues may be this person's entire job, or just part of it. This person, the recycling coordinator, will be responsible for the entire program, including researching recycling options, planning and implementing the program, and, usually, conducting the day-to-day operations, as well as working with port users to ensure proper waste handling. The coordinator will also be responsible for identifying and correcting problems with the program on an ongoing basis.

Alternatively, a port may contract with a commercial waste handler to design and operate a program for recyclables collection. For facilities such as marinas and commercial fish houses, this may be more cost-effective, less labor intensive, and more convenient. An experienced commercial recycler can set up a system quickly using pre-existing equipment and service arrangements. It may also be possible for a port to expand its existing waste-disposal contract to include recycling services.

If a commerical waste handler is hired to design and conduct a recycling program, the port will still need to assign a staff person to coordinate with the commercial service and to work with port users to ensure proper waste handling.

Cooperative Arrangements—Another option may be to tie into an existing municipal recycling program, and this may be an inexpensive way to proceed. Or, it may be possible to make cooperative arrangements with a nearby municipality to utilize the same recycling markets.

Governments, universities, corporations, non-profit groups, and development assistance programs are sometimes willing to set up and operate recycling programs. If port management chooses to join such a program, the port will still need to work with port users to answer questions and help to solve problems. The success of the program will, however, depend on people outside the control of port management.

Regulations and Policy

One of the first steps for the recycling coordinator in planning and implementing a port-based collection system for recycling is to develop an understanding of the regulatory and policy context. Federal, state, and/or local regulations and policies may affect the operation of the program. The recycling coordinator who is not already familiar with these regulations and policies will need to contact federal, state, and/or local environmental protection agencies, waste management departments, or their equivalent, for assistance in identifying regulatory and policy requirements for recycling programs. A recycling system at a port will often fit into the integrated waste management strategy for the local area.

Once the relevant regulations and policies have been identified, it may prove useful for the recycling coordinator to talk with those government officials who implement them. Such interviews can clarify the regulations and policies and afford a better understanding of their practical workings. It may be useful to summarize the regulations and policies in tabular form. They must be considered in developing and evaluating recycling alternatives.

Physical and Operating Constraints

The recycling coordinator must know the port layout, what equipment capability is available, and the port's operations and procedures. The coordinator should obtain or develop a map of the port, inventory existing equipment, and develop an understanding of port operations and procedures through observation, interviews, and port documents.

It is important for the recycling coordinator to have first-hand knowledge of how wastes are handled from vessels docked for some period of time, from vessels docking after a voyage, and from the port itself. One way to do this is to follow or "walk" the journey of the waste stream. In this way the coordinator will develop an understanding of collection procedures and will identify physical and other constraints to implementing a recyclables collection system. Suitable equipment storage areas that do not interfere with port operations should be identified or located, and the space available for the installation of storage, collection, and transfer areas should be considered.

Marketing Recyclable Materials

The market value of recyclable materials will influence the design of a recycling program. Other influential factors include the existence of secondary markets, preprocessing requirements, contract terms, and distance to markets. The recycling coordinator must find a buyer for each recyclable to be collected.

Buyers' offering prices for recyclables will depend on the quality of the materials as well as on expected transportation costs. Manufacturers that use recyclables as raw production materials generally pay premium prices if strict quality specifications are met. Scrap merchants and many middlemen often pay nothing for recyclables but will haul away separated, but otherwise unprepared, materials. A recycling coordinator who intends to sell recyclables must be aware of the manufacturers' requirements and design the program accordingly.

To identify markets for recyclables, the recycling coordinator can contact federal, state, and local environmental protection or waste management agencies, which often have information regarding markets for recyclable materials. Alternatively, waste haulers or dealers can be contacted directly. Commercial haulers often buy recyclable materials or can suggest appropriate end users. Buyers should be screened for their price policies, material standards, transportation costs, and contract requirements.

The value of recyclable materials often fluctuates, and the recycling coordinator must make provisions for disposal of recyclables when markets fail. Often, recyclable materials can be included in the general solid-waste disposal system.

Waste-stream Characterization

The types and amount of wastes and recyclables found in both vessel- and port-generated waste streams will have a direct impact on feasible recycling alternatives. To determine what recyclable materials are offloaded from vessels and generated at the port, the recycling coordinator should examine the waste stream for those materials.

Three methods for undertaking waste stream characterization are discussed in Chapter 2: the weight-based output, volume-based output, and input or materials flow approaches. A description of the weight-based output method of characterizing wastes, including equipment needs, precautions, and procedures, is presented here. Figure 9 outlines procedures for estimating quantities of recyclables by this method.

This discussion treats a waste stream generated by both vessels and port operations. Vessel-generated waste includes garbage from all shipping sources (e.g., commercial shipping, recreational boating, fishing, cruise vessels, and research vessels); port waste includes waste from offices, shoreside maintenance, and port tourists and visitors.

Equipment—The equipment required for characterizing the waste stream is modest. It will include:

- Labeled containers for the storage and measurement of waste samples. These containers should be waterproof both to protect the samples from rain and to retain any water content of the waste.
- A mechanical or electrical scale with capacity proportional to the waste to be weighed. To ensure accuracy, the scale should be calibrated according to the manufacturer's specifications or certified by the state agency responsible for weights and measures.
- Heavy-duty tarpaulins, shovels, rakes, push brooms, magnets, and a sorting table.
- First aid kit.
- Appropriate personnel safety equipment such as chemical-resistant gloves, safety glasses, aprons, and boots.

Precautions—Steps should be taken to protect the personnel who conduct the sampling. These may include (but may not be restricted to):

- Instruct personnel to avoid sharp objects, such as broken glass and razor blades, that might cause injury.
- Supply personnel with proper protective clothing.
- Instruct personnel not to open red plastic bags with biohazard labels.
- Instruct personnel to stay clear of dumping operations.
- Instruct personnel in safe sorting practices, for example, to sort by brushing through the sample with a spreading motion, rather than thrusting hands into the sample pile.

Procedures—It is important that a sampling plan is based on a valid statistical analysis of the specific situation at hand, in order to reach valid conclusions. The sample taken must be representative in every relevant way of the overall waste stream. It is advisable to seek the advice of a statistician regarding development of the sampling plan.

At the conclusion of sampling, it should be possible to accurately estimate the annual rates at which general and recyclable waste are generated. The sampling plan should identify such factors as the size and number of samples to be examined, the number and location of waste-collection containers to be sampled, the location of the wastes within the containers to be sampled, the categories by which specific waste-stream components will be identified and quantified, and the work calendar. Seasonal variations such as those which may occur with the beginning or end of a recreational boating season or the start of a commercial fishing season should be taken into account.

It will be necessary to develop a form to be used for recording and calculating the presence of different components of the waste stream. Figure 10 is an example of a form which can be used or adapted for this purpose.

Sorting and analysis is performed in three general steps:

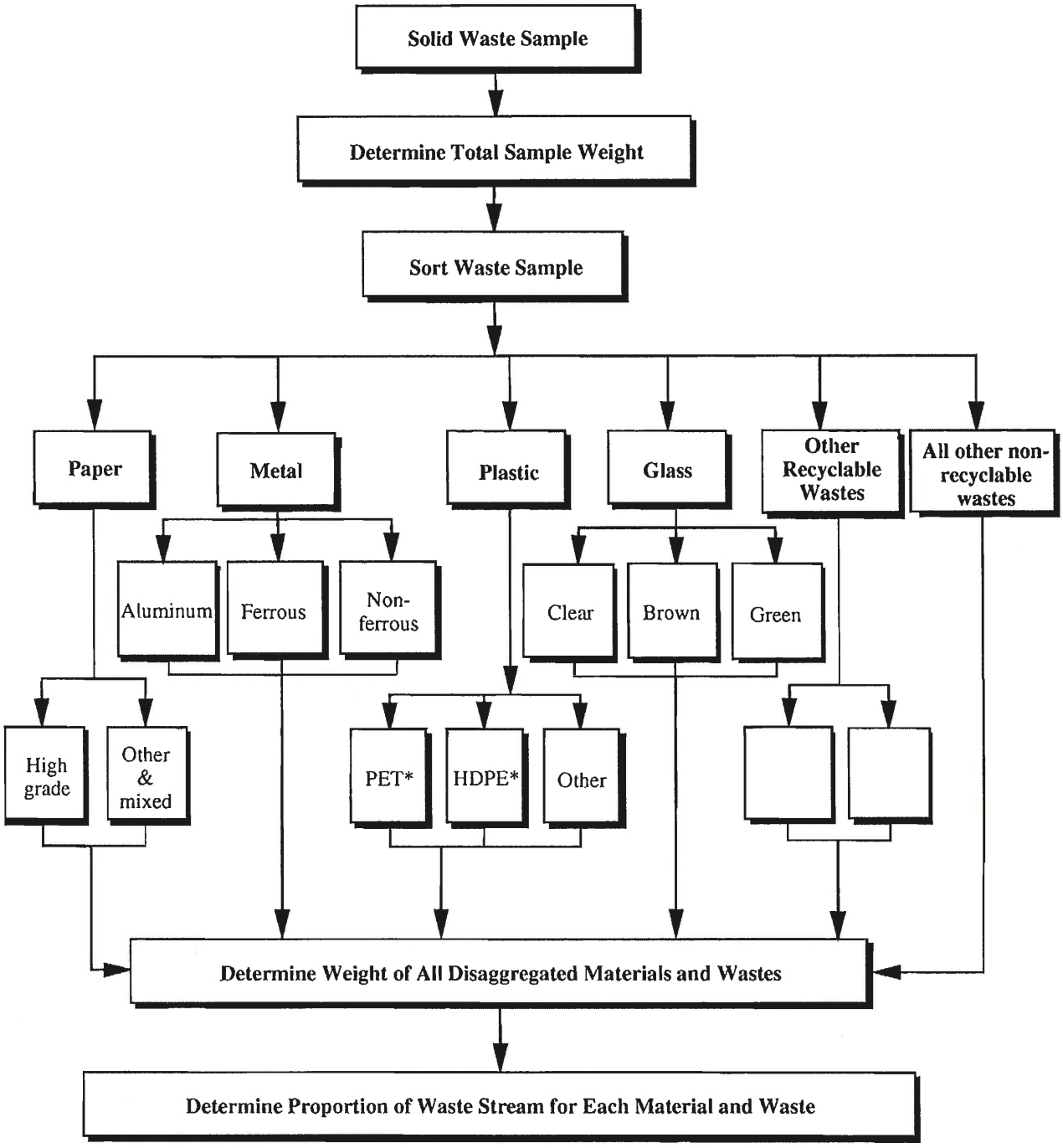

Figure 9
The weight-based output method for estimating quantities of recyclable materials in the waste stream. *PET = polyethylene terephthalate; HDPE = high-density polyethylene.

1. Separation
   - Choose a clean, flat, level area with limited wind exposure for the sorting and weighing operations.
   - Position and level the scale.
   - Weigh the empty storage containers and mark them with their void (tare) weights.
   - Dump the selected samples onto the prepared surface.

- Separate the refuse into two categories: recyclables of interest, and all other materials. Recyclables will be of interest only if they have worthwhile market value. For example, disposable razors are recyclable plastic items but do not have the market value of high-density polyethylene containers. If an insufficient amount of a particular type of recyclable is available at a port, or the recycling market is restricted to specific items, it may not be profitable or possible to recycle a particular material. The feasibility of meeting special handling requirements for recyclable materials must also be considered.
- Within the recyclables category, separate the sample into groups according to material. Typical recyclable materials include paper, plastics, metals, and glass. In fishing ports, fishing nets may be included. Each material group should be sorted into recoverable resource types according to their value. Paper may be separated into glossy, brown, office stock, corrugated board, newspaper, etc. The material types will depend on the requirements of the recycling market. For example, if the current market will accept commingled clear, brown, and green glass, glass waste need not be separated by color.
- Continue sorting until particle sizes of 1.0 centimeter or smaller are left. If refuse cannot be separated into categories, it should be placed in the other (non-recyclable) waste category.

Waste Resource Category	Material Class	Recoverable Resource Sample				
		Type	Total Weight (Column A)	Container Weight (Column B)	Net Weight (Column C)	Percent of Total (Column D)
Recyclables	Paper	Office paper Newspaper Corrugated cardboard	____ ____ ____	____ ____ ____	____ ____ ____	____ ____ ____
	Plastic	High-density polyethylene Polyethylene terephthalate Other plastic	____ ____ ____	____ ____ ____	____ ____ ____	____ ____ ____
	Glass	Clear Brown Green	____ ____ ____	____ ____ ____	____ ____ ____	____ ____ ____
	Metals	Aluminum cans Ferrous Non-ferrous	____ ____ ____	____ ____ ____	____ ____ ____	____ ____ ____
	Other (e.g., fishing net)		____	____	____	____
All other non-recyclable wastes			____	____	____	____
Total			____	____	____ (Box E)	100%

Figure 10
Example of a form which can be used to record the presence of different components of the waste stream and to calculate their percent frequency.

2. Weighing the Samples
   - Each separate category of waste and recyclables must be weighed and recorded. If the form shown in Figure 10 is used, the net weight of each category (column C) is determined by subtracting the weight of the empty container (column B) from the weight of the container with the waste (column A).
   - The total weight of the waste sample is determined by adding the weights of all categories (column C). Enter this weight in Box E of the form.
   - Divide each entry in column C by the total in Box E. This will yield a percentage by weight of each type of waste, which should be entered in column D.

3. Calculation of Waste Generation Rate
   The rate at which waste is generated, or generation rate, is measured in pounds per person per day. Converting data to this sort of standard measurement unit is called normalization. In the case of waste generated on board a vessel, generation rate is calculated by adjusting for the number of seafarers, the number of days waste was generated, and the size of the sample, using the following equation:

$$R = \frac{w/n}{s \cdot t}$$

where R = generation rate per seafarer per day,
w = weight of the sample,
n = number of seafarers,
t = period of waste generation (in days), and
s = sample scope (size of waste sample as a proportion of all waste generated during a period)

Table 2 is an example of this process of normalization for samples of recyclable materials. The same steps can be used to determine generation rates of waste and recyclables from port operations, in terms of pounds per personnel (or employee) per day.

Generation rates from municipal solid-waste studies can be used to test your results for reasonableness and to identify ways in which the port differs from other waste generators. Figure 11 shows percentages of materials by weight in the solid waste stream for all municipalities in the United States.

Based on an evaluation of type, amount, and special handling requirements of recyclable materials in vessel-generated garbage offloaded in port and in port-generated garbage, the recycling coordinator must select which, if any, recyclable materials are appropriate for collection at the port. If market arrangements do not exist, or necessary storage or processing cannot be accommodated, a material should not be designated for collection.

Development of Program Criteria

After identifying the types of material which can be recycled through the port, the recycling coordinator will develop criteria for evaluating recycling alternatives. The criteria should be organized according to

Table 2
Examples of calculating rate of waste generation for different waste materials generated by Vessel 1 in port for 3 days, and by Vessel 2 at sea for 8 days.

Variable		Vessel 1 HDPE[1]	Vessel 1 PET[2]	Vessel 2 High-grade paper	Vessel 2 Mixed paper
W	Weight of total waste generated (kg)	7	4.75	127	326
n	No. of seafarers	25	25	223	223
$\frac{w}{n}$	Weight/seafarer (kg)	$\frac{7}{25} = 0.28$	0.19	0.57	1.46
t	Period of waste generation (days)	3	3	8	8
s	Sample size (% of all waste)	100%	100%	23%	23%
$(s \cdot t)$	Normalized period of generation (days)	3.00	3.00	1.84	1.84
$R = \frac{w/n}{(s \cdot t)}$	Rate of waste generation (kg/seafarer/day)	$\frac{.28}{3.0} = 0.09$	0.06	0.31	0.79

[1] HDPE = High-density polyethylene.
[2] PET = Polyethylene terephthalate.

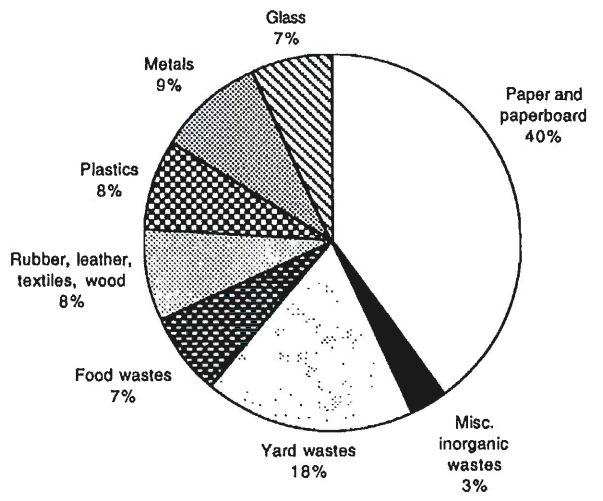

Figure 11
Percentages of materials by weight in the solid-waste stream of United States municipalities, 1988 (data from the U.S. Environmental Protection Agency).

categories, which might include: regulations and guidelines; waste stream composition; market value of wastes; port physical constraints, equipment capability, and operating constraints; public relations and education requirements; and financial constraints. These are discussed briefly below.

Regulations and Guidelines—The summary of the regulatory requirements and policy directives completed earlier in the planning process should be used to identify constraints that will affect a recycling program. The regulating entities that will influence a port-based recycling system will depend on the circumstances, but they could include MARPOL Annex V and its national implementing legislation, and federal, state, city, town, and local governments. A port-based collection system for recycling should strive to meet or exceed the requirements from all applicable regulating entities. A table of regulations may be used to identify the most stringent of each entity's regulations. Such a table will list each facet of a collection system for recycling, with the corresponding requirements of each relevant regulatory entity. The most stringent guideline in each area should be incorporated into the program design specifications. An example of a format for a regulatory matrix is presented in Figure 12; this may be adjusted according to circumstances.

Waste Stream Composition—The types and amounts of wastes and recyclable materials found in the waste streams from vessels and from the port will have a direct impact on what recycling alternatives are feasible. If volumes of recyclables are large and a steady flow is expected, then alternatives may include substantial investment in infrastructure or contracting for infrastructure, to take advantage of economies of scale. If volumes are low or intermittent, then large capital expenditures and a formal program will not be feasible, but an informal program may serve well.

Market Value of Wastes—If the collection system is large enough, a financial analysis of projected revenues and/or savings may be needed. The research on markets for recyclables can be used to develop forecasts of what revenues can reasonably be expected. This information is a valuable quantitative addition to the largely qualitative process of deciding which recycling program alternative to select, providing a gauge of the cost of each alternative. Costs of transportation and equipment and avoided costs must also be considered.

Physical and Operating Constraints—Recycling alternatives must conform to the spatial limitations of the port, and equipment must be able to handle the quantities of recyclables expected. The information needed to determine physical, operating, and procedural constraints and equipment capabilities collected earlier in this process must be considered.

Publicity and Education—The amount of publicity and education needed for port users and personnel for each recycling alternative should be considered. Publicity and education efforts have financial implications for the program and will affect its success as well as the public image of the port. These should be decided by upper management.

Financial Constraints—There will certainly be limitations to funding and financial management resources, and these may constrain the development of recycling alternatives. Financial constraints will include limitations on capital investments and cost of program labor and administration. Such limitations should be incorporated into the criteria for recycling alternatives.

Identification of Program Alternatives

Once program criteria are established and, if necessary, accepted by management or program funding sources, alternatives must be identified. These may range from setting up a program for dockside collection (vessel wastes) or for port-generated wastes (restaurants, boat yards, other tenants) only, to developing an integrated program for dock and port wastes. Handling and operations may be undertaken by one or more of the following groups: port personnel, contractors, municipal personnel, and volunteers. Figure 13 provides a

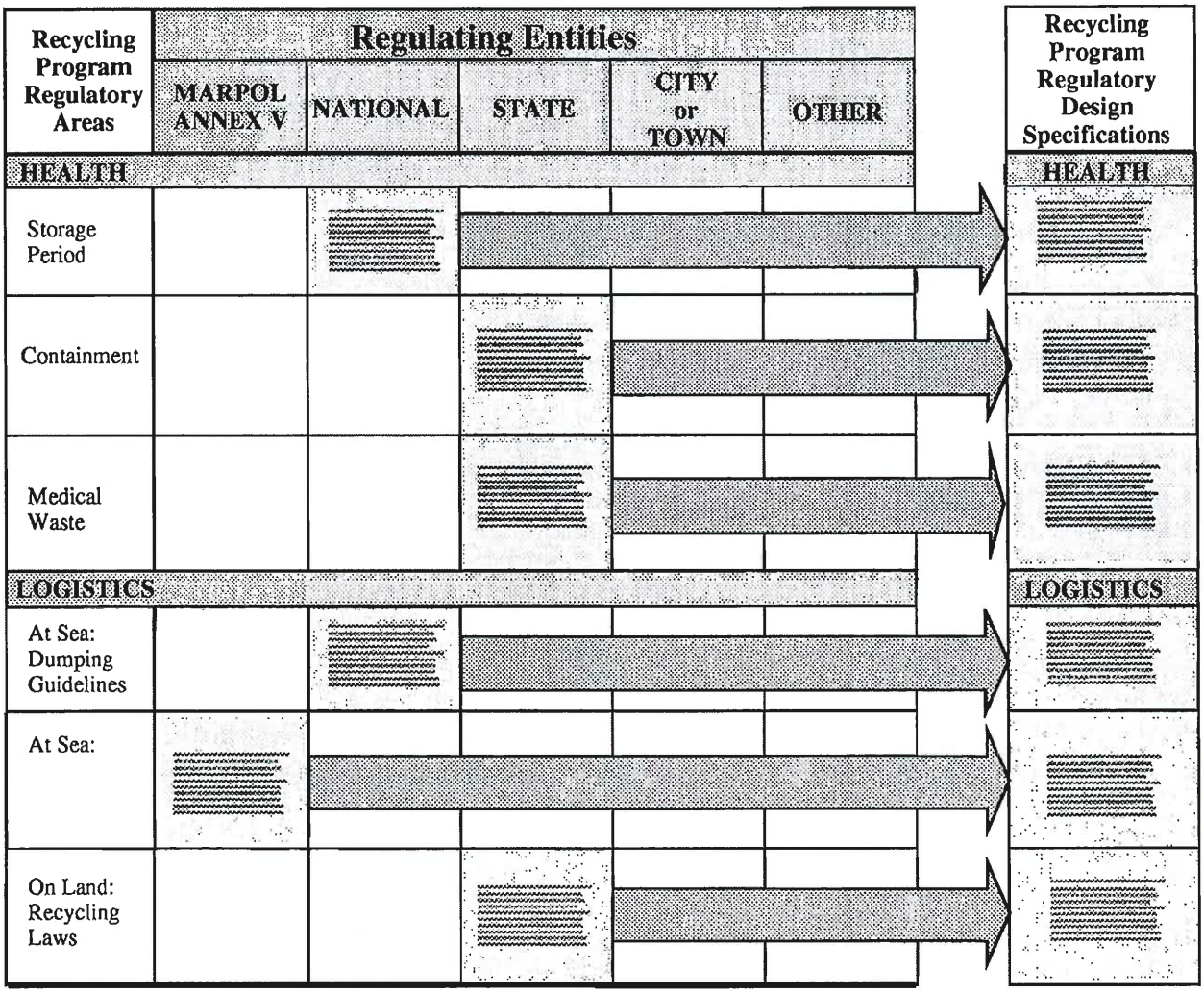

Figure 12
Example of how to use a table of regulatory specifications to formulate regulatory requirements for a recycling program.

form which can be completed for each alternative, to identify who is responsible for each part of a recyclables collection system.

Level of Program Formality—The choice must be made between a formal or an informal approach. A formal collection system for recycling would include the collection of materials and all other activities needed to get those materials to market. If market arrangements do not exist or the quantity of a specific material is too variable, a formal program for that material is not practical. In an informal program, a collection area is designated for reusable materials such as fishing net, wood, or cable, which are then made available at no charge to port users and community residents. The port will avoid disposal costs, if the materials are in fact taken for reuse. Even in an informal program, the recycling coordinator will need to designate a collection area and provide lighting and signage. In ports where this approach has been used, containers are provided for different materials, and a level ground area or pallet is provided for bulky items. The recycling coordinator should check the designated collection area periodically to make sure that the materials are in fact being taken, and make arrangements for their removal and disposal if they are not. The recycling coordinator may need to reevaluate the informal program periodically.

Obtaining Participation—Another consideration is whether participation in the program will be voluntary or mandatory. Mandatory participation may be difficult to implement. Ways to encourage participation in a

	Collection	Sorting	Processing	Transport to Market	Admin	Publicity/ Education
Contractor						
Port Personnel						
Municipal Personnel						
Volunteer						

Figure 13
Example of a form which may be used to chart personnel responsibilities for the operation of a recycling program.

voluntary program include imposing waste-disposal fees according to volume of waste; education and program promotion; and ease of use and access.

Degree of Material Separation—The recycling coordinator should explore the level of sorting to be required. The decision to accept commingled (mixed) recyclable materials or to require port users to separate recyclable materials into different containers will affect everything else about a recyclables collection system. This decision will be based on the existence of markets, market specifications, and market arrangements.

Equipment—Collection containers will be required, but they need not be elaborate or expensive—they just have to work. Containers will vary in size and type depending upon the size of the port, the type of material being recovered, transportation issues, and demand. Container size will affect the servicing schedule, as they must be emptied often enough to prevent overflowing. Inappropriate containers can jeopardize program success.

If the recycling containers too closely resemble garbage containers, port users will be confused and will contaminate recyclable materials with garbage. This problem can be minimized by using different types of containers for recyclables and garbage, as well as by signage. Containers for collecting recyclables should be marked with the universal "chasing arrows" recycling symbol (Fig. 14). Recycling containers may be further distinguished from garbage containers by painting the two types of receptables in very different colors.

Recycling containers must also be marked to indicate what materials are acceptable. Signs placed at eye level above the containers as well as markings on containers are essential. Depending on market conditions and regulations, it may be necessary to further indicate what items made from the material can be accepted. For example, plastic food containers, but not plastic beverage containers, may be acceptable. Posters and/or signs must be placed around the port both to show where to discard recyclable materials and to encourage participation.

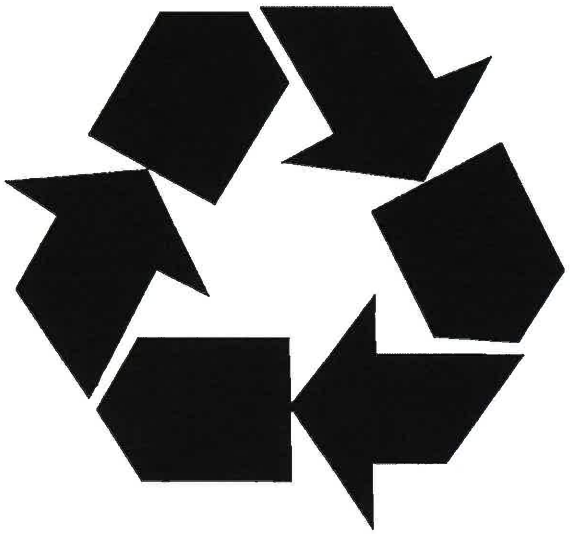

Figure 14
The universal recycling symbol.

Recycling containers may include 55-gallon drums, fish totes, custom-built receptacles, and pallets for wood, metal, cable, and nets. Windscreens and shields may be needed to address aesthetic concerns; carts, hoists, forklifts, or other hauling equipment will probably be required.

Siting and Signage—Collection containers should be positioned for easy and convenient access by port users. Recycling containers should be placed near or adjacent to other garbage collection containers, which will help prevent recyclable materials from being contaminated with garbage. A designated "waste management area" for both garbage and recycling collection containers has been found to be effective. Another approach used at some ports is to position recycling and refuse containers at the head of the dock, with designated collection or stockpile areas for large items.

Frequency of Emptying—An appropriate emptying schedule will prevent container overflow and the resultant mess. If port users view the area as messy, they will associate it with refuse and tend to contaminate recyclables, which will then lose market value. Port users may also conclude that their efforts to recycle are wasted, and quit participating in the program.

Transportation From the Port—The buyer or end user will often pick up recyclable materials, or a port may be able to arrange with a waste collection service to haul recyclable materials for no charge or for a share of the profits. The port may also arrange to transport recyclable materials itself, or to have vendors or volunteers remove recyclables.

Evaluation of Alternatives and Selection of a Program

Once feasible recycling alternatives have been identified, the recycling coordinator must evaluate them on the basis of both quantitative (profit/loss) and qualitative considerations.

Quantitative Analysis—Financial benefits will include not only revenues from the sale of recyclables but also avoided disposal costs, which can be estimated as the cost of collection, transportation, and landfill disposal (or incineration) of a given weight or volume of waste.

If warranted by the potential size and complexity of a collection system for recycling, a model can be developed on a computer spreadsheet specifically for the quantitative portion of the evaluation. An example of such a model is shown in Figure 15. Variables which serve as inputs to the model will include:

- Participation/recovery rates expected for each segment of the recycling program (from vessels and from the port itself).
- Revenues based on recycled material prices, and savings from avoided costs.
- Transportation purchases and operating costs.
- Processing purchases and operating costs.
- Administration salaries and overhead costs.
- Publicity and education costs.

The spreadsheet model will yield the financial result of each alternative under evaluation. Sensitivity analyses can then be conducted to determine the effects of changes in each of the variables on the bottom line.

Qualitative Analysis—Because many benefits of recycling cannot be evaluated from a financial point of view, the evaluation of recycling alternatives should include a qualitative analysis. This will usually take the form of a discussion with a cross section of those affected by the potential collection system. This discussion may include the ultimate decision-maker for the program, port users, port personnel, and/or an advisory panel established for this purpose. A spreadsheet may be used to structure the presentation and discussion of alternatives (Fig. 16).

Selection of the Best Alternative—Next, the program to be implemented must be selected. The decision-making process will vary by situation. The recycling coordinator should combine the results of the quantitative analysis, if there is one, with those of the qualitative analysis, and recommend a preferred alternative. However, the decision on the alternative to be implemented may not rest with the recycling coordinator.

The collection system for recycling should have a quantitative goal by which program success may be evaluated. A goal of diverting 5% to 10% of the waste to recycling is not unreasonable for the first year of the program. After the first year, the recycling coordinator should reevaluate and adjust the goal based on the waste stream and on market conditions.

Publicity and Education

Once equipment and service arrangements for collection have been made, the recycling coordinator must inform port users and personnel about the new program. Personnel should be informed before port users, so that they can answer questions from users or direct them to those who can. An awareness campaign for port users should begin shortly before the start of the program. This campaign should explain how the program will work, where port users can ask questions about the program, and the benefits of recycling. If

port users do not know that the program exists or how it works, the program will fail. Of critical importance in building public awareness is signage and visibility of recycling containers. Also critical is direct contact between staff and port users. Consider assigning port staff to go from vessel to vessel during the first few weeks of the recycling program, explaining the program and its importance. Contact with users should be continued periodically after the program is running. Other successful publicity techniques include brochures, posters,

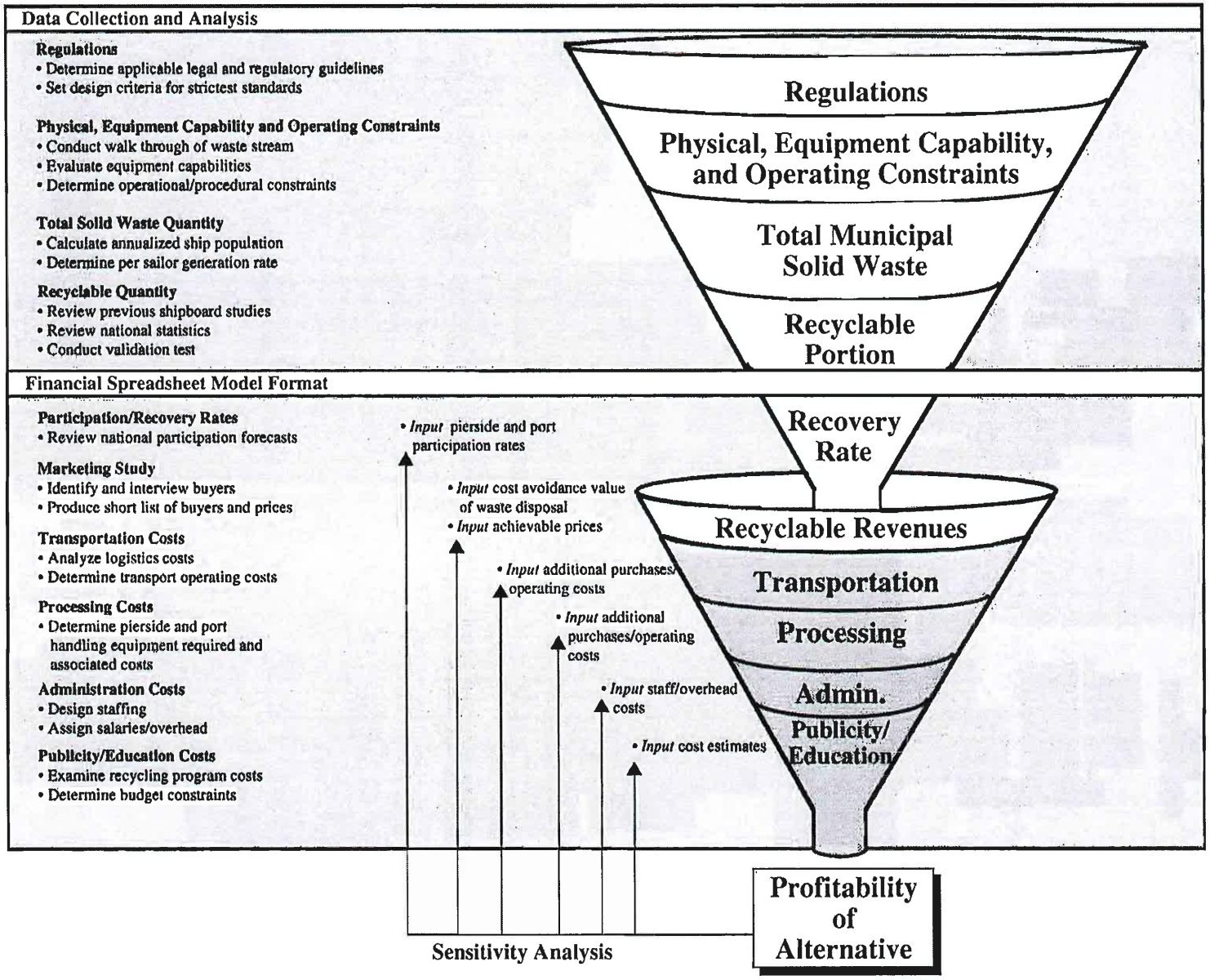

Figure 15
A model which may be followed in conducting a quantitative analysis of recycling program alternatives.

decals, video tapes, port newsletters, and newsletter inserts listing port charges. In areas where port users are not generally transient, advertisements or public service announcements in local newspapers and on local radio stations have also been used. No matter how your publicity campaign works, be sure the recycling program is explained simply and directly.

Program Implementation

Immediately before the program is implemented, certain steps should be taken to help ensure program success. The recycling coordinator should:

- Re-confirm the planned buyers of recyclables and the arrangements for pickup and delivery to market. If market conditions have changed, it may be necessary to adjust the program before it begins.
- Make sure containers and signage are in place. The timing of placing containers and signage is important in getting a program off to a good start. If the containers are in place too long before the program starts, port users may get into the habit of using them

Qualitative Analysis Criteria	Alternative #1	Alternative #2	Alternative #3	Alternative #4
Recovery Rate				
Recyclable Revenues • End Users • Scrap Merchants				
Transportation • Port Supplied • Contractor Supplied • Other Supplied				
Processing • Time to Implement • Conformity to Existing Operations				
Administration • Auditing Methods • Operational Control				
Publicity/Education • Port Users • Dockside Personnel • Other Port Personnel • Public Relations Value				

Figure 16
Example of a spreadsheet approach to a qualitative analysis of recycling program alternatives.

incorrectly. Conversely, if containers are placed after the start of the program, port users will view the program as poorly designed. As a rule of thumb, containers and signs should be put in place no more than 2 weeks prior to the program's start.

- Conduct a kick-off event to mark the start of the port's recycling program. A meeting may be appropriate for a port where users are not transient. At a port with primarily transient users, festive decorations or a celebration may be appropriate to mark the start of the program. Coordinating the recycling program kick-off with an annual port or city event is a good idea.

Program Maintenance

It is not enough to simply start a collection system for recycling and expect it to run by itself. The recycling coordinator should:

- Regularly evaluate the program for effectiveness.
- Communicate the results of the program to port users, personnel, and management.
- Keep port users interested in the program.
- Make changes in the program where necessary.

No recycling program is static. The amount of recyclable materials collected can change; collection methods can prove ineffective; and markets for recyclable materials can fail or develop. The recycling coordinator must be prepared to change the program as warranted and then publicize the change. However, port management should commit at least 6 months to 1 year to the recyclables collection program regardless of early success or failure, in order for the program to have a chance to catch on.

Chapter 4
Costs of Waste Management

Introduction

Compliance with MARPOL Annex V by seafarers will result in the collection of greater volumes of garbage at ports. The size and location of ports, in addition to the types and numbers of vessels they service, affect the cost of solid-waste management operations. Labor and disposal costs vary significantly nationally and internationally, and play an important role in determining acceptable cost structures and disposal options.

Revenues generated by the port from fees and from recycling programs may be used to offset their costs. In addition, efforts to reduce the amount of garbage requiring disposal, including recycling, will reduce costs and will benefit ports, vessels, and the environment. This chapter discusses the costs of waste management and ways to avoid and to recover costs.

Expenses and Revenues

The net cost of waste management will be the sum of expenses to dispose of and to recycle wastes, minus revenues from recycled materials (Fig. 17). The port may wish to offset this amount through fees charged to vessels or by generating other revenue. Waste management expenses include the cost of equipment and labor for collection, treatment and storage, transportation, and disposal (Fig. 17).

When recycling is part of the solid-waste management strategy, the costs and revenues associated with recycling must be calculated when determining the total cost of waste management. Recycling costs will include equipment rental and transportation. There will be either recycling fees, or revenue from the sale of recyclable materials. The net waste disposal cost avoided due to recycling will be based on the amount (tonnage) of waste diverted from disposal, and is calculated as a recycling revenue (Fig. 17).

Reduction of waste generation, and hence management costs, is viewed as the preferred alternative in waste management. Recycling can be used as a method of reducing waste by ports in the same way that it is used by municipalities.

Cost avoidance also affects total cost. Simple cost avoidance strategies include the use of readily available port or industry-related equipment such as wooden tote boxes, barrels, or used shipping containers for garbage collection, separation, and storage. Recycling costs to the port may be minimized by integrating port collection with an existing municipal collection program, although a system for cost and revenue sharing must be devised. Some discarded items, for example, fishing net in some communities, are highly sought after for unrelated uses such as wall decorations and sports equipment. Disposal costs can be avoided simply by making such items available to the general public.

Recovery of Waste Management Costs

Although ports in the United States are required to provide adequate reception facilities for ships' garbage, they may recover the costs of doing so; however, there is no mandate for how this is done. No single means of cost recovery will be suitable for all ports, nor is any port limited to a single means.

It is important that port disposal fees are not prohibitively high, since illegal dumping of wastes at sea can be performed at no cost (until the violator is caught). In effect, high fees discourage compliance and provide no incentive for retrieval of debris from the ocean.

Disparities among the fees charged by competing ports may alter traffic patterns. In addition, the competitive position of a port may be affected by the fees it charges for garbage reception services. Ports must balance their legal obligations under MARPOL Annex V (as well as other obligations) with their business objectives. Fortunately, the simple directive in Annex V that ports provide adequate reception facilities for garbage is preserved in U.S. regulations that allow ports to meet this obligation in the most cost-effective way possible.

Costs associated with garbage reception facilities at ports are typically passed on to port users in one of two ways. Either the user is charged directly for the use of the service, or the costs are absorbed into general port charges. Some ports have a user fee for wastes, which is sometimes applied to all vessels regardless of whether or not they offload wastes.

The mechanism for recovering costs can influence the behavior of potential users of the port. For example, if direct charges are deemed too high, users may hold their garbage for disposal in ports with more reasonable charges, and have some incentive to illegally dump their garbage at

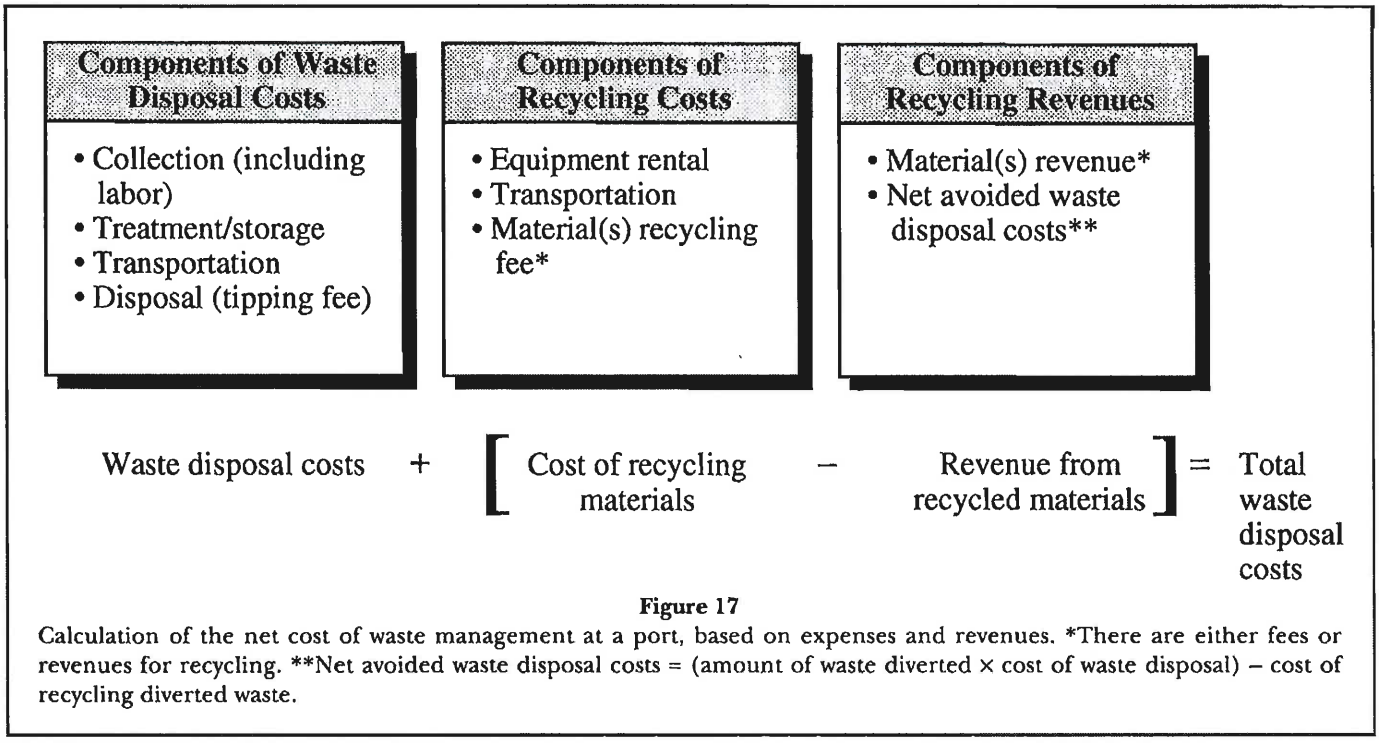

Figure 17

Calculation of the net cost of waste management at a port, based on expenses and revenues. *There are either fees or revenues for recycling. **Net avoided waste disposal costs = (amount of waste diverted × cost of waste disposal) – cost of recycling diverted waste.

sea. While a port may prefer to have vessels offload garbage in other ports, it risks loss of business by making the cost of the required service too high. On the other hand, a special use fee for wastes applied to all vessels offers no disincentive for offloading garbage and, if properly set, will just cover the port's waste management costs.

On the whole, ports that provide adequate service at a minimal and uniform cost per unit should retain their competitive position while complying with the law. Again, the absence of stipulations on how to provide and finance adequate reception facilities permits ports to use their ingenuity in solving this problem.

Chapter 5
Encouraging Compliance with Annex V

Compliance with MARPOL Annex V is important for several reasons. Plastic debris is costly to the environment and to coastal communities. Plastic does not disintegrate in the marine environment the way some other materials do. It entangles some animals, is ingested by others, and washes up on beaches as litter. Although compliance is encouraged through surveillance, enforcement, and penalties, competing priorities, limited agency resources, and the vast number of vessels and ports covered by MARPOL Annex V make enforcement difficult. Therefore, compliance depends heavily on voluntary efforts by seafarers. Incentives and education are typically used to encourage voluntary compliance. The role of ports in these activities is discussed briefly below.

Incentives

Well-planned port reception facilities for garbage encourage use if they are viewed by seafarers as convenient and reasonably priced. Conversely, facilities discourage use when they are not convenient or are costly. Convenience includes both facility location in relation to location of vessels in port, and administrative procedures necessary to gain access to port reception facilities. The siting and equipment factors detailed in Chapter 2 (e.g., receptacle capacity, lighting, access, and security), when integrated into a well-planned waste management strategy, promote use of a facility. Ports should be aware that Coast Guard regulations not only encourage citizens to report dumping violations by ships, but also encourage seafarers to report inadequate port reception facilities (see Appendix 2).

Education

Education plays a major role in gaining voluntary compliance. Seafarers must become aware both of the requirements of Annex V, and of how garbage is handled in each port they use. Once seafarers understand the importance of compliance and the reasons for restrictions on at-sea disposal of garbage, it is easier for them to comply. Education is also a tool in promoting the establishment and use of port reception facilities for garbage.

For ports, providing adequate and accessible reception facilities is good business practice, in addition to being required by law. Good garbage facilities promote good user and community relations, ensure retention of the port's certificate of adequacy, and minimize the loss of opportunities from tourism and clean-up costs associated with a filthy port and illegal dumping.

There is an abundance of material available to assist ports with their education efforts. These include posters, brochures, stickers, and placards developed specifically to educate seafarers about Annex V and the consequences of at-sea disposal of plastics and other material. Ports can provide a service to their users by making these materials readily available. There are also case studies of port projects on implementing MARPOL Annex V which detail what was done and what lessons and insights were gained. These materials can be used by themselves or incorporated by solid-waste management planners into unique education and awareness programs.

Many of the education materials have been collected and are distributed through Marine Safety Offices at U.S. Coast Guard district offices around the country.

Acknowledgments

As always, a report of this sort would not be possible without the collaborative effort of many individuals. Special thanks are extended to the A.T. Kearney staff who helped draft the original synthesis of literature on port reception facilities for garbage which led to this document; also to those who provided continuing input throughout its development, especially Kathleen Allison, Ann Anderson, and Christina Bramante. Special thanks also go to Lissa Martinez for her work on the original literature synthesis. The manuscript was significantly improved in response to comments and recommendations from two anonymous reviewers.

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Appendix 1
MARPOL Annex V, Regulations for the Prevention of Pollution by Garbage From Ships

Regulation 1: Definitions

For the purpose of this Annex:

(1) "Garbage" means all kinds of victual, domestic and operational waste excluding fresh fish and parts thereof, generated during the normal operation of the ship and liable to be disposed of continuously or periodically except those substances which are defined or listed in other Annexes to the present Convention.

(2) "Nearest land." The term "from the nearest land" means from the baseline from which the territorial sea of the territory in question is established in accordance with international law except that, for the purposes of the present Convention "from the nearest land" off the northeastern coast of Australia shall mean from a line drawn from a point on the coast of Australia in latitude 11°00' South, longitude 142°08' East

to a point in latitude 10°35' South, longitude 141°55' East,
thence to a point latitude 10°00' South, longitude 142°00' East,
thence to a point latitude 9°10' South, longitude 143°52' East,
thence to a point latitude 9°00' South, longitude 144°30' East,
thence to a point latitude 13°00' South, longitude 144°00' East,
thence to a point latitude 15°00' South, longitude 146°00' East,
thence to a point latitude 18°00' South, longitude 147°00' East,
thence to a point latitude 21°00' South, longitude 153°00' East,
thence to a point on the coast of Australia in latitude 24°42' South, longitude 153°15' East.

(3) "Special area" means a sea area where for recognized technical reasons in relation to its oceanographical and ecological condition and to the particular character of its traffic the adoption of special mandatory methods for the prevention of sea pollution by garbage is required. Special areas shall include those listed in Regulation 5 of this Annex.

Regulation 2: Application

The provisions of this Annex shall apply to all ships.

Regulation 3: Disposal of Garbage Outside Special Areas

(1) Subject to the provisions of Regulations 4, 5 and 6 of this Annex:

(a) the disposal into the sea of all plastics, including but not limited to synthetic ropes, synthetic fishing nets and plastic garbage bags is prohibited;

(b) the disposal into the sea of the following garbage shall be made as far as practicable from the nearest land but in any case is prohibited if the distance from the nearest land is less than:

(i) 25 nautical miles for dunnage, lining and packing materials which will float;

(ii) 12 nautical miles for food wastes and all other garbage including paper products, rags, glass, metal, bottles, crockery and similar refuse;

(c) disposal into the sea of garbage specified in subparagraph (b)(ii) of this Regulation may be permitted when it has passed through a comminuter or grinder and made as far as practicable from the nearest land but in any case is prohibited if the distance from the nearest land is less than 3 nautical miles. Such comminuted or ground garbage shall be capable of passing through a screen with openings no greater than 25 millimeters.

(2) When the garbage is mixed with other discharges having different disposal or discharge requirements the more stringent requirements shall apply.

Regulation 4: Special Requirements for Disposal of Garbage

(1) Subject to the provisions of paragraph (2) of this Regulation, the disposal of any materials regulated by this Annex is prohibited from fixed or floating platforms engaged in the exploration, exploitation and associated offshore processing of seabed mineral resources, and from all other ships when alongside or within 500 meters of such platforms.

(2) The disposal into the sea of food wastes may be permitted when they have been passed through a comminuter or grinder from such fixed or floating platforms located more than 12 nautical miles from land and all other ships when alongside or within 500 meters of such platforms. Such comminuted or ground food wastes shall be capable of passing through a screen with openings no greater than 25 millimeters.

Regulation 5: Disposal of Garbage Within Special Areas

(1) For the purposes of this Annex the special areas are the Mediterranean Sea area, the Baltic Sea area, the Black Sea area, the Red Sea area and the "Gulfs area" which are defined as follows:

(a) The Mediterranean Sea area means the Mediterranean Sea proper including the gulfs and seas therein with the boundary between the Mediterranean and the Black Sea constituted by the 41°N parallel and bounded to the west by the Straits of Gibraltar at the meridian of 5°36'W.

(b) The Baltic Sea area means the Baltic Sea proper with the Gulf of Bothnia and the Gulf of Finland and the entrance to the Baltic Sea bounded by the parallel of the Skaw in the Skagerrak at 57°44.8'N.

(c) The Black Sea area means the Black Sea proper with the boundary between the Mediterranean and the Black Sea constituted by the parallel 41°N.

(d) The Red Sea area means the Red Sea proper including the Gulfs of Suez and Aqaba bounded at the south by the rhumb line between Ras si Ane (12°8.5'N, 43°19.6'E) and Husn Murad (12°40.4'N, 43°30.2'E).

(e) The "Gulfs area" means the sea area located north west of the rhumb line between Ras al Hadd (22°30'N, 59°48'E) and Ras al Fasteh (25°04'N, 61°25'E).

(2) Subject to the provisions of Regulation 6 of this Annex:

(a) disposal into the sea of the following is prohibited:

(i) all plastics, including but not limited to synthetic ropes, synthetic fishing nets and plastic garbage bags; and

(ii) all other garbage, including paper products, rags, glass, metal, bottles, crockery, dunnage, lining and packing materials;

(b) disposal into the sea of food wastes shall be made as far as practicable from land, but in any case not less than 12 nautical miles from the nearest land.

(3) When the garbage is mixed with other discharges having different disposal or discharge requirements the more stringent requirements shall apply.

(4) Reception facilities within special areas:

(a) The Government of each Party to the Convention, the coastline of which borders a special area undertakes to ensure that as soon as possible in all ports within a special area, adequate reception facilities are provided in accordance with Regulation 7 of this Annex, taking into account the special needs of ships operating in these areas.

(b) The Government of each Party concerned shall notify the Organization of the measures taken pursuant to subparagraph (a) of this Regulation. Upon receipt of sufficient notifications the Organization shall establish a date from which the requirements of this Regulation in respect of the area in question shall take effect. The Organization shall notify all Parties of the date so established no less than twelve months in advance of that date.

(c) After the date so established, ships calling also at ports in these special areas where such facilities are not yet available, shall fully comply with the requirements of this Regulation.

Regulation 6: Exceptions

Regulations 3, 4 and 5 of this Annex shall not apply to:

(a) the disposal of garbage from a ship necessary for the purpose of securing the safety of a ship and those on board or saving life at sea; or

(b) the escape of garbage resulting from damage to a ship or its equipment provided all reasonable precautions have been taken before and after the occurrence of the damage, for the purpose of preventing or minimizing the escape; or

(c) the accidental loss of synthetic fishing nets or synthetic material incidental to the repair of such nets, provided that all reasonable precautions have been taken to prevent such loss.

Regulation 7: Reception Facilities

(1) The Government of each Party to the Convention undertakes to ensure the provision of facilities at ports and terminals for the reception of garbage, without causing undue delay to ships, and according to the needs of the ships using them.

(2) The Government of each Party shall notify the Organization for transmission to the Parties concerned of all cases where the facilities provided under this Regulation are alleged to be inadequate.

Appendix 2
Form for Reporting Alleged Inadequacy of Port Reception Facilities for Garbage

1. Country: _____

   Name of port or area: _____

   Location in the port (e.g., berth/terminal/jetty): _____

   Date of incident: _____

2. Type and amount of garbage for discharge to facility:

   a. Total amount:
   food waste ..... m^3
   cargo associated waste ..... m^3
   maintenance waste ..... m^3
   other ..... m^3

   b. Amount not accepted by the facility:
   food waste ..... m^3
   cargo associated waste ..... m^3
   maintenance waste ..... m^3
   other ..... m^3

3. Special problems encountered:
   - ☐ undue delay
   - ☐ inconvenient locality of facilities
   - ☐ unreasonable charges for use of facilities
   - ☐ use of facility not technically possible
   - ☐ special national regulations
   - ☐ other _____

4. Remarks (e.g., information received from port authorities or operators of reception facilities: reasons given concerning 2, above):

   _____

   _____

   _____

5. Ship's particulars: _____

   Name of ship: _____

   Owner or operator: _____

   Distinctive number of letters: _____

   Port of registry: _____

   Number of persons on board: _____

_____ _____

Date of completion of form Signature of Master

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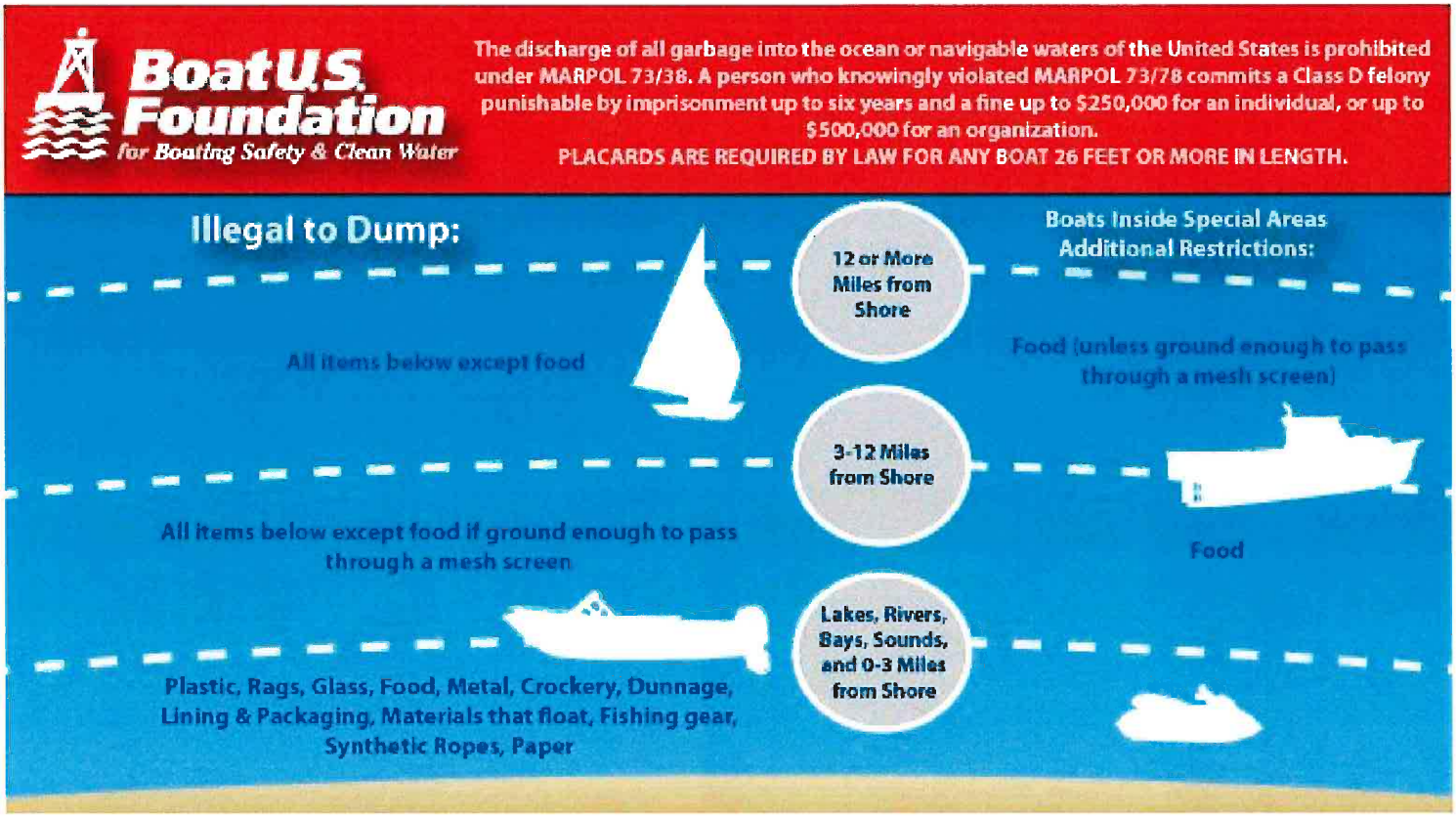
Trash and Marine Debris

On the water, trash can quickly become marine debris. Marine debris is any manufactured item that ends up as trash in our oceans, lakes, or inland waterways.

More than an eyesore, trash in the ocean is one of the world's most pervasive pollution problems. It sickens and kills marine animals and birds. It also undermines economies based on tourism and fisheries. While as much as 80 percent of marine debris is said to come from land-based activities, as boaters, we need to do our part.

Laws

Under federal law, it is **illegal** to toss **ANY** garbage from a boat while you are anywhere in lakes, rivers, bays, sounds, and offshore in the ocean less than 3 miles. Recent changes to MARPOL (marine pollution guidelines) Annex V went into effect on January 1, 2013. All U.S. boats (commercial and recreational) must now comply with these changes. Below is a chart of what cannot be discharged from a boat.



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Waste Management & Recycling (//www.boatus.org/clean-boating/recycling/)
How to Build Your Own Monofilament Recycling Bin (//www.boatus.org/monofilament/build-a-bin/)
Other Waste Disposal (//www.boatus.org/clean-boating/recycling/disposal/)

"Special areas" include the Wider Caribbean region which includes the Gulf of Mexico and the Caribbean Sea. Click here (http://www.imo.org/en/OurWork/Environment/SpecialAreasUnderMARPOL/Pages/Default.aspx) for more information on special areas.

Additionally, all boats 26 ft or more in length must have a written garbage placard and an oil discharge placard "prominently posted" to remind you and your crew what can be thrown overboard and what can't. The placards must be permanently attached, be made of durable material, and must be at least 5X9

inches in size. Until U.S. regulations are updated to reflect the new garbage discharge requirements and placards are readily available, U.S. flagged ships operating exclusively in U.S. waters may continue to use existing placards. Placards can be found at your local boating retail store.

Violations may result in civil penalties up to $25,000, a fine of up to $250,000 for an individual or up to $500,000 for an organization and/or a prison sentence of up to 6 years. State anti-littering laws may also apply on your boating waters.

Boats 40 ft and longer must also have a written waste management plan, stating how you deal with the collected waste onboard, who handles it, and where it is disposed. This can be as short as one paragraph. We recommend that you keep your plan in your onboard ship's papers. For a sample waste management plan, click here (/clean-boating/recycling/waste-management-plan/).

Please note that this law only covers garbage, and does not cover sewage (black water) or sink or shower water (grey water). Learn more about these in our sewage section (/clean-boating/sewage/default.asp).

Impacts

Human Health and Safety

Discarded items that can pose an immediate safety threat include broken glass that can cut bare feet and discarded rope, line, bags, or sheeting that may seem harmless but can entangle divers and disable boat propellers.

Aesthetic and Economic Impacts

Shorelines covered with litter are unattractive and often hazardous. They can keep tourists and recreational users away and impact local economies. Common debris items often last for weeks, months, or even hundreds of years in the marine environment.

Habitat Destruction

Debris can affect the water quality of aquatic habitats and also cause physical damage. Submerged debris can cover coral reefs, smother sea grasses, and harm other bottom-dwelling species.

Wildlife Entanglement and Ingestion

Monofilament line (/clean-boating/recycling/fishing-line-recycling/default.asp), fishing nets, six-pack holders, and strapping bands are some of the worst culprits for wildlife entanglements. Some animals mistake plastic debris for food and eat it, causing serious harm to the animal.

- Make a rule that nothing goes overboard.
- Have sturdy trash and recycling containers with lids on your boat.
- Bring all of your trash back when going out on the water.
- Properly dispose of cigarette butts.
- Purchase reusable products, containers and water bottles.
- Save and re-use plastic bags.
- Recycle your plastic, metal, glass, paper products and monofilament fishing line.
- Be sure to stow or tie down all gear when underway on the water or the highway.
- Participate in a cleanup event - especially in areas accessible only by boat.

Related Topics

Boat Maintenance (/clean-boating/maintenance/)

Find a Clean Marina (/clean-boating/clean-marinas/)

Flares & Distress Signals (/distress-signals/)

Waterway Cleanup Guide (/cleanup-guide/)

In Case of a Spill (/clean-boating/fueling/fuel-spill-response/)

Brochures (/brochures/)

Oil Removal Products: View our findings on cleanup materials.
(/findings/34/)

(/findings/34/)

Different Life Jackets for Different Boating Activities: Uses, Buoyancy, and Info
(/life-jackets/types/)

Waste Management Plan

Boats 40 ft and longer must have a written waste management plan, stating how you deal with the collected waste onboard, who handles it, and where it is disposed. This can be as short as one paragraph. We recommend that you keep your plan in your onboard ships papers. Below are two sample forms for a Waste Management Plan.

SAMPLE PLANS:

Sample 1:

Waste Management Plans for Vessels 40' and Longer:

Waste Management Plan for (Vessel Name):

Person in Charge:

Solid Waste Management Procedures:

If the vessel is within 12 miles of shore or returning to shore:

All refuse materials are put in garbage bags and stored on board until they can be disposed of in dumpsters on shore.

If the vessel is outside of 12 miles from shore and not returning to shore:

All the garbage with the exception of food materials and paper is put in a garbage bag to be hauled to the dockside trash receptacle at trip's end. Food material and paper generated in the galley are collected in a bucket (or in a paper bag or cardboard box) and the bucket emptied over the side (or

the food filled bag or box is thrown overboard) by a crew member.

Crew Education:

At the beginning of each season all crew members are reminded of the refuse discharge laws and shown the MARPOL V placard posted in the galley. The crew is told that it is a vessel policy to stow all garbage materials on board except for food and paper when the vessel is outside of 12 miles. The captain orients all new crew and passengers to the rules governing the vessel including refuse laws and refuse handling.

Captain's Signature:

Download Sample Plan 1 (/clean-boating/recycling/waste-management-plan/downloads/wmp-1.pdf)

Sample 2:

Waste Management Plans for Vessels 40' and Longer:

Waste Management Plan for (Vessel Name):

Solid Waste Management Procedures:

All vessel refuse is put in garbage bags which are stored on board until they can be disposed of in dumpsters on shore.

Person in Charge:

Crew Education:

- All crew members have been oriented to the requirements of MARPOL Annex V by the captain and all new crew are specifically shown the MARPOL V placard and told to keep all refuse stowed on board.
- Passenger orientation to the vessel includes being shown the location of the trash receptacles and mention of refuse discharge regulations.

Captain's Signature:

Download Sample Plan 2 (/clean-boating/recycling/waste-management-plan/downloads/wmp-2.pdf)

More Clean Boating Topics:

How to Build Your Own Monofilament Recycling Bin (/monofilament/build-a-bin/)
Trash and Marine Debris (/clean-boating/recycling/marine-debris/)
What to Do in Case of a Spill (/clean-boating/fueling/fuel-spill-response/)
Other Waste Disposal: Pet Waste, Oil, Flares, and More! (/clean-boating/recycling/disposal/)

BoatU.S. Foundation

(/)

Other Waste Disposal

Pet Waste

When disposed of improperly monofilament can be hazardous to marine life, scuba divers and even boat propellers. Even when put in the trash monofilament can end up harming wildlife at landfills. When possible it is best to recycle used fishing line.

Oil

Disposing of used oil can be a messy problem. Used oil is considered a hazardous waste and if not handled properly it can contaminate soil and waterways resulting in environmental damage and costly clean-up. Luckily, it can be easily and safely recycled. In fact, recycling and rerefining used oil uses between 50 to 85 percent less energy than refining virgin crude oil. Check with your marina to see if they offer collection of used oil for recycling. If they do, be sure to follow their guidelines for handling the used oil. If your marina does not offer a used oil collection service, check with your local automobile repair shop or look on Earth911.org (http://www.earth911.org/) for a collection site near you.

Used Oil Filters

Oil filters are recyclable because they're made of steel, North America's number one recycled material. They can be recycled into new steel products, such as cans, cars, appliances and construction materials. Recycling all the filters sold annually in the United States would result in the recovery enough steel to make 160,000 new cars! For used oil filter recycling locations see Earth911.org (http://www.earth911.org/).

Shrink Wrap

Shrink wrap is a low-density polyethylene cocoon used to protect boats during the winter. Shrink wrap is not biodegradable, and can become a disposal problem at landfills. Many marinas have started offering bulk shrink wrap recycling programs. If your marina does not offer shrink wrap recycling on site, there are companies that for a nominal fee will send you a postage paid bag that can be filled with shrink warp and returned to the company for recycling. For more information see Dr. Shrink (http://www.dr-shrink.com/).

Flares

To date, flares cannot be recycled but special care should be taken with their disposal. Throwing flares in your household trash can cause a dangerous situation and setting off old flares can result in false distress reports. To dispose of expired flares contact your local county public works department, police or fire department. Alternatively check with a local boating education group. They often use old flares for educational purposes.

Lead-Acid Batteries

Batteries contain lead and sulfuric acid which are both toxic to the marine environment. Most states have battery recycling laws which has prompted most battery dealers to ask for your old battery upon the purchase of a new one. When a spent battery is collected, it is sent to a permitted recycler where, under strict environmental regulations, the lead and plastic are reclaimed and sent to a new battery

manufacturer. As a result of these programs the typical new lead-acid battery contains 60 to 80 percent recycled lead and plastic. For more information on where to recycle batteries see Earth911.org (http://www.earth911.org/).

Antifreeze

While marine-rated propylene glycol antifreeze is less toxic than "regular" automobile-use ethylene glycol antifreeze, both products need to be handled carefully and disposed of properly. Used antifreeze often contains other substances including heavy metals that can be harmful to human and aquatic health. Antifreeze can be filtered and reconditioned for reuse by licensed professionals. For more information on where to find an antifreeze recycling location near you, see Earth911.org (http://www.earth911.org/).

Hazardous Waste

- **Read labels!** If the label includes strong warning statements about personal health, the product can also have significant environmental implications if improperly disposed (as well as significant personal health implications if improperly used).
- Before you buy a new product with strong warning labels ask yourself if you really need to use a product that strong.
- Buy only the amount you'll need or share with a friend.
- Follow directions for use and safely store where the product container can't capsize!
- Try alternative products or methods of cleaning.
- Schedule major maintenance work on land away from the water's edge (maybe during winter storage?).
- Find your local "Household Hazardous Waste" collection days where you can safely dispose of these products. Check with your local public works department or check out Earth911.org (http://www.earth911.org) to find possibilities in your town.

Local recycling and proper disposal options vary widely depending on where you live so always check with local authorities on how to properly dispose of these items.

Related Topics

Boat Maintenance (/clean-boating/maintenance/)

BLANKROME

Publications

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alert

Coast Guard Officially Implements New MARPOL Annex V Garbage Regulations

Maritime
April 2013 (No. 3)

New Development

The U.S. Coast Guard published an Interim Rule on February 28, 2013 to implement the revised MARPOL Annex V garbage regulations. The amendments to Annex V entered into force both internationally and domestically on January 1, 2013. The Interim Rule revises 33 C.F.R. Part 151 to reflect U.S. requirements under Annex V and can be found at www.gpo.gov/fdsys/pkg/FR-2013-02-28/pdf/2013-04616.pdf. In addition, the Coast Guard issued a policy letter, Interim Guidance for Revised MARPOL Annex V Implementation (CG-CVC Policy Letter 13-01), to aid U.S. and foreign flag oceangoing vessels in ensuring compliance with the revised Annex V interim guidance to these new amendments, available at www.uscg.mil/TVNCOE/Documents/policyletters/CVCPolicyLtr2013.pdf.

Background

New MARPOL Annex V regulations addressing garbage management went into effect on January 1, 2013 pursuant to action taken by the Marine Environment Protection Committee ("MEPC") at its sixty-second session in July 2011. The new regulations impose stricter garbage management procedures and documentation requirements for all vessels and fixed and floating platforms and impose a general prohibition on the discharge of all garbage unless the discharge is expressly provided for under the regulations. The new regulations allow the limited discharge of only four of categories of garbage: food waste, cargo residues and certain operational wastes

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not harmful to the marine environment, and carcasses of animals carried as cargo. Further information on the amendments to Annex V can be found in our previous articles, *Trash Talk: Are you Prepared for the New MARPOL Annex V Garbage Regulations*, and *Just When You Thought You Fully Understood MARPOL Annex V Garbage Regulations*.

Interim Rule

In accordance with the requirements of the Act to Prevent Pollution from Ships (33 U.S.C. 1901, *et seq.*), the United States automatically accepted the amendments to Annex V when they entered into force. The Interim Rule revises garbage management regulations to reflect the revised Annex V. The Interim Rule addresses updates in three primary areas: updated operational requirements, new definitions, and replacement of placards. In terms of operational requirements, the Interim Rule incorporates Annex V's general prohibition on the discharge of garbage into the sea. Exceptions are provided per Annex V for conditional discharges of food wastes, cargo residues, cleaning agents and additives in wash water, and animal carcasses.

The Interim Rule also adopts a number of definitional changes. New definitions are provided for "cargo residues," "cooking oil," "en route," "fishing gear," "fixed or floating drilling rig or other platform," "harmful to the marine environment," "incinerator ashes," "International Maritime Organization Guidelines," and "recycling." A number of other definitions have also been revised or incorporated into other definitions.

The Interim Rule also alters and expands the placarding requirements. It extends the placard posting requirement to include non-U.S.-flagged vessels that are 40 feet or more. For vessels that already have placards posted, the Interim Rule removes the grandfathering provision for placards installed on vessels prior to May 7, 1997 and requires all placards to be replaced.

Coast Guard Policy Letter Guidance

The Coast Guard published Interim Guidance for Revised MARPOL Annex V Implementation to ensure U.S. and foreign flag oceangoing ships are in compliance with MARPOL Annex V. This new guidance was formally announced pursuant to a Notice of Availability published in the Federal Register on February 26, 2013 (78 Fed. Reg. 13073). www.gpo.gov/fdsys/pkg/FR-2013-02-26/pdf/2013-04319.pdf

The guidance notes that, as of January 1, 2013, all U.S. ships and platforms, both fixed and floating, are expected to meet the requirements of the revised Annex V. A table summarizing the revised Annex V is attached to the guidance.

The guidance outlines three important differences between the old and new garbage management requirements. First, the format of the Garbage Record Book has been changed to account for increased restrictions on the discharge of garbage. A sample Garbage Record Book is attached to the guidance. Second, Garbage Management Plans must be revised to reflect the new requirements. The requirement to have a Garbage Management Plan has also been expanded to include vessels of 100 gross tons and above.

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Finally, placards must be updated to reflect new requirements. The guidance states that U.S. flagged vessels operating exclusively on domestic voyages may continue to use existing placards until U.S. regulations are updated and new placards are readily available. However, U.S. flagged vessels on international voyages must meet the new placarding requirements as of January 1, 2013. The guidance recommends the sample placards attached to the guidance be posted to ensure compliance.

Conclusion

Now that the Coast Guard has fully implemented these new requirements, vessel owners and operators should review the revised garbage regulations and Coast Guard guidance to ensure compliance with these more stringent garbage management requirements and documentation/recordkeeping changes.

Notice: The purpose of this Maritime Developments Advisory is to identify select developments that may be of interest to readers. The information contained herein is abridged and summarized from various sources, the accuracy and completeness of which cannot be assured. The Advisory should not be construed as legal advice or opinion, and is not a substitute for the advice of counsel.

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MEPC.1/Circ.834/Rev.1
1 March 2018

CONSOLIDATED GUIDANCE FOR PORT RECEPTION FACILITY PROVIDERS AND USERS

1 In view of the need to tackle the long-standing problem of the inadequacy of port reception facilities, the Marine Environment Protection Committee (the Committee), having received valuable input from the Industry Port Reception Facilities Forum, adopted, at its fifty-fifth session (October 2006), the Action Plan on Tackling the Inadequacy of Port Reception Facilities and instructed the Sub-Committee on Flag State Implementation (FSI) to progress the Plan's work items.

2 The Guide to good practice for port reception facility providers and users was developed as one of the work items of the Action Plan as a practical users' guide for ships' crew who seek to deliver MARPOL wastes/residues ashore and for port reception facility providers who seek to provide timely and efficient port reception services to ships.

3 The Committee, at its fifty-ninth session (July 2009), considered and approved the *Guide to good practice for port reception facility providers and users* (MEPC.1/Circ.671).

4 The Committee, at its sixty-fifth session (May 2013), agreed to the recommendation made by the FSI Sub-Committee, at its twenty-first session (March 2013), to revise MEPC.1/Circ.671, including the necessary consequential amendments following the entry into force of the revised MARPOL Annex V on 1 January 2013; the designation of the Baltic Sea as a Special Area under MARPOL Annex IV; and the designation of the North American and United States Caribbean Sea emission control areas under MARPOL Annex VI.

5 The Committee, at its sixty-sixth session (April 2014), approved the *Consolidated guidance for port reception facility providers and users* (MEPC.1/Circ.834), consolidating in a single document the *Guide to good practice for port reception facility providers and users* (MEPC.1/Circ.671/Rev.1) and four other circulars related to port reception facilities (MEPC.1/Circ.469/Rev.2, MEPC.1/Circ.644/Rev.1, MEPC.1/Circ.645/Rev.1 and MEPC.1/Circ.470/Rev.1).

6 The Committee, at its seventieth session (November 2016), having adopted, by resolution MEPC.277(70), amendments to MARPOL Annex V introducing new categorizations of garbage, agreed to revise the Consolidated Guidance, and requested the Secretariat to issue the revision following the entry into force of the amendments on 1 March 2018. The revised Consolidated Guidance is set out in the annex.

7 Member Governments and Parties to the MARPOL Convention are invited to bring the revised Consolidated Guidance to the attention of all parties concerned. In particular, port States are invited to make it available at port reception facilities and flag States are invited to make it available to shipowners and masters. An electronic copy can be downloaded from the GISIS website of the Organization*.

***

* http://gisis.imo.org (click on Port Reception Facilities but note that new users will need to register first).

ANNEX

CONSOLIDATED GUIDANCE FOR PORT RECEPTION FACILITY PROVIDERS AND USERS

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INTRODUCTION

1 The use and provision of port reception facilities (PRFs) is fundamental to the overall success of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the 1978 and 1997 Protocols (MARPOL) in its objective of reducing and ultimately eliminating intentional pollution of the marine environment by ships. Considerable efforts by Party States and the industry have resulted in an improvement in the availability and adequacy of PRFs.

2 However, recent work by the Organization suggests that there are still barriers to the efficient delivery of MARPOL wastes/residues ashore. One such barrier has been identified as the lack of clear, easy-to-use guidance that outlines how the shipping community and reception facility providers can best conduct their operations in order to comply with MARPOL and to facilitate efficient, environmentally responsible disposal of MARPOL wastes/residues.

3 This Consolidated Guidance is intended to be a practical users' guide for ships' crew who seek to deliver MARPOL wastes/residues ashore and for port reception facility providers who seek to provide timely, efficient port reception services to ships. It provides a basis for establishing best practice procedures, with an eye towards improving the integration of PRFs into a more comprehensive waste management scheme in which final disposal of MARPOL wastes/residues occurs in a manner that protects the environment, with due regard for the health and safety of workers and the general population. It is based on the fundamental requirements established in MARPOL and the guidance provided in the Organization's Manual *Port Reception Facilities – How to do it* (2016) (the Manual) and the *Guidelines for ensuring the adequacy of port waste reception facilities* (resolution MEPC.83(44)). Building on the Manual and the Guidelines, this Guidance suggests how modern environmental management systems and procedures can assist with the improvement of MARPOL wastes/residues delivery ashore. Procedures recommended by the Organization include communication and reporting procedures and the use of standardized forms.

4 This Guidance is not intended to provide guidance to Party State authorities and Governments who wish to implement reception facilities under MARPOL. The *Port Reception Facilities – How to do it* (2016) Manual and the *Guidelines for ensuring the adequacy of port waste reception facilities*, as noted above and previously published by IMO, should be referred to for these purposes.

TERMS USED IN THIS GUIDANCE

5 This Guidance has been written with the aim of enabling shipowners/operators and PRF operators to comply with MARPOL. As such, plain language has been used wherever possible. However, it is important that the terms used in this guidance be interpreted consistently and in the appropriate context. The following definitions set out some basic terminology in the context of this Guidance. For complete legal definitions, applicability and exceptions, reference should be made directly to MARPOL and its Annexes.

6 *Adequacy* as used in the MARPOL Annexes means that PRFs meet the needs of ships using the ports without causing undue delay. PRF operators and users may refer to the *Guidelines for ensuring the adequacy of port waste reception facilities* (resolution MEPC.83(44)), section 3 (How to Achieve Adequacy), or section 2.3.1 of the Manual *Port Reception Facilities – How to do it* (2016), for further information. Section 3.2 of the Guidelines further states that "adequate facilities can be defined as those which: mariners use; fully meet the needs of the ships regularly using them; do not provide mariners with a disincentive to use them; and contribute to the improvement of the marine environment". Additionally, section 3.3 of the Guidelines specifies that the reception facilities must "... allow for the ultimate disposal of ships' waste to take place in an environmentally appropriate way".

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7 *Discharge* is defined in MARPOL as any release, however caused, from a ship and includes any escape, disposal, spilling, leaking, pumping, emitting or emptying. In this guidance, the term "discharge" refers generally to the types of discharge regulated under MARPOL.

8 *Garbage*, as defined in MARPOL Annex V, means all kind of food wastes, domestic wastes and operational wastes, all plastics, cargo residues, incinerator ashes, cooking oil, fishing gear and animal carcasses generated during the normal operation of the ship and liable to be disposed of continuously or periodically, except those substances which are defined or listed in other Annexes to the Convention. Garbage does not include fresh fish and parts thereof generated as a result of fishing activities undertaken during the voyage, or as a result of aquaculture activities which involve the transport of fish including shellfish for placement in the aquaculture facility and the transport of harvested fish, including shellfish, from such facilities to shore for processing.

9 *MARPOL wastes/residues* is used throughout this Guidance to refer collectively to all waste streams that are generated on board ships during normal operations and during cargo operations and are governed by MARPOL, including the following:

.1 MARPOL Annex I: oily bilge water; oily residues (sludge); oily tank washings (slops); dirty ballast water; and scale and sludge from tank cleaning;

.2 MARPOL Annex II: cargo residues containing noxious liquid substances (NLS) as defined in MARPOL Annex II; or ballast water, tank washings or other mixtures containing such substances;

.3 MARPOL Annex IV: sewage;

.4 MARPOL Annex V: garbage as defined in MARPOL Annex V (see paragraph 8), including plastics, food wastes, domestic wastes, cooking oil, incinerator ashes, operational wastes, animal carcasses, fishing gear, E-waste, cargo residues not harmful to the marine environment (non-HME) and cargo residues harmful to the marine environment (HME); and

.5 MARPOL Annex VI: ozone-depleting substances and equipment containing such substances, and exhaust gas cleaning residues.

Note: Although some Annex I and II residues are technically cargo residues (i.e. substances which remain for disposal after the loading or unloading of cargo), the term "cargo residues" has only been defined by IMO in the context of Annex V. MARPOL Annex V defines cargo residues as "the remnants of any cargo which are not covered by other Annexes to the present Convention and which remain on the deck or in holds following loading or unloading, including loading and unloading excess or spillage, whether in wet or dry condition or entrained in washwater but does not include cargo dust remaining on the deck after sweeping or dust on the external surfaces of the ship". In the context of Annex V, "cargo residues" refers to cargo residues that are not governed by Annex I or II (i.e. dry/bulk cargo residues). For complete definitions and exceptions, please refer to relevant MARPOL Annexes.

Unless otherwise qualified, the terms "waste" and "residue" in this Guidance can be inferred to mean "MARPOL waste" and "MARPOL residue," i.e. waste streams that are generated on board ships and are governed by MARPOL.

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10 *Quarantine waste* refers to waste that requires segregation and special handling due to its potential to spread diseases or plant and animal pests.

11 *Reception facility* refers to any fixed, floating or mobile facility capable of receiving MARPOL wastes/residues from ships and fit for that purpose.

LAYOUT OF GUIDANCE

12 This Guidance has been developed for use by shipmasters/owners/operators/agents and port authorities/port reception facility operators, to provide a summary of the main considerations which should be taken into account when delivering and receiving MARPOL wastes/residues. It begins with a basic overview of the basis for the use of PRFs. The remainder of the guidance is divided into two sections: one outlining good practices for ships and the other focusing on good practices for reception facilities. Sources of useful supplementary information are referenced at the end of the guidance. Additionally, in the appendices, standardized formats are provided: the Format for reporting alleged inadequacies of port reception facilities; an Advance Notification Form (ANF) for shipmasters/owners/operators to notify port operators of their MARPOL wastes/residues disposal needs; and a recommended Waste Delivery Receipt (WDR) format for PRF operators. Appendix 4 contains an overview of the waste reception facility reporting requirements for both port States and flag States, the full and effective implementation of which is of paramount importance for the identification and implementation of the necessary actions to be taken towards the provision of adequate reception facilities in many ports worldwide.

CORPORATE AND SOCIAL RESPONSIBILITY

13 Since the adoption of MARPOL, global environmental and societal awareness has grown and developed. This development has introduced new concepts on how to manage operations in an environmentally sensitive and responsible way. Many shipping companies and port authorities have implemented environmental management systems which ensure that their operations are conducted in an environmentally sound manner. Frequently, environmental objectives are set in order to facilitate the ongoing improvement, year on year, in terms of a company's environmental impact. Coupled with this is a growing desire to incorporate the principles of sustainability alongside that of corporate and social responsibility.

14 This Guidance therefore brings into consideration the need for shipping companies and reception facility providers to apply the principles of corporate and social responsibility; to fulfil the obligations relating to all aspects of a company's operation as frequently found within company environmental management systems; and to realize the desire of modern companies to continually improve their environmental performance.

OBLIGATIONS OF SHIPS AND OF PORT OPERATORS

15 Keeping the seas and oceans clean should be seen as the overriding obligation for the use and provision of PRFs. MARPOL includes regulations aimed at preventing and minimizing pollution from ships – both accidental pollution and that from routine operations. The basis for providing and using PRFs is incorporated in the Annexes of MARPOL and implementing laws and regulations of State Parties. The following summarizes the basic obligations under MARPOL and includes other considerations that ship and port operators should take into account. For specific legal requirements, users of this Guidance should refer directly to MARPOL and its Annexes or implementing regulations of individual States Party to the Convention.

16 To complement wastes/residues minimization and management practices on board the ship (see paragraphs 27 to 34), the shipping industry needs access to adequate PRFs to enable compliance with the provisions of MARPOL. Therefore, MARPOL places an obligation on State Parties to provide adequate reception facilities in their ports. The following regulations stipulate this requirement for each type of MARPOL wastes/residues identified:

.1 regulation 38 of Annex I;

.2 regulation 18 of Annex II;

.3 regulations 12 and 13 of Annex IV;

.4 regulation 8 of Annex V; and

.5 regulation 17 of Annex VI.

17 In addition to the basic rules in the MARPOL Annexes, ships' operators should be aware that individual port States have implemented national and regional requirements which may mandate that ships discharge certain types of MARPOL wastes/residues to PRFs. Individual port States may also specify the means of disposal to meet quarantine and other regulatory requirements. Operators should therefore ensure they have a complete and up-to-date overview of national and regional requirements relating to PRFs. Such information may be gained directly from the port State authorities, or via agents in the port, or trade associations representing the shipping and/or port industries.

18 General obligations under each of the regulations listed above also state that Parties should communicate information on their PRFs to the Organization. To this end, the Organization has established the Port Reception Facilities Database (PRFD) within its Global Integrated Ship Information System (GISIS)[1]. The PRFD relies on up-to-date information being provided by port States. Port State authorities are encouraged to regularly seek accurate and up-to-date information from reception facility operators and port authorities and to maintain entries on the PRFD. Reception facility operators and port authorities should also be proactive in communicating updated information to port State authorities. This two-way communication will facilitate the dissemination of PRF information to the shipping industry.

19 Shipmasters/owners/operators can use the PRFD on the GISIS website to obtain information on specific PRFs. PRF operators are encouraged to maintain and update on regular basis current and accurate information regarding their facilities and to provide such information to authorities so as to ensure the accuracy of information on the PRFD and that current information is available to shipmasters and shipowners/operators. Ships' agents, acting on behalf of owners/operators, may also access the public GISIS website for PRF information.

Special Areas and Emission Control Areas

20 Of particular importance in the ultimate elimination of marine pollution from ships are the more restrictive requirements in force in Special Areas and Emission Control Areas (ECAs) as defined in MARPOL. The following is a list of Special Areas/ECAs to date as adopted within MARPOL (MEPC.1/Circ.778/Rev.2)[2]:

1 https://gisis.imo.org/

2 An up-to-date list can also be found at: http://www.imo.org (click on Marine Environment, then Special Areas under MARPOL).

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Annex I: Oil

Mediterranean Sea
Baltic Sea
Black Sea
Red Sea (see paragraph 21)
"Gulfs" Area
Gulf of Aden (see paragraph 21)
Antarctic Area
North West European Waters
Oman Area of the Arabian Sea (see paragraph 21)
Southern South African Waters

Annex IV: Sewage

Baltic Sea (to be effective from 1 June 2019)

Annex V: Garbage

Mediterranean Sea
Baltic Sea
Black Sea (see paragraph 21)
Red Sea (see paragraph 21)
"Gulfs" Area
North Sea
Antarctic Area (south of latitude 60 degrees South)
Wider Caribbean region including the Gulf of Mexico and the Caribbean Sea

Annex VI: Air Pollution – Emission Control Areas (ECA)

North Sea (SO_X and NO_X)
Baltic Sea area (SO_X and NO_X)
North American area (SO_X, NO_X and PM)
United States Caribbean Sea area (SO_X, NO_X and PM)

Note: Requirements may vary for each Special Area and ECA; therefore mariners should consult the relevant MARPOL Annex or IMO circular[3] for specific details.

21 The Special Area requirements for several of these areas have not yet taken effect because of lack of notifications from MARPOL Parties whose coastlines border the relevant Special Areas on the existence of adequate reception facilities (regulations 38.6 of Annex I and regulation 8.2 of Annex V). While this remains the case, the shipping and port industry should endeavour to meet the requirements as if the Special Area status of those areas had taken effect, in the spirit of MARPOL.

22 Shipowners/operators and port operators should be conscious that more stringent restrictions in Special Areas and ECAs further emphasize the importance of the general obligations to provide adequate reception facilities for MARPOL wastes/residues. In all cases where shipping companies encounter inadequate reception facilities, this should be reported accurately and in a timely manner via the ship's flag State to the Organization and to the appropriate port State authorities or port operators, using the suggested format for reporting (see appendix 1).

3 MEPC.1/Circ.778/Rev.2

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GOOD PRACTICES FOR SHIPMASTERS, SHIPOWNERS AND OPERATORS

Considerations prior to delivery of MARPOL wastes/residues ashore

23 Efficient delivery of MARPOL wastes/residues ashore relies on advance planning. The following sections outline ways in which considerations for delivery of MARPOL wastes/residues ashore can be integrated into a ship's operating procedures in order to minimize delays and unexpected costs and improve environmental management practices. Good waste management strategies should be incorporated into voyage planning.

Logistical and commercial arrangements

24 Consideration should be given to the logistical and commercial arrangements which may be specified in shipping contracts (charter party agreements) between ship operators and cargo owners. Such arrangements should take into account the need to discharge MARPOL wastes/residues ashore to reception facilities and should not compromise, but rather facilitate, the ship operator's ability to comply with obligations under MARPOL. Examples of logistical and commercial considerations might include allowing sufficient time in port to complete transfer of MARPOL wastes/residues and ensuring that disposal costs are accounted for in charter agreements when appropriate. Such considerations are especially important when cargo tank pre-washes are required for certain Annex II residues and when charter agreements specify tank or cargo hold cleaning after discharging cargoes.

Minimization and management of ship-generated wastes/residues

25 Although not a direct requirement of MARPOL, minimizing the wastes/residues generated on board ships represents an environmental best practice, and should be considered in a ship's overall waste management practices.

26 The most effective way of reducing ship-generated wastes/residues is to reduce materials that become waste at the source. Efforts should be made to minimize packaging from ship stores, for example, by establishing an agreement with the supplier to accept the return of the packaging upon delivery, or to reduce the amount of packaging.

27 Developing an agreement with suppliers and manufacturers is not only important for more general waste categories such as plastics, but essential for other maritime specific wastes such as time expired pyrotechnics; used ropes, tails and wires; time expired medicine; and batteries. The supplier and/or manufacturer should be able to provide the specialist facilities for treatment or disposal of these products and materials.

28 Onboard waste management will also assist in minimizing ship-generated wastes/residues. Ship operators and shipbuilders should consider further the design of new ships to enhance waste treatment on board and consider introducing operational measures which can improve efficiency for existing ships. Further information on shipboard garbage handling and storage procedures and minimizing the amount of potential garbage is provided in the *2017 Guidelines for the implementation of MARPOL Annex V* (resolution MEPC.295(71)). In addition, an ISO standard for the management and handling of shipboard garbage (ISO 21070:2011) has been developed. For ships of 100 gross tonnage and above, and ships which are certified to carry 15 persons or more, information with regard to onboard management of garbage will also be included in the Garbage Management Plan (*2012 Guidelines for the Development of Garbage Management Plans* (resolution MEPC.220(63)).

29 In relation to the minimization of oily waste, an increased familiarity with the ship's engine-room treatment systems coupled with the crew's training in oily waste management and recording will assist in reducing the amount of waste produced and improve the overall on-board management of oily waste. The use of an Integrated Bilge Water Treatment System (IBTS) will facilitate segregation of oily waste, allowing for the storage of oil sludge, oil-water mixtures and clean water separately.

30 Ships' crew need to understand the correct use of, and entries to, the Oil Record Book, the Cargo Record Book and the Garbage Record Book. This will help to ensure that any management system implemented can be easily monitored and audited. Industry associations such as INTERTANKO and ICS may provide useful guidance on the correct use of such record books. Reference should also be made to the *Guidance for the recording of operations in the Oil Record Book Part I – machinery space operations (all ships)* (MEPC.1/Circ.736/Rev.2).

31 If space permits, onboard waste management plans should take into account the possibility of being able to recycle certain garbage types. The segregation of garbage according to the requirements of MARPOL Annex V (e.g. plastics; food wastes; domestic wastes; cooking oil; incinerator ashes; operational wastes; cargo residues; animal carcasses; fishing gear) should also allow for the delivery of garbage in certain recyclable categories.

32 To facilitate the landing of recyclable residues/waste, ship operators should consider establishing contracts with facilities in ports that are visited on a regular basis. This will fulfil both the need to use a reputable supplier as per most environmental management systems and facilitate the discharge of segregated waste ashore on each port visit. Where appropriate reception facilities for segregated and/or recyclable wastes are not provided in a port, shipowners/operators are encouraged to request that such facilities are developed in conjunction with the recycling capability of the locality or region.

Communication and advance notification

33 Individual ports may need to comply with varying local requirements for specialized handling (such as quarantine) of certain types of MARPOL wastes/residues, such as animal, plant and food wastes generated on board the ship. Therefore, ship operators should check with local agents, port authorities, harbour masters or reception facility providers for port-specific requirements prior to arrival in order to plan for and accommodate any special handling requirements for that particular port, including any additional segregation that may need to take place on board well in advance of arrival. This information should be incorporated into the company's environmental management plan and should be taken into consideration in voyage planning.

34 As noted in paragraph 18, IMO's PRF Database, accessible online through the GISIS website, can be a good source of information about the reception facilities available at ports worldwide. Users are required to first register by creating a username and password.

35 In some ports, for logistical reasons, the providers of port reception facilities may require advance notification from the ship of its intention to use the facilities. Further information on this requirement is provided in section 4 of the *Guidelines for ensuring the adequacy of port waste reception facilities* (resolution MEPC.83(44)). Providing advance notification to the reception facility of the type and quantity of MARPOL wastes/residues on board and the type and quantity intended to be delivered will greatly assist the reception facility operator in receiving the materials while minimizing any delay to the ship's normal port operation. General recommended practice is to provide at least 24 hours' notice, although specific requirements may vary by reception facility. If a ship visits a port on a regular basis, a standing arrangement with the PRF may prove to be most efficient. Shipmasters are recommended to

use the standardized Advance Notification Form developed by the Organization (see appendix 2). Port authorities, agents and facility operators are urged to accept the standardized format; however, some operators may require an alternate form.

Considerations during MARPOL wastes/residues delivery

36 During delivery of MARPOL wastes/residues, appropriate procedures as drawn up in the ship's Safety Management System (SMS, see ISM Code) should be followed.

37 Following delivery, the master should request a Waste Delivery Receipt to document the type and quantity of MARPOL wastes/residues actually received by the facility. IMO has standardized the format of this document to facilitate its use and application and in order to provide uniformity of records throughout the world (appendix 3). Corresponding records, receipts or certificates of the delivery shall be kept in the Garbage Record Book (for a minimum of two years) and the Oil Record Book (part I for all ship types and part II for oil tankers) and the Cargo Record Book for chemical tankers.

38 Ship operators play a critical role in assisting port States with their obligation to provide adequate PRFs for ships. Since the possibility for improving reception facilities is dependent, at least partly, on the receipt of adequate information about alleged inadequacies, shipping companies should be encouraged to include the provisions for reporting alleged inadequacies of port reception facilities in their procedures for shipboard operations required under section 7 of the ISM Code. As part of the ship's SMS, the master should be required to complete a report on encountering an inadequate PRFs. The format for such a report is provided in appendix 1, which is also available through the Port Reception Facility section of the GISIS website. Completed reports should be forwarded to the flag Administration and, if possible, to the Authorities of the port State.

39 Flag States are requested to distribute the format in appendix 1 to ships and urge masters to use it to report alleged inadequacies of port reception facilities to the Administration of the flag State and, if possible, to the Authorities of the port State. Flag States are also required to notify IMO, for transmission to the Parties concerned, of any case where facilities are alleged to be inadequate, and to inform the port State of the alleged inadequacies.

40 Notification should be made as soon as possible following the completion of the alleged inadequacies reporting format and should include a copy of the master's report, together with any supporting documentation.

41 Port States should ensure the provision of proper arrangements to consider and respond appropriately and effectively to reports of inadequacies, informing IMO and the reporting flag State of the outcome of their investigation.

42 The alleged inadequacy report together with the follow-up action received from the port State will be published in the GISIS PRF Database.

GOOD PRACTICES FOR PORT RECEPTION FACILITY OPERATORS

Communication

43 In order to provide efficient PRF services that meet the needs of ships calling at a port without causing undue delay, port authorities should prepare a Port Waste Management Plan and should ensure that relevant information about the reception services available and associated costs are communicated to ship operators well in advance of the ship's arrival.

44 It is useful for ship operating companies to be able to plan the delivery of MARPOL wastes/residues well in advance of the ship's next port call, especially if the port has more stringent requirements that might necessitate additional segregation of waste on board prior to arrival, such as quarantine segregation. As noted above, to facilitate ships' planning, port authorities or PRF providers are urged to communicate to their country focal points accurate and up-to-date information about the reception facilities available at the port. This information can then be communicated to the shipping industry via the GISIS PRF Database.

45 At a minimum, the information uploaded and made available in the PRFD should include type of facilities, capacity of the facilities and the contact point. Additional information that would facilitate ships' planning might include contact details for the port authority or harbour master, a link to the port website, a link to the Port Waste Management Plan, and information relating to fees/cost to use facilities. A good example is the information provided in material published by the Port of Rotterdam (available at: www.portofrotterdam.com). Such additional information may be downloaded electronically as required, and could provide further instruction to ships regarding procedures for using the facilities (including, for example, specific local requirements for quarantine waste).

46 Port authorities and reception facility providers should request shipmasters to provide advance notice of MARPOL wastes/residues delivery in order to ensure that the necessary receptacles and vehicles are prepared for receipt of the material. To facilitate the notification process, port authorities and reception facilities should accept the standardized Advance Notification Form (appendix 2). Use of the standardized form will allow the shipmaster and operator to prepare in advance a system for generating such forms and avoid having to complete a different form for each port or facility visited.

Port reception practices

47 Although legal requirements for PRFs will vary depending on the port State's implementing legislation, good practices for PRFs should include procedures that facilitate better integration with shipboard and landside wastes/residues management practices. Such integration and cooperation with inland waste disposal operations should allow ultimate disposal of ship-generated wastes/residues to take place in an environmentally appropriate manner.

48 The reception facility should be adequately prepared to receive MARPOL Annex V wastes/residues as segregated on board and should supply suitable receptacles to facilitate the landing of segregated waste for recycling. Procedures for reception of segregated wastes/residues should parallel the standards for the Management and Handling of Shipboard Garbage as specified in ISO 21070:2011. PRF operators and port authorities within State Parties should work with national and local government officials, regional administrators, commercial interests, and local waste disposal infrastructure managers to develop landside waste disposal strategies, including waste segregation, that encourage reduction, reuse and recycling of ship-generated wastes/residues landed ashore at PRFs. Reception facility providers should seek out resale/recycling options for reusable/recyclable waste when not prohibited by local laws.

49 In the case of oil, noxious liquid substances and other dangerous goods or harmful or hazardous substances, port and reception facility operators should adhere to the guidance provided in relevant publications such as the International Safety Guide for Oil Tankers and Terminals (ISGOTT), or the International Maritime Dangerous Goods (IMDG) Code.

50 The reception facility should also be adequately prepared to receive MARPOL wastes/residues in accordance with any local quarantine requirements, for example by providing suitably sealed receptacles and ensuring that MARPOL wastes/residues can be transported and disposed of in accordance with regulations. Port State authorities should also be aware of the need for appropriate treatment and disposal sites and should seek to ensure that these are available through public or private arrangements.

51 The necessary connection arrangements for the discharge of machinery oily bilge water and oil residues (sludge) are provided for in regulation 13 of MARPOL Annex I. These standard dimensions for flanges and discharge connections apply to all ships and should therefore allow the reception facility to standardize its own connection pipes accordingly.

52 Following delivery, the reception facility should provide the master with a Waste Delivery Receipt (WDR). IMO has standardized the format of the WDR to facilitate its use and application, as set out in appendix 3.

53 Although the port structure in a State Party may or may not accommodate cost/pricing schemes and/or other incentives for MARPOL wastes/residues delivery ashore, reception facility services should be provided at a reasonable cost. The *Guidelines for ensuring the adequacy of port waste reception facilities* (resolution MEPC.83(44)) (section 3.2) define "adequate" facilities as those which "do not provide mariners with a disincentive to use them", and further stress that unreasonably high costs may deter use of PRFs (section 5.2).

SOURCES OF ADDITIONAL INFORMATION

Global Integrated Shipping Information System (GISIS) website: http://gisis.imo.org/Public/

MARPOL Consolidated Edition – includes all Articles, Protocols, Annexes, and Unified Interpretations - available to purchase at:
http://www.imo.org/en/Publications/Pages/Home.aspx

Guidelines for the implementation of MARPOL Annex V (2017) – available to purchase at:
http://www.imo.org/en/Publications/Pages/Home.aspx

Port Reception Facilities - How to do it (2016) – available to purchase at:
http://www.imo.org/en/Publications/Pages/Home.aspx

Guidelines for ensuring the adequacy of port waste reception facilities (resolution MEPC.83(44)) – available at
http://www.imo.org/en/KnowledgeCentre/IndexofIMOResolutions/Marine-Environment-Protection-Committee-(MEPC)/Documents/MEPC.83(44).pdf

Guidelines for reception facilities under MARPOL Annex VI (2011) (resolution MEPC.199(62)) – available at
http://www.imo.org/en/KnowledgeCentre/IndexofIMOResolutions/Marine-Environment-Protection-Committee-(MEPC)/Documents/MEPC.199(62).pdf

APPENDIX 1

FORMAT FOR REPORTING ALLEGED INADEQUACIES OF PORT RECEPTION FACILITIES[1]

The master of a ship having encountered difficulties in discharging waste to reception facilities should forward the information below, together with any supporting documentation, to the Administration of the flag State and, if possible, to the competent Authorities in the port State. The flag State shall notify IMO and the port State of the occurrence. The port State should consider the report and respond appropriately informing IMO and the reporting flag State of the outcome of its investigation.

1 SHIP'S PARTICULARS

1.1 Name of ship: _____

1.2 Owner or operator: _____

1.3 Distinctive number or letters: _____

1.4 IMO Number[2]: _____

1.5 Gross tonnage: _____

1.6 Port of registry: _____

1.7 Flag State[3]: _____

1.8 Type of ship:

☐ Oil tanker ☐ Chemical tanker ☐ Bulk carrier

☐ Other cargo ship ☐ Passenger ship ☐ Other (specify) _____

2 PORT PARTICULARS

2.1 Country: _____

2.2 Name of port or area: _____

2.3 Location/terminal name: _____
(e.g. berth/terminal/jetty)

2.4 Name of company operating
the reception facility (if applicable): _____

2.5 Type of port operation:

☐ Unloading port ☐ Loading port ☐ Shipyard

☐ Other (specify) _____

2.6 Date of arrival: __/__/____ (dd/mm/yyyy)

2.7 Date of occurrence: __/__/____ (dd/mm/yyyy)

2.8 Date of departure: __/__/____ (dd/mm/yyyy)

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1 This format was approved by MEPC 53.

2 In accordance with the *IMO ship identification number scheme,* adopted by the Organization by Assembly resolution A.1117(30).

3 The name of the State whose flag the ship is entitled to fly.

3 INADEQUACY OF FACILITIES

3.1 Type and amount of wastes/residues for which the port reception facility was inadequate and nature of problems encountered

Type of wastes/residues	Amount for discharge (m^3)	Amount <u>not</u> accepted (m^3)	**Problems encountered** Indicate the problems encountered by using one or more of the following code letters, as appropriate. A No facility available B Undue delay C Use of facility technically not possible D Inconvenient location E Ships had to shift berth involving delay/cost F Unreasonable charges for use of facilities G Other (please specify in paragraph 3.2)
MARPOL Annex I - related			
Oily bilge water			
Oily residues (sludge)			
Oily tank washings (slops)			
Dirty ballast water			
Scale and sludge from tank cleaning			
Other (please specify .....)			
MARPOL Annex II – related Category of NLS[4] residue/water mixture for discharge to facility from tank washings:			
Category X substance			
Category Y substance			
Category Z substance			
MARPOL Annex IV – related Sewage			
MARPOL Annex V – related			
A. Plastics			
B. Food wastes			
C. Domestic wastes			
D. Cooking oil			
E. Incinerator ashes			
F. Operational wastes			
G. Animal carcasses			
H. Fishing gear			
I. E-waste			
J. Cargo residues (non-HME) [5]			
K. Cargo residues (HME)[5]			
MARPOL Annex VI – related			
Ozone-depleting substances and equipment containing such substances			
Exhaust gas-cleaning residues			

[4] Indicate, in paragraph 3.2, the proper shipping name of the NLS involved and whether the substance is designated as "solidifying" or "high viscosity" as per MARPOL Annex II, regulation 1, paragraphs 15.1 and 17.1 respectively.

[5] Indicate the proper shipping name of the dry cargo.

3.2 Additional information with regard to the problems identified in the above table.

_____

_____

_____

_____

_____

3.3 Did you discuss these problems or report them to the port reception facility?

☐ Yes ☐ No

If Yes, with whom (please specify)

_____

_____

If Yes, what was the response of the port reception facility to your concerns?

_____

_____

3.4 Did you give prior notification (in accordance with relevant port requirements) about the ship's requirements for reception facilities?

☐ Yes ☐ No ☐ Not applicable

If Yes, did you receive confirmation on the availability of reception facilities on arrival?

☐ Yes ☐ No

4 ADDITIONAL REMARKS/COMMENTS

_____

_____

_____

_____

_____

Master's signature Date: __/__/____ (dd/mm/yyyy)

APPENDIX 2

STANDARD FORMAT OF THE ADVANCE NOTIFICATION FORM FOR WASTE DELIVERY TO PORT RECEPTION FACILITIES

Notification of the Delivery of Wastes/Residues to: ..... *(enter name of port or terminal)*
The master of a ship should forward the information below to the designated authority at least 24 hours in advance of arrival or upon departure of the previous port if the voyage is less than 24 hours.
This form should be retained on board the ship along with the appropriate Oil Record Book, Cargo Record Book or Garbage Record Book.

DELIVERY FROM SHIPS (ANF)

1. SHIP PARTICULARS

1.1 Name of ship:		1.5 Owner or operator:		
1.2 IMO number:		1.6 Distinctive number or letters:		
1.3 Gross tonnage:		1.7 Flag State:		
1.4 Type of ship:	☐ Oil tanker ☐ Other cargo ship	☐ Chemical tanker ☐ Passenger ship	☐ Bulk carrier ☐ Ro-ro	☐ Container ☐ Other (specify)

2. PORT AND VOYAGE PARTICULARS

2.1 Location/Terminal name and POC:	2.6 Last Port where wastes/residues were delivered:
2.2 Arrival Date and Time:	2.7 Date of Last Delivery:
2.3 Departure Date and Time:	2.8 Next Port of Delivery (if known):
2.4 Last Port and Country:	2.9 Person submitting this form is (if other than the master):
2.5 Next Port and Country (if known):	

3. TYPE AND AMOUNT OF WASTES/RESIDUES FOR DISCHARGE TO FACILITY

MARPOL Annex I – Oil	**Quantity (m^3)**
Oily bilge water	
Oily residues (sludge)	
Oily tank washings	
Dirty ballast water	
Scale and sludge from tank cleaning	
Other (please specify)	
MARPOL Annex II – NLS	**Quantity (m^3) /Name[1]**
Category X substance	
Category Y substance	
Category Z substance	
OS – other substances	
MARPOL Annex IV – Sewage	**Quantity (m^3)**

MARPOL Annex V – Garbage	**Quantity (m^3)**
A. Plastics	
B. Food wastes	
C. Domestic wastes	
D. Cooking oil	
E. Incinerator ashes	
F. Operational wastes	
G. Animal carcasses	
H. Fishing gear	
I. E-waste	
J. Cargo residues (non-HME)[2]	
K. Cargo residues (HME)[2]	
MARPOL Annex VI – Air pollution	**Quantity (m^3)**
Ozone-depleting substances and equipment containing such substances	
Exhaust gas-cleaning residues	

1 Indicate the proper shipping name of the NLS involved.

2 Indicate the proper shipping name of the dry cargo.

Name of ship:	IMO Number:

Please state below the approximate amount of wastes/residues remaining on board and the percentage of maximum storage capacity. If delivering all wastes/residues on board at this port please strike through this table and tick the box below. If delivering some or no waste/residue, please complete all columns.

I confirm that I am delivering all the wastes/residues held on board this vessel (as shown on page 1) at this port

Type	Maximum dedicated storage capacity (m^3)	Amount of wastes/residues retained on board (m^3)	Port at which remaining wastes/residues will be delivered (if known)	Estimate amount of wastes/residues to be generated between notification and next port of call (m^3)
MARPOL Annex I – Oil				
Oily bilge water				
Oily residues (sludge)				
Oily tank washings				
Dirty ballast water				
Scale and sludge from tank cleaning				
Other (please specify)				
MARPOL Annex II – NLS[3]				
Category X substance				
Category Y substance				
Category Z substance				
OS – other substances				
MARPOL Annex IV – Sewage				
Sewage				
MARPOL Annex V – Garbage				
A. Plastics				
B. Food wastes				
C. Domestic wastes				
D. Cooking oil				
E. Incinerator ashes				
F. Operational wastes				
G. Animal carcasses				
H. Fishing gear				
I. E-waste				
J. Cargo residues (non-HME)[4]				
K. Cargo residues (HME)[4]				
MARPOL Annex VI – Air pollution				
Ozone-depleting substances and equipment containing such substances				
Exhaust gas-cleaning residues				

Date: ..... Name and Position: .....

Time: ..... Signature: .....

[3] Indicate the proper shipping name of the NLS involved.

[4] Indicate the proper shipping name of the dry cargo.

APPENDIX 3

STANDARD FORMAT FOR THE WASTE DELIVERY RECEIPT

The designated representative of the reception facility provider should provide the following form to the master of a ship that has just delivered wastes/residues.
This form shall be retained on board the ship along with the appropriate Oil Record Book, Cargo Record Book or Garbage Record Book.

1. RECEPTION FACILITY AND PORT PARTICULARS

1.1 Location/Terminal name:	
1.2 Reception facility provider(s)	
1.3 Treatment facility provider(s) – if different from above:	
1.4 Waste/residue Discharge Date and Time from:	to

2. SHIP PARTICULARS

2.1 Name of ship:			2.5 Owner or operator:	
2.2 IMO number:			2.6 Distinctive number or letters:	
2.3 Gross tonnage:			2.7 Flag State:	
2.4 Type of ship:	☐ Oil tanker ☐ Other cargo ship	☐ Chemical tanker ☐ Passenger ship	☐ Bulk carrier ☐ Ro-ro	☐ Container ☐ Other (specify)

3. TYPE AND AMOUNT OF WASTES/RESIDUES RECEIVED

MARPOL Annex I – Oil	**Quantity (m^3)**
Oily bilge water	
Oily residues (sludge)	
Oily tank washings	
Dirty ballast water	
Scale and sludge from tank cleaning	
Other (please specify)	
MARPOL Annex II – NLS	**Quantity (m^3)/Name[1]**
Category X substance	
Category Y substance	
Category Z substance	
OS – other substance	
MARPOL Annex IV – Sewage	**Quantity (m^3)**

MARPOL Annex V – Garbage	**Quantity (m^3)**
A. Plastics	
B. Food wastes	
C. Domestic wastes	
D. Cooking oil	
E. Incinerator ashes	
F. Operational wastes	
G. Animal carcasses	
H. Fishing gear	
I. E-waste	
J. Cargo residues (non-HME)[2]	
K. Cargo residues (HME)[2]	
MARPOL Annex VI – related	**Quantity (m^3)**
Ozone-depleting substances and equipment containing such substances	
Exhaust gas-cleaning residues	

On behalf of the port facility I confirm that the above wastes/residues were delivered.

Signature: ..... Full Name and Company Stamp: .....

[1] Indicate the proper shipping name of the NLS involved.

[2] Indicate the proper shipping name of the dry cargo.

APPENDIX 4

WASTE RECEPTION FACILITY REPORTING REQUIREMENTS

Table 1: Waste reception facility reporting requirements for port States

Reporting requirements		Reference
Reporting on the availability of reception facilities	The port State is required to communicate to the Organization a list of reception facilities in its ports including their location, capacity, available facilities and other characteristics.	Article 11(1)(d) of MARPOL
	The port State is required to upload information on new reception facilities on the Port Reception Facilities Database (GISIS) and to maintain and update the required information continuously.	Port Reception Facilities Database (PRFD) as a module of the Global Integrated Shipping Information System (GISIS); Global Integrated Shipping Information System (GISIS) (resolution A.1029(26))
Reporting on alleged inadequacies of reception facilities	The port State should ensure the provision of proper arrangements to consider and respond appropriately and effectively to reports of inadequacies, informing IMO and the reporting flag State of the outcome of their investigation.	Resolution MEPC.83(44), annex, paragraph 10.3; MEPC.1/Circ.834/Rev.1, paragraph 41
Reporting on the assessment of the port reception facilities	The port State is encouraged to make use of the assessment form appended to the *Guidelines for ensuring the adequacy of port waste reception facilities*, to conduct regular assessments of waste/residue reception facilities in its ports and advise IMO of the outcome of such assessments, including any inadequacies of port reception facilities, as well as any technical cooperation assistance that may be needed to address those inadequacies.	*Guidelines for ensuring the adequacy of port waste reception facilities* (resolution MEPC.83(44))
Consulting with IMO on regional arrangements for port reception facilities	Small island developing States participating in a regional arrangement shall consult with IMO for circulation to the MARPOL Parties: (1) how the Regional Reception Facilities Plan takes into account the Guidelines (resolution MEPC.221(63); (2) particulars of the identified Regional Ships Waste Reception Centres; and (3) particulars of those ports with only limited facilities.	Regulations 38.4 and 38.6 of Annex I; Reg. 18.3 of Annex II; Reg. 12.2 of Annex IV; Reg. 8.3 of Annex V; Reg. 17.2 of Annex VI; *2012 Guidelines for the Development of a Regional Reception Facilities Plan* (resolution MEPC.221(63))

Table 2: Waste reception facility reporting requirements for flag States

Reporting requirements		Reference
Reporting on alleged inadequacies of reception facilities	The flag State is requested to distribute the Format for reporting alleged inadequacies of port reception facilities, as set out in appendix 1 of MEPC.1/Circ.834/Rev.1, to ships and urge Masters to use this format to report alleged inadequacies of port reception facilities to the Administration of the flag State and, if possible, to the authorities of the port State.	MEPC.1/Circ.834/Rev.1, paragraph 39
	The flag State is required to notify IMO, for transmission to the Parties concerned, of any case where facilities are alleged to be inadequate.	Reg. 38.8 of Annex I; Reg. 18.5 of Annex II; Reg. 12.2 of Annex IV; Reg. 8.3 of Annex V; Reg. 17.3 of Annex VI; resolution MEPC.83(44), annex, paragraph 8.3; MEPC.1/Circ.834/Rev.1, paragraph 39
	The flag State shall notify the port State of the occurrence of the alleged inadequacy of port reception facilities.	MEPC.1/Circ.834/Rev.1, paragraph 39; resolution MEPC.83(44), annex, paragraph 8.3
	Notification shall be made as soon as possible following completion of the alleged inadequacies reporting form (MEPC.1/Circ.834/Rev.1, appendix 1) and should include a copy of the master's report, together with any supporting documentation.	Resolution MEPC.83(44), annex, paragraph 8.3.1; MEPC.1/Circ.834/Rev.1, paragraph 40

33 CFR Part 329
Definition of
Navigable Waters of the US

AUTHORITY: 33 U.S.C. 401 et seq.

Section 329.1 - Purpose

This regulation defines the term "navigable waters of the United States" as it is used to define authorities of the Corps of Engineers. It also prescribes the policy, practice and procedure to be used in determining the extent of the jurisdiction of the Corps of Engineers and in answering inquiries concerning "navigable waters of the United States." This definition does not apply to authorities under the Clean Water Act which definitions are described under 33 CFR Parts 323 and 328.

Section 329.2 - Applicability

This regulation is applicable to all Corps of Engineers districts and divisions having civil works responsibilities.

Section 329.3 - General policies

Precise definitions of "navigable waters of the United States" or "navigability" are ultimately dependent on judicial interpretation and cannot be made conclusively by administrative agencies. However, the policies and criteria contained in this regulation are in close conformance with the tests used by Federal courts and determinations made under this regulation are considered binding in regard to the activities of the Corps of Engineers.

Section 329.4 - General definition

Navigable waters of the United States are those waters that are subject to the ebb and flow of the tide and/or are presently used, or have been used in the past, or may be susceptible for use to transport interstate or foreign commerce. A determination of navigability, once made, applies laterally over the entire surface of the waterbody, and is not extinguished by later actions or events which impede or destroy navigable capacity.

Section 329.5 General scope of determination

The several factors which must be examined when making a determination whether a waterbody is a navigable water of the United States are discussed in detail below. Generally, the following conditions must be satisfied:

a. Past, present, or potential presence of interstate or foreign commerce;
b. Physical capabilities for use by commerce as in paragraph (a) of this section; and
c. Defined geographic limits of the waterbody.

Section 329.6 - Interstate or foreign commerce

a. Nature of commerce: type, means, and extent of use. The types of commercial use of a waterway are extremely varied and will depend on the character of the region, its products, and the difficulties or dangers of navigation. It is the waterbody's capability of use by the public for purposes of transportation of commerce which is the determinative factor, and not the time, extent or manner of that use. As discussed in Section 329.9 of this Part, it is sufficient to establish the potential for commercial use at any past, present, or future time. Thus, sufficient commerce may be shown by historical use of canoes, bateaux, or other frontier craft, as long as that type of boat was common or well-suited to the place and period. Similarly, the particular items of commerce may vary widely, depending again on the region and period. The goods involved might be grain, furs, or other commerce of the time. Logs are a common example; transportation of logs has been a substantial and well-recognized commercial use of many navigable waters of the United States. Note, however, that the mere presence of floating logs will not of itself make the river "navigable"; the logs must have been related to a commercial venture. Similarly, the presence of recreational craft may indicate that a waterbody is capable of bearing some forms of commerce, either presently, in the future, or at a past point in time.
b. Nature of commerce: interstate and intrastate. Interstate commerce may of course be existent on an intrastate voyage which occurs only between places within the same state. It is only necessary that goods may be brought from, or eventually be destined to go to, another state. (For purposes of this regulation, the term "interstate commerce" hereinafter includes "foreign commerce" as well.)

Section 329.7 - Intrastate or interstate nature of waterway

A waterbody may be entirely within a state, yet still be capable of carrying interstate commerce. This is especially clear when it physically connects with a generally acknowledged avenue of interstate commerce, such as the ocean or one of the Great Lakes, and is yet wholly within one state. Nor is it necessary that there be a physically navigable connection across a state boundary. Where a waterbody extends through one or more states, but substantial portions, which are capable of bearing interstate commerce, are located in only one of the states, the entirety of the waterway up to the head (upper limit) of navigation is subject to Federal jurisdiction.

Section 329.8 - Improved or natural conditions of the waterbody

Determinations are not limited to the natural or original condition of the waterbody. Navigability may also be found where artificial aids have been or may be used to make the waterbody suitable for use in navigation.

a. **Existing improvements: artificial waterbodies.**
    1. An artificial channel may often constitute a navigable water of the United States, even though it has been privately developed and maintained, or passes through private property. The test is generally as developed above, that is, whether the waterbody is capable of use to transport interstate commerce. Canals which connect two navigable waters of the United States and which are used for commerce clearly fall within the test, and themselves become navigable. A canal open to navigable waters of the United States on only one end is itself navigable where it in fact supports interstate commerce. A canal or other artificial waterbody that is subject to ebb and flow of the tide is also a navigable water of the United States.
    2. The artificial waterbody may be a major portion of a river or harbor area or merely a minor backwash, slip, or turning area (see paragraph 329.12(b) of this Part).
    3. Private ownership of the lands underlying the waterbody, or of the lands through which it runs, does not preclude a finding of navigability. Ownership does become a controlling factor if a privately constructed and operated canal is not used to transport interstate commerce nor used by the public; it is then not considered to be a navigable water of the United States. However, a private waterbody, even though not itself navigable, may so affect the navigable capacity of nearby waters as to nevertheless be subject to certain regulatory authorities.

b. **Non-existing improvements, past or potential.** A waterbody may also be considered navigable depending on the feasibility of use to transport interstate commerce after the construction of whatever "reasonable" improvements may potentially be made. The improvement need not exist, be planned, nor even authorized; it is enough that potentially they could be made. What is a "reasonable" improvement is always a matter of degree; there must be a balance between cost and need at a time when the improvement would be (or would have been) useful. Thus, if an improvement were "reasonable" at a time of past use, the water was therefore navigable in law from that time forward. The changes in engineering practices or the coming of new industries with varying classes of freight may affect the type of the improvement; those which may be entirely reasonable in a thickly populated, highly developed industrial region may have been entirely too costly for the same region in the days of the pioneers. The determination of reasonable improvement is often similar to the cost analyses presently made in Corps of Engineers studies.

Section 329.9 - Time at which commerce exists or determination is made

a. **Past use.** A waterbody which was navigable in its natural or improved state, or which was susceptible of reasonable improvement (as discussed in paragraph 329.8(b) of this Part) retains its character as "navigable in law" even though it is not presently used for commerce, or is presently incapable of such use because of changed conditions or the presence of obstructions. Nor does absence of use because of changed economic conditions affect the legal character of the waterbody. Once having attained the character of "navigable in law," the Federal authority remains in existence, and cannot be abandoned by administrative officers or court action. Nor is mere inattention or ambiguous action by Congress an abandonment of Federal control. However, express statutory declarations by Congress that described portions of a waterbody are non-navigable, or have been abandoned, are binding upon the Department of the Army. Each statute must be carefully examined, since Congress often reserves the power to amend the Act, or assigns special duties of supervision and control to the Secretary of the Army or Chief of Engineers.

b. **Future or potential use.** Navigability may also be found in a waterbody's susceptibility for use in its ordinary condition or by reasonable improvement to transport interstate commerce. This may be either in its natural or improved condition, and may thus be existent although there has been no actual use to date. Non-use in the past therefore does not prevent recognition of the potential for future use.

Section 329.10 - Existence of obstructions

A stream may be navigable despite the existence of falls, rapids, sand bars, bridges, portages, shifting currents, or similar obstructions. Thus, a waterway in its original condition might have had substantial obstructions which were overcome by frontier boats and/or portages, and nevertheless be a "channel" of commerce, even though boats had to be removed from the water in some stretches, or logs be brought around an obstruction by means of artificial chutes. However, the question is ultimately a matter of degree, and it must be recognized that there is some point beyond which navigability could not be established.

Section 329.11 - Geographic and jurisdictional limits of rivers and lakes

a. **Jurisdiction over entire bed.** Federal regulatory jurisdiction, and powers of improvement for navigation, extend laterally to the entire water surface and bed of a navigable waterbody, which includes all the land and waters below the ordinary high water mark. Jurisdiction thus extends to the edge (as determined above) of all such waterbodies, even though portions of the waterbody may be extremely shallow, or obstructed by shoals, vegetation or other barriers.

Marshlands and similar areas are thus considered navigable in law, but only so far as the area is subject to inundation by the ordinary high waters.

1. The **"ordinary high water mark"** on non-tidal rivers is the line on the shore established by the fluctuations of water and indicated by physical characteristics such as a clear, natural line impressed on the bank; shelving; changes in the character of soil; destruction of terrestrial vegetation; the presence of litter and debris; or other appropriate means that consider the characteristics of the surrounding areas.
2. **Ownership** of a river or lake bed or of the lands between high and low water marks will vary according to state law; however, private ownership of the underlying lands has no bearing on the existence or extent of the dominant Federal jurisdiction over a navigable waterbody.

b. **Upper limit of navigability.** The character of a river will, at some point along its length, change from navigable to non-navigable. Very often that point will be at a major fall or rapids, or other place where there is a marked decrease in the navigable capacity of the river. The upper limit will therefore often be the same point traditionally recognized as the head of navigation, but may, under some of the tests described above, be at some point yet farther upstream.

Section 329.12 - Geographic and jurisdictional limits of oceanic and tidal waters

a. **Ocean and coastal waters.** The navigable waters of the United States over which Corps of Engineers regulatory jurisdiction extends include all ocean and coastal waters within a zone three geographic (nautical) miles seaward from the baseline (The Territorial Seas). Wider zones are recognized for special regulatory powers exercised over the outer continental shelf. (See 33 CFR 322.3(b)).

1. **Baseline defined.** Generally, where the shore directly contacts the open sea, the line on the shore reached by the ordinary low tides comprises the baseline from which the distance of three geographic miles is measured. The baseline has significance for both domestic and international law and is subject to precise definitions. Special problems arise when offshore rocks, islands, or other bodies exist, and the baseline may have to be drawn seaward of such bodies.
2. **Shoreward limit of jurisdiction.** Regulatory jurisdiction in coastal areas extends to the line on the shore reached by the plane of the mean (average) high water. Where precise determination of the actual location of the line becomes necessary, it must be established by survey with reference to the available tidal datum, preferably averaged over a period of 18.6 years. Less precise methods, such as observation of the "apparent shoreline" which is determined by reference to physical markings, lines of vegetation, or changes in type of vegetation, may be used only where an estimate is needed of the line reached by the mean high water.

b. **Bays and estuaries.** Regulatory jurisdiction extends to the entire surface and bed of all waterbodies subject to tidal action. Jurisdiction thus extends to the edge (as

determined by paragraph (a)(2) of this section) of all such waterbodies, even though portions of the waterbody may be extremely shallow, or obstructed by shoals, vegetation, or other barriers. Marshlands and similar areas are thus considered "navigable in law," but only so far as the area is subject to inundation by the mean high waters. The relevant test is therefore the presence of the mean high tidal waters, and not the general test described above, which generally applies to inland rivers and lakes.

Section 329.13 - Geographic limits: shifting boundaries

Permanent changes of the shoreline configuration result in similar alterations of the boundaries of the navigable waters of the United States. Thus, gradual changes which are due to natural causes and are perceptible only over some period of time constitute changes in the bed of a waterbody which also change the shoreline boundaries of the navigable waters of the United States. However, an area will remain "navigable in law," even though no longer covered with water, whenever the change has occurred suddenly, or was caused by artificial forces intended to produce that change. For example, shifting sand bars within a river or estuary remain part of the navigable water of the United States, regardless that they may be dry at a particular point in time.

Section 329.14 - Determination of navigability

a. **Effect on determinations.** Although conclusive determinations of navigability can be made only by federal Courts, those made by federal agencies are nevertheless accorded substantial weight by the courts. It is therefore necessary that when jurisdictional questions arise, district personnel carefully investigate those waters which may be subject to Federal regulatory jurisdiction under guidelines set out above, as the resulting determination may have substantial impact upon a judicial body. Official determinations by an agency made in the past can be revised or reversed as necessary to reflect changed rules or interpretations of the law.

b. **Procedures of determination.** A determination whether a waterbody is a navigable water of the United States will be made by the division engineer, and will be based on a report of findings prepared at the district level in accordance with the criteria set out in this regulation. Each report of findings will be prepared by the district engineer, accompanied by an opinion of the district counsel, and forwarded to the division engineer for final determination. Each report of findings will be based substantially on applicable portions of the format in paragraph (c) of this section.

c. **Suggested format** of report of findings:
    1. Name of waterbody:
    2. Tributary to:
    3. Physical characteristics:
        i. Type: (river, bay, slough, estuary, etc.)

ii. Length:
iii. Approximate discharge volumes: Maximum, Minimum, Mean:
iv. Fall per mile:
v. Extent of tidal influence:
vi. Range between ordinary high and ordinary low water:
vii. Description of improvements to navigation not listed in paragraph (c)(5) of this section:

4. Nature and location of significant obstructions to navigation in portions of the waterbody used or potentially capable of use in interstate commerce:
5. Authorized projects:
   i. Nature, condition and location of any improvements made under projects authorized by Congress:
   ii. Description of projects authorized but not constructed:
   iii. List of known survey documents or reports describing the waterbody:
6. Past or present interstate commerce:
   i. General types, extent, and period in time:
   ii. Documentation if necessary:
7. Potential use for interstate commerce, if applicable:
   i. If in natural condition:
   ii. If improved:
8. Nature of jurisdiction known to have been exercised by Federal agencies if any:
9. State or Federal court decisions relating to navigability of the waterbody, if any:
10. Remarks:
11. Finding of navigability (with date) and recommendation for determination:

Section 329.15 - Inquiries regarding determinations

a. Findings and determinations should be made whenever a question arises regarding the navigability of a waterbody. Where no determination has been made, a report of findings will be prepared and forwarded to the division engineer, as described above. Inquiries may be answered by an interim reply which indicates that a final agency determination must be made by the division engineer. If a need develops for an emergency determination, district engineers may act in reliance on a finding prepared as in Section 329.14 of this Part. The report of findings should then be forwarded to the division engineer on an expedited basis.
b. Where determinations have been made by the division engineer, inquiries regarding the navigability of specific portions of waterbodies covered by these determinations may be answered as follows:

   This Department, in the administration of the laws enacted by Congress for the protection and preservation of the navigable waters of the United States, has determined that (River) (Bay) (Lake, etc.) is a navigable water of the United

States from mile to mile. Actions which modify or otherwise affect those waters are subject to the jurisdiction of this Department, whether such actions occur within or outside the navigable areas.

c. Specific inquiries regarding the jurisdiction of the Corps of Engineers can be answered only after a determination whether
    1. the waters are navigable waters of the United States or
    2. if not navigable, whether the proposed type of activity may nevertheless so affect the navigable waters of the United States that the assertion of regulatory jurisdiction is deemed necessary.

Section 329.16 - Use and maintenance of lists of determinations.

a. Tabulated lists of final determinations of navigability are to be maintained in each district office, and be updated as necessitated by court decisions, jurisdictional inquiries, or other changed conditions.
b. It should be noted that the lists represent only those waterbodies for which determinations have been made; absence from that list should not be taken as an indication that the waterbody is not navigable.
c. Deletions from the list are not authorized. If a change in status of a waterbody from navigable to non-navigable is deemed necessary, an updated finding should be forwarded to the division engineer; changes are not considered final until a determination has been made by the division engineer.

Prevention of Pollution by Garbage from Ships

Regulations for the prevention of pollution by garbage from ships are contained in Annex V of MARPOL.

Background of MARPOL Annex V

Garbage from ships can be just as deadly to marine life as oil or chemicals.

The greatest danger comes from plastic, which can float for years. Fish and marine mammals can in some cases mistake plastics for food and they can also become trapped in plastic ropes, nets, bags and other items - even such innocuous items as the plastic rings used to hold cans of beer and drinks together.

It is clear that a good deal of the garbage washed up on beaches comes from people on shore - holiday-makers who leave their rubbish on the beach, fishermen who simply throw unwanted refuse over the side - or from towns and cities that dump rubbish into rivers or the sea. But in some areas most of the rubbish found comes from passing ships which find it convenient to throw rubbish overboard rather than dispose of it in ports.

For a long while, many people believed that the oceans could absorb anything that was thrown into them, but this attitude has changed along with greater awareness of the environment. Many items can be degraded by the seas - but this process can take months or years.

Persuading people not to use the oceans as a rubbish tip is a matter of education - the old idea that the sea can cope with anything still prevails to some extent but it also involves much more vigorous enforcement of regulations such as MARPOL Annex V.

MARPOL Annex V

MARPOL Annex V seeks to eliminate and reduce the amount of garbage being discharged into the sea from ships. Unless expressly provided otherwise, Annex V applies to all ships, which means all ships of any type whatsoever operating in the marine environment, from merchant ships to fixed or floating platforms to non-commercial ships like pleasure crafts and yachts.

Although the Annex is optional[1], it did receive a sufficient number of ratifications to enable entry into force on 31 December 1988. Today, more than 150 Countries have signed up to MARPOL Annex V.

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MARPOL Annex V generally prohibits the discharge of all garbage into the sea, except as provided in regulations 4, 5, and 6 of the Annex, which are related to food waste, cargo residues, cleaning agents and additives and animal carcasses. An overview of the MARPOL Annex V discharge provisions can be accessed here. Exceptions with respect to the safety of a ship and those on board and accidental loss are contained in regulation 7 of Annex V

Under MARPOL Annex V, garbage includes all kinds of food, domestic and operational waste, all plastics, cargo residues, incinerator ashes, cooking oil, fishing gear, and animal carcasses generated during the normal operation of the ship and liable to be disposed of continuously or periodically. Garbage does not include fresh fish and parts thereof generated as a result of fishing activities undertaken during the voyage, or as a result of aquaculture activities.

To assist Governments, ships and port operators in implementing relevant requirements under MAPROL Annex V, MEPC has developed and adopted the Guidelines for the implementation of MARPOL Annex V, known as a living document, the latest of which is resolution MEPC.295(71).

Port reception facilities

The effectiveness of ships to comply with the discharge requirements of MARPOL depends largely upon the availability of adequate port reception facilities, especially within special areas. Hence, MARPOL Annex V also obliges Governments to ensure the provision of adequate reception facilities at ports and terminals for the reception of garbage without causing undue delay to ships, and according to the needs of the ships using them.

As provided in regulation 8.3, Small Island Developing States (SIDS) could satisfy the requirements for providing adequate port reception facilities through regional arrangements when, because of those States' unique circumstances, such arrangements are the only practical means to satisfy these requirements. Parties participating in a regional arrangement must develop a Regional Reception Facility Plan, taking into account the guidelines developed by IMO[2].

Special areas

The special areas established under Annex V are:

- the Mediterranean Sea area
- the Baltic Sea area
- the Black Sea area
- the Red Sea area
- the Gulfs area
- the North Sea area
- the Wider Caribbean Region and
- the Antarctic area.
- These are sea areas where for recognized technical reasons relating to their oceanographic and ecological condition and the particular character of traffic, such as heavy maritime traffic, low water exchange,

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extreme ice states, endangered marine species, etc., the adoption of special mandatory meth... prevention of marine pollution by garbage is required.

Port State control

Provisions to extend port State control to cover operational requirements as regards prevention of marine pollution were adopted in 1994 and entered into force on 3 March 1996. Like similar amendments to the other MARPOL Annexes, regulation 9 of Annex V makes it clear that port State control officers can inspect a foreign-flagged ship at a port or an offshore terminal of its State "where there are clear grounds for believing that the master or crew are not familiar with essential shipboard procedures relating to the prevention of pollution by garbage".

Placard

Regulation 10.1 also requires every ship of 12 metres in length or over and every fixed or floating platform to display placards notifying passengers and crew of the disposal requirements of the Annex; these placards should be written in the working language of the ship's crew and also in English, French or Spanish for ships travelling to other States' ports or offshore terminals.

Garbage management plan

All ships of 100 gross tonnage and above, every ship certified to carry 15 persons or more, and every fixed or floating platform must carry a garbage management plan on board, which includes written procedures for minimizing, collecting, storing, processing and disposing of garbage, including the use of the equipment on board (regulation 10.2). The garbage management plan must designate the person responsible for the plan and be written in the working language of the crew. Resolution MEPC.220(63) provides the *2012 Guidelines for the development of garbage* management *plans*.

Garbage Record Book

Implementation and enforcement is also the focus of regulation 10.3, which requires all ships of 400 gross tonnage and above and every ship which is certified to carry 15 persons or more engaged in voyages to ports and offshore terminals under the jurisdiction of another Party to the Convention and every fixed or floating platform to provide a Garbage Record Book and to record all disposal and incineration operations.

The date, time, position of the ship, description of the garbage and the estimated amount incinerated or discharged must be logged and signed. The Garbage Record Book must be kept for a period of two years after the date of the last entry. This regulation does not in itself impose stricter requirements - but it makes it easier to check that the regulations on garbage are being adhered to as it means ship personnel must keep track of the garbage and what happens to it. It could also prove an advantage to a ship when local officials are checking the origin of discharged garbage - if ship personnel can adequately account for all their garbage, they are unlikely to be wrongly penalised for discharging garbage when they have not done so. Appendix 2 of MARPOL Annex V provides a standard form for a Garbage Record Book.

Cargo residues

Cargo residues are defined as the remnants of any cargo which are not covered by other Annexes to the present Convention and which remain on deck or in holds following loading or unloading. They include loading and unloading excess or spillage, whether in wet or dry condition or entrained in wash water, but do not include

cargo dust remaining on deck after sweeping or dust on the external surfaces of the ship (regulat... Annex V). In addition to this definition, MARPOL Annex V also stipulates that only those cargo residues that cannot be recovered using commonly available methods for unloading could be considered for discharge.

A simplified overview of the regulations regarding the discharge of cargo residues under MARPOL Annex V can be accessed here. As a general rule, cargo residues which contain substances classified as harmful to the marine environment (HME) must not be discharged at sea, but have to be taken to port reception facilities. Regarding the discharge of cargo residues which do not contain any HME substances, the Annex establishes different requirements depending on whether they are contained in wash water or not.

Solid bulk cargoes must be classified and declared by the shipper as to whether or not they are harmful to the marine environment, in accordance with the criteria set out in appendix 1 of MARPOL Annex V.

Shipboard incinerator

The Standard Specification for Shipboard Incinerators (resolution MEPC.244(66)) covers the design, manufacture, performance, operation and testing of incinerators designed to incinerate garbage and other shipboard waste.

Verification of compliance

Chapter 2 of MARPOL Annex V provides that Parties must use the provisions of the Code for Implementation in execution of their obligations and responsibilities, and be subject to the IMO Member State Audit Scheme (IMSAS) in accordance with the audit standard to verify compliance with and implementation of the Annex. The mandatory IMSAS commenced from 1 January 2016,

Polar Regions

Chapter 3 of MARPOL Annex V makes use of the environment-related provisions of the Polar Code mandatory, and requires that ships trading the Polar Regions must comply with strict environmental provisions specific to the harsh conditions in Polar waters – the Arctic waters and the Antarctic area.

List of amendments to MARPOL Annex V

No.	Resolution	Adoption	Deemed acceptance	Entry into force
1	MEPC.36(28)	17 Oct. 1989	17 Aug. 1990	18 Feb. 1991
2	MEPC.42(30)	16 Nov. 1990	16 Sept. 1991	17 Mar. 1992
3	MEPC.48(31)	4 Jul. 1991	4 Oct. 1992	4 Apr. 1993
4	Resolution 3[3]	2 Nov. 1994	3 Sept. 1995	3 Mar. 1996
5	MEPC.65(37)	14 Sept. 1995	1 Jan. 1997	1 Jul. 1997
6	MEPC.89(45)	5 Oct. 2000	1 Sept. 2001	1 Mar. 2002
7	MEPC.116(51)	1 April 2004	1 Feb. 2005	1 Aug. 2005
8	MEPC.201(62)	15 Jul. 2011	1 July. 2012	1 Jan. 2013

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9	MEPC.216(63)	2 Mar. 2012	1 Feb. 2013	1 Aug. 2
10	MEPC.246(66)	4 Apr. 2014	1 Jul. 2015	1 Jan. 2016
11	MEPC.265(68)	15 May 2015	1 Jul. 2016	1 Jan. 2017
12	MEPC.277(70)	28 Oct. 2016	1 Sept. 2017	1 Mar. 2018

[1] See Article 14 (1) of MARPOL: "A State may at the time of signing, ratifying, accepting, approving or acceding to the present Convention declare that it does not accept any one or all of Annexes III, IV and V (hereinafter referred to as "Optional Annexes") of the present Convention. Subject to the above, Parties to the Convention shall be bound by any Annex in its entirety."

[2] Refer to the *2012 Guidelines for the development of a Regional Reception Facilities Plan* (resolution MEPC.221(63)).

[3] Resolution 3 of the Conference of Parties to the International Convention for the Prevention of Pollution from ships, 1973, as modified by the Protocol of 1978 relating thereto.

Marine Environment

- **Pollution Prevention**
- Pollution Preparedness and Response
- Ballast Water Management
- Biofouling
- Anti-fouling systems
- Ship Recycling
- Port Reception facilities
- Special Areas under MARPOL
- Particularly Sensitive Sea Areas
- London Convention and Protocol
- GESAMP
- Technical Assistance

Video Links

- "Any Waste Any Time" Part 1
- "Any Waste Any Time" Part 2

Related Links

- Simplified overview of the discharge provisions of the revised MARPOL Annex V

Reception facilities

IMO has recognized that provision of reception facilities is crucial for effective MARPOL implementation, and the Marine Environment Protection Committee (MEPC) has strongly encouraged Member States, particularly those Parties to MARPOL as port States, to fulfil their treaty obligations on providing adequate reception facilities.

In March 2006, MEPC 54 emphasized the importance of adequate reception facilities in the chain of implementation of MARPOL, and stated that the policy of "zero tolerance of illegal discharges from ships" could only be effectively enforced when there were adequate reception facilities in ports. Therefore the Committee urged all Parties to MARPOL, particularly port States, to fulfil their treaty obligations to provide reception facilities for wastes generated during the normal operation of ships. The Committee also agreed to develop a port reception facility database (PRFD) as a module of the IMO Global Integrated Shipping Information System (GISIS) . The PRFD was designed to allow Member States to update the Database via a log-in password, and to allow the public to access all the information in the Database on a view-only basis. The Database went live to the public on 1 March 2006.

Action Plan to tackle the inadequacy of port reception facilities

In October 2006, MEPC 55 approved an Action Plan to tackle the alleged inadequacy of port reception facilities - seen as a major hurdle to overcome in order to achieve full compliance with MARPOL. The Plan was developed by the Sub-Committee on Flag State Implementation (FSI) in order to contribute to the effective implementation of MARPOL and to promote quality and environmental consciousness among administrations and shipping.

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The Plan contained work items aimed at improving the provision and use of adequate port recep[illegible] including work items relating to reporting requirements; provision of information on port reception facilities; identification of any technical problems encountered during the transfer of waste between ship and shore and the standardization of garbage segregation requirements and containment identification; review of the type and amount of wastes generated on board and the type and capacity of port reception facilities; revision of the IMO Comprehensive Manual on Port Reception Facilities; and development of a guide to good practice on port reception facility providers and users. With regard to regional arrangements, in March 2012, MEPC 63 adopted, by resolution MEPC.216(63),the amendments to MARPOL Annex V, which provides that Small Island Developing States (SIDS) may satisfy the relevant requirements of reception facilities through regional arrangements when, because of those States' unique circumstances, such arrangements are the only practical means to satisfy these requirements.

As part of the work on the Action Plan a standard Advance Notification Form was developed to enhance the smooth implementation and uniform application of this requirement, thus minimizing the risk of a ship incurring delay. Also, a standard Waste Delivery Notification form was developed to provide uniformity of records throughout the world.

Also, under its work on the Action Plan, FSI developed the Guide of good practice on port reception facility providers and users, which provides guidance and easy reference to good practices related to the use and provision of port reception facilities as well as a list of applicable regulations and guidelines.

In March 2018, MEPC adopted the MEPC.1/Circ.834/Rev.1 Revised Consolidated Guidance for port reception facility providers and users, which consolidates in a single document the Guide to good practice for port reception facility providers and users (MEPC.1/Circ.671/Rev.1) and four other circulars related to port reception facilities (MEPC.1/Circ.469/Rev.2, MEPC.1/Circ.644/Rev.1, MEPC.1/Circ.645/Rev.1 and MEPC.1/Circ.470/Rev.1).

Marine Environment

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- Port Reception facilities
- Special Areas under MARPOL
- Particularly Sensitive Sea Areas
- London Convention and Protocol
- GESAMP
- Technical Assistance

Related Documents

- GISIS port reception facilities database

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Categories

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New amendments of MARPOL Annex V coming into force on 1st January 20113

Revised MARPOL Annex V sets new regulatory requirements regarding the disposal of garbage from ships and will come into force on 1 January 2013. The new amendments prohibit the disposal of almost all kinds of garbage at sea with the exemption under specific requirements of food waste, animal carcasses, cargo residues contained in wash water and environmental friendly cleaning agents. As a result of these regulations more and more ships will dispose their ship-generated waste to reception facilities ashore. MARPOL Annex V applies to all ships.

Generally, discharge is restricted to food wastes, identified cargo residues, animal carcasses, and identified cleaning agents and additives in washwater which are not harmful to the marine environment. Garbage discharge regulations do not apply when the discharge of garbage from a ship was a necessary action for the purpose of securing the safety of a ship and those on board or saving life at sea. In such cases an entry should be made in the Garbage Record Book, or in the ship's official log-book for ships of less than 400 gross tonnage.

According to revised MARPOL Annex V shipboard generated garbage is to be grouped into the following categories:

1. **Plastics** - Garbage that consists of or includes plastic in any form, including synthetic ropes, synthetic fishing nets, plastic garbage bags and incinerator ashes from plastic products. Garbage under this category is prohibited to be discharged at sea.
2. **Food wastes** – Spoiled or unspoiled food substances. Food wastes may be discharged at sea under specific circumstances/requirements (refer to the simplified overview of the discharge provisions of the revised MARPOL Annex V developed by IMO).
3. **Domestic Wastes** – Garbage generated mainly in the accommodation spaces on board the ship (e.g. drinking bottles, papers, cardboard etc). Garbage under this category is prohibited to be discharged at sea.
4. **Cooking Oil** – Edible oil or animal fat used for the preparation or cooking of food. Garbage under this category is prohibited to be discharged at sea.
5. **Incinerator ashes** - Ash and clinkers resulting from shipboard incinerators used for the incineration of garbage. Garbage under this category is prohibited to be discharged at sea.
6. **Operational wastes** - Solid wastes (including slurries) that are collected on board during normal maintenance or operations of a ship, or used for cargo stowage and handling. Operational wastes also includes cleaning agents and additives contained in cargo hold and external wash water that may be harmful to the aquatic environment. Operational wastes does not include grey water, bilge water, or other similar discharges essential to the operation of a ship (boiler/economizer blowdown, gas turbine washwater, machinery wastewater etc). Garbage under this category is prohibited to be discharged at sea.
7. **Cargo residues** - Remnants of any cargo which remain on the deck or in holds following loading or unloading. This category does not include cargo dust remaining on the deck after sweeping or dust on the external surfaces of the ship. Such garbage may be discharged at sea under specific circumstances/requirements (refer to the simplified overview of the discharge provisions of the revised MARPOL Annex V developed by IMO). It is essential to remember that besides other requirements (e.g. distance from shore) cargo residues in order to be discharged at sea they should not be harmful to the marine environment. Cargo residues which are considered harmful to the marine environment are classified according to the criteria of the United Nations Globally Harmonized System for Classification and Labelling of Chemicals (UN GHS) meeting parameters such as: acute aquatic toxicity category 1, chronic aquatic toxicity category, carcinogenicity, mutagenicity, reproductive toxicity etc
8. **Animal Carcasses** – Bodies of any animals that are carried on board as cargo and that die or are euthanized during the voyage. Discharge of such wastes permitted at sea under specific circumstances/requirements (refer to the simplified overview of the discharge provisions of the revised MARPOL Annex V developed by IMO).
9. **Fishing Gear** - Physical device that may be placed on or in the water or on the sea-bed with the intended purpose of capturing marine or fresh water organisms. Garbage under this category is prohibited to be discharged at sea.

These new categories represent the categories to be used for record purposes in the Garbage Record Book. The superseded MARPOL Annex V defined six categories whereas the revised annex defines nine.

Regarding the cleaning agents mentioned above, a cleaning agent or additive is considered as not harmful for the marine environment when:

1. **The Chemical used is not a "harmful substance" in accordance with the criteria in MARPOL Annex III.** This means substances identified by criteria such as Acute (short-term) aquatic hazard, rapidly or non-rapidly degradable

COLUMBIA
SHIPMANAGEMENT RIJEKA

substances for which there are adequate chronic toxicity data available and substances for which adequate chronic toxicity data are not available. Tables containing criteria values for the identification of harmful substances as per revised MARPOL Annex III can be found HERE. Mentioned criteria are based on those developed by the United Nations Globally Harmonized System of Classification and Labelling of Chemicals (GHS), as amended. The GHS can be found HERE.

2. **The Chemical used does not contain any components which are known to be carcinogenic, mutagenic or reprotoxic (CMR).** In order to identify such components the GESAMP list can be used.

To sum up the above, when a ship is discharging chemicals agents from hold wash water to the sea and records such action to the Garbage Record Book then the ship should be able at any time to provide evidence that the cleaning agent or additive used was not harmful to the environment. Such evidence may be provided by the chemicals' manufacturer under the form of signed and dated statements providing information that the chemical/product meets the criteria for not being harmful to the marine environment. This might form part of a Safety Data Sheet or be a stand-alone document.

Of course the same applies for the cargo that was previously stored within the hold, meaning that hold wash water and cargo residues cannot be discharged if the previous cargo contained within the ship's hold was not declared as not being harmful to the marine environment according to Section 4.2 of the International Maritime Solid Bulk Cargoes (IMSBC) Code.

In case garbage is mixed with or contaminated by other garbage which have different discharge requirements, the more stringent requirements shall apply. For example, if a vessel is sailing within a special area and has mixed comminuted food waste with food waste that is no comminuted then according to the revised MARPOL Annex V regulations the vessel should not discharge the food waste mixture to the sea.

A simplified overview of the discharge provisions of the revised MARPOL Annex V which will enter into force on 1 January 2013 has been developed by the IMO and is presented here below

<table>
<tr><th>Type of garbage</th><th>Ships outside special areas</th><th>Ships within special areas</th><th>Offshore platforms (more than 12 nm from land) and all ships within 500 m of such platforms</th></tr>
<tr><td>Food waste comminuted or ground</td><td>Discharge permitted ≥3 nm from the nearest land, en route and as far as practicable</td><td>Discharge permitted ≥12 nm from the nearest land, en route and as far as practicable</td><td>Discharge permitted</td></tr>
<tr><td>Food waste not comminuted or ground</td><td>Discharge permitted ≥12 nm from the nearest land, en route and as far as practicable</td><td>Discharge prohibited</td><td>Discharge prohibited</td></tr>
<tr><td>Cargo residues[1] not contained in wash water</td><td rowspan="2">Discharge permitted ≥12 nm from the nearest land, en route and as far as practicable</td><td>Discharge prohibited</td><td>Discharge prohibited</td></tr>
<tr><td>Cargo residues[1] contained in wash water</td><td>Discharge permitted ≥12 nm from the nearest land, en route, as far as practicable and subject to two additional conditions[2]</td><td>Discharge prohibited</td></tr>
<tr><td>Cleaning agents and additives[1] contained in cargo hold wash water</td><td rowspan="2">Discharge permitted</td><td>Discharge permitted ≥12 nm from the nearest land, en route, as far as practicable and subject to two additional conditions[2]</td><td>Discharge prohibited</td></tr>
<tr><td>Cleaning agents and additives[1] in deck and external surfaces wash water</td><td>Discharge permitted</td><td>Discharge prohibited</td></tr>
<tr><td>Carcasses of animals carried on board as cargo and which died during the voyage</td><td>Discharge permitted as far from the nearest land as possible and en route</td><td>Discharge prohibited</td><td>Discharge prohibited</td></tr>
<tr><td>All other garbage including plastics, synthetic ropes, fishing gear, plastic garbage bags, incinerator ashes, clinkers, cooking oil, floating dunnage, lining and packing materials, paper, rags, glass, metal, bottles, crockery and similar refuse</td><td>Discharge prohibited</td><td>Discharge prohibited</td><td>Discharge prohibited</td></tr>
<tr><td>Mixed garbage</td><td colspan="3">When garbage is mixed with or contaminated by other substances prohibited from discharge or having different discharge requirements, the more stringent requirements shall apply</td></tr>
</table>

1 These substances must not be harmful to the marine environment.
2 Discharge shall only be allowed if: (a) both the port of departure and the next port of destination are within the special area and the ship will not transit outside the special area between these ports (regulation 6.1.2.2); and (b) if no adequate reception facilities are available at those ports (regulation 6.1.2.3)

It is likely that shipboard garbage destined to be sent to a port waste reception facility will need to be segregated. The requirements for the port concerned should be sought and followed in this respect. Given that some ports may not be able to receive and process all types of waste, the garbage processing capability of the port should be checked prior to arrival.

Every ship of 12 m or more in length overall and fixed or floating platforms shall display placards which notify/inform the crew and the passengers regarding the discharge requirements that apply to the ship. The placards shall be written in the working language of the ship's crew and in English or French or Spanish (this requirement remains the same with the one of the superseded regulation of MARPOL Annex V)

Every ship of 100 gross tonnage (instead of 400 GT required by the superseded MARPOL Annex V) and above, and every ship which is certified to carry 15 or more persons, shall carry a garbage management plan (based on IMO Guidelines MEPC.220(63) and in working language of the crew) containing procedures on

1. garbage minimization
2. garbage collection
3. garbage storage
4. garbage processing
5. garbage disposal
6. equipment used onboard for handling of garbage
7. the designation of the person or persons in charge for implementing the Garbage Management Plan

In addition to the Garbage Management Plan every ship of 400 gross tonnage and above and every ship which is certified to carry 15 or more persons engaged in voyages to ports which are under the jurisdiction of another Party to the Convention should maintain a Garbage Record Book in the form specified in the appendix of the revised Annex. The requirement to maintain a Garbage Record Book remains the same with the superseded MARPOL Annex V with the difference that the layout of the form which will record the garbage discharges is different from the superseded one.

Apart from the above which are requirements of the revised MARPOL Annex V, in order to enhance the implementation of the onboard Garbage Management Plan and to exercise better garbage handling procedures in overall, meaning from the generation of the garbage onboard to the appropriate disposal of them, ships' crews and agents could make use of IMO's developed standard format for the advance notification of waste delivery to port reception facilities as defined in IMO Circular MEPC.1/Circ.644.

In addition, where a ships' Master or agent finds reception facilities in a port inadequate (for example the facility required is not available or is inconveniently located, has unreasonable charges and/or cause undue delay) the Master should forward the information contained in MEPC.1/Circ.469/Rev.1, together with any supporting documentation, to the Administration of the flag State and, if possible, to the competent Authorities in the port State.

Finally, following a ships' use of port reception facilities the ships' crews and agents should encourage waste reception facilities service providers to use the IMO standard format for the waste delivery receipt as outlined in MEPC.1/Circ.645

For further reading regarding Garbage Management and revised MARPOL Annex V requirements you can also refer to the following:

1. Revised MARPOL Annex V MEPC.201(62)
2. Guidelines for the implementation of MARPOL Annex V MEPC.219(63)
3. Guidelines for the development of Garbage Management Plans MEPC.220(63)
4. Guide to good practice for port reception facilities providers and users MEPC.1/Circ.671
5. Advanced notification form for waste delivery to port reception facilities MEPC.1/Circ.644
6. Reporting alleged inadequacies of port reception facilities MEPC.1/Circ.469/Rev.1
7. Waste delivery receipt IMO format MEPC.1/Circ.645

read more

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Related photo gallery

INFORMATION ITEM – G

DATE: January 12, 2021

RE: Fuel Dock Project Update

TO: Honorable Board President and Harbor District Board Members

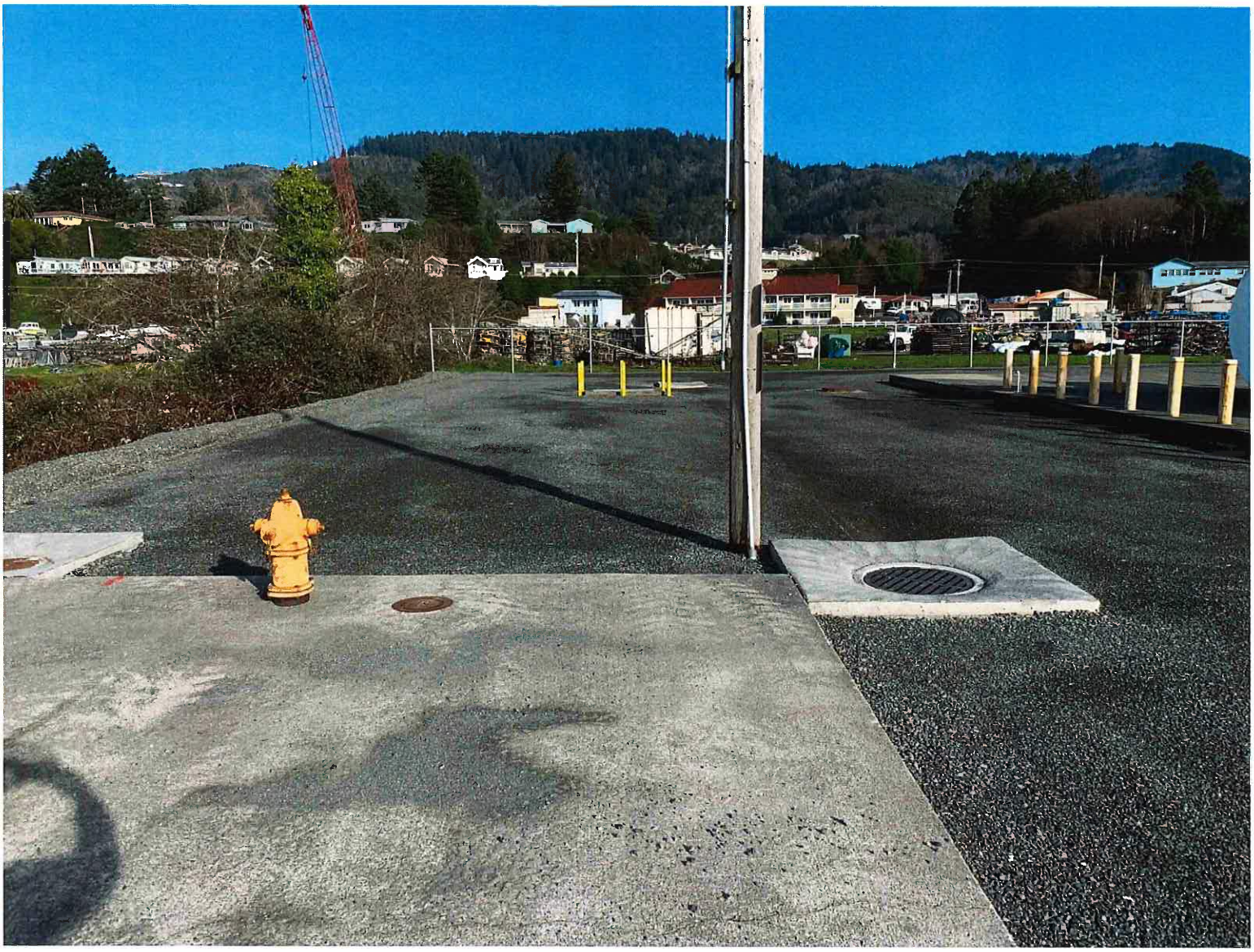
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Legacy finished grading and storm drain work around the aboveground fuel tanks and ready for asphalt.
- Fuel lines and utilities were disconnected by the Port and ready for Legacy to demolish the existing structure. Port staff has informed Legacy employees to be careful not damaging any of the existing fuel lines. If any of the fuel line are damage, the entire fuel line would need to be replaced. The existing fuel lines are not made anymore and parts are not available.
- Legacy began mobilizing their crane and floats late December. They anticipate being in the water by end of week January 15.
- We have requested a workplan and schedule a weekly progress meeting with Legacy and Jack/EMC until the project is completed. Date and time has not been set for the weekly teleconference meeting.
- The Port is anticipating reopening the fuel dock February 15.

DOCUMENTS

- Photos of grading around aboveground fuel tanks, 3 pages



INFORMATION ITEM – H

DATE:	January 12, 2021
RE:	2021 Events at the Port
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

- To give event coordinators time to organize their events does the Port want to make any decisions soon to hold events at the Port this year or wait to see what happens with COVID restrictions in the State or region.

- Vaccinations continues to happen for the long-term care facilities and medical staff.

- Curry County is currently in Extreme Risk category and will be moving down a notch to High Risk starting January 15.

DOCUMENTS

- Vaccination Information, 1 page
- Oregon Risk Matrix, 1 page

COVID-19 Updates

govstatus.egov.com/OR-OHA-COVID-19

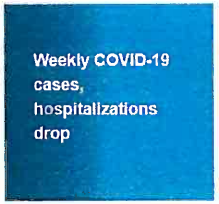
OREGON.GOV | OHA COVID-19 Home | Mask Requirements | Getting Tested | COVID-19 Vaccine | Community Resources | En Español | Data

avoid contact with people who are sick. If you are having a medical emergency, call 911.

Oregon continues COVID-19 vaccinations

Oregon's COVID-19 vaccination effort continues with the state's first long-term care facility residents and staff receiving vaccinations. Oregon, like other states, does not currently have enough vaccine to immunize everyone against COVID-19. The first people getting the vaccine are health care workers and people who live or work in long-term care facilities, such as skilled nursing facilities. OHA's data dashboard shows the total number of vaccines given to date in Oregon, based on these populations.

Vaccination Data Dashboard | Vaccine Information



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OFFICE OF THE DIRECTOR
Kate Brown, Governor

Oregon Health Authority

Activities	Lower Risk	Moderate Risk	High Risk	Extreme Risk
Social and At-Home Gathering Size — Indoor	Max 10, recommended limit 4 households	Max 8, recommended limit 2 households	Max 6, recommended limit 2 households	Max 6, recommended limit 2 households
Social and At-Home Gathering Size — Outdoor	Max 12	Max 10	Max 8	Max 6, recommended limit 2 households
Eating and Drinking Establishments	Indoor Dining available at 50% capacity, 12:00a Close, Outdoor Dining 300 cap, max 8 per table.	Indoor Dining available at 50% capacity or a max 100 (whichever is smaller), max 6 per table. 11:00p Close, Outdoor Dining 150 cap, max 8 per table	Indoor dining available, not to exceed 25% capacity, max 50 capacity, 11:00p Close Outdoor Dining Available, max capacity 75, max 6 per table, limit 2 households	Takeout highly recommended. Outdoor dining, max 50 capacity, 11:00p Close, max 6 per table, limit 2 households
Indoor Recreation and Fitness Establishments (includes gyms, fitness organizations, indoor recreational sports, indoor pools, indoor K-12 sports, indoor collegiate sports, indoor personal training, indoor dance)	Max 50% capacity	Max 50% capacity or 100 total (whichever is smaller)	Max 25% capacity or 50 total (whichever is smaller)	Prohibited
Indoor Entertainment Establishments (includes aquariums, indoor theaters, indoor arenas, indoor concert halls, indoor gardens, indoor museums, indoor entertainment activities of any kind, indoor event spaces)	Max 50% capacity	Max 50% capacity or 100 total (whichever is smaller)	Max 25% capacity or 50 total (whichever is smaller)	Prohibited
Retail Stores (includes Farmers' Markets, Grocery Stores, Convenience Stores and Pharmacies)	Max 75% of capacity, encourage curbside pick-up	Max 75% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up
Indoor and Outdoor Shopping Centers/Malls	Max 75% of capacity, encourage curbside pick-up	Max 75% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up
Faith Institutions, Funeral Homes, Mortuaries, Cemeteries	Indoor max 75% capacity 300 outdoor	Indoor max 50% capacity or 150 total (whichever is smaller), 250 outdoor	Indoor max 25% capacity or 150 total (whichever is smaller), 200 outdoor	Indoor max 25% capacity or 100 total (whichever is smaller), 150 outdoor
Offices	Limited office work available	Recommend remote work if able	Recommend remote work if able	Require remote work if able, close offices to the public
Outdoor Recreation and Fitness Establishments (includes outdoor gyms, outdoor fitness organizations, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails, outdoor campsites, outdoor K-12 sports, outdoor collegiate sports, outdoor personal training, outdoor dance)	Max 300	Max 150	Max 75	Max 50
Outdoor Entertainment Establishments (includes Zoos, outdoor gardens, outdoor aquariums, outdoor theaters, outdoor stadiums, outdoor event spaces, outdoor arenas, outdoor concert halls, outdoor entertainment activities of any kind)	Max 300	Max 150	Max 75	Max 50
Personal Services	Allowed	Allowed	Allowed	Allowed
Long-Term Care	Visitation allowed	Visitation allowed	Visitation allowed	Outside visitation only

- All activities are subject to more detailed, sector-specific guidance.
- Subject to more detailed sector-specific guidance, all activities assume mask usage, minimum physical distancing, provisions for hand hygiene and enhanced cleaning protocols.
- Congregate homeless sheltering, Youth Programs, Childcare, K12 Schools, Higher Education, Drive In Operations and current Division 1 and Professional Athletics exemptions operate under sector specific guidance for all risk levels.

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille Contact the Health Information Center at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsoha.state.or.us

OHA 3461 (11/25/2020)

INFORMATION ITEM – I

DATE:	January 12, 2021
RE:	Keypad Locks on Restroom Facilities
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

- The keypad lock on Commercial Basin restroom has worked very well. But it appears to have moved drug use and vandalism to our other restroom facilities. The retail restroom septic pump was plugged with clothing and other debris and we found number of needles. We received reports that homeless individuals were found sleeping in stalls and clothing left all over the place. Kite Field restroom walls have been graffitied and toilets plugged (on purpose?).
    - Port employees have been stuck with needles while cleaning.
    - When the septic pump is plugged, it effects the entire retail courtyard businesses. All water use must stop until the pumps are cleared and back functioning.

- Port staff is recommending installing doors with a keypad lock on the retail restroom. The restroom would be open to the public during business hours only from 8am to 5pm. Code would be provided to the tenants for their use after business hours. We visited with our tenants and everyone would be in favor of this idea.

- Port staff is recommending installing a keypad lock on the Kite Field restroom and be operated similar to the Commercial Basin restroom for Port moorage holders and customers only.

DOCUMENTS

- None

INFORMATION ITEM – J

DATE:	January 12, 2021
RE:	Port Infrastructure Status
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

- Over the past several years, repairs to the Port infrastructure have taken place. At one time we had a list of over 60 items.

- Updated and revised list is attached for your information. We will also use this list for Port's future budgeting and planning.

DOCUMENTS

- Infrastructure Repair List, 2 pages
- Photos of Existing Infrastructure, 5 pages

PORT OF BROOKINGS HARBOR
INFRASTRUCTURE REPAIR LIST
FEBRUARY 2021

Issue #	Description of Condition	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Funds Available
1	Fuel dock slope failing causing the concrete ramp to separate. Fuel lines are attached to the ramp.	1	Project under construction				Y
2	Basin 2 slope failures (multiple areas)	1	Project under engineering and permitting - FEMA DR-4432 & 4452				Y
3	Fishing Pier subgrade failing causing sinkholes	1	Remove asphalt in jetty area, move parking back and repalce with gravel	30,000			N
4	RV Park Upgrades - restroom/shower, laundromat, new sites and upgrade power	1	Under construction planning and permitting	700,000			Y
5	Rebuild electrical enclosures throughout the Port (4 each)	1		200,000			N
6	Dredge Port Basins	1	Project under engineering and permitting - FEMA DR-4432 & 4452				Y
7	Basin 1 - Repair Slope at Boat Launch Ramp	2		25,000			N
8	Sealcoat/Repair & Stripe - Commercial Basin Parking Lot	2	53,000 SF	50,000			N
9	Sealcoat/Repair & Stripe - Kite Field Parking Lot	2	65,000 SF	30,000	Could be part of FEMA projects		N
10	Sealcoat/Repair & Stripe - RV Park Roads	2	84,000 SF	40,000			N
11	Sealcoat - Boardwalk Asphalt	2	8,000 SF	4,000			Y
12	Icehouse Receiving Dock	2	Replace broken fender piles and walkways	200,000			N
13	Repair / Replace Retail Center Building #1 and #2 roofs	2	Repair / Replace exisiting roofs	120,000			N
14	Sealcoat/Repair & Stripe - Fishing Pier Parking Lot	3	8,000 SF	6,000			N
15	Basin 1 - Replace worn out dock waterlines	3	Replace waterlines	80,000			N
16	Storm Drains - Cleaning & Repairing	3	Remove sediment from pipe & repair if needed	1,000,000			N
17	Roads within the Port failing causing potholes	3	Project under engineering and permitting - FEMA DR-4432 & 4452				N
18	Replace worn out fence at RV Park	3	Make repairs as necessary	20,000	Remove old and replace with new	100,000	N
19	Boat Yard - Install storm drainage and pave boat repair area	3	Project under engineering and permitting - FEMA DR-4432 & 4453				Y

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PORT OF BROOKINGS HARBOR
INFRASTRUCTURE REPAIR LIST
FEBRUARY 2021

Issue #	Description of Condition	Priority	Option 1	Estimated Cost	Option 2	Estimated Cost	Funds Available
20	Sealcoat & Stripe - Retail Parking Lot	3	250,000 SF	60,000			N
21	Sealcoat & Stripe - Boat Launch Parking Lot	3	85,500 SF	20,000			N
22	Commercial receiving docks broken (Pacific Seafood)	4	100 ft of dock replaced	1,000,000			N
23	Hallmark Receiving Dock	4	151 feet of dock repair	1,000,000			N
24	Pacific Seafood Receiving Dock	4	100 ft of dock repaired	1,000,000			N
25	Basin 2 - Commercial Dock Repairs	4	Repair broken docks	200,000	Replace with new docks	1,000,000	N
26	Basin 2 - Commercial Sport Dock Repairs	4	Repair broken docks	300,000	Replace with new docks	1,000,000	N
27	Install protective coating to steel under Fishing Pier	4	Paint protective coating	100,000			N
28	Replace Travel Lift Ramp and Work Dock	4	Rebuild ramp	750,000			N
29	North end of Boardwalk slope is failing and replace worn out deck boards	5	Stabilize failing slope per engineers direction	250,000			N
30	Install protective coating to steel under new receiving dock	5	Paint protective coating	150,000			N

Priority
1 = Immediate need (1 to 2 years)
2 = 2 to 3 years
3 = 3 to 4 years
4 = 4 to 5 years
5 = Less immediate need (5 plus years)

Port of Brookings Harbor
Photos of Existing Infrastructure

Boardwalk Condition

Photo above taken on September 24, 2020

Photo above take on January 4, 2021

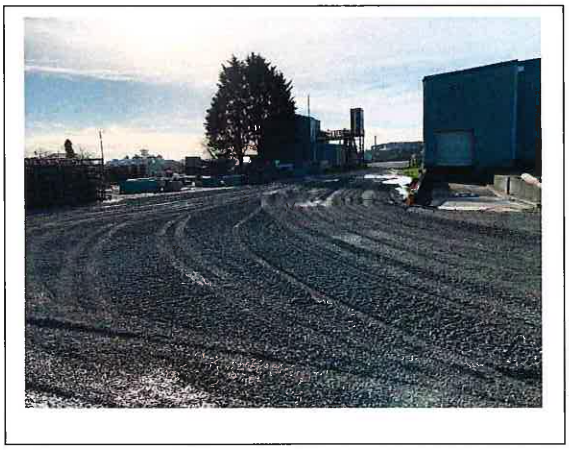
Soil and shoring under the boardwalk, photos above taken on December 15, 2020

After reviewing the condition with Jack Akin/EMC Engineers, his recommendation is to continue monitoring until funds become available for the repair.

Port of Brookings Harbor
Photos of Existing Infrastructure

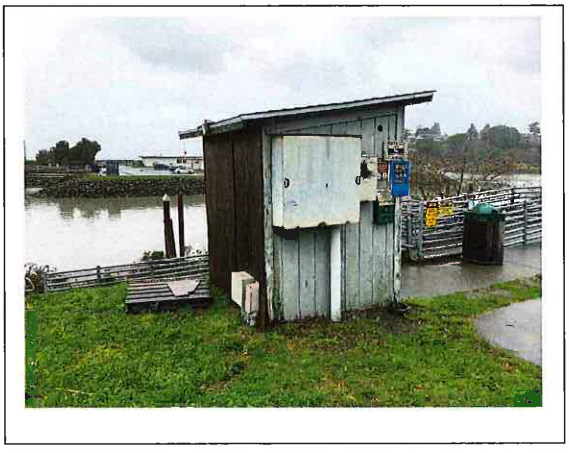
Gear Storage Road Conditions

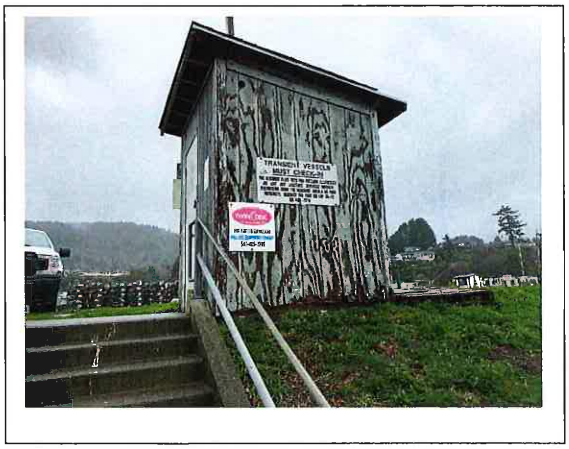
Photos above taken on December 15, 2020



Photos above taken on January 5 and 6, 2021 after placing 6 loads of ¾" crushed rock and graded.

Electrical Shed for Transient Dock Power

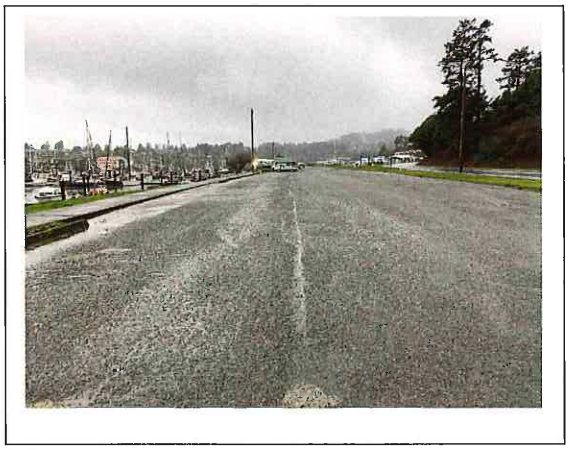




Port of Brookings Harbor
Photos of Existing Infrastructure

Electrical Shed by the Port Office

Commercial Basin Parking Lot



Fishing Pier Parking Lot

Port of Brookings Harbor
Photos of Existing Infrastructure

Kite Filed Parking Lot

Basin 1, Launch Ramp Slope

Retail Building Roofs

Port of Brookings Harbor
Photos of Existing Infrastructure

RV Park Exit Road, Fencing and Walkway

Placed ¾" crushed rock and grade on walkway along the jetty January 6, 2021.

INFORMATION ITEM – K

DATE: January 12, 2021

RE: Port Holiday 2021 Schedule

TO: Honorable Board President and Harbor District Board Members

ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port Offices will be closed on these dates for this calendar year.
  - New Year's Day, Friday January 1, 2021
  - Martin Luther King Jr. Day, Monday January 18, 2021
  - Presidents Day, Monday February 15, 2021
  - Memorial Day, Monday May 31, 2021
  - Independence Day, Sunday July 4, 2021 (Observed on Monday July 5)
  - Labor Day, Monday September 6, 2021
  - Veterans Day, Thursday November 11, 2021
  - Thanksgiving Day and Day After Thursday & Friday November 25 & 26, 2021
  - Christmas Day, Saturday December 25 (Observed on Friday December 24)
  - New Year's Day, Saturday January 1, 2021 (Observed on Friday December 31)

- These holidays coincide with the Port Employee Handbook.

DOCUMENTS

- None

INFORMATION ITEM – L

DATE:	January 12, 2021
RE:	Coronavirus Relief Fund
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

- On a weekly update (12/24/2020) from SDAO the $24 million of CARES Act funding allocated to special districts has now been exhausted.
- The Port has not received notice from Coronavirus Relief Fund that has provided reimbursement for our expenses that the money or agreement has ended.
- The final payment period is January 19, 2021 and the Port will submit the remaining expenses to the Coronavirus Relief Fund as scheduled for the restroom cleaning and office staff relocation.

DOCUMENTS

- SDAO Weekly Notice 12/24/2020, 2 pages

portmanager@portofbrookingsharbor.com

From: SDAO News <eNews@sdao.com>
Sent: Thursday, December 24, 2020 11:04 AM
To: portmanager@portofbrookingsharbor.com
Subject: SDAO Weekly Update: December 24, 2020

If this e-mail does not display properly or if you have difficulty opening any links, click here to open the online version.

CALENDAR

SDAO/SDIS Trainings and Events

First Thursday Webinar: Doing " Stuff and Things" or Accomplishing Goals? - How Regular Feedback Will Help You Accomplish Goals
January 7 | 12pm

Register now!

2021 SDAO Annual Conference
February 3 &4

Register now!

Weekly Update 12.24.20

We will be closed beginning at noon on December 24th and all day on December 25th. Happy Holidays!*

SDAO/SDIS Announcements

Happy Holidays from SDAO

From everyone at SDAO, we would like to say thank you for your continued strength and commitment to serving your communities during these uniquely challenging times. We truly hope you have a beautiful, relaxing, and joyful holiday season with your loved ones.

Thank you for your continued support of SDAO and we hope to see you in person in the new year!

Warm wishes,
Special Districts Association of Oregon

Update on CARES Act Funding for Special Districts

We were recently notified that the $24 million of CARES Act funding allocated to special districts has now been exhausted. For districts that are still seeking reimbursement for eligible COVID-19 expenses, funding may be available through FEMA Public Assistance (PA) funds.

Special districts may go to the FEMA Grants Portal and begin the public assistance application process by registering with FEMA Grants Portal and submitting their Request for Public Assistance (RPA). Special districts must submit their own RPA application, to be considered for FEMA PA grants. Once the application has been approved, districts can access and request public assistance. Applicants whom are

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Other Trainings and Events

Regional COVID-19 Ask me anything panel for public sector employees
Jan 11 | 7pm

Join by video

BOLI

Visit the BOLI website for information about upcoming trainings.

Click here for BOLI seminar information
Click here for BOLI seminar registration information.

Have an event coming up? Share it with SDAO members. Email event information to SDAO Member Services.

Member Classifieds
Jackson County Library Services: Staff Development Coordinator

Corbett Water District - Utility Worker I/II - Water

already registered in FEMA Grants Portal can submit an RPA for their organization directly by logging into **https://grantee.fema.gov/.**

Public assistance would typically not reimburse for straight-time pay or benefits, but it does cover overtime and backfill costs related to response activities for COVID-19. Learn more...

Registration for the 2021 SDAO Annual Conference is Now Open!

We invite you to join us for the 2021 SDAO Annual Conference, being held virtually, on February 3rd and 4th! Due to the pandemic, this will be a completely virtual event for the safety of our members, sponsors, and staff. Although it may look and feel different from years past, we have planned an exceptional program for you.

In an effort to honor your continued steadfast work within your communities throughout the various crises that have affected our state this year, we are providing this conference to our members at **no cost.**

Conference Highlights:

- *20 Breakout Sessions*
- *Caucus Meetings & SDAO Board Member Nominations*
- *Virtual Exhibitor Trade Show*
- *Annual Business Meeting & Board Member Elections*
- *SDAO Awards Program*
- *Online Trivia Game*

View the Conference Brochure for more information.

Register now!

SDAO First Thursday Webinar: Doing "Stuff and Things" or Accomplishing Goals? – How Regular Feedback Will Help You Accomplish Goals

This is the third webinar in the SDAO risk management supervisor training series. Too often we find ourselves racing around doing "stuff and things" when we should be accomplishing goals. As supervisors, one way we can help our staff be successful with goals is to provide them regular feedback and evaluations. At times, we hear the "experts" tell us to do performance evaluations and we think of the annual form we fill out and send to the personnel file. In fact, we would do ourselves and our staff a favor by providing feedback consistently versus just a formal annual review. During this discussion between Risk Management Consultant Jason Jantzi and HR Manager Monica Harrison you will hear how Jason's "mistakes in management" were instrumental in building his team. You will learn how to properly provide feedback and the importance of offering this assessment regularly to your staff.

Thursday, January 7th at 12pm
Register now!

There is no cost to attend these webinars. If you have any questions, please contact Christian Boyd.

COVID-19 Announcements

--GENERAL--
Save the date: Regional COVID-19 Ask me anything panel for public sector employees

212

INFORMATION ITEM – M

DATE:	January 12, 2021
RE:	RV Park Project Update
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

- Crow-Clay & Associates revised the RV Park construction drawings per the comments from Harbor Sanitary District letter dated November 16, 2020. Revised drawings and response letter were delivered to Harbor Sanitary District on December 21, 2020.

- Harbor Sanitary District reviewed the latest drawings and provided a response from their engineer from Civil West Engineering.

- Crow-Clay & Associates was unable to locate a sewer cap that has been tested for submergence. But, Civil West provided an alternative style cap that has been proven watertight. The existing screw sewer caps are designed to be watertight.

- Port Staff met onsite with Marc Bangma/County Building Official regarding the electrical services for the new pull-thru sites and the floodplain issue. The County does not have an electrical engineer on staff and will have to send the proposed electrical pedestal to the state engineer for review. Information was provided to Marc to send to the state engineer on January 6, 2021.

- Harbor Sanitary District has scheduled their regular board meeting January 12, 2021 at 7pm to discuss their engineering review of Port RV Park.

DOCUMENTS

- Correspondence and Responses from/to Harbor Sanitary District, 20 pages
- Proposed Electrical Pedestal, 6 pages

Harbor Sanitary District

P.O. Box 2457
Brookings, OR 97415
(541) 469-5225
(541) 469-5646

RECEIVED

JAN - 7 2021

PM HM
MA FO

January 7, 2021

Port of Brookings Harbor
Gary Dehlinger, Port Manager
P.O. Box 848
Brookings, OR 97415

Dear Gary,

Attached is the most recent letter from Civil West Engineering for the plan review of the Port RV Park. Once all plans are finalized, I would like to schedule a meeting with you to review the current condition of the RV Park and discuss an Intergovernmental Agreement for the RV Park system development charge.

Sincerely,

Kelly Beebe

Kelly Beebe
District Manager
Harbor Sanitary District

Cc: HSD Board

214

Civil West
Engineering Services, Inc.

South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
213 Water Ave. NW, Suite 100
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97501

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

January 5, 2021

Harbor Sanitary District
16408 Lower Harbor Rd
PO Box 2457
Brookings, OR 97415

RE: Port of Brookings Harbor RV Park Bathrooms

Kelly,

Civil West Engineering has reviewed the revised plans submitted by Crow Clay and Associates, Inc. with the Restrooms being moved outside the floodplain.

The plans have corrected the identified issues in the previous review. With the additional data flood data I am uncertain of the performance of the spring loaded sewer caps.

1. The updated plans do not show all flood elevation info as requested, but the survey does provide floor elevations of the improvements. Based upon verbal data that the floodplain elevation is 25 feet, the spring loaded sewer caps may be submerged by 4-5 feet in the new RV spot locations during a flood event. The caps do not appear to have any data supporting they are watertight for anymore than incidental water exposure. To approve their use in the new RV locations, (as opposed to areas of the Park that are outside the flood zone such as along Boat Basin Road) I need one of the following:
    a. Test data from Enviro showing their caps are water tight at up to 5 feet of submergence
    b. Actual field test witness by Harbor Sanitary District that the spring loaded caps can withstand up to 5 feet of submergence, such as a 2 hour hydrostatic test such as those performed on manholes or wetwells described in DEQ specifications.
    c. An alternate style of cap that has been proven watertight.

Sincerely,
Civil West Engineering Services, Inc.

Jerek B. Hodge

Jerek B. Hodge, P.E.

215

PORT of BROOKINGS HARBOR

info@portofbrookingsharbor.com
www.portofbrookingsharbor.com
P: (541)469-2218
F: (541)359-3999

16330 Lower Harbor Road
P.O. Box 848
Brookings, OR 97415

December 21, 2020

Harbor Sanitary District
P.O. Box 2457
Brookings, OR 97415

Attention: Kelly Beebe, District Manager

Re: Port RV Park Restroom Revised Drawings

Please see attached revised drawings in response to Civil West letter dated November 11, 2020. Enclosed is one full-size and one 11x17 size drawings for your review.

Sincerely,

Gary Dehlinger
Port Manager
Port of Brookings Harbor

216

CROW/CLAY & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

December 17, 2020

Mr. Gary Dehlinger, Port Manager
Port of Brookings Harbor
portmanager@portofbrookingsharbor.com

RE: Response to Civil West letter dated 11/16/2020

Item 1:
Routing of RV sites and bathroom facilities sanitary sewer lines are now indicated on drawing. Notes require connection to existing private sewer laterals and indicate approximate connection point at existing taps to best of our knowledge for new RV sites. Exact tap locations are not known.

Item 2:
Note 14 on sheet P1.2 indicates that foot wash does not connect to sanitary sewer.

Item 3:
The floodplain elevation in the park is 25 feet per Curry County Planning Department and National Flood Hazard map attached, the new RV sites have a ground surface elevation of 20 to 25 feet. Having a sewer lateral pedestal 5 to 7 feet in above grade is not practical, therefore, we have asked Enviro Design, the manufacturer of the spring-loaded caps, to provide information on the waterproof capability of the spring-loaded sewer drain caps or we will provide an on-site test with certified results. We will submit when received.

Item 4:
Sheet P1.2 now shows drain from drinking fountains to grey water system. Explanation is Note 18.

Item 5:
A Zurn sand interceptor is now called for on Sheet P1.2 Note 16.

Item 6:
Sheet P1.2 now shows lavatories connected to sand trap by the grey water system.

The new drawing sheets and this letter were forwarded to Mr. Jerek Hodge at Civil West Engineering.

Sincerely,

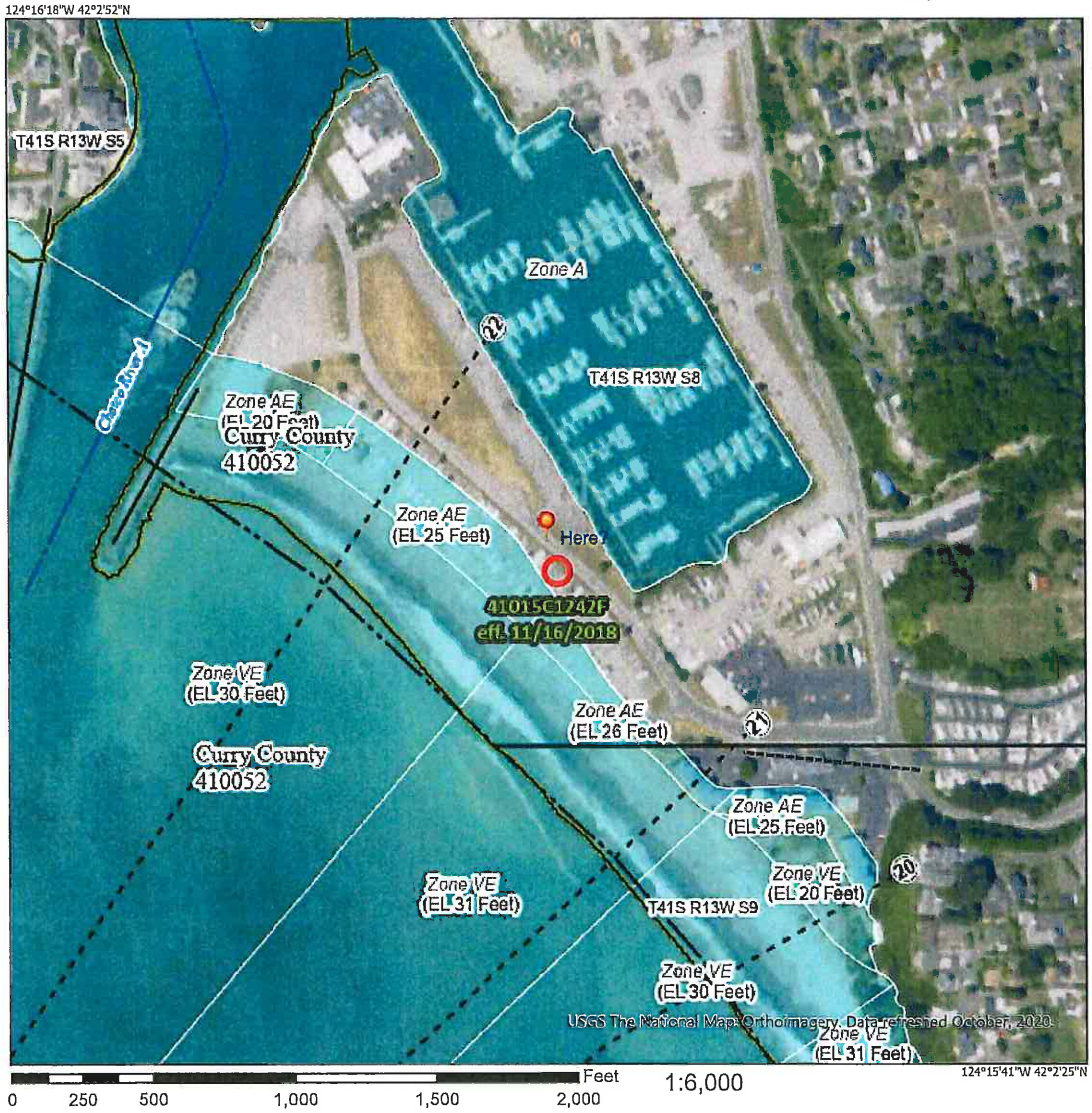
Michael R. Crow

Coos Bay, Oregon
125 W. Central Ave., Suite 400 • Coos Bay, OR 97420 (541) 269-9388
MEMBERS AMERICAN INSTITUTE OF ARCHITECTS
www.crowclay.com

National Flood Hazard Layer FIRMette

FEMA

124°16'18"W 42°2'52"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

124°15'41"W 42°2'25"N

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- SPECIAL FLOOD HAZARD AREAS
  - Without Base Flood Elevation (BFE) *Zone A, V, A99*
  - With BFE or Depth *Zone AE, AO, AH, VE, AR*
  - Regulatory Floodway
- OTHER AREAS OF FLOOD HAZARD
  - 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
  - Future Conditions 1% Annual Chance Flood Hazard *Zone X*
  - Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
  - Area with Flood Risk due to Levee *Zone D*
- OTHER AREAS
  - NO SCREEN Area of Minimal Flood Hazard *Zone X*
  - Effective LOMRs
  - Area of Undetermined Flood Hazard *Zone D*
- GENERAL STRUCTURES
  - Channel, Culvert, or Storm Sewer
  - Levee, Dike, or Floodwall
- OTHER FEATURES
  - 20.2 Cross Sections with 1% Annual Chance
  - 17.5 Water Surface Elevation
  - Coastal Transect
  - 513 Base Flood Elevation Line (BFE)
  - Limit of Study
  - Jurisdiction Boundary
  - Coastal Transect Baseline
  - Profile Baseline
  - Hydrographic Feature
- MAP PANELS
  - Digital Data Available
  - No Digital Data Available
  - Unmapped

N

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

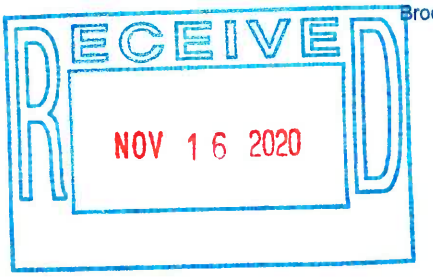
This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **11/3/2020 at 1:58 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Harbor Sanitary District

P.O. Box 2457
Brookings, OR 97415
(541) 469-5225
(541) 469-5646



November 16, 2020

Port of Brookings Harbor
Gary Dehlinger, Port Manager
P.O. Box 848
Brookings, OR 97415

Dear Gary,

At the Harbor Sanitary District Board meeting of November 10, 2020, the Board made a motion for the District Manager to work with the Port Manager to resolve the issues with the RV Park.

A second motion was made to accept the August 26, 2020 Port proposal for the Port to use all remaining SDC fee credits from the RV Park to replace the restroom/shower facility, laundry mat building and 10 new pull-thru sites as presented in the Crow/Clay & Associates plans dated October 2020. Any additional RV Park expansion will be subject to the current SDC fees and for the District Manager to draft an Agreement between the Port and the District including the determined number of spaces in the RV Park and no system development charge credits will be given in the future for tent spaces or dry camping spaces converted to full hook up or deleted from the Park.

I have enclosed a copy of Harbor Sanitary District's Engineering review of the plans for the Port RV Park. Please review the necessary changes and submit to Crow/Clay & Associates Inc.

Please let me know when you will be available to meet with me and if you have any questions please feel free to call me at (541) 469-5225.

Sincerely,

Kelly Beebe

Kelly Beebe
District Manager
Harbor Sanitary District

Civil West
Engineering Services, Inc.

South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
213 Water Ave. NW, Suite 100
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97501

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

November 16, 2020

RECEIVED
NOV 16 2020

Harbor Sanitary District
16408 Lower Harbor Rd
PO Box 2457
Brookings, OR 97415

RE: Port of Brookings Harbor RV Park Bathrooms

Kelly,

Civil West Engineering has reviewed the plans submitted by Crow Clay and Associates, Inc.

The following items need corrected from the plans to prevent sand from getting into the sewer system.

1. Drawings do not show tap locations or routing of new RV sites and Bathroom facilities. P1.0 does indicate all services are to be dumped into existing taps. If the tap locations are known they should be shown by linework in drawing.
2. There are two outside foot baths indicated on the plans, clarify on notes that they do not connect to the sewer system.
3. Provide floodplain elevations to prove that all new sewer inlets are 2 feet above the 100 year flood zone.
4. There are what appear to be drinking fountains outside the bathroom building, and are shown on the architectural drawings. No drains are shown for these, indicate if they drain outside or connect them to the grey water.
5. The sediment trap for the system is listed as a Trapzilla solids separator, not a sand interceptor like the Zurn z1187 indicated in the previous meeting. Revise to a full sediment interceptor that prevents floatable sand from moving into drain system. Examples Zurn z1187, Watts SA Series, Rockford Sanitary RCB Series, or Wade 5900.
6. Connect lavatories into the grey water system through the sand traps, not the blackwater system.

Sincerely,
Civil West Engineering Services, Inc.

Jerek B. Hodge

Jerek B. Hodge, P.E.

220

FIXTURE SCHEDULE

DESIGNATION	FIXTURE TYPE	C.W.	H.W.	SAN/ WASTE	VENT	MANUFACTURER	MODEL	HARDWARE	NOTES
P-1	FLOOR SINK	N/A	N/A	4"	2"	JR SMITH	2005Y	6" NB GRATE WITH TRAP PRIMER	1,2
P-2	HOSE BIB	3/4"	N/A	N/A	N/A	WOODFORD	MODEL 24	R.P BACKFLOW DEVICE ON SUPPLIES, KEYED HANDLE	
P-3	FLOOR DRAIN	N/A	N/A	3"	1-1/2"	JR SMITH	2005Y	6" NB GRATE WITH TRAP PRIMER	1
P-4	WASHING MACHINE	3/4"	3/4"	2"	1-1/2"	SPEED QUEEN	SFNNCASP115TW01	PROVIDE WITH WATER HAMMER ARRESTORS	
P-5	EXT SHOWER	3/4"	N/A	N/A	N/A	WILLOUGHBY	WODS-ADA		

1 PROVIDE WITH CABINET MODEL 9200REC
2. PROVIDE WITH PRECISION PLUMBING PRODUCTS PR-500 TRAP PRIMER

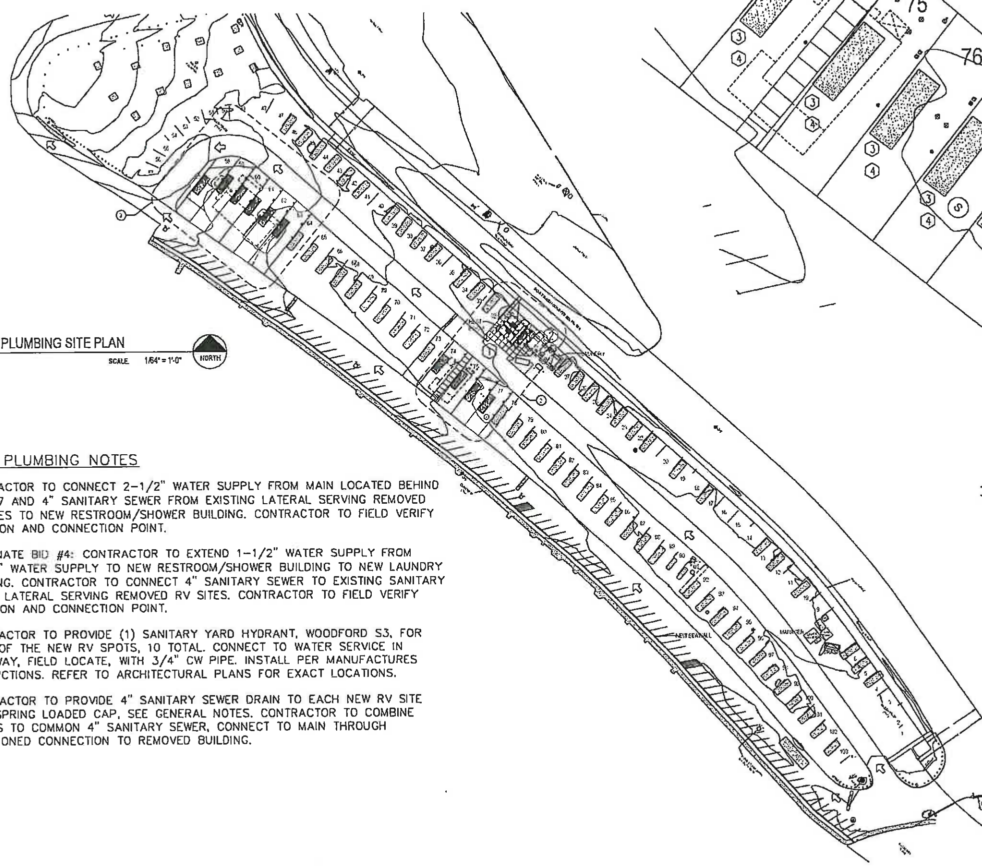
GENERAL NOTES:
A PROVIDE ANGLE STOPS OR SHUT-OFF VALVES AT ALL FIXTURES.
B. VERIFY ALL REQUIREMENTS WITH AHJ PRIOR TO ORDERING AND ROUGH IN.
C ALL FIXTURES TO BE INSTALLED PER MANUFACTURER AS RECOMMENDED.
D. INSTALL WITH STAINLESS STEEL FLEXIBLE CONNECTIONS AT APPLIANCES
E. PROVIDE TRAP PRIMERS FOR ALL FLOOR SINKS AND FLOOR DRAINS.
F. PROVIDE WATER HAMMER ARRESTOR ON WASHING MACHINE SUPPLIES.
G. SUBSTITUTIONS: KOHLER, AMERICAN STANDARD, TOTO OR APPROVED EQUAL.

LAUNDRY ROOM

FIXTURE	COUNT	FU/UNIT	DFU/UNIT	TOTAL FU	TOTAL DFU
WASHER	4	6	10	24	40
FLOOR DRAIN	2		2		4
FLOOR SINK	2		4		8
HOSE BIB	1	2.5		2.5	
TOTALS				26.5	52

SHOWER ROOM

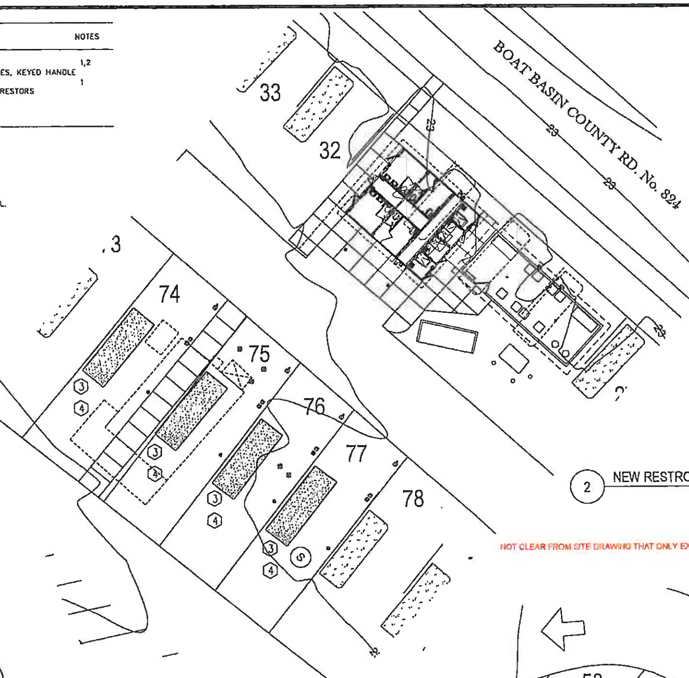
FIXTURE	COUNT	FU/UNIT	DFU/UNIT	TOTAL FU	TOTAL DFU
FLUSH VALVE WC	5	TABLE 6-7	4	115	20
FLUSH VALVE UR	1	TABLE 6-7	2	20	2
LAVS	4	1	2	4	8
SHOWER	4	2	2	8	8
FLOOR DRAIN	8		2		16
TOTALS				147	54



1 PLUMBING SITE PLAN
SCALE: 1/64" = 1'-0" NORTH

1/P-1.1 PLUMBING NOTES

1. CONTRACTOR TO CONNECT 2-1/2" WATER SUPPLY FROM MAIN LOCATED BEHIND SITE 37 AND 4" SANITARY SEWER FROM EXISTING LATERAL SERVING REMOVED RV SITES TO NEW RESTROOM/SHOWER BUILDING. CONTRACTOR TO FIELD VERIFY LOCATION AND CONNECTION POINT.
2. ALTERNATE BID #4: CONTRACTOR TO EXTEND 1-1/2" WATER SUPPLY FROM 2-1/2" WATER SUPPLY TO NEW RESTROOM/SHOWER BUILDING TO NEW LAUNDRY BUILDING. CONTRACTOR TO CONNECT 4" SANITARY SEWER TO EXISTING SANITARY SEWER LATERAL SERVING REMOVED RV SITES. CONTRACTOR TO FIELD VERIFY LOCATION AND CONNECTION POINT.
3. CONTRACTOR TO PROVIDE (1) SANITARY YARD HYDRANT, WOODFORD S3, FOR EACH OF THE NEW RV SPOTS, 10 TOTAL. CONNECT TO WATER SERVICE IN DRIVEWAY, FIELD LOCATE, WITH 3/4" CW PIPE. INSTALL PER MANUFACTURES INSTRUCTIONS. REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS.
4. CONTRACTOR TO PROVIDE 4" SANITARY SEWER DRAIN TO EACH NEW RV SITE WITH SPRING LOADED CAP, SEE GENERAL NOTES. CONTRACTOR TO COMBINE DRAINS TO COMMON 4" SANITARY SEWER, CONNECT TO MAIN THROUGH ABANDONED CONNECTION TO REMOVED BUILDING.



2 NEW RESTROOM AND LAUNDRY
SCALE: 1/16" = 1'-0" NORTH

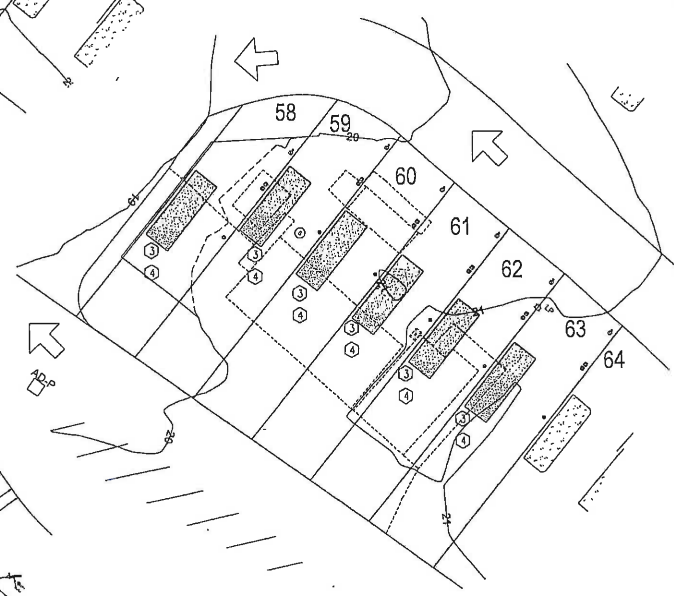
GENERAL NOTES

PLUMBING FIXTURES TO BE PROVIDED AND INSTALLED BY CONTRACTOR. INSTALLATION TO MEET ALL LOCAL CODES AND MANUFACTURER'S RECOMMENDATIONS.

CONTRACTOR TO PROVIDE 4" SPRING OPERATED SEWER DRAIN CAPS, ENVIRO DESIGN FF1040 OR APPROVED, TO ALL SITES. INSTALL PER MANUFACTURES INSTRUCTIONS. CONTRACTOR TO PROVIDE A TOTAL OF 130 SPRING OPERATED SEWER DRAIN CAPS, PROVIDE EXTRAS TO OWNER.

OK

NOT CLEAR FROM SITE DRAWING THAT ONLY EXISTING LATERALS ARE BEING USED, TEXT INDICATES IT



3 SITE PLAN ENLARGED
SCALE: 1/16" = 1'-0" NORTH

CROW/CLAY & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS
125 WEST CENTRAL AVENUE
SUITE 400
COOS BAY, OREGON 97420
TEL (541) 269-9388
www.crowclay.com

REGISTERED PROFESSIONAL ENGINEER
61438PE
OREGON
JUNE 2, 2012
DAVID CHARLES BACHMEIER
EXPIRES 12/31/2021

PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS

No.	Revision	Date

SEPT 2020
PROJECT NO: 19005

P1.1

LEGEND

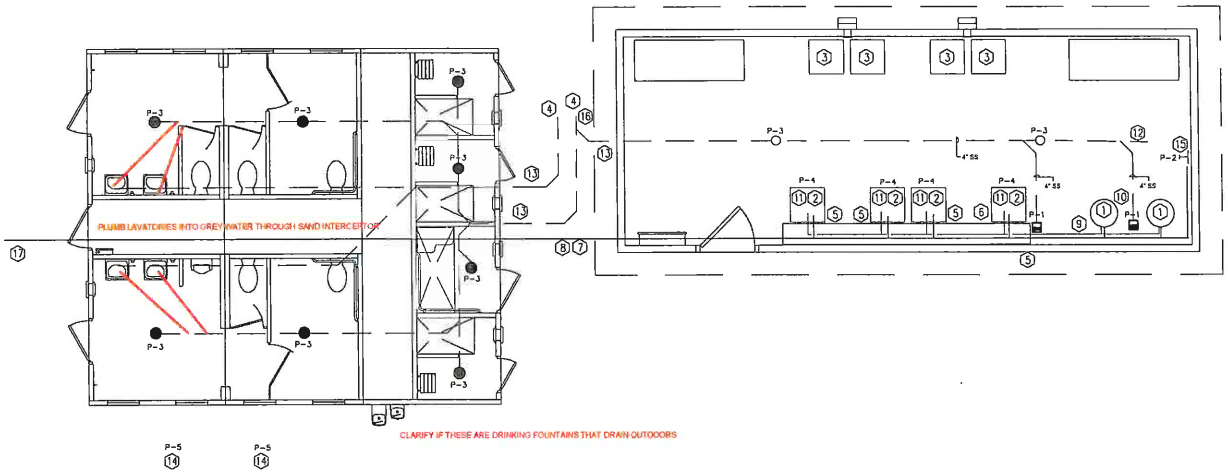
- DOMESTIC COLD WATER, COLD WATER
- 140°F HOT WATER
- SANITARY SEWER
- FLOOR DRAIN
- FLOOR SINK

1/P-1.2 PLUMBING LAUNDRY ROOM NOTES

1. ALTERNATE 4: CONTRACTOR TO PROVIDE (2) 50 GAL. HOT WATER HEATERS, AO SMITH DRE-52-12 GOLD SERIES 240 VOLT 1 PHASE 50 AMP. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR PRIOR TO ORDERING. PROVIDE DRAIN PAN WITH DRAIN ROUTED TO FLOOR SINK.
2. ALTERNATE 4: CONTRACTOR TO PROVIDE COIN OPERATED WASHING MACHINE, SPEED QUEEN SFNNCASP115TW01 OR APPROVED. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR.
3. ALTERNATE 4: CONTRACTOR TO PROVIDE COIN OPERATED DRYER, SPEED QUEEN SDENCRGS173TW02 OR APPROVED. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR. PROVIDE 4" DRYER VENT TO STAINLESS STEEL HOODED WALL CAP, OLYMPIA CHIMNEY SUPPLY INC. DVV-4 OR APPROVED.
4. CONTRACTOR TO CONNECT 4" SANITARY SEWER TO EXISTING SEWER FOR REMOVED RV SITE #29. CONTRACTOR TO FIELD LOCATE SEWER FOR OLD RV SITE. IF ALTERNATE 4 IS ACCEPTED THEN THE LAUNDRY ROOM WILL BE CONNECTED IN THE SAME MANNER.
5. ALTERNATE 4: CONTRACTOR TO PROVIDE (1) WATER HAMMER ARRESTOR, WATTS LF15M2 OR APPROVED, FOR EACH 3/4" CW AND 3/4" HW PIPE FEEDING WASHING MACHINES.
6. ALTERNATE 4: CONTRACTOR TO PROVIDE LINT TRAP TROUGH DRAIN, 18" WIDE 12" TALL 18' LONG H-M COMPANY OR APPROVED. PLUMB WASHING MACHINE DRAINS INTO TOP OF LINT TROUGH PER MANUFACTURE, ELBOW TROUGH DRAIN INTO FLOOR SINK. FIELD VERIFY DIMENSIONS PRIOR TO ORDERING. VERIFY WITH MANUFACTURE INSTALLATION REQUIREMENTS.
7. ALTERNATE 4: CONTRACTOR TO SUPPLY BUILDING WITH 1-1/2" WATER MAIN, 3/4" CW DROPS TO EACH WASHER. PROVIDE ISOLATION VALVE IN ACCESSIBLE LOCATION AS THE MAIN WATER SUPPLY ENTERS THE BUILDING.
8. ALTERNATE 4: CONTRACTOR TO PROVIDE REDUCE BACK FLOW PREVENTION DEVICE FOR 1-1/2" WATER SUPPLY.
9. ALTERNATE 4: CONTRACTOR TO CONNECT HOT WATER HEATERS TO WASHING MACHINE USING 1-1/2" MAIN PIPE AND 3/4" DROPS.
10. ALTERNATE 4: CONTRACTOR TO PROVIDE 4" VENT FOR SANITARY SEWER, ROUTE OUT THROUGH ROOF.
11. ALTERNATE 4: CONTRACTOR TO PROVIDE EACH FLOOR DRAIN AND FLOOR SINK WITH A TRAP PRIMER.
12. ALTERNATE 4: CONTRACTOR TO PROVIDE SANITARY SEWER END OF LINE CLEAN OUT.
13. CONTRACTOR TO PROVIDE A TWO WAY CLEAN OUT ON SANITARY SEWER OUTSIDE OF BUILDING.
14. CONTRACTOR TO PROVIDE WILLOUGHBY WODS-ADA SERIES STAINLESS STEEL OUTDOOR FOOT SHOWER OR APPROVED. EXTEND 3/4" COLD WATER SUPPLY FROM RESTROOM/SHOWER BUILDING.
15. ALTERNATE 4: CONTRACTOR TO PROVIDE HOSE BIB, WOODFORD MODEL 19 OR APPROVED. SUPPLY WITH 3/4" CW.
16. CONTRACTOR TO PROVIDE TRAPZILLA TSS-70 SOLIDS TRAP OR APPROVED IN GRAY WATER FROM RESTROOM/SHOWER BUILDING (CONTRACTOR TO DRAIN ALL FLOOR DRAINS AND SHOWERS THROUGH GRAY WATER DRAIN TO SOLIDS TRAP PRIOR TO CONNECTION TO SANITARY SEWER. ALTERNATE #4: CONNECT LAUNDRY BUILDING SANITARY SEWER UPSTREAM OF SOLIDS TRAP.

THIS IS NOT AN INTERCEPTOR LIKE THE ZURN 1187 DISCUSSED BEFORE, THIS IS A SOLIDS SEPARATOR. PROVIDE AN ACTUAL INTERCEPTOR DESIGNED FOR SAND, LIKE THE PREVIOUSLY DESCRIBED ZURN 1187

17. CONTRACTOR TO ROUTE 2-1/2" COLD WATER SUPPLY FROM MAIN SERVICE LOCATED NEAR SITE 37 TO NEW RESTROOM/SHOWER BUILDING, VERIFY LOCATION OF CONNECTION TO BUILDING WITH BUILDING SUPPLIER. PROVIDE ISOLATION VALVE AT BUILDING CONNECTION IN ACCESSIBLE LOCATION, STUB 1-1/2" COLD WATER TO FUTURE LAUNDRY BUILDING.



1 ENLARGED PLUMBING SHOWER AND LAUINDRY ROOM PLAN
SCALE: 1/2" = 1'-0"

CROW/CLAY & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS
125 WEST CENTRAL AVENUE
SUITE 402
COOS BAY, OREGON 97420
TEL: (541) 269-9388
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REGISTERED PROFESSIONAL ENGINEER
6143PE
OREGON
JUNE 7, 2013
DAVID CHARLES BECHERER
EXPIRES: 12/31/2021

PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS		
No.	Revision:	Date:

SEPT 2020

PROJECT NO: 19005

P1.2

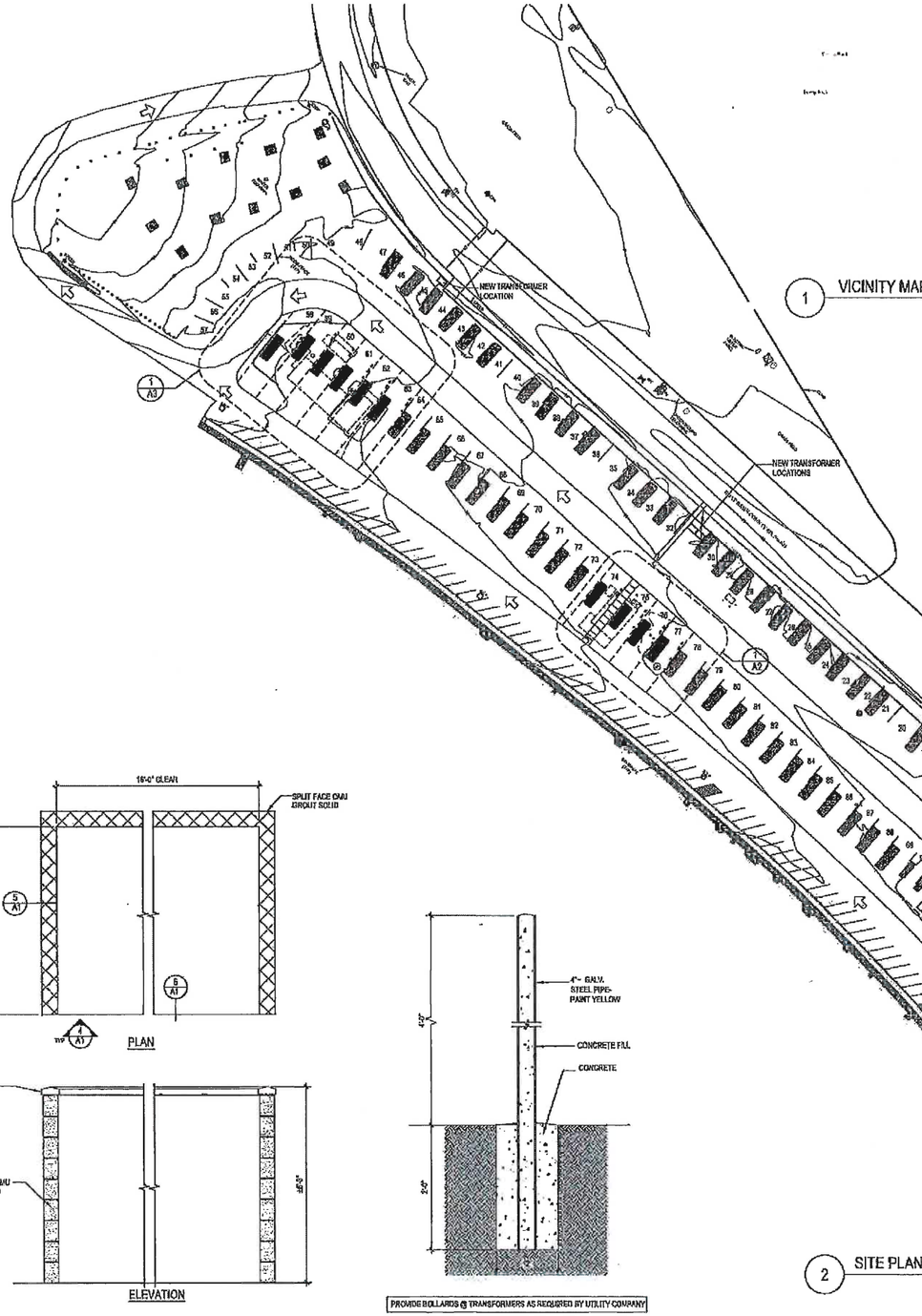
222

DRAWING SHEET INDEX

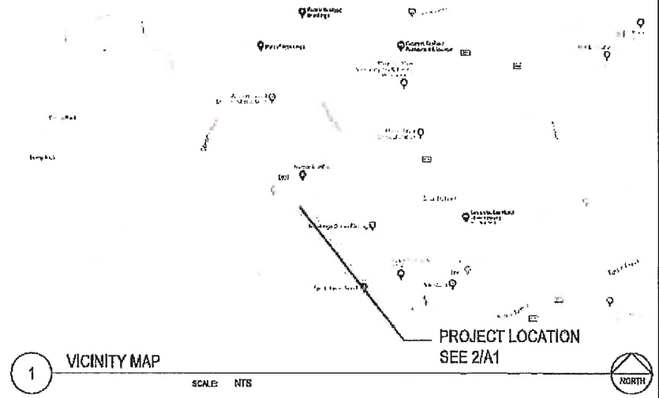
ARCHITECTURAL
A1 SITE PLAN
A2 ENLARGED SITE PLAN
A3 ENLARGED SITE PLAN
A4 SHOWER BUILDING
A5 LAUNDRY BUILDING & ENLARGED SITE PLAN
TOPOGRAPHICAL SURVEY SHEET 1
TOPOGRAPHICAL SURVEY SHEET 2

PLUMBING
P-1.0 DEMOLITION PLAN
P-1.1 PLUMBING SITE PLAN
P-1.2 SHOWER/LAUNDRY BUILDING PLAN

ELECTRICAL
E-1.0 DEMOLITION PLAN
E-1.1 ELECTRICAL SITE PLAN
E-1.2 LAUNDRY/PANEL SCHEDULES



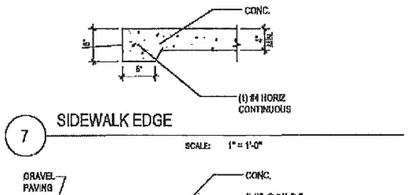
2 SITE PLAN
SCALE: NTS



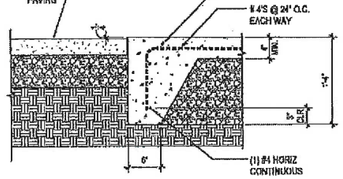
1 VICINITY MAP
SCALE: NTS

NOTE: NUMBER SEQUENCE ON RV SITES DOES NOT MATCH EXISTING.

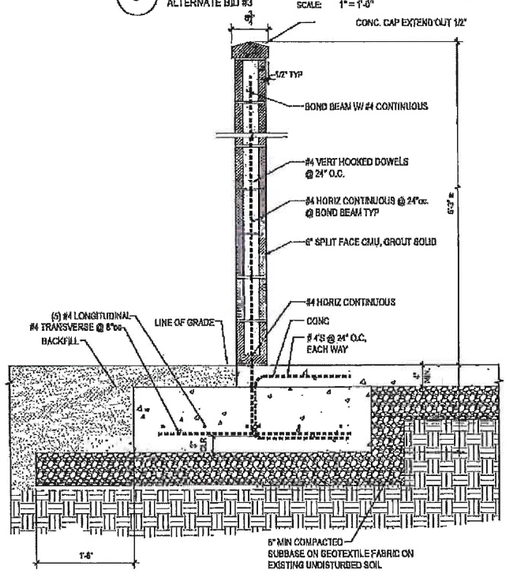
NOTE: CONTRACTOR TO FOLLOW STANDARD BEST MANAGEMENT EROSION CONTROL PRACTICES. CONTRACTOR TO SUBMIT A DETAILED EROSION CONTROL PLAN TO COUNTY PLANNING DEPARTMENT FOR APPROVAL PRIOR TO STARTING WORK.



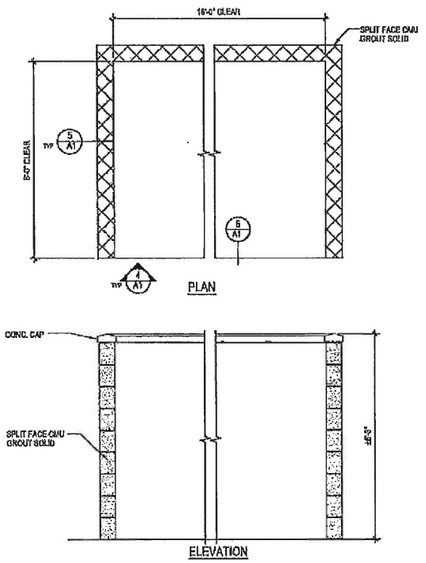
7 SIDEWALK EDGE
SCALE: 1" = 1'-0"



6 TRASH ENCLOSURE
ALTERNATE BID #3 SCALE: 1" = 1'-0"



5 TRASH ENCLOSURE
ALTERNATE BID #3 SCALE: 1" = 1'-0"



4 TRASH ENCLOSURE PLAN & ELEVATION
ALTERNATE BID #3 SCALE: 1/2" = 1'-0"

PROVIDE BOLLARDS @ TRANSFORMERS AS REQUIRED BY UTILITY COMPANY

3 BOLLARD @RELOCATED ELEC TRANSFORMERS
SCALE: 1" = 1'-0"

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REGISTERED ARCHITECT
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STATE OF OREGON

PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS
No: Revision: Date:

DECEMBER 2020

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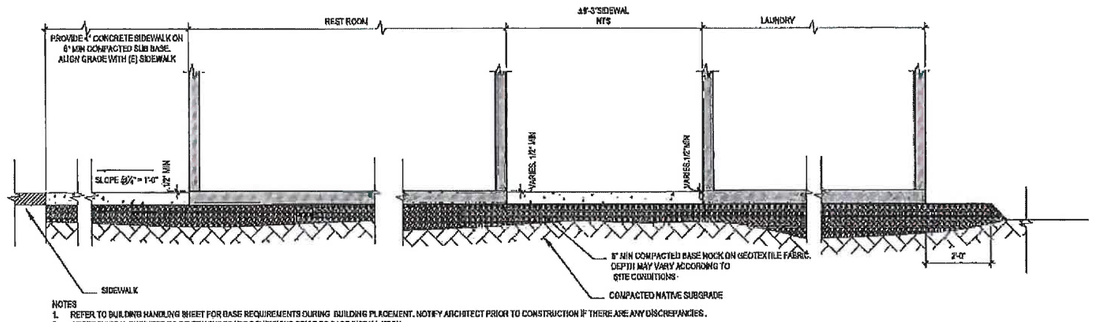
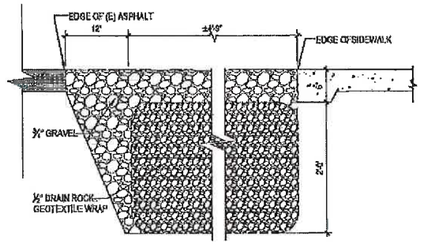
A1

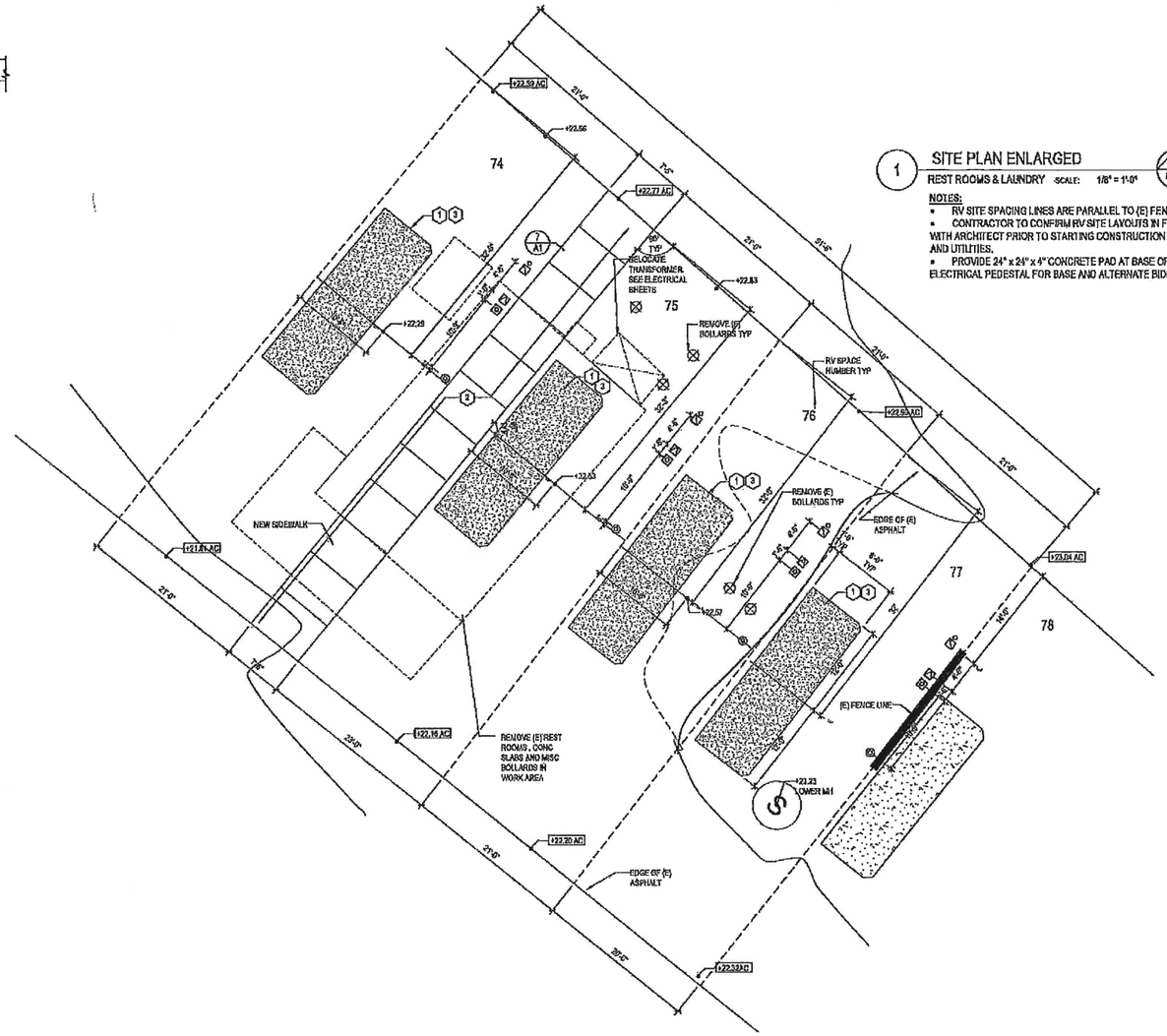


NOTES
1. REFER TO BUILDING HANDLING SHEET FOR BASE REQUIREMENTS DURING BUILDING PLACEMENT. NOTIFY ARCHITECT PRIOR TO CONSTRUCTION IF THERE ARE ANY DISCREPANCIES.
2. GEOTECHNICAL ENGINEER TO REVIEW SUBGRADE CONDITIONS PRIOR TO BASE INSTALLATION

2 SECTION @ GRADE
REST ROOMS/LAUNDRY SCALE: 1/2" = 1'-0"



3 FOOT RINSE DRYWELL
SCALE: 1" = 1'-0"



1 SITE PLAN ENLARGED
REST ROOMS & LAUNDRY SCALE: 1/8" = 1'-0" NORTH

NOTES:
- RV SITE SPACING LINES ARE PARALLEL TO (E) FENCE LINE
- CONTRACTOR TO CONFIRM RV SITE LAYOUTS IN FIELD WITH ARCHITECT PRIOR TO STARTING CONSTRUCTION OF SLABS AND UTILITIES.
- PROVIDE 24" x 24" x 4" CONCRETE PAD AT BASE OF EACH ELECTRICAL PEDESTAL FOR BASE AND ALTERNATE BIDS AS SELECTED.

GENERAL NOTES

- CONSTRUCT (4) NEW RV SITES, 74,76,76, &77 AS INDICATED
- FILL DEMOLITION AREAS WITH GRAVEL PAVEMENT FLUSH TO INDICATED & EXISTING ADJACENT GRADES, NOTE: CONSTANT SLOPE FROM HIGH END TO LOW END REQUIRED.
- ASBESTOS ABATEMENT HAS BEEN COMPLETED ON (E) STRUCTURES TO BE REMOVED, SURVEY & ABATEMENT INFORMATION AND DISPOSAL CERTIFICATES ARE AVAILABLE UPON REQUEST.

KEYNOTES

1. 6" THICK CONC.SLAB W/#4S @12" oc EACH WAY ON GEOTEXTILE FABRIC ON 6" COMPACTED BASE COURSE. INSTALL FLUSH TO GRADE
2. 4" THICK CONC.SIDEWALK W/ THICKENED EDGES ON 6" COMPACTED BASE COURSE
3. NEW SLAB TO BE FLUSH W/ EXISTING GRADE & NEW GRADES

LEGEND

- CABLE POWER PANEL
- WATER SERVICE / WATER SHUT OFF VALVE
- SANITARY SEWER CONNECTION
- INDICATES BUILDINGS & CONC. TO BE REMOVED
- NEW SIDEWALK
- +23.15 NEW ELEVATION
- +23.56 EXISTING ELEVATION
- NEW CONTOUR
- ALTERED CONTOUR

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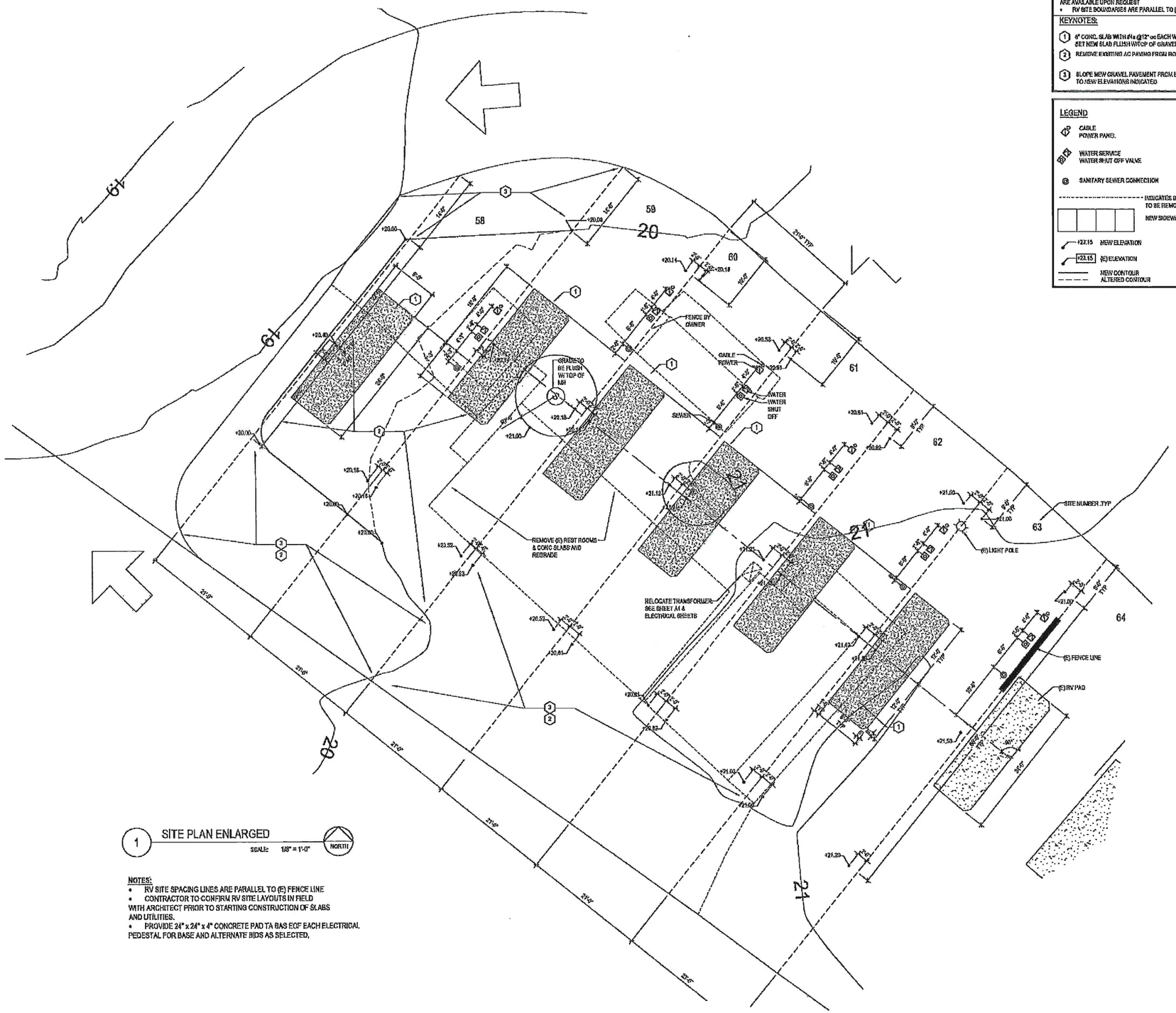

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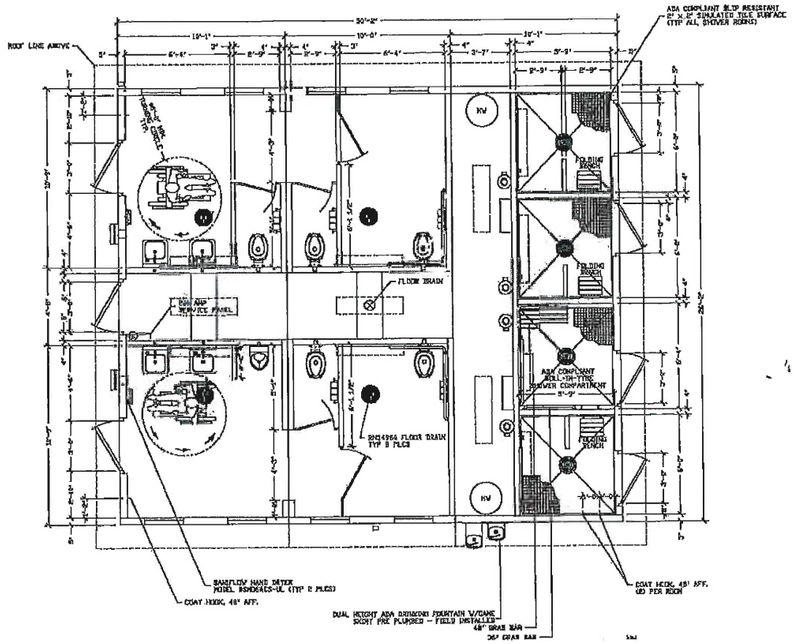
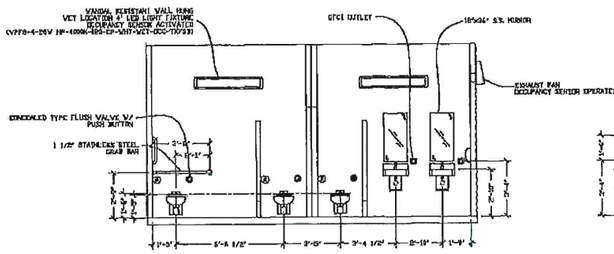
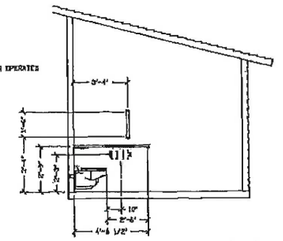
A3

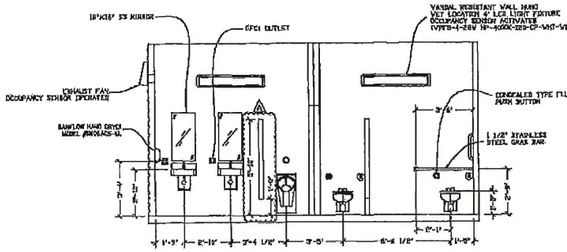




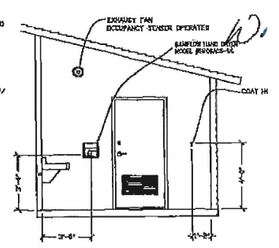
INTERIOR ELEVATION -WOMEN'S RESTROOM



INTERIOR ELEVATION - MEN'S RESTROOM
WOMENS OPPOSITE HAND

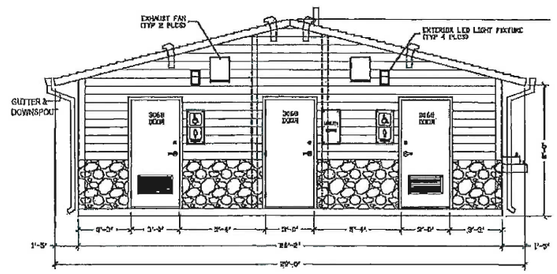


INTERIOR ELEVATION - MEN'S RESTROOM

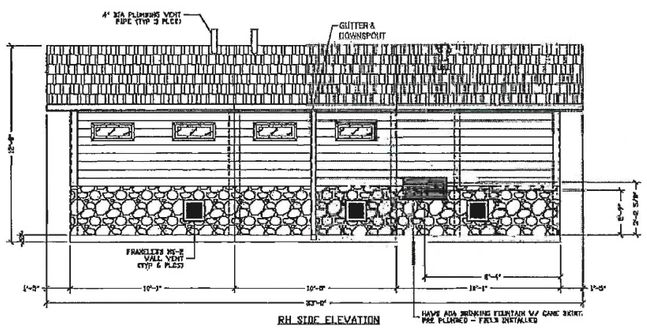


INTERIOR ELEVATION - WOMEN'S RESTROOM
MENS OPPOSITE HAND

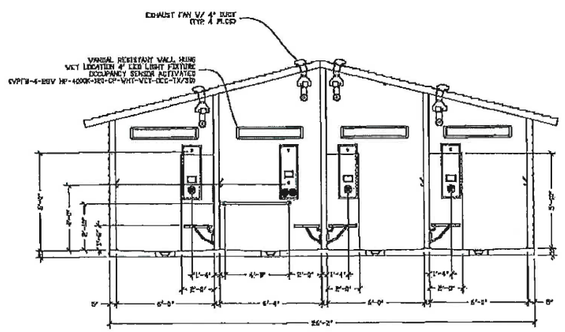
NOTE: SEE MECHANICAL AND ELECTRICAL DRAWINGS AND SPECIFICATION FOR ADDITIONAL INFORMATION ON PRE-FABRICATED STRUCTURES

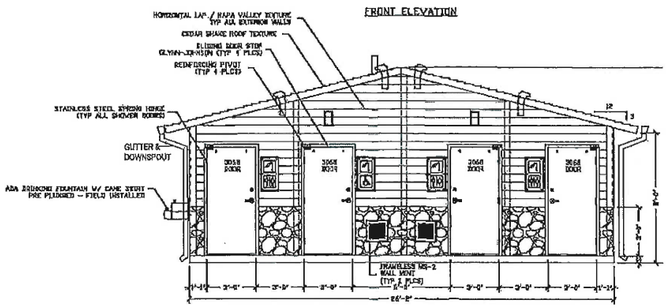


FRONT ELEVATION

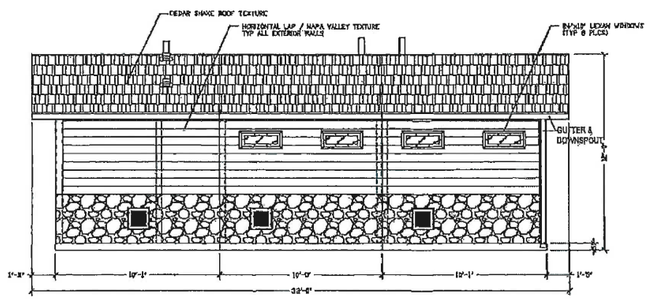


RH SIDE ELEVATION





REAR ELEVATION



RESTROOM DESIGN BY OTHERS

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PORT OF BROOKINGS HARBOR
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REVISIONS

No	Revision	Date

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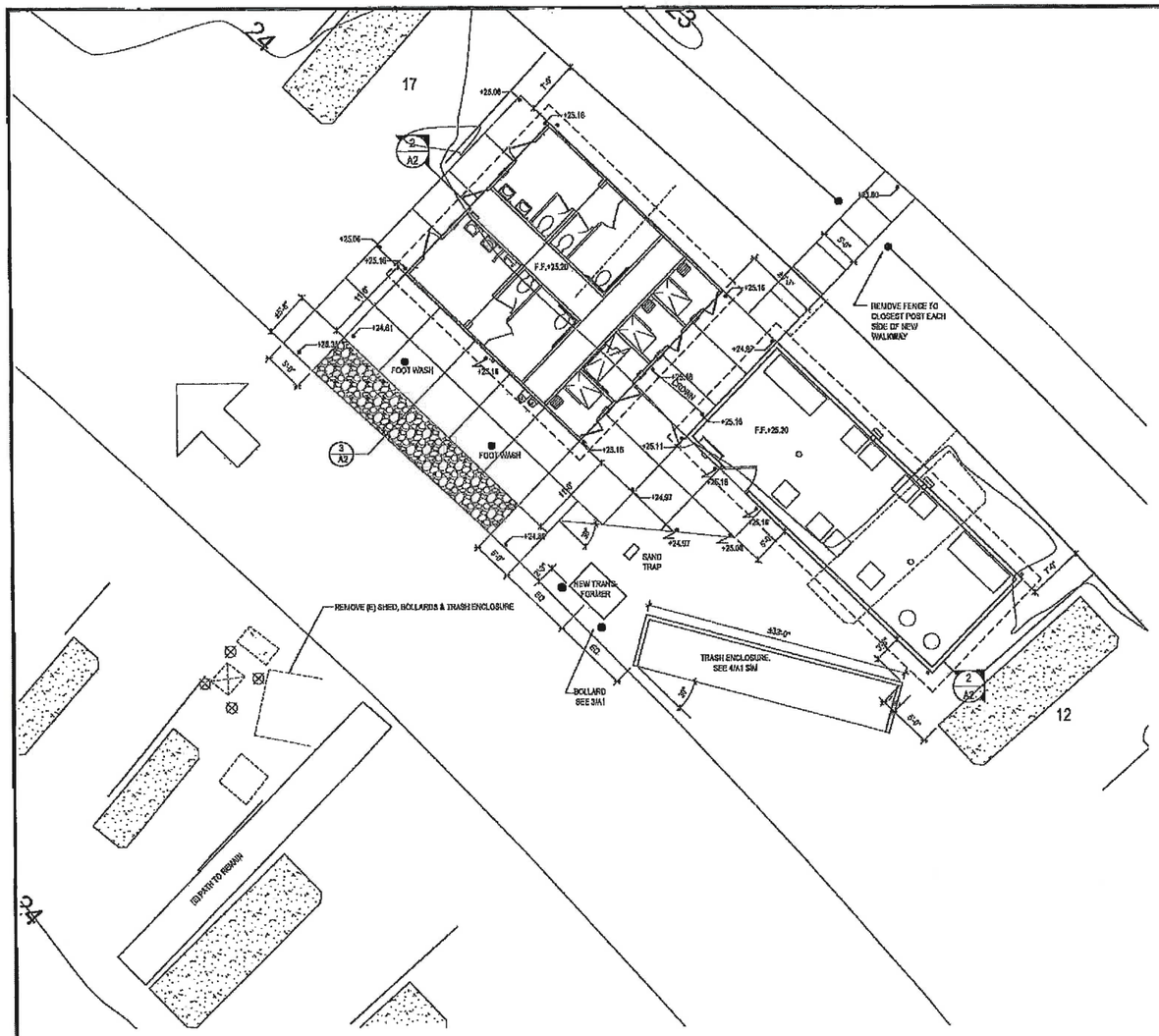
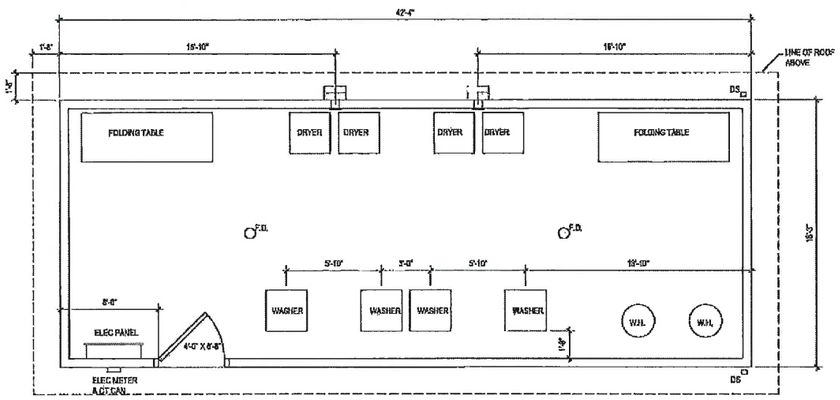


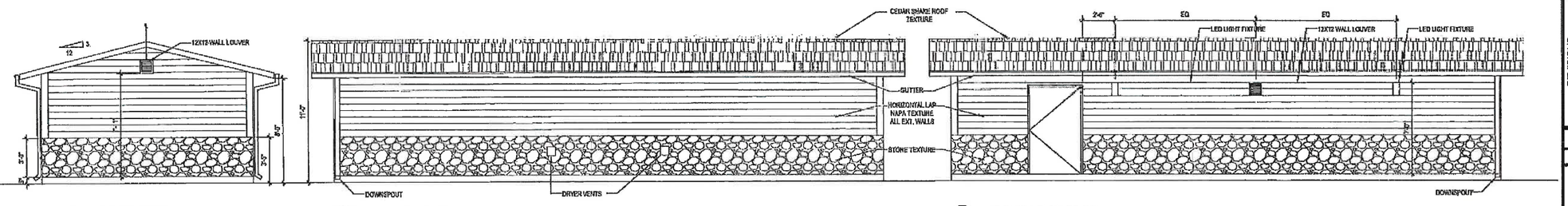
5 ENLARGED SITE PLAN
SCALE: 1/8" = 1'-0"

NOTE: PROVIDE 24" x 24" x 4" CONCRETE PAD AT BASE OF EACH ELECTRICAL PEDESTAL FOR BASE BID AND ALTERNATE BIDS AS SELECTED.



1 PLAN
LAUNDRY
SCALE: 1/4" = 1'-0"

NOTE: SEE MECHANICAL AND ELECTRICAL DRAWINGS AND SPECIFICATION FOR ADDITIONAL INFORMATION ON PRE-FABRICATED STRUCTURES



4 WEST ELEVATION
EAST ELEVATION SIM SCALE: 1/4" = 1'-0"

3 NORTH ELEVATION
SCALE: 1/4" = 1'-0"

2 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

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PRELIMINARY

PORT OF BROOKINGS HARBOR
RV PARK -
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BROOKINGS, OREGON 97415

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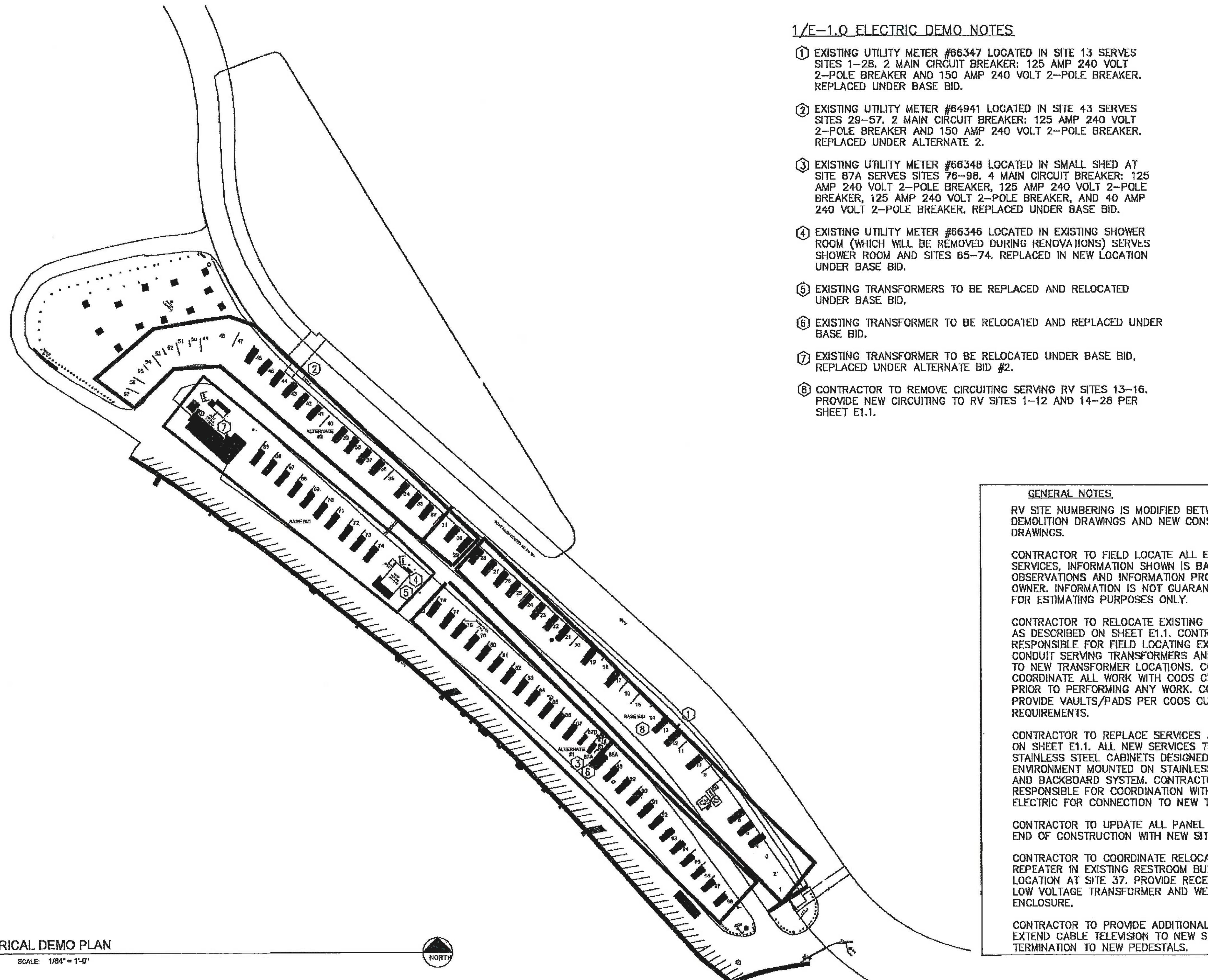

1 SITE ELECTRICAL DEMO PLAN

SCALE: 1/84" = 1'-0"

1/E-1.0 ELECTRIC DEMO NOTES

1. EXISTING UTILITY METER #66347 LOCATED IN SITE 13 SERVES SITES 1–28. 2 MAIN CIRCUIT BREAKER: 125 AMP 240 VOLT 2–POLE BREAKER AND 150 AMP 240 VOLT 2–POLE BREAKER. REPLACED UNDER BASE BID.
2. EXISTING UTILITY METER #64941 LOCATED IN SITE 43 SERVES SITES 29–57. 2 MAIN CIRCUIT BREAKER: 125 AMP 240 VOLT 2–POLE BREAKER AND 150 AMP 240 VOLT 2–POLE BREAKER. REPLACED UNDER ALTERNATE 2.
3. EXISTING UTILITY METER #66348 LOCATED IN SMALL SHED AT SITE 87A SERVES SITES 76–98. 4 MAIN CIRCUIT BREAKER: 125 AMP 240 VOLT 2–POLE BREAKER, 125 AMP 240 VOLT 2–POLE BREAKER, 125 AMP 240 VOLT 2–POLE BREAKER, AND 40 AMP 240 VOLT 2–POLE BREAKER. REPLACED UNDER BASE BID.
4. EXISTING UTILITY METER #66346 LOCATED IN EXISTING SHOWER ROOM (WHICH WILL BE REMOVED DURING RENOVATIONS) SERVES SHOWER ROOM AND SITES 65–74. REPLACED IN NEW LOCATION UNDER BASE BID.
5. EXISTING TRANSFORMERS TO BE REPLACED AND RELOCATED UNDER BASE BID.
6. EXISTING TRANSFORMER TO BE RELOCATED AND REPLACED UNDER BASE BID.
7. EXISTING TRANSFORMER TO BE RELOCATED UNDER BASE BID, REPLACED UNDER ALTERNATE BID #2.
8. CONTRACTOR TO REMOVE CIRCUITING SERVING RV SITES 13–16. PROVIDE NEW CIRCUITING TO RV SITES 1–12 AND 14–28 PER SHEET E1.1.

GENERAL NOTES

RV SITE NUMBERING IS MODIFIED BETWEEN DEMOLITION DRAWINGS AND NEW CONSTRUCTION DRAWINGS.

CONTRACTOR TO FIELD LOCATE ALL EXISTING SERVICES, INFORMATION SHOWN IS BASED ON SITE OBSERVATIONS AND INFORMATION PROVIDED BY OWNER. INFORMATION IS NOT GUARANTEED AND IS FOR ESTIMATING PURPOSES ONLY.

CONTRACTOR TO RELOCATE EXISTING TRANSFORMERS AS DESCRIBED ON SHEET E1.1. CONTRACTOR RESPONSIBLE FOR FIELD LOCATING EXISTING CONDUIT SERVING TRANSFORMERS AND RELOCATING TO NEW TRANSFORMER LOCATIONS. CONTRACTOR TO COORDINATE ALL WORK WITH COOS CURRY ELECTRIC PRIOR TO PERFORMING ANY WORK. CONTRACTOR TO PROVIDE VAULTS/PADS PER COOS CURRY ELECTRIC REQUIREMENTS.

CONTRACTOR TO REPLACE SERVICES AS DESCRIBED ON SHEET E1.1. ALL NEW SERVICES TO BE STAINLESS STEEL CABINETS DESIGNED FOR COASTAL ENVIRONMENT MOUNTED ON STAINLESS STEEL STRUT AND BACKBOARD SYSTEM. CONTRACTOR RESPONSIBLE FOR COORDINATION WITH COOS CURRY ELECTRIC FOR CONNECTION TO NEW TRANSFORMER.

CONTRACTOR TO UPDATE ALL PANEL SCHEDULES AT END OF CONSTRUCTION WITH NEW SITE NUMBERS.

CONTRACTOR TO COORDINATE RELOCATION OF WIFI REPEATER IN EXISTING RESTROOM BUILDING TO NEW LOCATION AT SITE 37. PROVIDE RECEPTACLE FOR LOW VOLTAGE TRANSFORMER AND WEATHER PROOF ENCLOSURE.

CONTRACTOR TO PROVIDE ADDITIONAL SPLITTERS TO EXTEND CABLE TELEVISION TO NEW SITES. RELOCATE TERMINATION TO NEW PEDESTALS.

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REGISTERED PROFESSIONAL ENGINEER 61438PE OREGON JUNE 7, 2012 DAVID CHARLES BACHMEIER

EXPIRES: 12/31/2021

PORT OF BROOKINGS HARBOR

RV PARK -

BOAT BASIN ROAD

BROOKINGS, OREGON 97415

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1/E–1.1 ELECTRICAL NOTES

1. CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR PLACEMENT OF NEW TRANSFORMERS. CONTRACTOR TO FIELD LOCATE EXISTING 4" (FIELD VERIFY) CONDUIT SERVING EXISTING TRANSFORMERS, REROUTE CONDUIT TO NEW TRANSFORMER LOCATIONS, SEE ARCHITECTURAL PLANS FOR NEW LOCATIONS.

2. CONTRACTOR TO PROVIDE NEW 400 AMP SERVICE TO NEW LAUNDRY BUILDING UNDER ALTERNATE #4, PROVIDE NEW PANEL PER SCHEDULE.

3. CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR REPLACEMENT OF EXISTING TRANSFORMER WITH NEW 167 KVA TRANSFORMER. CONTRACTOR TO PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO SERVE 10 NEW SITES AND 10 EXISTING SITES 58–77. PROVIDE NEW 50 AMP PEDESTAL, HYPOWER POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING. ROUTE CABLE FOR TELEVISION THROUGH PEDESTAL.

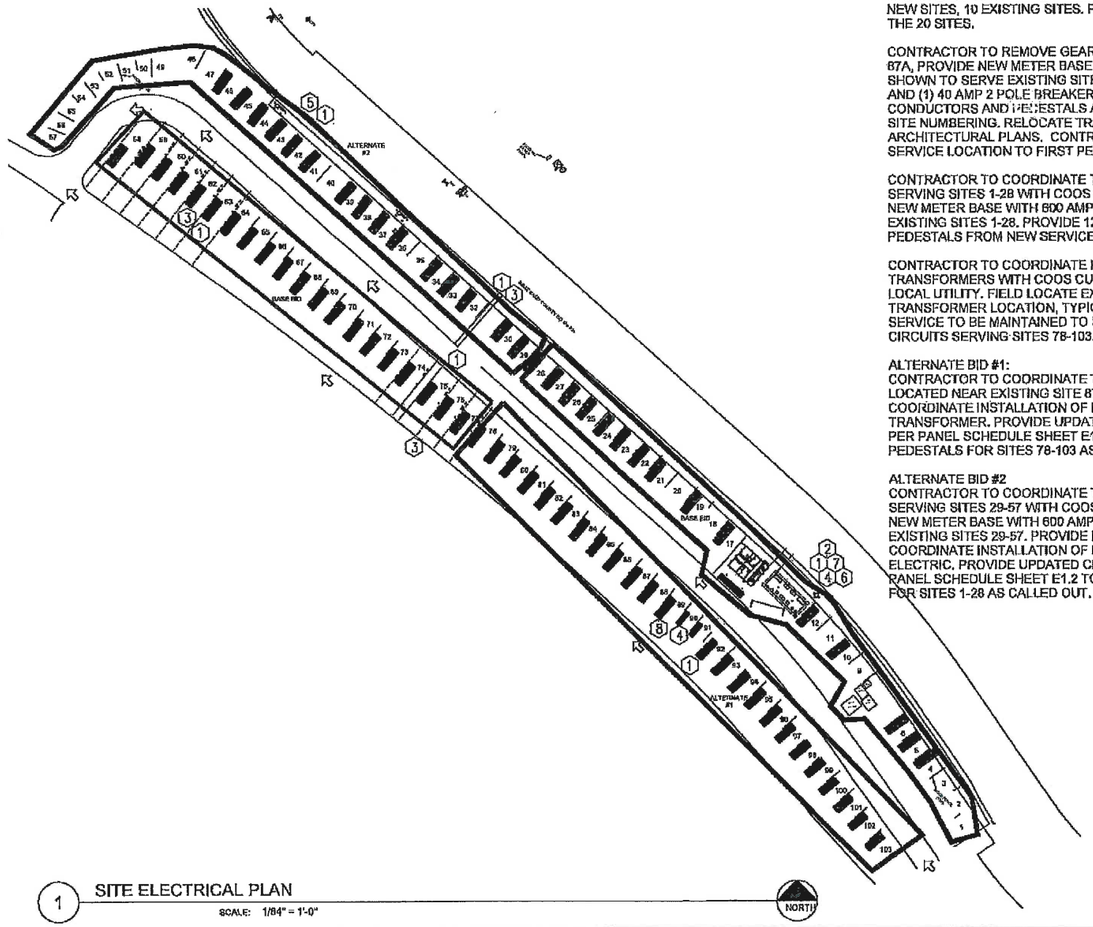
4. REFER TO ARCHITECTURAL PLANS FOR LOCATION OF TRANSFORMER AND SERVICE GEAR. CONTRACTOR TO REMOVE EXISTING SERVICE GEAR IN ELECTRICAL SHED, PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO SERVE EXISTING SITES 78–103. CONTRACTOR TO PROVIDE (3) 125 AMP 2 POLE BREAKERS AND (1) 40 AMP 2 POLE BREAKER, MAINTAIN CONDUIT AND CONDUCTORS TO EXISTING SITES, LABEL PANEL WITH NEW SITE NUMBERS.

5. ALTERNATE #2: CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR REPLACEMENT OF EXISTING TRANSFORMER WITH NEW TRANSFORMER. PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO EXISTING SITES 29–57 AND PROVIDE NEW 50 AMP SERVICES TO EXISTING SITES 1–28. PROVIDE NEW 50 AMP PEDESTAL FOR SITES 1–48, HYPOWER POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING. ROUTE CABLE TELEVISION THROUGH PEDESTAL. MAINTAIN EXISTING CIRCUIT TO SITES 49–57, PROVIDE NEW BREAKER IN NEW SERVICE PANEL.

6. CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR REPLACEMENT OF EXISTING TRANSFORMER WITH NEW 167 KVA TRANSFORMER. CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC TO PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO 25 EXISTING SITES 1–28. PROVIDE 125 AMP AND 150 AMP BREAKERS TO MAINTAIN EXISTING 30 AMP SERVICES TO SITES 1–12 AND 17–28. CONTRACTOR RESPONSIBLE FOR PROVIDING NEW CONDUCTORS FROM NEW GEAR TO EXISTING PEDESTALS AT SITES 17 AND 12. FIELD VERIFY CIRCUITING PRIOR TO ROUGH IN. CONTRACTOR TO PROVIDE 200 AMP 120/240 VOLT SINGLE PHASE CIRCUIT FROM SERVICE TO NEW SHOWER BUILDING. (3) 250 MCM (1) #2 ALUMINUM IN 3" CONDUIT. VERIFY CIRCUIT SIZE AND LOCATION OF PANEL IN SHOWER BUILDING WITH BUILDING MANUFACTURER PRIOR TO ROUGH IN.

7. ALTERNATE #4: CONTRACTOR TO PROVIDE NEW 400 AMP 240/120 VOLT SERVICE TO LAUNDRY BUILDING PER E1.2. CONTRACTOR TO PROVIDE 200 AMP 240/120 VOLT SINGLE PHASE CIRCUIT FROM LAUNDRY BUILDING TO NEW SHOWER BUILDING. (3) 250MCM (1) #2 ALUMINUM IN 3" CONDUIT. VERIFY CIRCUIT SIZE AND LOCATION OF PANEL IN SHOWER BUILDING WITH BUILDING MANUFACTURER PRIOR TO ROUGH IN. SEE 1/E1.2.

8. ALTERNATE #1: PROVIDE NEW 50 AMP SERVICES TO 26 EXISTING SITES 78–103. PROVIDE NEW 50 AMP PEDESTAL, HYPOWER POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING. CONTRACTOR TO MAINTAIN CIRCUITS SERVING OTHER SERVICES. ROUTE CABLE TELEVISION THROUGH PEDESTAL. COORDINATE WITH COOS CURRY ELECTRIC FOR NEW 167 KVA TRANSFORMER.



1 SITE ELECTRICAL PLAN
SCALE: 1/64" = 1'-0"

GENERAL NOTES

UNLESS OTHERWISE NOTED 120 VOLT 20 AMP BRANCH CIRCUITS SHALL BE (2) #12 THHN, (1) #12 GRND. 1/2" CONDUIT OR IN MC CABLE.

CONTRACTOR TO VERIFY LOCATIONS OF EQUIPMENT AND DEVICES WITH ARCHITECTURAL DRAWINGS PRIOR TO ROUGH IN.

CONTRACTOR TO FIELD VERIFY CIRCUITS PRIOR TO DEMOLITION.

CONTRACTOR TO PROVIDE PERMANENT, TYPE WRITTEN PANEL SCHEDULES.

CONTRACTOR TO COORDINATE INSTALLATION OF NEW ELECTRICAL COMPONENTS AND DEVICES WITH GENERAL CONTRACTOR. ALL NEW CONDUIT, BOXES AND COMPONENTS TO BE CONCEALED IN WALLS WHERE POSSIBLE. ALL EXPOSED EQUIPMENT AND WIRING TO BE STRAIGHT AND TRUE TO THE STRUCTURE AND INSTALLED IN RIGID CONDUIT.

CONTRACTOR TO COORDINATE ELECTRICAL REQUIREMENTS WITH PLUMBING CONTRACTOR.

CONTRACTOR TO FIELD LOCATE CIRCUITS TO EXISTING POLE LIGHTS, CONTRACTOR TO MAINTAIN POWER TO EXISTING POLE LIGHTS THROUGH EXISTING OR REPLACED PANELS.

CONTRACTOR TO PROVIDE A STAINLESS STEEL STRUT AND BACKBOARD SYSTEM WITH POST EMBEDDED IN CONCRETE TO SUPPORT PANELS, METER BASES, AND OTHER ELECTRICAL COMPONENTS. CONTRACTOR TO KEEP EQUIPMENT ABOVE FLOOD ELEVATION AND WITHIN NEC, STATE AND COOS CURRY ELECTRICAL REQUIREMENTS.

BASE BID:
CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC TO REMOVE EXISTING TRANSFORMERS NEXT TO EXISTING SHOWER BUILDING, SEE SHEET E1.0. REMOVE EXISTING ELECTRICAL FROM EXISTING SHOWER BUILDING AND ELECTRICAL SERVING EXISTING SITES 64-73. COORDINATE INSTALLATION OF NEW 167KVA TRANSFORMER, WITH COOS CURRY ELECTRIC ACROSS THE ROAD BETWEEN SITES 30-32, SEE ARCHITECTURAL PLANS FOR LOCATION. CONTRACTOR TO FIELD LOCATE EXISTING 4" CONDUIT (FIELD VERIFY), ROUTE TO NEW TRANSFORMER LOCATION. CONTRACTOR TO PROVIDE NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE 10 NEW SITES, 10 EXISTING SITES. PROVIDE NEW 50 AMP PEDESTALS AS CALLED OUT FOR THE 20 SITES.

CONTRACTOR TO REMOVE GEAR FROM EXISTING ELECTRICAL SHED NEAR EXISTING SITE 67A, PROVIDE NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE EXISTING SITES 78-103, PROVIDE (3) NEW 125 AMP 2 POLE BREAKERS AND (1) 40 AMP 2 POLE BREAKER TO REPLACE EXISTING, MAINTAIN EXISTING CONDUIT, CONDUCTORS AND PEDESTALS AT EXISTING SITES, PROVIDE PANEL SCHEDULE WITH NEW SITE NUMBERING. RELOCATE TRANSFORMER AND GEAR TO NEW LOCATION PER ARCHITECTURAL PLANS. CONTRACTOR RESPONSIBLE FOR CONDUCTORS FROM NEW SERVICE LOCATION TO FIRST PEDESTAL ON CIRCUIT.

CONTRACTOR TO COORDINATE THE REMOVAL OF THE EXISTING 200 AMP SERVICE SERVING SITES 1-28 WITH COOS CURRY ELECTRIC. COORDINATE THE INSTALLATION OF A NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE EXISTING SITES 1-28. PROVIDE 125 AND 150 AMP BREAKERS TO CIRCUIT EXISTING 30 AMP PEDESTALS FROM NEW SERVICE FOR SITES 1-28.

CONTRACTOR TO COORDINATE RELOCATION/ REPLACEMENT OF EXISTING TRANSFORMERS WITH COOS CURRY ELECTRIC. PROVIDE VAULT/PAD AS REQUIRED BY LOCAL UTILITY. FIELD LOCATE EXISTING 4" CONDUIT AND REROUTE TO NEW TRANSFORMER LOCATION, TYPICAL OF (4). CONTRACTOR RESPONSIBLE FOR 200 AMP SERVICE TO BE MAINTAINED TO SITES 29-57 UNDER BASE BID, AND EXTENSION OF CIRCUITS SERVING SITES 78-103.

ALTERNATE BID #1:
CONTRACTOR TO COORDINATE THE REPLACEMENT OF THE EXISTING TRANSFORMER LOCATED NEAR EXISTING SITE 87A, SEE SHEET E1.0, WITH COOS CURRY ELECTRIC. COORDINATE INSTALLATION OF NEW 167 KVA 120/240 VOLT SINGLE PHASE TRANSFORMER. PROVIDE UPDATED CIRCUITS IN NEW PANEL PROVIDED UNDER BASE BID PER PANEL SCHEDULE SHEET E1.2 TO SERVE SITES 78-103. PROVIDE NEW 50 AMP PEDESTALS FOR SITES 78-103 AS CALLED OUT.

ALTERNATE BID #2
CONTRACTOR TO COORDINATE THE REMOVAL OF THE EXISTING 200 AMP SERVICE SERVING SITES 29-57 WITH COOS CURRY ELECTRIC. COORDINATE THE INSTALLATION OF A NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE EXISTING SITES 29-57. PROVIDE NEW 50 AMP PEDESTALS FOR SITES 29-48 AS CALLED OUT. COORDINATE INSTALLATION OF NEW 167KVA TRANSFORMER, WITH COOS CURRY ELECTRIC. PROVIDE UPDATED CIRCUITS IN NEW PANEL PROVIDED UNDER BASE BID PER PANEL SCHEDULE SHEET E1.2 TO SERVE SITES 1-28. PROVIDE NEW 50 AMP PEDESTALS FOR SITES 1-28 AS CALLED OUT.

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REGISTERED PROFESSIONAL ENGINEER
81438PE
OREGON
JUNE 7, 2013
DAVID CHARLES SNOWBERG
EXPIRES: 12/31/2021

PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS		
No:	Revision:	Date:

SEPT 2020

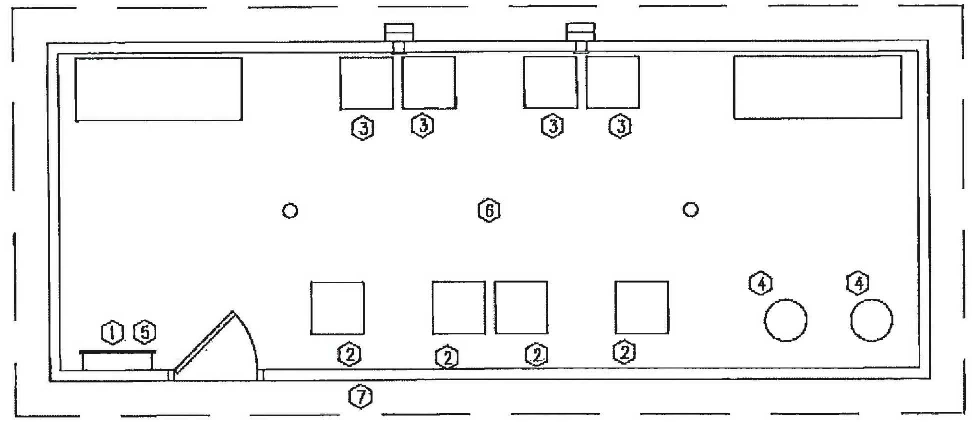
PROJECT NO: 19005

E1.1

ALTERNATE BID #4

Panel Name: L-1		Panel Amperage:				400
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC				
Mounting: SURFACE		Other: MCB /				
Description	Brk	Phase			Brk	Description
WASHER	20/1	1	A	2	200/2	SHOWER BUILDING
WASHER	20/1	3	B	4	—	
WASHER	20/1	5	A	6	30/2	DRYER
WASHER	20/1	7	B	8	—	
LAUNDRY BUILDING LIGHTS	20/1	9	A	10	30/2	DRYER
LAUNDRY HOT WATER HEATER	70/2	11	B	12	—	
	—	13	A	14	30/2	DRYER
LAUNDRY HOT WATER HEATER	70/2	15	B	16	—	
	—	17	A	18	30/2	DRYER
LIGHTS	20/1	19	B	20	—	
EXTERIOR LIGHTS	20/1	21	A	22		
		23	B	24		
		25	A	26		
		27	B	28		
		29	A	30		
		31	B	32		
		33	A	34		
		35	B	36		
		37	A	38		
		39	B	40		
		41	A	42		

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	1000	500	0	1500	1.25	1875
M = Motors	0	0	0	0	1.00	0
O = Other Load	40800	40800	0	81600	1.00	81600
R = Receptacles	0	0	0	0	1.00	0
Load Totals	41800	41300	0	83100	1.00	83475
Total VA Loads	42050	41425	0			
Load Balance	100.7%	99.3%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						83475
Amperage This Panel Per Largest Phase VA						350.4



ALT. BID #4 LAUNDRY ROOM ELECTRICAL PLAN

SCALE: 1/4" = 1'-0"

NOTE: CONTRACTOR TO VERIFY AVAILABLE FAULT CURRENT AT TRANSFORMER WITH COOS CURRY ELECTRIC PRIOR TO ORDERING EQUIPMENT.

ALL SERVICE EQUIPMENT TO BE GROUNDED PER NEC 250 WITH GROUND RODS.

1/E-1.2 ALTERNATE BID #4 LAUNDRY BUILDING ELECTRICAL NOTES

1. CONTRACTOR TO PROVIDE NEW 120/240 VOLT SINGLE PHASE 400 AMP SERVICE TO LAUNDRY BUILDING, COORDINATE WITH COOS CURRY ELECTRIC.
2. PROVIDE DEDICATED 120 VOLT 20 AMP RECEPTACLE FOR WASHER, CIRCUIT PER PANEL SCHEDULE THIS SHEET.
3. PROVIDE 240 VOLT 30 AMP CIRCUIT TO DRYER, CIRCUIT THROUGH PANEL L-1, REFER TO PANEL SCHEDULE THIS SHEET. (3) #10 THHN CU (1) #10 CU GROUND IN 3/4" CONDUIT. PROVIDE RECEPTACLE TO MATCH DRYER, COORDINATE WITH MECHANICAL CONTRACTOR.
4. PROVIDE 240 VOLT 70 AMP CIRCUIT TO HOT WATER HEATER, CIRCUIT THROUGH PANEL L-1, REFER TO PANEL SCHEDULE THIS SHEET. (3) #4 THHN CU (1) #8 CU GROUND IN 1-1/2" CONDUIT.
5. CONTRACTOR TO PROVIDE 240 VOLT 200 AMP CIRCUIT TO NEW SHOWER BUILDING. VERIFY REQUIREMENTS WITH BUILDING MANUFACTURER PRIOR TO ROUGH IN. (3) 250 MCM (1) #2 AL IN 3" CONDUIT.
6. CONTRACTOR TO PROVIDE LIGHTING PER SPECIFICATIONS, SURFACE MOUNT, WET LOCATION, VANDAL RESISTANT, LED FIXTURES TO MATCH RESTROOM/SHOWER BUILDING, MINIMUM 30 FOOT CANDLES AT FLOOR, PROVIDE CEILING MOUNTED DUAL TECHNOLOGY OCCUPANCY SENSORS FOR COMPLETE ROOM COVERAGE.
7. CONTRACTOR TO PROVIDE EXTERIOR LIGHTING FIXTURES ON BUILDING (REFER TO ARCHITECTURAL PLANS FOR LOCATIONS). MATCH FIXTURES ON RESTROOM/SHOWER BUILDING. CIRCUIT THROUGH PHOTOEYE FOR DUSK TILL DAWN OPERATION.

BASE BID

Panel Name: S (NW)		Panel Amperage:				600
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC				
Mounting: SURFACE		Other: MCB /				
Description	Brk	Phase			Brk	Description
SITES 58-64	250/2	1	A	2	250/2	SITES 71-77
	—	3	B	4	—	
SITES 65-70	250/2	5	A	6		
	—	7	B	8		
		9	A	10		
		11	B	12		

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	15000	15000	0	30000	1.00	30000
R = Receptacles	120000	120000	0	240000	0.45	125000
Load Totals	135000	135000	0	270000	0.45	155000
Total VA Loads	69000	69000	0			
Load Balance	89.0%	89.0%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						155000
Amperage This Panel Per Largest Phase VA						575.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS IN 4" CONDUIT.

BASE BID: NEW SERVICE GEAR WITH BREAKERS PER NOTE #4 E1.1 ALTERNATE BID #1: AS SHOWN

Panel Name: S (SW)		Panel Amperage:				600
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC				
Mounting: SURFACE		Other: MCB /				
Description	Brk	Phase			Brk	Description
SITES 78-83	250/2	1	A	2	250/2	SITES 91-97
	—	3	B	4	—	
SITES 84-90	250/2	5	A	6	250/2	SITES 98-103
	—	7	B	8		
		9	A	10		
		11	B	12		

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	0	0	0	0	1.00	0
R = Receptacles	166000	130000	0	296000	0.42	153000
Load Totals	166000	130000	0	296000	0.42	153000
Total VA Loads	69720	54600	0			
Load Balance	91.1%	71.4%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						153000
Amperage This Panel Per Largest Phase VA						581.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS IN 4" CONDUIT.

BASE BID: NEW SERVICE GEAR WITH BREAKERS PER NOTE #6 E1.1 ALTERNATE BID #2: AS SHOWN

Panel Name: S (SE)		Panel Amperage:				600
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC				
Mounting: SURFACE		Other: MCB /				
Description	Brk	Phase			Brk	Description
SITES 22-28	250/2	1	A	2	250/2	SITES 9-12
	—	3	B	4	—	
SITES 15-21	250/2	5	A	6	250/2	SITES 1-8
	—	7	B	8	—	
		9	A	10	200/2	RESTROOM/SHOWER BUILDING
		11	B	12	—	

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	0	0	0	0	1.00	0
R = Receptacles	164000	164000	0	328000	0.42	169000
Load Totals	164000	164000	0	328000	0.42	169000
Total VA Loads	68880	68880	0			
Load Balance	81.5%	81.5%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						169000
Amperage This Panel Per Largest Phase VA						574.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS IN 4" CONDUIT.

ALTERNATE BID #2

Panel Name: S (NE)		Panel Amperage:				600
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC				
Mounting: SURFACE		Other: MCB /				
Description	Brk	Phase			Brk	Description
SITES 57-49	150/2	1	A	2	250/2	SITES 41-35
	—	3	B	4	—	
SITES 42-48	250/2	5	A	6	250/2	SITES 29-34
	—	7	B	8		
		9	A	10		
		11	B	12		

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	0	0	0	0	1.00	0
R = Receptacles	164000	164000	0	328000	0.42	169000
Load Totals	164000	164000	0	328000	0.42	169000
Total VA Loads	68880	68880	0			
Load Balance	81.5%	81.5%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						169000
Amperage This Panel Per Largest Phase VA						574.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS IN 4" CONDUIT.

METER BASES AND PANEL BOARDS:

PANEL BOARDS TO BE EATON OR APPROVED, TYPE 4X ENCLOSURE, 304 STAINLESS STEEL: WPRL42473-XN, SERVICE ENTRANCE PANEL, SURFACE MOUNTED. 250 AMP BREAKERS NEED TO SUPPORT 350 KCMIL AL.

METER BASES TO BE EATON OR APPROVED, CT RATED WITH TEST SWITCH BYPASS PROVISION, STAINLESS STEEL ENCLOSURE, SURFACE MOUNT. MEETING COOS CURRY ELECTRIC REQUIREMENTS.

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EXPIRES: 12/31/2021

PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

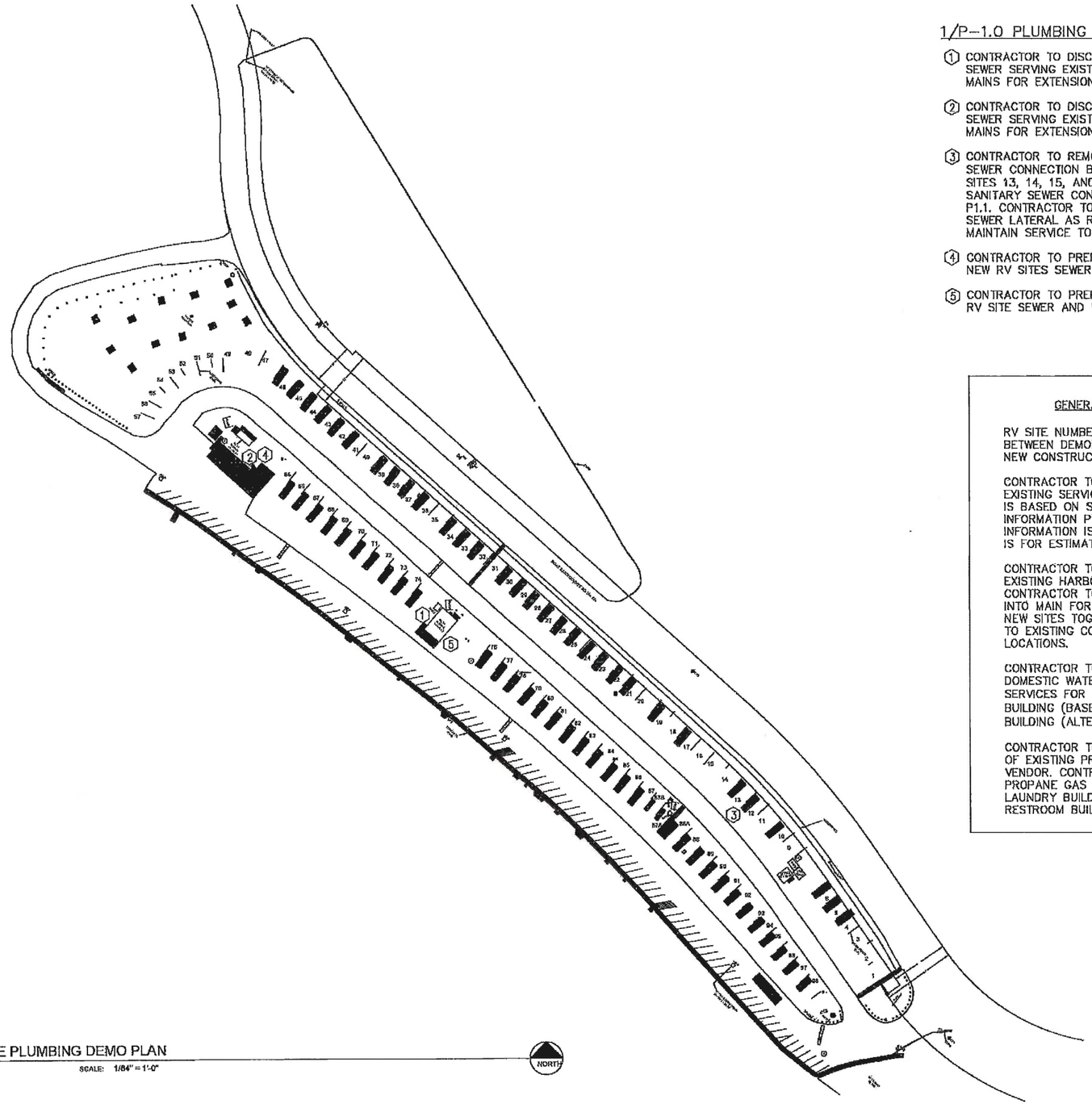
REVISIONS

No:	Revision:	Date:

SEPT 2020

PROJECT NO: 19005

E1.2



1 SITE PLUMBING DEMO PLAN
SCALE: 1/84" = 1'-0"

1/P-1.0 PLUMBING DEMO NOTES

1. CONTRACTOR TO DISCONNECT EXISTING WATER AND SANITARY SEWER SERVING EXISTING BUILDING, PREPARE CONNECTION TO MAINS FOR EXTENSION TO RV SITES PER SHEET P1.1.
2. CONTRACTOR TO DISCONNECT EXISTING WATER AND SANITARY SEWER SERVING EXISTING BUILDING, PREPARE CONNECTION TO MAINS FOR EXTENSION TO RV SITES AS SHOWN ON SHEET P1.1.
3. CONTRACTOR TO REMOVE EXISTING HOSE BIBS AND SANITARY SEWER CONNECTION BACK TO MAIN SERVING EXISTING (4) RV SITES 13, 14, 15, AND 16 BEING REMOVED. PROVIDE WATER AND SANITARY SEWER CONNECTIONS TO NEW BUILDINGS PER SHEET P1.1. CONTRACTOR TO REPLACE EXISTING SECTION OF SANITARY SEWER LATERAL AS REQUIRED TO CONNECT NEW BUILDINGS AND MAINTAIN SERVICE TO REMAINING RV SITES.
4. CONTRACTOR TO PREPARE OLD RESTAURANT LOCATION FOR 6 NEW RV SITES SEWER AND WATER HOOKUPS, SEE SHEET P1.1.
5. CONTRACTOR TO PREPARE OLD RESTROOM LOCATION FOR 4 NEW RV SITE SEWER AND WATER HOOKUPS, SEE SHEET P1.1.

GENERAL NOTES

RV SITE NUMBERING IS MODIFIED BETWEEN DEMOLITION DRAWINGS AND NEW CONSTRUCTION DRAWINGS.

CONTRACTOR TO SITE LOCATE ALL EXISTING SERVICES, INFORMATION SHOWN IS BASED ON SITE OBSERVATIONS AND INFORMATION PROVIDED BY OWNER. INFORMATION IS NOT GUARANTEED AND IS FOR ESTIMATING PURPOSES ONLY.

CONTRACTOR TO MINIMIZE IMPACT ON EXISTING HARBOR SANITARY SEWER MAIN. CONTRACTOR TO UTILIZE EXISTING TAPS INTO MAIN FOR NEW RV SITES. COMBINE NEW SITES TOGETHER IN COMMON DRAIN TO EXISTING CONNECTION, TYPICAL TWO LOCATIONS.

CONTRACTOR TO FIELD LOCATE EXISTING DOMESTIC WATER SUPPLY, CONNECT NEW SERVICES FOR RESTROOM/SHOWER BUILDING (BASE BID) AND LAUNDRY BUILDING (ALTERNATE #4).

CONTRACTOR TO COORDINATE REMOVAL OF EXISTING PROPANE TANK WITH VENDOR. CONTRACTOR TO REMOVE ALL PROPANE GAS PIPING SERVING EXISTING LAUNDRY BUILDING AND EXISTING RESTROOM BUILDING.

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P1.0

FIXTURE SCHEDULE

DESIGNATION	FIXTURE TYPE	C.W.	H.W.	SAN/ WASTE	VENT	MANUFACTURER	MODEL	HARDWARE	NOTES
P-1	FLOOR SINK	N/A	N/A	4"	2"	JR SMITH	2005Y	6" NB GRATE WITH TRAP PRIMER	1,2
P-2	HOSE BIB	3/4"	N/A	N/A	N/A	WOODFORD	MODEL 24	R.P. BACKFLOW DEVICE ON SUPPLIES, KEYED HANDLE	
P-3	FLOOR DRAIN	N/A	N/A	2"	1-1/2"	JR SMITH	2005Y	6" NB GRATE WITH TRAP PRIMER	1
P-4	WASHING MACHINE	3/4"	3/4"	2"	1-1/2"	SPEED QUEEN	SFNNCASP115TW01	PROVIDE WITH WATER HAMMER ARRESTORS	
P-5	EXT. SHOWER	3/4"	N/A	N/A	N/A	WILLOUGHBY	WOOS-ADA		
P-6	DRINKING FOUNTAIN	1/2"	N/A	2"	1 1/2"	ELKAY	LK4598		

1. PROVIDE WITH CABINET MODEL 9200HEC
2. PROVIDE WITH PRECISION PLUMBING PRODUCTS PR-500 TRAP PRIMER

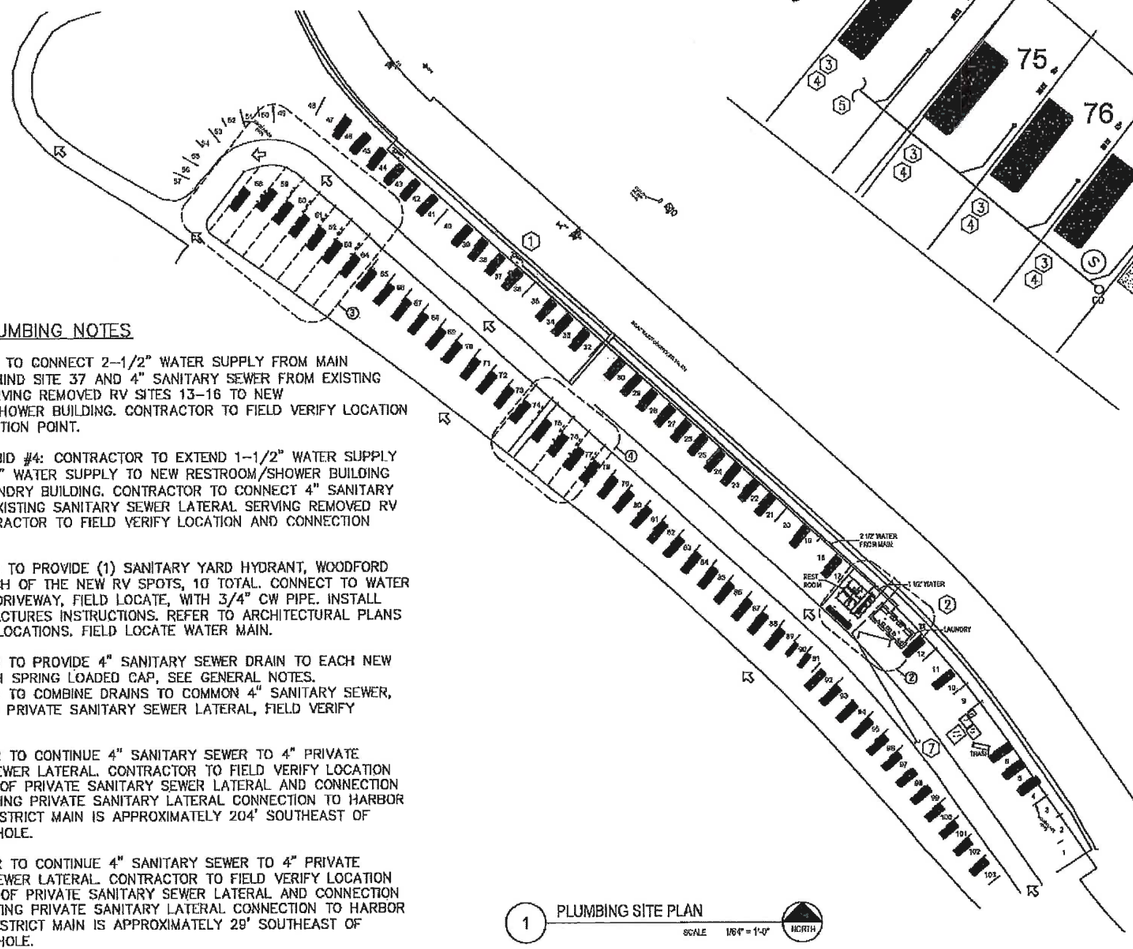
GENERAL NOTES:
A. PROVIDE ANGLE STOPS OR SHUT-OFF VALVES AT ALL FIXTURES.
B. VERIFY ALL REQUIREMENTS WITH AHJ PRIOR TO ORDERING AND ROUGH IN.
C. ALL FIXTURES TO BE INSTALLED PER MANUFACTURER AS RECOMMENDED.
D. INSTALL WITH STAINLESS STEEL FLEXIBLE CONNECTIONS AT APPLIANCES.
E. PROVIDE TRAP PRIMERS FOR ALL FLOOR SINKS AND FLOOR DRAINS.
F. PROVIDE WATER HAMMER ARRESTOR ON WASHING MACHINE SUPPLIES.
G. SUBSTITUTIONS: KOHLER, AMERICAN STANDARD, TOTO OR APPROVED EQUAL.

LAUNDRY ROOM

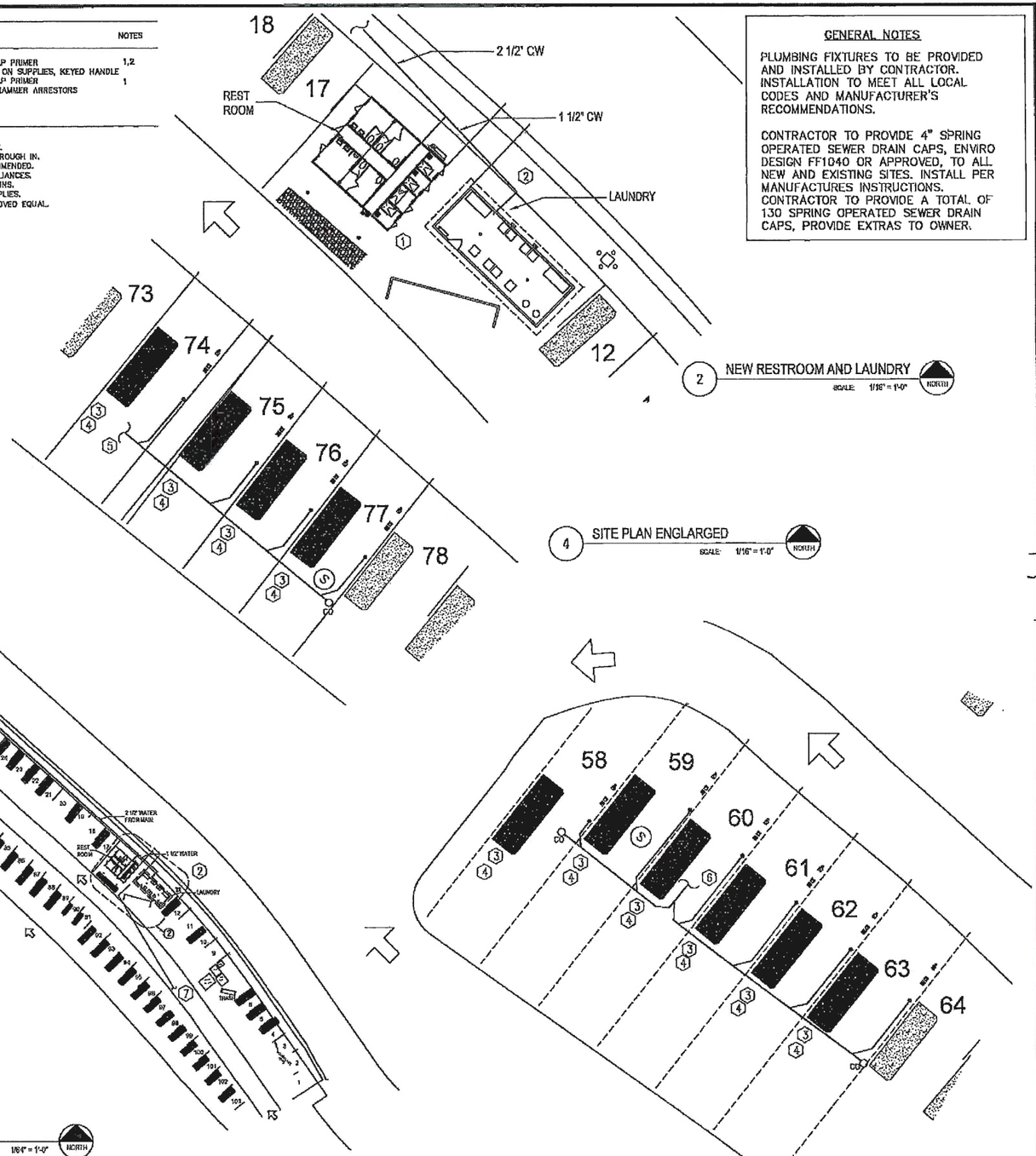
FIXTURE	COUNT	FU/UNIT	DFU/UNIT	TOTAL FU	TOTAL DFU
WASHER	4	6	10	24	40
FLOOR DRAIN	2		2		4
FLOOR SINK	2		4		8
HOSE BIB	1	2.5		2.5	
TOTALS				26.5	52

SHOWER ROOM

FIXTURE	COUNT	FU/UNIT	DFU/UNIT	TOTAL FU	TOTAL DFU
FLUSH VALVE WC	5	TABLE 6-7	4	115	20
FLUSH VALVE UR	1	TABLE 6-7	2	20	2
LAVS	4	1	2	4	8
SHOWER	4	2	2	8	8
FLOOR DRAIN	8		2		16
DRINKING FOUNTAIN	1	.5	.5	.5	.5
TOTALS				147.5	54.5



1 PLUMBING SITE PLAN
SCALE: 1/64" = 1'-0" NORTH



2 NEW RESTROOM AND LAUNDRY
SCALE: 1/16" = 1'-0" NORTH

3 SITE PLAN ENLARGED
SCALE: 1/16" = 1'-0" NORTH

4 SITE PLAN ENLARGED
SCALE: 1/16" = 1'-0" NORTH

1/P-1.1 PLUMBING NOTES

(1) CONTRACTOR TO CONNECT 2-1/2" WATER SUPPLY FROM MAIN LOCATED BEHIND SITE 37 AND 4" SANITARY SEWER FROM EXISTING LATERAL SERVING REMOVED RV SITES 13-16 TO NEW RESTROOM/SHOWER BUILDING. CONTRACTOR TO FIELD VERIFY LOCATION AND CONNECTION POINT.

(2) ALTERNATE BID #4: CONTRACTOR TO EXTEND 1-1/2" WATER SUPPLY FROM 2-1/2" WATER SUPPLY TO NEW RESTROOM/SHOWER BUILDING TO NEW LAUNDRY BUILDING. CONTRACTOR TO CONNECT 4" SANITARY SEWER TO EXISTING SANITARY SEWER LATERAL SERVING REMOVED RV SITES. CONTRACTOR TO FIELD VERIFY LOCATION AND CONNECTION POINT.

(3) CONTRACTOR TO PROVIDE (1) SANITARY YARD HYDRANT, WOODFORD S3, FOR EACH OF THE NEW RV SPOTS, 10 TOTAL. CONNECT TO WATER SERVICE IN DRIVEWAY, FIELD LOCATE, WITH 3/4" CW PIPE. INSTALL PER MANUFACTURES INSTRUCTIONS. REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS. FIELD LOCATE WATER MAIN.

(4) CONTRACTOR TO PROVIDE 4" SANITARY SEWER DRAIN TO EACH NEW RV SITE WITH SPRING LOADED CAP, SEE GENERAL NOTES. CONTRACTOR TO COMBINE DRAINS TO COMMON 4" SANITARY SEWER, CONNECT TO PRIVATE SANITARY SEWER LATERAL, FIELD VERIFY LOCATION.

(5) CONTRACTOR TO CONTINUE 4" SANITARY SEWER TO 4" PRIVATE SANITARY SEWER LATERAL. CONTRACTOR TO FIELD VERIFY LOCATION AND DEPTH OF PRIVATE SANITARY SEWER LATERAL AND CONNECTION POINT. EXISTING PRIVATE SANITARY LATERAL CONNECTION TO HARBOR SANITARY DISTRICT MAIN IS APPROXIMATELY 204' SOUTHEAST OF NORTH MANHOLE.

(6) CONTRACTOR TO CONTINUE 4" SANITARY SEWER TO 4" PRIVATE SANITARY SEWER LATERAL. CONTRACTOR TO FIELD VERIFY LOCATION AND DEPTH OF PRIVATE SANITARY SEWER LATERAL AND CONNECTION POINT. EXISTING PRIVATE SANITARY LATERAL CONNECTION TO HARBOR SANITARY DISTRICT MAIN IS APPROXIMATELY 29' SOUTHEAST OF NORTH MANHOLE.

(7) CONTRACTOR TO FIELD LOCATE EXISTING PRIVATE SANITARY SEWER LATERAL CROSSING BELOW ROAD TO CONNECT NEW RESTROOM BUILDING AND LAUNDRY BUILDING SANITARY SEWER LINES TO.

GENERAL NOTES

PLUMBING FIXTURES TO BE PROVIDED AND INSTALLED BY CONTRACTOR. INSTALLATION TO MEET ALL LOCAL CODES AND MANUFACTURER'S RECOMMENDATIONS.

CONTRACTOR TO PROVIDE 4" SPRING OPERATED SEWER DRAIN CAPS, ENVIRO DESIGN FF1040 OR APPROVED, TO ALL NEW AND EXISTING SITES. INSTALL PER MANUFACTURES INSTRUCTIONS. CONTRACTOR TO PROVIDE A TOTAL OF 130 SPRING OPERATED SEWER DRAIN CAPS, PROVIDE EXTRAS TO OWNER.

CROW/CLAW & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS
125 WEST CENTRAL AVENUE
SUITE 340
BEND, OREGON 97420
TEL: (541) 388-8388
www.crowclaw.com

REGISTERED PROFESSIONAL ENGINEER
61488PE
OREGON
JUNE 2, 2015
JARED CHARLES BACHELDER
EXPIRES: 12/31/2021

PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS
No: Revision: Date:

SEPT 2020

PROJECT NO: 19005

P1.1

LEGEND

DOMESTIC COLD WATER, COLD WATER

140°F HOT WATER

SANITARY SEWER / GREY WATER

FLOOR DRAIN ○

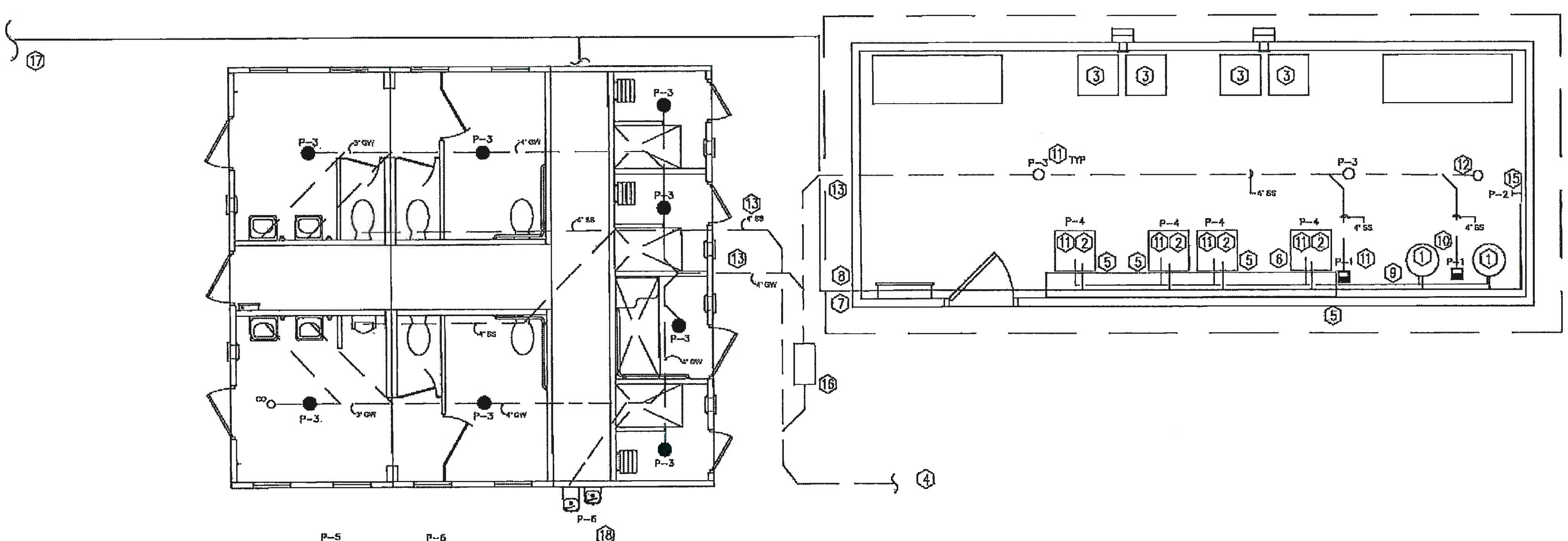
FLOOR SINK

GENERAL NOTE:

CONTRACTOR TO FIELD LOCATE SEWER LATERAL PRIOR TO COMMENCING WORK. CONFIRM DEPTH AND LOCATION WITH ARCHITECT PRIOR TO COMMENCING WORK.

1/P-1.2 PLUMBING LAUNDRY ROOM NOTES

1. ALTERNATE 4: CONTRACTOR TO PROVIDE (2) 50 GAL. HOT WATER HEATERS, AO SMITH DRE-52-12 GOLD SERIES 240 VOLT 1 PHASE 50 AMP. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR PRIOR TO ORDERING. PROVIDE DRAIN PAN WITH DRAIN ROUTED TO FLOOR SINK.
2. ALTERNATE 4: CONTRACTOR TO PROVIDE COIN OPERATED WASHING MACHINE, SPEED QUEEN SFNNCASP115TW01 OR APPROVED. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR.
3. ALTERNATE 4: CONTRACTOR TO PROVIDE COIN OPERATED DRYER, SPEED QUEEN SDENCRGS173TW02 OR APPROVED. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR. PROVIDE 4" DRYER VENT TO STAINLESS STEEL HOODED WALL CAP, OLYMPIA CHIMNEY SUPPLY INC. DVV-4 OR APPROVED.
4. CONTRACTOR TO CONNECT 4" SANITARY SEWER TO EXISTING PRIVATE SANITARY SEWER LATERAL CROSSING ROAD APPROXIMATELY NEAR SITE 98. CONTRACTOR TO FIELD VERIFY DEPTH AND LOCATION OF EXISTING LATERAL PRIOR TO ROUGH IN FOR NEW BUILDINGS AND SOLIDS TRAP. IF ALTERNATE 4 IS ACCEPTED THEN THE LAUNDRY ROOM WILL BE CONNECTED IN THE SAME MANNER.
5. ALTERNATE 4: CONTRACTOR TO PROVIDE (1) WATER HAMMER ARRESTOR, WATTS LF15M2 OR APPROVED, FOR EACH 3/4" CW AND 3/4" HW PIPE FEEDING WASHING MACHINES.
6. ALTERNATE 4: CONTRACTOR TO PROVIDE LINT TRAP TROUGH DRAIN, 18" WIDE 12" TALL 18' LONG H-M COMPANY OR APPROVED. PLUMB WASHING MACHINE DRAINS INTO TOP OF LINT TROUGH PER MANUFACTURE, ELBOW TROUGH DRAIN INTO FLOOR SINK. FIELD VERIFY DIMENSIONS PRIOR TO ORDERING. VERIFY WITH MANUFACTURE INSTALLATION REQUIREMENTS.
7. ALTERNATE 4: CONTRACTOR TO SUPPLY BUILDING WITH 1-1/2" WATER MAIN, 3/4" CW DROPS TO EACH WASHER. PROVIDE ISOLATION VALVE IN ACCESSIBLE LOCATION AS THE MAIN WATER SUPPLY ENTERS THE BUILDING.
8. ALTERNATE 4: CONTRACTOR TO PROVIDE REDUCE BACK FLOW PREVENTION DEVICE FOR 1-1/2" WATER SUPPLY.
9. ALTERNATE 4: CONTRACTOR TO CONNECT HOT WATER HEATERS TO WASHING MACHINE USING 1-1/2" MAIN PIPE AND 3/4" DROPS.
10. ALTERNATE 4: CONTRACTOR TO COMBINE FLOOR VENTS INTO COMMON 4" VENT FOR SANITARY SEWER, ROUTE OUT THROUGH ROOF.
11. ALTERNATE 4: CONTRACTOR TO PROVIDE EACH FLOOR DRAIN AND FLOOR SINK WITH A TRAP PRIMER.
12. ALTERNATE 4: CONTRACTOR TO PROVIDE SANITARY SEWER END OF LINE CLEAN OUT.
13. CONTRACTOR TO PROVIDE A TWO WAY CLEAN OUT ON SANITARY SEWER OUTSIDE OF BUILDING.
14. CONTRACTOR TO PROVIDE WILLOUGHBY WODS-ADA SERIES STAINLESS STEEL OUTDOOR FOOT SHOWER OR APPROVED. EXTEND 3/4" COLD WATER SUPPLY FROM RESTROOM/SHOWER BUILDING. NOTE: FOOT WASH DOES NOT CONNECT TO SANITARY SEWER.
15. ALTERNATE 4: CONTRACTOR TO PROVIDE HOSE BIB, WOODFORD MODEL 19 OR APPROVED. SUPPLY WITH 3/4" CW.
16. CONTRACTOR TO PROVIDE ZURN Z1187 SOLIDS TRAP SIZE 300 OR APPROVED IN GRAY WATER FROM RESTROOM/SHOWER BUILDING (CONTRACTOR TO DRAIN ALL FLOOR DRAINS AND SHOWERS THROUGH GRAY WATER DRAIN TO SOLIDS TRAP PRIOR TO CONNECTION TO SANITARY SEWER. ALTERNATE #4: CONNECT LAUNDRY BUILDING SANITARY SEWER UPSTREAM OF SOLIDS TRAP. CONTRACTOR TO CONNECT 4" DRAIN FROM SOLIDS TRAP TO 4" SANITARY SEWER CONNECTION TO REMOVED RV SITE.
17. CONTRACTOR TO ROUTE 2-1/2" COLD WATER SUPPLY FROM MAIN SERVICE LOCATED NEAR SITE 37 TO NEW RESTROOM/SHOWER BUILDING, VERIFY LOCATION OF CONNECTION TO BUILDING WITH BUILDING SUPPLIER. PROVIDE ISOLATION VALVE AT BUILDING CONNECTION IN ACCESSIBLE LOCATION AND AT MAIN SERVICE, STUB 1-1/2" COLD WATER TO LAUNDRY BUILDING WITH ISOLATION VALVE IN YARD BOX. CONTINUE TO BUILDING UNDER ALTERNATE #4.
18. PROVIDE 1/2" COLD WATER TO DRINKING FOUNTAIN WITH ISOLATION VALVE ON INSIDE OF BUILDING LABELED "DRINKING FOUNTAIN". PROVIDE 2" GREY WATER DRAIN TO 4" GREY WATER DRAIN. EXTEND 1-1/2" VENT UP THROUGH ROOF.



1 ENLARGED PLUMBING SHOWER AND LAUINDRY ROOM PLAN

SCALE: 1/2" = 1'-0"

CROW/CLAY & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS
125 WEST CENTRAL AVENUE
SUITE 400
COOS BAY, OREGON 97420
TEL: (541) 269-9388
www.crowclay.com

REGISTERED PROFESSIONAL ENGINEER 81408PE OREGON DAYTO CHARLES BACKMAN EXPIRES 12/31/2021

PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS		
No:	Revision:	Date:

SEPT 2020

PROJECT NO: 19005

P1.2

233

TOPOGRAPHIC SURVEY

PREPARED FOR
PORT OF BROOKINGS-HARBOR

LOCATED IN
NE1/4, SECTION 8,
T41S, R13W, WILLAMETTE MERIDIAN,
CURRY COUNTY, OREGON

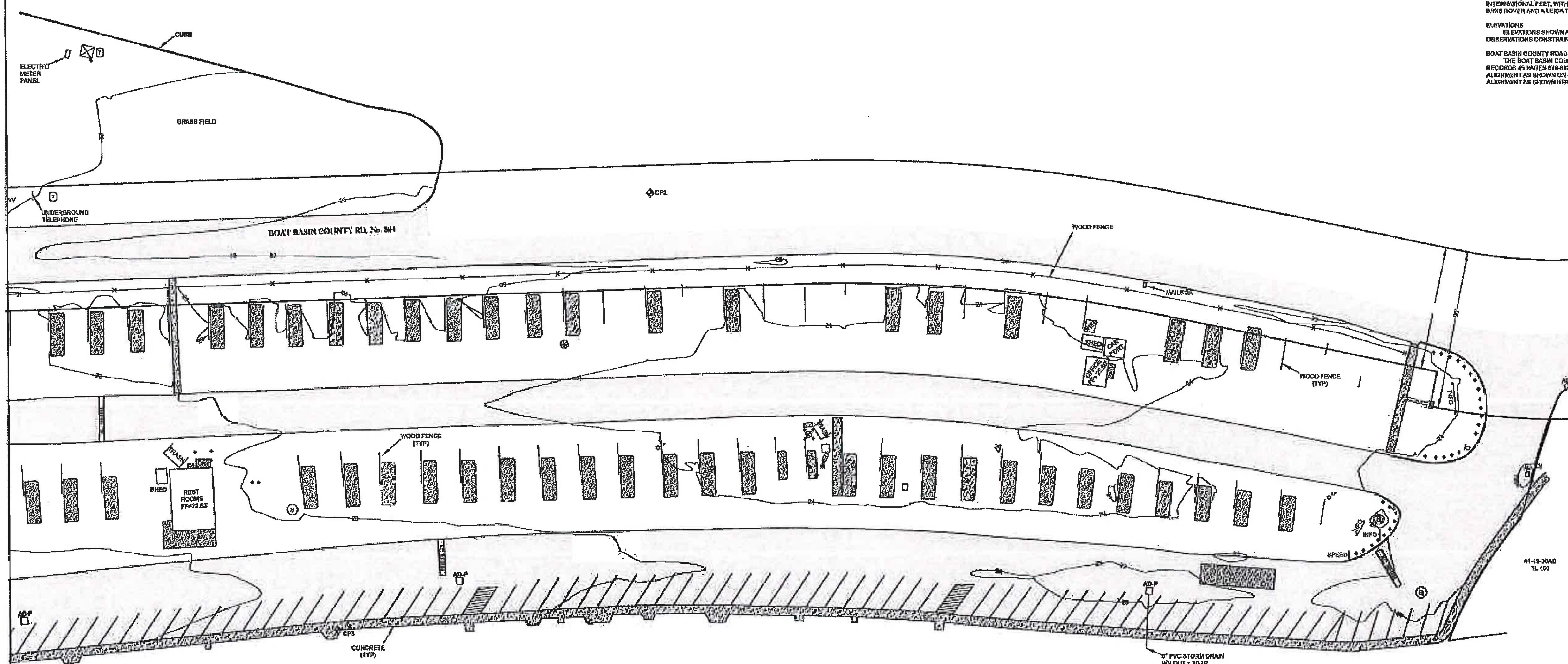
SURVEYOR'S STATEMENT

PURPOSE
THE PURPOSE OF THIS SURVEY WAS TO PROVIDE A TOPOGRAPHIC SURVEY OF THE BEACHFRONT RV PARK, PORT OF BROOKINGS-HARBOR, OREGON. THE SURVEY INCLUDED VISIBLE IMPROVEMENTS ON THE SURFACE, BUT DID NOT INCLUDE THE LOCATION OF UNDERGROUND UTILITIES OR FACILITIES. DELIVERABLES TO THE PORT OF BROOKINGS-HARBOR INCLUDE AN AUTOCAD DRAWING AND ASSOCIATED POINT AND SURFACE FILES. WATER, SEWER, ELECTRIC AND CABLE HOOK-UPS FOR THE INDIVIDUAL RV SPACES ARE CONTAINED IN THE ELECTRONIC FILES, BUT NOT SHOWN ON THIS MAP.

BEARINGS & COORDINATES
BEARINGS AND COORDINATES FOR THIS SURVEY ARE OREGON COORDINATE REFERENCE SYSTEM (OREGON COAST ZONE) AS DEFINED IN OREGON ADMINISTRATIVE RULES 734-005-0005 THRU 734-005-0015. THE BEARING WAS DETERMINED BY GEODETIC QUALITY, GLOBAL POSITIONING SYSTEM OBSERVATIONS TAKEN ON JULY 16, 2020. THE OBSERVATIONS WERE CONSTRAINED TO THE OREGON REAL-TIME (GPS) REFERENCE NETWORK (ORGN) REFERENCED TO NAD 83(2011) EPOCH 2010, INTERNATIONAL FEET, WITH A RELATIVE ACCURACY OF <2cm. EQUIPMENT USED WAS A CARLSON BRX6 ROVER AND A LEICA TS12 TOTAL STATION WITH A CARLSON MINI2 DATA COLLECTOR.

ELEVATIONS
ELEVATIONS SHOWN ARE IN FEET NAVD 88 (GEOID 18), AND WAS DETERMINED BY GNSS OBSERVATIONS CONSTRAINED TO THE ORGN.

BOAT BASIN COUNTY ROAD RIGHT OF WAY
THE BOAT BASIN COUNTY ROAD RIGHT OF WAY ALIGNMENT IS DESCRIBED IN BOOK OF RECORDS 45 PAGES 879-882. MONUMENTS AT THE SOUTHEAST END OF THE RIGHT OF WAY ALIGNMENT AS SHOWN ON SURVEY No. 41-1299 WERE RECOVERED AND HELD TO COMPUTE THE ALIGNMENT AS SHOWN HEREON.



GRAPHIC SCALE

(IN FEET)
1 inch = 30 ft.

CONTOUR INTERVAL - 1'
DATUM - NAVD 88 (GEOID 18)

LEGEND

LP	STREET LIGHT	GP	GATE POST
WV	WATER VALVE	AD	AREA DRAIN
FH	FIRE HYDRANT	AD-P	AREA DRAIN PLUGGED WITH DEBRIS
W	WATER METER	BO	BLOW OFF
S	SEWER MANHOLE	S	SCULPTURE
E	ELECTRIC METER		CONCRETE
T	TELEPHONE RISER		PAVEMENT
	TRANSFORMER		
	SIGN		
	BOLLARD		
	10" YUCCA TREE		
	16" SPRUCE TREE		

SURVEY CONTROL

	NORTHING	EASTING	ELEV.	DESCRIPTION
CP1	124373.691	[illegible]	23.55'	5/8" REBAR WITH BLUE PLASTIC CAP MKD. "RALS CONTROL"
CP2	[illegible]	[illegible]	23.55'	5/8" REBAR WITH BLUE PLASTIC CAP MKD. "RALS CONTROL"
CP3	124122.659	[illegible]	22.57'	MAG SPIKE WITH 1 1/2" BRASS WASHER MKD. "RALS CONTROL"
CP4	[illegible]	[illegible]	20.26'	5/8" REBAR WITH BLUE PLASTIC CAP MKD. "RALS CONTROL"

REGISTERED PROFESSIONAL LAND SURVEYOR
Richard P. Roberts
Digitally signed by Richard P. Roberts
OREGON
JULY 25, 1995
RICHARD P. ROBERTS
2730
EXPIRES 12/31/20

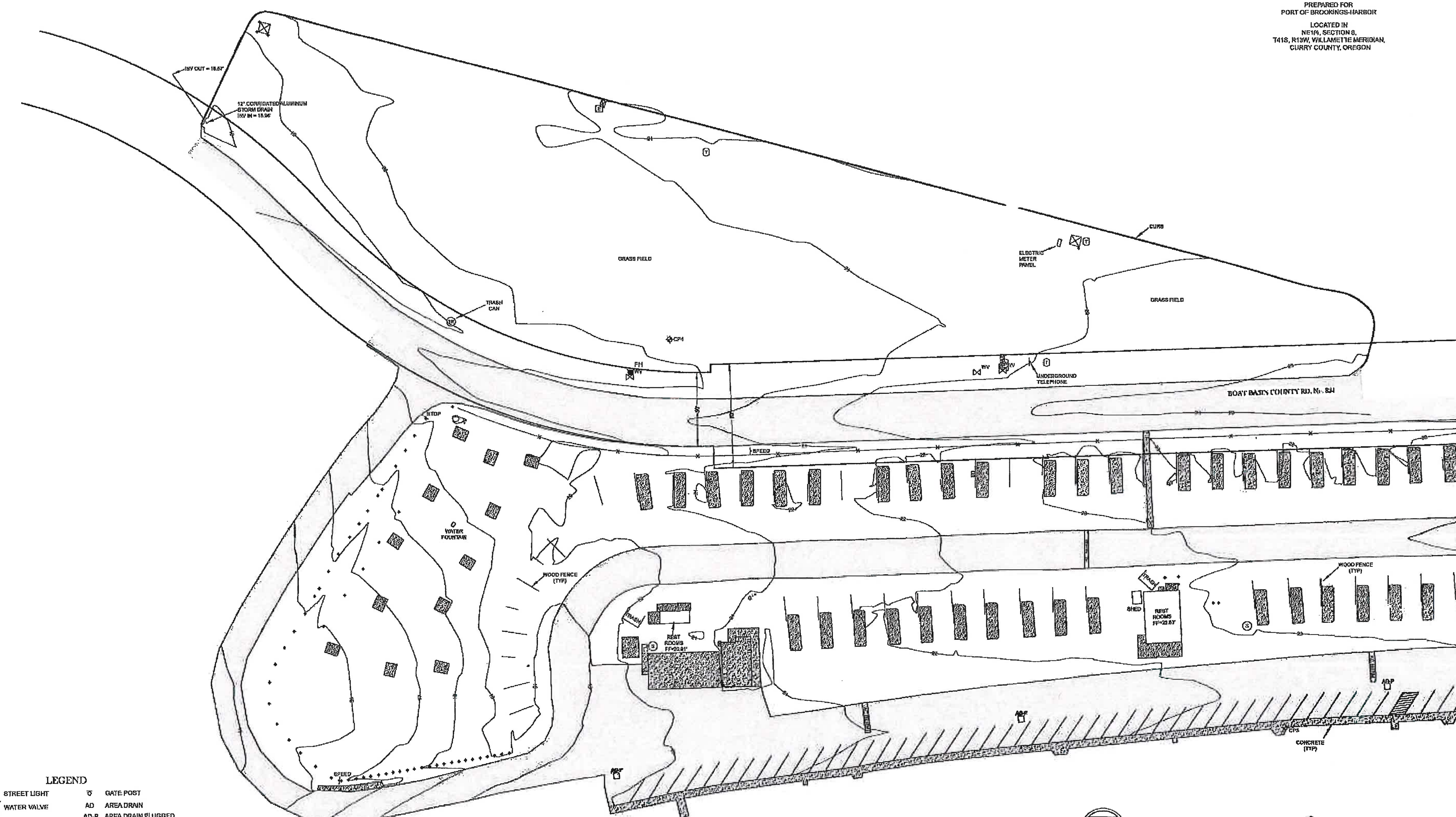
Roberts & Associates
LAND SURVEYING INC.
611 SPRUCE STREET
P.O. Box 1699
Brookings, OR 97415
Ph: 541-469-0182
Fax: 541-469-5466

Drawn By:	CEF	Date:	7/23/2020
Checked By:	RPR	Job No.	20-099
Drawing Name:	TOPO	Sheet 1 of 2	
Project Folder:	20-099		

TOPOGRAPHIC SURVEY

PREPARED FOR
PORT OF BROOKINGS-HARBOR

LOCATED IN
NE1/4, SECTION 8,
T41S, R13W, WILLAMETTE MERIDIAN,
CURRY COUNTY, OREGON



LEGEND

LP	STREET LIGHT		GATE POST
WV	WATER VALVE	AD	AREA DRAIN
FH	FIRE HYDRANT	AD-P	AREA DRAIN PLUGGED WITH DEBRIS
	WATER METER	BO	BLOW OFF
	SEWER MANHOLE		SCULPTURE
	ELECTRIC METER		CONCRETE
	TELEPHONE RISER		PAVEMENT
	TRANSFORMER		
	SIGN		
	BOLLARD		
	10" YUCCA TREE		
	10" SPRUCE TREE		

SURVEY CONTROL

	NORTHING	EASTING	ELEV.	DESCRIPTION
CP1	[illegible]	[illegible]	[illegible]	5/8" REBAR WITH BLUE PLASTIC CAP MKD. "RALS CONTROL"
CP2	[illegible]	[illegible]	[illegible]	5/8" REBAR WITH BLUE PLASTIC CAP MKD. "RALS CONTROL"
CP3	[illegible]	[illegible]	[illegible]	MAG SPIKE WITH 1 1/2" BRASS WASHER MKD. "RALS CONTROL"
CP4	[illegible]	[illegible]	20.29	5/8" REBAR WITH BLUE PLASTIC CAP MKD. "RALS CONTROL"

NORTH

GRAPHIC SCALE

(IN FEET)
1 inch = 30 ft.

CONTOUR INTERVAL - 1'
DATUM - NAVD 88 (GEOID 18)

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Richard P. Roberts

OREGON
JULY 14, 1993
RICHARD P. ROBERTS
2730

EXPIRES 12/31/20

Roberts & Associates
LAND SURVEYING INC.

611 SPRUCE STREET
P.O. Box 1599
Brookings, OR 97415

Ph: 541-469-0162
Fax: 541-469-5456

Drawn By:	CEF	Date:	7/23/2020
Checked By:	RPR	Job No.	20-099
Drawing Name:	TOPO	Sheet	2 of 2
Project Folder:	20-099		

HYPOWER™

THE POWER PEDESTAL COMPANY

Unrivaled versatility in a power pedestal.

PowerPort®

MARINA
RV PARK
BUSINESS
HOME

HyPower's design and engineering have always been about ease of use for our customers. PowerPort® is the culmination of that philosophy.

It stands out over other traditional power pedestals with four functional built-in sides for added flexibility and convenience. PowerPort's wired, modular design features the PowerSnap® panel and 400 ampere capacity are certain to keep you ahead of your ever-changing electricial needs.

PowerSnap® Panels

PowerSnap® is an industry exclusive that allows you to change out receptacles and breakers just by snapping a panel in and out — saving time while allowing you to keep customers happy with little or no downtime. It's as easy as removing four screws, pulling the panel, sitting a new panel in place and reattaching. No more replacing a pedestal, rewiring on property or breaking the pedestal down for annual maintenance inspections like traditional pedestals. Most electrical parts are standard and can be bought locally; no special sized breakers, light bars, etc.

PowerSnap® Hurricane Weather Base

Be prepared for the next severe weather event with your HyPower PowerPort® customized with our power snap hurricane weather base. Just like our power snap panels, you remove the screws, lift up and take the entire powerhead to safe storage. After the hurricane, you are the first back in business guaranteeing happier customers and the best reputation in the area.

THE HYPOWER® ADVANTAGE

800.825.3379
powerpedestal.com

236

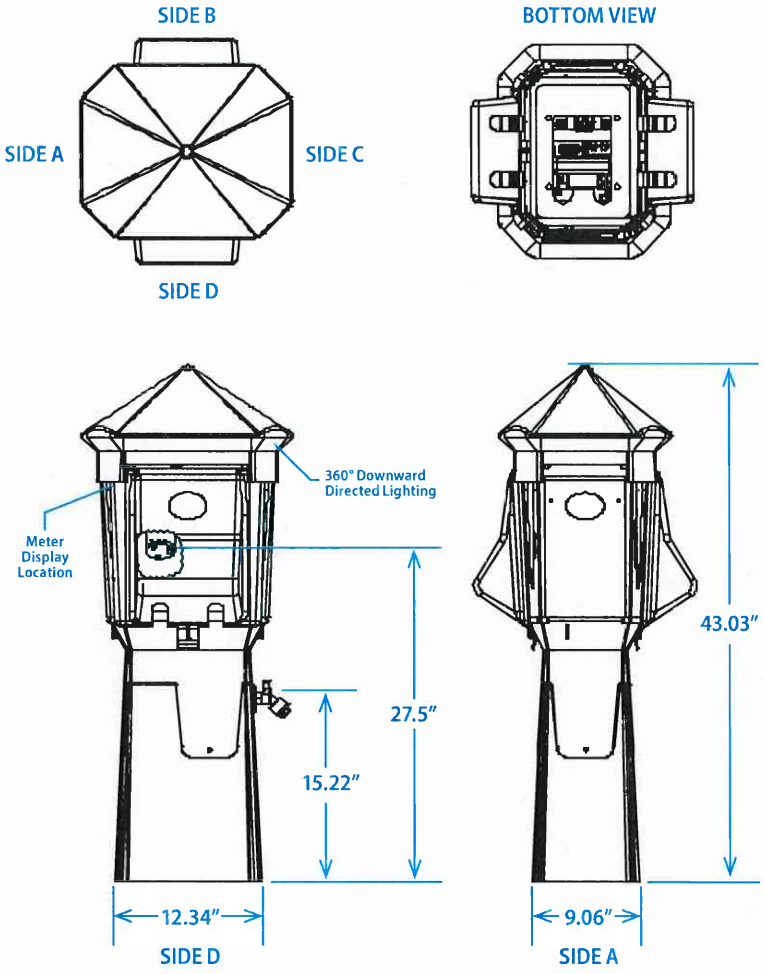
PowerPort®

STANDARD FEATURES

- Non-conductive polycarbonate injection molded body with UV protection
- Safer more secure internal fastening system
- Prewired with standard copper wire to 400 ampere with provided non-metallic separation of high-voltage, low-voltage and water
- Field wiring terminals to 350 kcmil for current carrying conductors and 2/0 AWG grounding
- Lockable hinged door with your padlock
- Photo-cell activated 360° lighting with a 13W CFL bulb and your choice of a clear or amber lens
- PowerSnap panels
- Receptacles and breakers to include 100A, 50A, 30A and 20A Marine/RV with matching breakers
- Brass connectors/stainless steel screws at all high stress points for stronger assembly; no more leaning on the docks or wallowing out
- UL certified, ADA compliant, and meets or exceeds all NEC and NFPA requirements

OPTIONS

- PowerSnap Hurricane Weather Base
- 10W LED light bulb
- Up to (2) 3/4" hose bibs with ADA compliant turn ball valves and brass backflow preventers
- Lid/top colors: white, blue or green
- CATV and Internet/CAT5 connectors
- Custom logos available for branding
- Utility metering both electric and water with remote read capability



CUSTOMERS RAVE ABOUT HYPOWER

"Our marina has been through three hurricanes. Thanks to the PowerSnap base we were able to remove our pedestals from their bases and save them from being damaged. We also really like being able to change power from slip to slip by just snapping in a different panel."

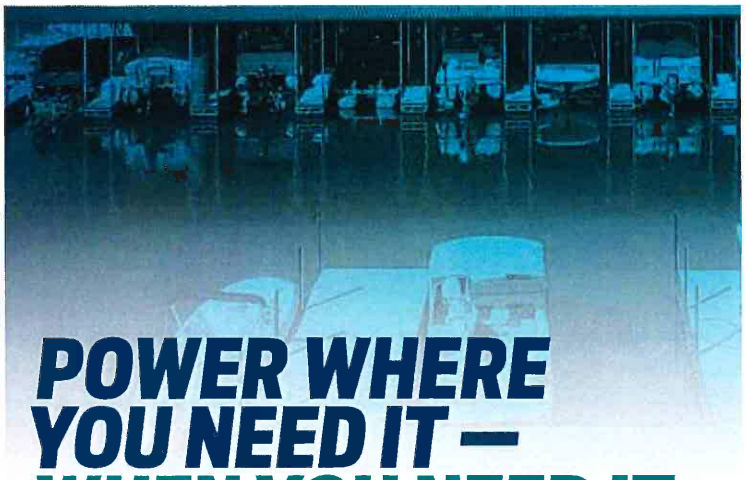
— BRIAN W.
SPORTSMAN MARINA, ORANGE BEACH, AL

c UL us LISTED E111694 GSA Advantage!® GS-07F-0087V

THE HYPOWER ADVANTAGE
powerpedestal.com

HYPOWER™
THE POWER PEDESTAL COMPANY

915 West Blue Starr Drive ■ Claremore, OK 74017
800.825.3379 ■ Fax: 918.341.1178 ■ sales@powerpedestal.com ■ support@powerpedestal.com



POWER WHERE YOU NEED IT — WHEN YOU NEED IT

Dock builders find that the flexibility of the HyPower PowerSnap® technology makes it easier to work with their clients, finding them the right solution. Because of the quality of products, HyPower is the value choice for their customer's projects.

Total Marina .com®

PARTS & ONLINE ORDERING

HYPOWER™

THE **POWER PEDESTAL** COMPANY

(800) 825-3379 • PowerPedestal.com

sales@powerpedestal.com

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GSA U.S. General Services Administration

ISO 9001 www.intlcert.com

HYPOWER™

THE POWER PEDESTAL COMPANY

POWER NOW AND IN THE FUTURE!

Marinas, RV Parks, Home and Events!

Plus Transformers, Panels, Wiring and Cables

PowerPedestal.com

MARINAS

RV PARKS

HOME AND EVENTS

- **FLEXIBILITY**
  Be prepared for present and future needs with patented PowerSnap technology
- **DURABILITY**
  Meets or exceeds industry standards
- **DESIGN**
  Save time and money while improving customer service
- **SOLUTIONS**
  Custom colors and lens with the power you need
- **SERVICE**
  PowerSnap tested before it ships with parts available anytime at **TotalMarina.com**

PowerSnap®

UNLIKE TRADITIONAL POWER PEDESTALS, BE READY FOR FUTURE NEEDS IN SNAP!

Upgrade the power for your customer or take care of a service issue in a matter of minutes without an electrician. PowerSnap® panels make this a reality with breakers and receptacles in one easy to use interchangeable unit.

- Saves time and money
- Raises service levels
- Easier and safer repairs

BE READY FOR A FLOOD OR HURRICANE WITHIN MINUTES WITH THE HURRICANE WEATHER BASE*

- Lift the Power Head off in minutes
- Remove to safe storage location
- Be the first back in business

** "Hurricane" Weather Base is optional on the PowerPort only.*

240

Energy Mate can be pole mounted or stand mounted

The "Hurricane lifts off in minutes during inclem

FirePedestal and Cabinet

BE PREPARED FOR EMERGENCIES

- Available on a stand or mounted to a roof support

  NOTE: Life ring and 10# fire extinguisher not included

LightCenter

LIGHTING WHERE YOU NEED IT

- Efficient, cost-saving LED lighting saves you money

HydroLocker™

SIMPLY THE BEST LOOKING, STRONGEST DOCK LOCKERS AVAILABLE

- Durable, maintenance-free, roto-molded dock lockers

EnergyMate®

BIG IN FEATURES...SMALL IN SIZE

- A compact and affordable energy solution for marinas, RV campgrounds and home. Ideal for any location, **EnergyMate** delivers over 120 amperes capacity. And like its big brother the **PowerPort®**, **EnergyMate** features **PowerSnap** technology.
  - Mounting options for every need – stands, pole, post brackets and our HydroLocker
  - Clean design with rounded corners for enhanced safety
  - 20 to 50 ampere receptacles on PowerSnap panels that can interchange with the PowerPort

PowerPort®

FLEXIBLE POWER FOR ONE OR TW

- **PowerPort** offers unrivaled versatility in a mar power pedestal. Stay ahead of your ever-chang with the PowerPort's four-sided modular desig **PowerSnap** panels and a 400 ampere capacity
  - Flexible power solutions for one or two slips ampere receptacles
  - Easy installation with removable power hea MCM terminal block and secure 360° interna system
  - Customizable for Utility metering, water, CA and more
  - Protect your investment from hurricanes, flo winterization with our optional PowerSnap '

NEW IN 2020!
78" HydroLocker™

Create a space-saving utility center when you combine HydroLocker™ with an EnergyMate®

- Designed to accept standard padlocks

INFORMATION ITEM – N

DATE:	January 12, 2021
RE:	Financial Consultant Contract
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

- Financial consultant "request for proposal" was advertised from December 2, 2020 to December 31, 2020 on the Port website and in the local newspaper.
- Port received one proposal from Gerald Burns. Gerald has provided financial consulting for the Port the last three years.
- The draft Agreement for Professional Services is the same as last year, except for the hourly rate for the 2020-21 Annual Financial Report preparation instead of a flat fee.
- **NOTE:** A Certified Professional Account will be required to complete the State audit reporting. The CPA will be under a separate contract.

DOCUMENTS

- RFP for Financial Consultant, 1 page
- Draft Agreement for Professional Services, Financial Consultant, 12 pages

Request for Proposal

Financial Consultant

Port of Brookings Harbor is requesting proposals for Financial Consultant.

The work associated with this project will consist of, but is not limited to, consulting and advising on financial matters when needed. Must have knowledge of Fund Accounting, QuickBooks, Oregon Local Government Budget and Municipal Auditing.

Questions regarding this work or proposal, please contact Kim Boom at 541-469-2218 extension 405 or by email, accounts@portofbrookingsharbor.com.

Request for Proposals
Proposals must be submitted to the Port Office located at 16330 Lower Harbor Road, Brookings Oregon on or before 2:00 p.m. on December 31, 2020.

Note: The Port of Brookings Harbor reserves the right to waive or reject any or all proposals and reserves the right to negotiate with any terms with any selected proposer.

DRAFT

Port of Brookings Harbor
Agreement for Professional Services, Financial Consultant

This Agreement for Professional Services ("Agreement") is made and entered into this 19 day of January 2021, by and between the Port of Brookings Harbor, an Oregon special district, herein referred to as "POBH" and Gerald W. Burns, CPA an Oregon Individual/sole proprietor or single-member Limited Liability Company, herein referred to as "Contractor."

WHEREAS, the POBH requires consulting, advising and related services on financial matters which Contractor is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, the POBH solicited bids by website and newspaper from December 2, 2020 until December 31, 2020 and received 1 bid(s).

NOW, THEREFORE, in consideration of the promises and covenants contained herein, the parties agree as follows:

1.0. Effective Date and Duration. This Agreement will become effective upon its execution by the POBH and will expire December 31, 2021, unless otherwise terminated or extended.

2.0. Scope of Work. Contractor will perform the following scope of work under this Agreement: Contractor will prepare annual financial report.

2.01. Services. Contractor will assist in consulting and advising on financial matters relating to budgeting and accounting using QuickBooks when needed. Time will be charged for one financial consultant, and includes communications with financial professionals, and with POBH.

2.02. Information Provided by Others. POBH shall provide Contractor such information as is available to POBH with respect to the work and Contractor shall be entitled to rely on the accuracy and completeness thereof. POBH recognizes it is not possible for Contractor to insure the accuracy, completeness, and sufficiency of such information if Contractor was not retained to verify the information POBH is providing. Accordingly, POBH agrees, to the fullest extent permitted by law, to indemnify and hold Contractor, its officers, agents and employees harmless from any claim, liability or cost (including reasonable attorney's fees and costs of defense) for injury or loss arising or allegedly arising from errors, omissions, or inaccuracies in documents or other information provided by POBH to Contractor.

3.0. Compensation & Billing.

3.01. Retainer Fee. Contractor will be compensated with a monthly retainer fee of $500 for the ongoing informal advice and assistance, not to exceed $6,000 in accordance with Exhibit A, attached hereto and incorporated herein by this reference. Contractor will invoice the POBH on the first of each month. POBH will pay Contractor $500 retainer fee within 30 days of receipt of invoice.

3.02. Hourly Rate. Contractor will be compensated an hourly rate of $100 per hour to prepare the 2020-21 Annual Financial Report.

3.03. Travel Expense. Contractor will be compensated travel expenses for onsite meetings at POBH in addition to the retainer fee.

3.04. Billing Dispute. If there is a dispute as to one or more line items on the invoice, POBH will pay the undisputed portion within 30 days of receipt. The parties will exercise good faith and diligence in the resolution of any disputed invoice amounts and POBH will pay promptly upon resolution of the dispute.

4.0. Effective Date and Duration. This Agreement will become effective upon its execution, the submission of certificates of insurance to POBH and the issuance of a notice to proceed by the POBH. This Agreement will expire December 31, 2021 unless otherwise terminated or extended.

5.0. Schedule for Performance. Contractor shall be available for advising POBH staff when needed.

6.0. Licensing and Certification. Contractor is required to maintain, at its own expense, all license and certifications required by the State of Oregon to perform services under this Agreement.

7.0. Status of Contractor as Independent Contractor. Contractor certifies that:

A. Contractor acknowledges that for all purposes related to this Agreement, Contractor is and will be deemed to be an independent contractor as defined by ORS 670.600 and not an employee of the POBH, is not entitled to benefits of any kind to which an employee of the POBH is entitled and is solely responsible for all payments and taxes required by law. Furthermore, in the event that Contractor is found by a court of law or any administrative agency to be an employee of the POBH for any purpose, the POBH will be entitled to offset compensation due, or to demand repayment of any amounts paid to Contractor under the terms of this Agreement, to the full extent of any benefits or other remuneration Contractor receives (from the POBH or third party) as a result of said finding and to the full extent of any payments that the POBH is required to make (to Contractor or to a third party) as a result of said finding.

B. The undersigned Contractor hereby represents that no employee of the POBH, or any partnership or corporation in which a POBH employee has an interest, has or will receive any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this Agreement, except as specifically declared in writing.

C. If this payment is to be charged against Federal funds, Contractor certifies that he or she is not currently employed by the Federal Government and the amount charged does not exceed his or her normal charge for the type of service provided.

D. Contractor and its employees, if any, are not active members of the Oregon Public Employees Retirement System and are not employed for a total of 600 hours or more in the calendar year by any public employer participating in the Retirement System.

E. Contractor is not an officer, employee, or agent of the POBH as those terms are used in ORS 30.265.

8.0. Early Termination.

8.01. Mutual Consent. This Agreement may be terminated without cause prior to the expiration of the agreed upon term by mutual written consent of the parties.

8.02. For Cause by POBH. The POBH may terminate this Agreement effective upon delivery of written notice to Contractor, or at such later date as may be established by the POBH, under any of the following conditions:

A. If due to budgetary considerations, the POBH decides to terminate the Agreement;

B. If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, revoked, or not renewed;

C. If Contractor becomes insolvent, if voluntary or involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor; or

D. If Contractor's performance under this Agreement is not to the satisfaction of the POBH, then POBH shall give written notice and 14 days opportunity to cure the deficiency identified. If the deficiency is not cured within that time, then this Agreement may be terminated upon written notice to Contractor.

8.03. No Prejudice. Any such termination of this Agreement under paragraph 8.02 will be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

8.04 Remedies Not Exclusive. The rights and remedies of the POBH provided herein related to defaults (including breach of contract) by Contractor are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement. If the POBH terminates this Agreement, Contractor will be entitled to receive as full payment for all services rendered and expenses incurred up to the date of termination.

9.0. Insurance. Contractor and its subcontractors must maintain insurance acceptable to the POBH in full force and effect throughout the term of this Agreement. The policy or policies of insurance maintained by the Contractor and its subcontractors must provide at least the following limits and coverages:

9.01. Coverages. Contractor and its subcontractors must, at Contractor's or subcontractor's expense, and keep in effect during the term of this Agreement, the following insurance coverage with the following minimum policy limits:

Commercial General Liability	$1,000,000.00 Each Occurrence Limit BI/PI/PD $2,000,000.00 General Aggregate
Worker's Compensation	Per Oregon Law (ORS 656.017) as applicable
Comprehensive Automobile	$ 500,000.00 / $500,000.00 Bodily Injury $100,000.00 Property Damage (including coverage for all owned, hired and non-owned vehicles)
Professional Liability / E&O	$500,000.00 Each Occurrence $500,000.00 Aggregate per year

9.02. Additional Insured Provision. The POBH, its elected and appointed officers, agents, and employees must be added as additional insureds with respect to this Agreement. All Liability Insurance policies must be endorsed to show this additional coverage.

9.03. Insurance Carrier Rating. Coverage provided by the Contractor must be underwritten by an insurance company deemed acceptable by the POBH. The POBH reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

9.04. Certificates of Insurance. As evidence of the insurance coverage required by the contract, Contractor must furnish a Certificate of Insurance to the POBH. No contract will be

effective until the required certificates have been received and approved by the POBH. The certificate will specify and document all of the required insurance provisions within this Agreement. A renewal certificate must be sent to the POBH 10 days prior to coverage expiration.

9.05. Primary Coverage Clarification. All parties to this Agreement hereby agree that Contractor's coverage will be primary in the event of a loss.

9.06. Notice of Cancellation. Contractor's insurance policies must contain provisions that such policies may not be canceled or their limits of liability reduced without thirty (30) days prior notice to POBH. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, or at the discretion of POBH, in lieu thereof, a certificate in form satisfactory to POBH certifying to the issuance of such insurance shall be forwarded to the POBH Authorized Representative prior to the commencement of work.

9.07. Effect of Insurance. The procuring of such required insurance may not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor will be obligated for the total amount of any damage, injury, or loss caused by negligence or neglect connected with this Agreement.

10.0. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills and payments must be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

If to Port of Brookings Harbor:
Attn: Port Manager
PO Box 848
16330 Lower Harbor Rd
Brookings, OR 97415

If to Contractor:
Attn: Gerald W. Burns
Gerald W. Burns, CPA
1762 E. McAndrews Rd. Ste. C
Medford, OR 97504

and when so addressed, will be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices, bills and payments will be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving written notice pursuant to this paragraph.

11.0. Compliance with Public Contract Laws. Contractor will observe all applicable state and local laws pertaining to public contracts. ORS Chapter 279 requires every public contract to contain certain provisions. Pursuant to ORS 279, the following provisions are part of this contract, *as applicable*, including without limitation the following:

11.01. Compliance with Tax Laws. Contractor represents and warrants that Contractor has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. Contractor covenants to continue to comply with the tax laws of this state or a political subdivision of this state during the term of this Agreement. Contractor understands that Contractor's failure to comply with the tax laws of this state or a political subdivision of this state before execution of this Agreement or during the term of this Agreement is a default for which POBH may terminate this Agreement and seek damages and other relief available under the terms of this Agreement or under applicable law.

11.02. Compliance with Payment Provisions. Contractor is required to:

(a) Make payment promptly, as due, to all persons supplying to Contractor labor or material for the performance of the work provided for in this Agreement.
(b) Pay all contributions or amounts due the Industrial Accident Fund from the Contractor or subcontractor incurred in the performance of this Agreement.
(c) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
(d) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

11.03. Compliance with Wage and Hour Laws. ORS 279B.235 is hereby incorporated by reference as though set forth in full. Contractor agrees to abide by ORS 279B.235, as applicable.

11.04. Other Applicable Laws. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) all regulations and administrative rules established pursuant to the foregoing laws; and (x) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. A condition or clause required by law to be in this contract shall be considered included by these references.

12.0. Indemnification. Contractor agrees to indemnify, defend and hold harmless the POBH and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable to the acts or omissions of Contractor, and Contractor's officers, agents and employees, in performance of this Agreement, except as specifically provided otherwise in this Agreement.

13.0. Assignment & Delegation. This Agreement, and all of the covenants and conditions hereof, will inure to the benefit of and be binding upon the POBH and the Contractor respectively and their legal representatives. Contractor may not assign any rights nor delegate any duties incurred by this contract, or any part hereof without the written consent of the POBH, and any assignment or delegation in violation hereof will be void.

14.0. Force Majeure. Neither the POBH nor Contractor will be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the party so disenabled, including, but not restricted to, an act of God or of a public enemy, volcano, earthquake, fire, flood, epidemic, quarantine, restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or suppliers due to such cause; provided that the party so disenabled must within ten (10) days from the beginning of such delay, notify the other party in writing of the causes of delay and its probable extent. Such notification may not be the basis for a claim for additional compensation. Each party must, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and, upon cessation of the cause, diligently pursue performance of its obligation under this Agreement.

15.0. Nonwaiver. The failure of the POBH to insist upon or enforce strict performance by Contractor of any of the terms of this Agreement or to exercise any rights hereunder may not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

16.0. Severability. In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the remainder of this Agreement will remain in full force and effect and will in no way be affected or invalidated thereby.

17.0. Amendment. No consent, modification, or change of terms of this Agreement may bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change if made, will be effective only in specific instances and for the specific purpose given.

18.0. Attorney's Fees. In case suit or action is instituted to enforce the provisions of this Agreement, the parties agree that the prevailing party will be entitled to an award of reasonable attorney's fees and court costs including attorney's fees and court costs on appeal.

19.0. Governing Law. The provisions of this Agreement will be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any questions arising under this Agreement must be brought in the Circuit Court of Curry County or the U. S. District Court in Medford.

20.0. Complete Agreement. This Agreement and the attached exhibits, constitute the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

21.0. Acknowledgment. Contractor, by the signature of its authorized representative, hereby acknowledges that he has read this Agreement, understands it and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date herein above first written.

PORT OF BROOKINGS HARBOR
BOARD OF COMMISSIONERS

_____

By: Roy C. Davis

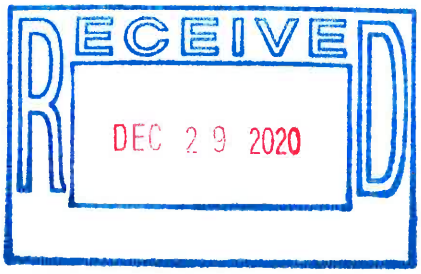
ATTEST: _____
Commissioner

CONTRACTOR:
Gerald W. Burns, CPA

By: _____
Name: Gerald W. Burns
Its:

DRAFT

EXHIBIT "A"



GERALD W. BURNS, CPA
1762 E. McAndrews Rd. - Suite C
Medford, OR 97504
gwburnscpa@gmail.com - 541-840-0226

December 28, 2020

Port of Brookings Harbor
16330 Lower Harbor Road
Brookings, OR 97415

Attn: Kim Boom, Financial Officer

Re: Request for Proposal - Financial Consultant

Kim,

Thank you for the opportunity to submit a proposal to serve as Financial Consultant to the Port.

I have very much enjoyed having worked with you on the 2020 Financial Consultant project as well as the preparation of the Annual Financial Reports ("AFR") of the Port for the past three fiscal years. I have appreciated the opportunity to have advised you on the Port's modified cash basis of accounting, the budgets for the past several years and on specific supplemental budgets. I would like very much to be selected to continue as the Port's Financial Consultant in 2021 and continue the working relationship we have established.

In specific response to the RFP, I am trained in and have many years of experience in advising and assisting Oregon local governments with fund accounting, compliance with the Oregon Local Budget Law, Municipal Auditing, QuickBooks, financial statement preparation and local government financial matters in general. I am also an Oregon licensed CPA and Municipal Auditor practicing since 1976 - although I no longer perform audits or other financial statement assurance engagements. I have a working knowledge of Oregon Local Budget Law as well as the Oregon Municipal Audit Law. I have worked with many Oregon local governments over the years as

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their auditor and consultant. In addition to the Port, I currently assist the City of Cave Junction, the Southern Curry Cemetery Maintenance District, and Josephine Community Library District. I provide advice and services relating to budgeting, accounting using QuickBooks, payroll preparation and tax reporting, and preparation of their annual financial reports.

Based on our 2020 Financial Consultant project experience, I really believe the project is an excellent approach for the Port to strengthen its financial reporting, budgeting and accounting internal controls. I also believe it has enhanced the efficiency and effectiveness of my engagement to assist in the preparation of the Port's AFR and resulted in a cost savings to the Port for the preparation of the AFR. Such a cost savings opportunity occurs because I become very familiar with the Port's budget progress for the year, the operational transactions completed and the QB reporting of those transactions as a result of my ongoing Financial Consultant activities. As a result, I gain the confidence necessary in the QB reports to proceed to prepare the AFR without extensive analysis and consideration.

For the 2021 Financial Consultant project as described, and based on our 2020 Financial Consultant project experience, I expect it will be formalized with an professional services contract as the 2020 project was. Since one can't always plan on when my services might be needed, a monthly retainer fee is appropriate. For the monthly fee I am available at all times to respond to your questions concerning Fund Accounting, QuickBooks, Oregon Local Budget Law, Municipal Auditing and Financial Matters as needed. In addition to providing responses and services as necessary during the year, I will read each month's QB financial reports and assist in keeping the funds "in balance".

For the 2021 Financial Consultant project, I propose a fee of $6,000 payable in monthly payments of $500 for the expected services - the same arrangement as we had for the 2020 Financial Consultant project. I will be available throughout the year for ongoing informal advice and assistance regarding the expected services. I will also be available to assist with other services that may require additional time - such as to prepare the 2020-21 Annual Financial Report - for which I will charge the Port $100 per hour for the time necessary. Travel expenses for onsite meetings at the Port would be in addition to the engagement fee.

This type of Financial Consultant engagement is ideal for me as a sole practitioner. I thoroughly enjoy working one-on-one with my clients on these projects. We both

learn a lot and as time goes on the recurring aspects of the engagement – like preparing the annual financial report – become very efficient resulting in time and fee savings.

Again, thank you for the opportunity to respond to the Port's RFP for the 2021 Financial Consultant project. I am available to answer any questions you may have or visit you at the Port office should you schedule an interview as part of selection process.

My current practice resume accompanies this response to your RFP.

Sincerely,

Gerald W. Burns

Gerald W. Burns, CPA, CGMA

GERALD W. BURNS, CPA

Practice Resume

Area of Professional Expertise

Gerald W. Burns, CPA has particular expertise in accounting and auditing practice. He is extremely well qualified in providing accounting and auditing services to local governments since 1976. In addition, he has served on the AICPA standards bodies that promulgate professional standards relating to auditing and accounting and review services. He has been a volunteer reviewer for the Government Finance Officers Association certificate of achievement in financial reporting program for almost 20 years. Jerry served as a contract investigator for the Oregon Board of Accountancy for over four years specializing in cases relating to CPAs providing financial statement services to Oregon local governments.

Practice Background

Gerald W. Burns, CPA was a general practice partner in Moss Adams LLP where he focused on local government services before retiring from the firm in 2002. Jerry was previously a general practice partner with the firm of Yergen & Meyer, LLP before merging with Moss Adams LLP and headed his own firm for 20 years in Medford, Oregon. He currently provides accounting advice, assistance and training to local governments (City of Cave Junction, Southern Curry Cemetery Maintenance District and the Josephine Community Library District), and also provides income tax services to individuals, not-for-profits and small businesses.

Service to the CPA Profession

Jerry was a member of the Board of Directors of the Oregon Society of CPAs and is a former officer, director and past

president of the Southern Oregon Chapter of the Oregon Society of CPAs. He is currently a member of the OSCPA Professional Conduct (Ethics) Board Standing Responsibility Committee, and a past chair and still member of the Governmental Accounting and Auditing Committee, and a member of the Not-For-Profit Committee. He served as a member AICPA Accounting and Review Services Committee from 2008 - 2011 and was a member of the AICPA Auditing Standards Board from 2004 – 2007. His AICPA service also included serving on the task force that revised the State and Local Government Auditing Guide, the CPE Standards Subcommittee, and the Joint Task Force on Quality Control Standards.

Jerry served nine years on the Oregon Board of Accountancy. Since serving on the Board, Jerry served three years as Chair of the Peer Review Oversight Committee and served as a member of the Continuing Professional Education Committee. He was the Board's contract investigator for cases concerning local government audit reports for over four years.

Jerry also served nine years on the Board of Directors of the National Association of State Boards of Accountancy, including service as Secretary and Treasurer. During those years he also chaired the NASBA Uniform Accountancy Act, the CPE Advisory, and Administration and Finance Committees. He also served as a member of the International Qualifications Appraisal Board. In addition, he served as a member of the Regulatory Response Committee that reviews and comments on proposed professional standards.

Recognition for Service to The Accountancy Profession

For his work in accountancy regulation and standards, *Accounting Today,* recognized Jerry as one of the top 100 most influential people in the accounting profession from 1996 to 2001. Jerry was a recipient of the U.S. Small Business Administration's Accountant Advocate of Year Award in 1987, the Oregon Society of CPAs Gold Medal Award for 1997 and NASBAs Distinguished Service Award for 2004.

Community Activities

Jerry is a past president of the Medford Oregon Chamber of Commerce. He has also been involved in the leadership of numerous community organizations including: Jackson County Fair Board, Medford Planning Commission, Medford Budget Committee, Children's Dental Clinic of Jackson County, Sacred Heart Church Pastoral Council, Mental Health Advisory Committee of Jackson County and the Medford Rogue Rotary Club where he served over 14 years as Club Treasurer and as Club President for the 2019-20 Rotary year.

Service to the United States of America

Jerry served in the U.S. Air Force before receiving a B.S Degree in Accounting from Cal State University Long Beach.

INFORMATION ITEM – O

DATE:	January 12, 2021
RE:	Commissioner Meetings Under COVID-19
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

- With the coronavirus continuing to affect people, does the Board want to continue having the meetings teleconference only.

DOCUMENTS

- None

INFORMATION ITEM – P

DATE:	January 12, 2021
RE:	Sporthaven Beach Equipment Donation
TO:	Honorable Board President and Harbor District Board Members
ISSUED BY:	Gary Dehlinger, Port Manager

OVERVIEW

- Port Staff and Commissioner Ken Range met with Henry Johnson to review an idea for the Sporthaven Beach to donate beach cleanup, life jackets and toys during the summertime.

DOCUMENTS

- Loaner Life Jackets, 1 page
- Beach Cleanup Totes, 1 page
- Beach Toy Library, 1 page

Loaner Life Jackets

Henry Johnson

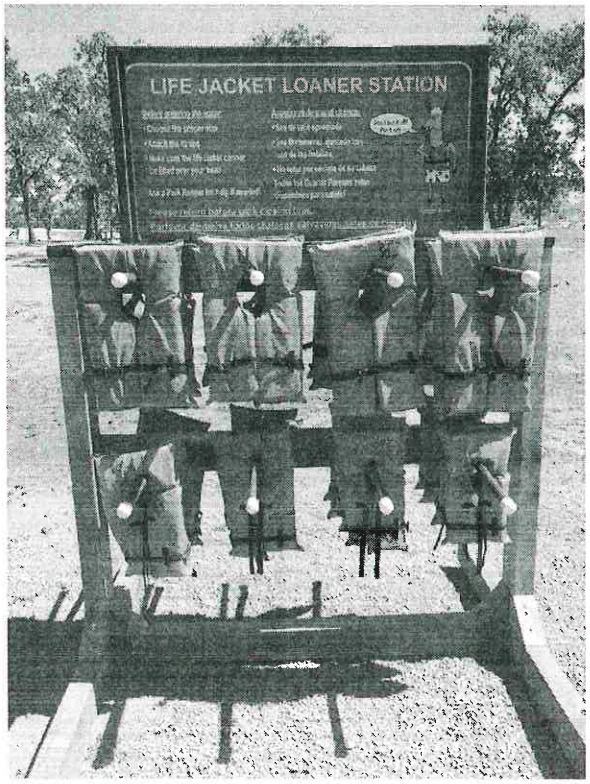
I would like to request that the Port of Brookings Harbor allow me the opportunity to build 1 Life Jacket Station at the entrace to Sporthaven Beach. This station would provide life jackets or Personal Floatation Devices to people on a trust system.

I believe that not only will this help keep people safe while they are near the water, but also encourage a spirit of community within our local area.

Based on the success of this project, I hope to roll my idea to the Winchuck, Harris Beach & Lone Ranch.

There will be no upfront costs for the Port. All materials and supplies will be provided by volunteers. We do ask however that any of the supplies be returned if they are found on the beach or the park by your employees.

Thank you for your consideration.



Beach Cleanup Totes

Henry Johnson

I would like to request that the Port of Brookings Harbor allow me the opportunity to build 2 Beach Cleanup racks on Sporthaven. One rack would be located next to each of the two beach ramps, or we could locate them next to the trash bins on the sidewalk.

Sporthaven is a natural wonder, and I believe that providing these racks would help keep our beaches as pristine as possible.

Based on the success of this project, I hope to roll my idea to the Winchuck, Harris Beach & Lone Ranch.

There will be no upfront costs for the Port. All materials and bins will be provided by volunteers. We do ask however that we are able to use the garbage bins on your site to help collect the trash once it is collected.

Thank you for your consideration.

Beach Toy Library

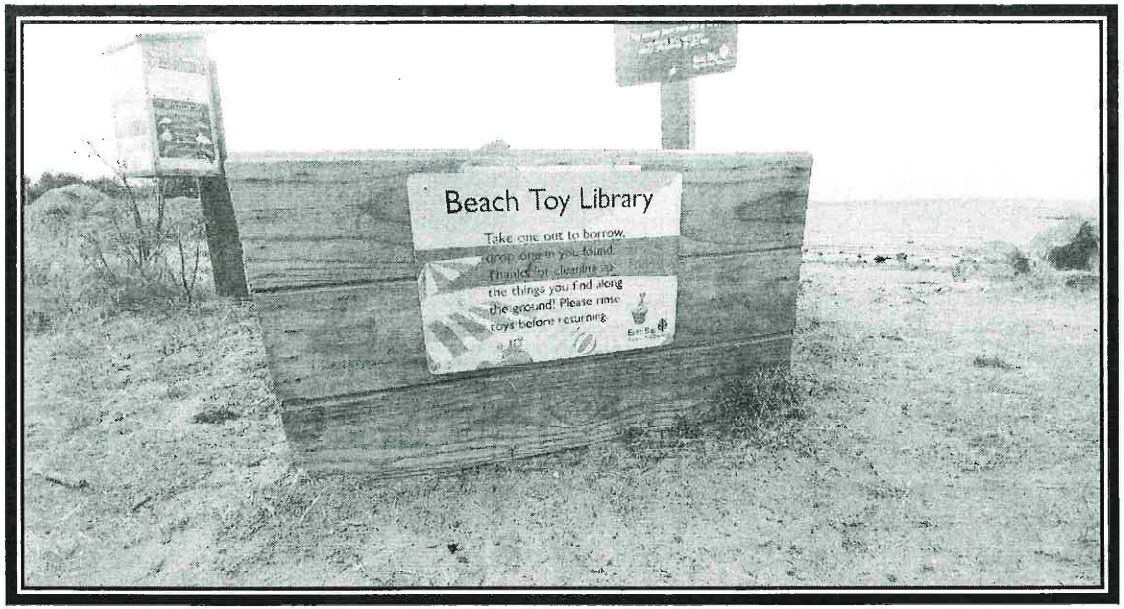
Henry Johnson

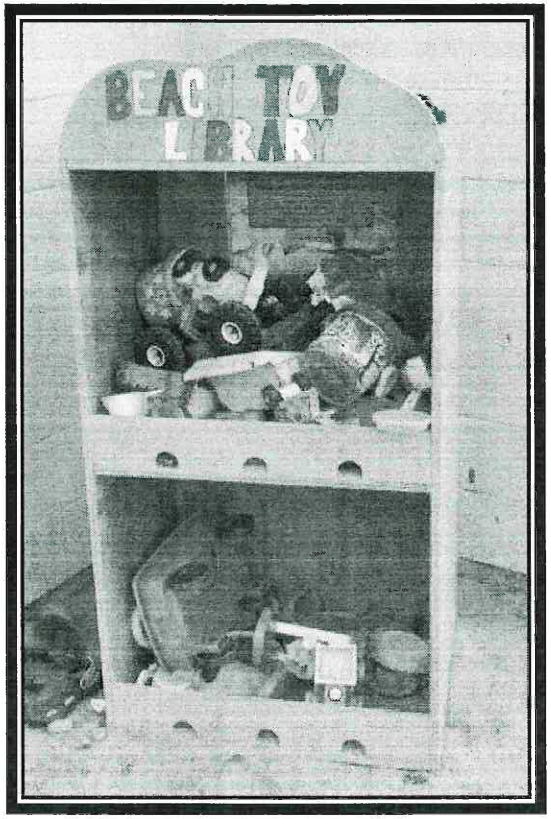
I would like to request that the Port of Brookings Harbor allow me the opportunity to build 3 Beach Toy libraries on Sporthaven. One library would be by the beach entry near the Beachfront Inn. The other two would be next to the beach ramps. I believe that these "Libraries" would help make our beaches a more fun, and family experience. I also believe that it would help keep our beaches a little bit more clean in terms of toys left behind.

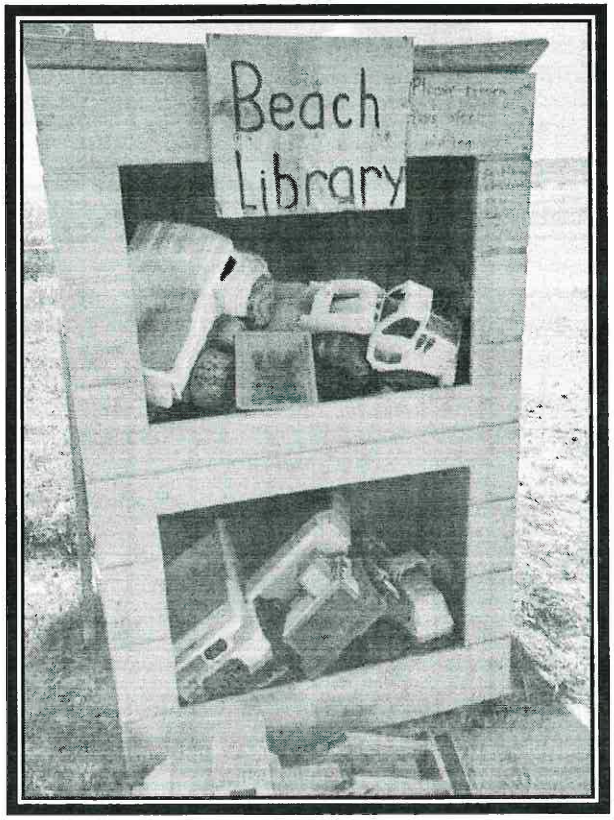
If this works, I hope to roll my idea to the Winchuck, Harris Beach & Lone Ranch.

There will be no upfront costs for the Port. All materials and toys will be provided by volunteers. We do ask that any items found on your property be returned to an appropriate library.

Thank you for your consideration.







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