

**From:** [Torrey, Barry](#)  
**To:** [REDACTED] "CIV (USA)"  
**Cc:** [REDACTED] "CDR USCG SEC. NEW YORK (USA)"; [REDACTED] "LT USCG SEC. NEW YORK (USA)"; [Meurer, Kenneth](#); [Hopper, Joseph](#)  
**Subject:** RE: Michael Ollis  
**Date:** Thursday, January 26, 2023 6:23:19 PM  
**Attachments:** [23.03 - Vessel Fuel Systems \(DFO\) 26-Jan-23 DRAFT.pdf](#)  
[image001.jpg](#)  
[OPM 5.6 Fuel Transfer \(R-4\) 18-Jan-23.pdf](#)  
[OPM 5.7 Fluid Transfer \(R-2\) 07-Feb-22.pdf](#)

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[REDACTED]

As you know, the Safety Management System (SMS) is taken very seriously at the Staten Island Ferry (SIF) and is an integral part of our daily operations. During the fire aboard the *Sandy Ground* our Crew executed SMS emergency procedures to extinguish a main machinery space fire and safely disembark 866 passengers. There were no serious injuries reported.

In addition to participating and fully cooperating with USCG and NTSB investigation, we continue to follow our SMS processes including analysis of this event for root cause to ultimately identify the most effective corrective or preventative actions.

In conjunction with our SMS processes, we propose the following actions to also satisfy the subject CG-835V:

- The Senior Port Engineer, or his designee, will continue to meet with Below Deck crews upon reassignment to the Ollis to review proper fuel valve operations.
- **SMS Alert** to be issued to Captains and Chief Marine Engineers communicating corrective action and identified best practices for vessel fuel systems in response to Sandy Ground investigation (at this time).
- Continue our review of current SMS procedures for possible revision to address any new risks identified during the investigation.
- Explore the necessity to install pressure relief valves, or similar device, on the Ollis Class fuel oil return lines. The AJB and GVM Class both have such devices.
- Conduct continued SMS training and sharing of "best practices" identified for the entire event (Communication, Emergency Response, Anchoring, Resource Management, etc)
- Make current training records and associated documentation available to USCG for review.

Please find attached *draft SMS Alert* described above. I have also attached the procedures referenced.

Understanding we will have more to discuss, please don't hesitate to reach out with any questions/concerns.

Best regards,

**Barry R. Torrey**

Assistant Commissioner for Ferry Operations | Ferry Division  
New York City Department of Transportation

1 Ferry Terminal Drive  
Staten Island, NY 10301



**From:** [REDACTED] CIV (USA) <[REDACTED]>  
**Sent:** Thursday, January 19, 2023 10:32 AM  
**To:** Torrey, Barry <[REDACTED]>; Hopper, Joseph <[REDACTED]>  
**Cc:** [REDACTED] CDR USCG SEC NEW YORK (USA) <[REDACTED]>; [REDACTED]  
LT USCG SEC NEW YORK (USA) <[REDACTED]>  
**Subject:** [EXTERNAL] RE: Michael Ollis

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Forward suspect email to [phish@oti.nyc.gov](mailto:phish@oti.nyc.gov) as an attachment (Click the More button, then forward as attachment).

Well received.

[REDACTED]

**From:** Torrey, Barry <[REDACTED]>  
**Sent:** Thursday, January 19, 2023 9:55 AM  
**To:** [REDACTED] CIV (USA) <[REDACTED]>; Hopper, Joseph  
[REDACTED]  
**Cc:** [REDACTED] CDR USCG SEC NEW YORK (USA) <[REDACTED]> [REDACTED]  
LT USCG SEC NEW YORK (USA) <[REDACTED]>  
**Subject:** [Non-DoD Source] RE: Michael Ollis

[REDACTED]

Thank you for clarification. CG-835v for the MHO fire received. Signed copy attached.

As discussed, we have already commenced framing a plan to mitigate potential risks and help prevent possible reoccurrence. We will revert back with our proposal for CG approval in short order.

Best regards,

**Barry R. Torrey**

Assistant Commissioner for Ferry Operations | Ferry Division  
New York City Department of Transportation  
1 Ferry Terminal Drive  
Staten Island, NY 10301

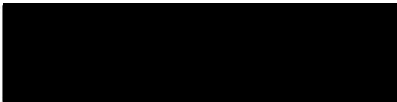


**From:** [REDACTED] CIV (USA) <[REDACTED]>  
**Sent:** Thursday, January 19, 2023 9:07 AM  
**To:** Torrey, Barry [REDACTED]; Hopper, Joseph <[REDACTED]>  
**Cc:** [REDACTED] CDR USCG SEC NEW YORK (USA) [REDACTED]; [REDACTED]  
LT USCG SEC NEW YORK (USA) <[REDACTED]>  
**Subject:** [EXTERNAL] Michael Ollis

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Barry,  
My apologies for the confusion with prior emails, please disregard any CG-835 prior to this email. I have attached the final version for your review and signature. . If you should have any questions feel free to reach out to this office by email and phone. (We still have limited phone coverage during construction)  
R/  
[REDACTED]

[REDACTED] (Civilian)  
Master Marine Inspector  
USCG New York Inspections  
212 Coast Guard Drive  
Staten Island, NY 10305



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# Memorandum

## Staten Island Ferry

Reference: SPM 5.1 Document Control

|  |   |
|--|---|
| To: <b>Captains &amp; Chief Marine Engineers</b> | <input checked="" type="checkbox"/> <b>SMS Alert # 23.03</b> <input type="checkbox"/> <b>Memo</b> |
| From: Barry Torrey, DFO                          | SMS / DOT Reference: OPM 5.6 & OPM 5.7  |
| Date: 26-Jan-23                                  |   |
| Subject: Vessel Fuel Systems                     | <input type="checkbox"/> Signature required upon receipt  |

The investigation into the fire aboard the F/B Sandy Ground being conducted by the United States Coast Guard (USCG) and the National Transportation Safety Board (NTSB) is ongoing and it is anticipated that a final report(s) will not be published for some time.

An over-pressurization of the fuel oil system resulted in the failure of the main engine spin-on fuel filters and subsequent engine room fire. At this point investigators believe that both fuel oil return valves were manually closed, which caused the over-pressurization event as the excess fuel oil from the engines had no place to go. As part of the corrective action for this event:

- At least **one (1) fuel oil return valve** leading back to the fuel oil service tank(s) **must always be maintained in the fully OPEN position, regardless** of vessel Class. A positive displacement fuel oil pump can never be allowed to pump against a dead head.

Additionally, to mitigate future risk, we are currently reviewing SMS procedures for possible revision as well as identifying additional engineering controls to prevent recurrence. Recent discussions with fleet engineers have additionally identified **best practices** that are already in place.

The following best practices have been identified and should continue to be considered when maintaining the desired level in the vessel fuel oil service tanks.

- Crewmembers should never OPEN or CLOSE a valve without understanding how the action could affect the system. If in doubt, immediately seek out the CME / supervisor and ask for assistance.
- Chief Marine Engineers should consider assigning one (1) Below Deck Team Member to maintain, monitor, and adjust fuel service tank levels during their watch.
- Proper and continual communication by all Below Deck Team members is essential in maintaining proper machinery plant operation.





*Staten Island Ferry***Vessel Below Deck Team SOPs****Fuel Transfer - Section 5.6****Purpose**

Details requirements for performing fuel transfer operations specific to ferries fueling with the SIF Division Fuel Facility.

**Responsibility**

The **Port Engineer** shall coordinate with the Chief Marine Engineer to schedule fuel oil transfers.

The **Chief Marine Engineer** is the designated Person-In-Charge (PIC) for each transfer operation. The Chief Marine Engineer is responsible to coordinate arrangements onboard in preparation for fuel oil transfers with assistance from the Below-Deck Team, Captain and Above-Deck Team as applicable and detailed by this procedure. The **PIC** is responsible to verify safe and effective arrangements prior to fuel oil transfers and to coordinate with the Facility PIC as necessary to ensure safe completion of the transfer operation.

The **Captain** and **Above-Deck Team** members as applicable are responsible to assist with preparations for fueling and monitoring conditions to ensure that the safety of the vessel is maintained throughout the entire operation.

**Reference**

- Oil Record Book (OPM 5.9)
- Ferry Mooring (OPM 3.5)
- Non-Tank Vessel Response Plan (NTVRP)
- 33 CFR Parts 155 & 156

**Definitions**

**Person-In-Charge** – Means an individual designated as a person in charge of transfer operations under 33 CFR 155.700.

**Procedure**

- 1) The Port Engineer shall schedule fuel oil transfer operations utilizing slips #1 and #3. Slip #4 shall only be used when no ferry is present in Slip #3 or when authorized by the Director of Ferry Operations. The Port Engineer shall also ensure that sufficient personnel are available to perform fueling in accordance with requirements.
- 2) The CME is to ensure all fuel tanks are manually sounded prior to and upon completion of each fuel oil transfer. These soundings are to be verified with the remote gauges/sounding tables. These soundings are to be recorded in the Engine Room Logbook. The CME shall test fuel oil tank high level alarms, where applicable, prior to the commencement of fueling.
- 3) In cooperation with the Port Engineer, the Chief Marine Engineer shall determine the volume of fuel to be loaded after reviewing the total quantity of fuel onboard and ensure details are communicated to the Port Engineer during the vessels morning start-up period and the Fuel Facility in advance of the operation.
- 4) Preparations shall be coordinated by the Ferry PIC (CME) prior to the transfer including:
  - a. Ensure a copy of these procedures and vessel transfer piping diagram are made available at the fueling station;

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*Staten Island Ferry***Vessel Below Deck Team SOPs**

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**Fuel Transfer - Section 5.6**

- b. Display proper fueling signals aloft (bravo flag or red light);
  - c. Verify that required warning signage is posted in fueling slip;
  - d. Inspect the provided hose for condition (loose cover, kinks, bulges, soft spots, etc.);
  - e. Verify proper hose connection to ferry's flange and proper support of hose;
  - f. Verify system lineup; verify or check emergency shutdowns for proper operation;
  - g. Conduct pre-transfer conference with Facility PIC. Quantity, rate and other items specified on the *Declaration of Inspection* (F-34) must be communicated and agreed upon; Facility PIC is to be advised to shutdown transfer operation once agreed quantity has been reached unless notified to shutdown prior to agreed quantity, for any reason.
- 5) If the above deck team does not remain onboard during the fueling operations, any Captain or Pilothouse requirements identified in these procedures will not be applicable. This will also apply when a vessel is fueling while at a dry dock or out of service at a tie-up pier. During either fueling, the on-site Chief Marine Engineer (PIC) shall ensure detailed entries are recorded in the Engine Logbook and the Oil Record Book.

**Fuel Transfer Procedures (33 CFR 155.750)**

- 1) Information for products transferred – Reference the MSDS for the product for detailed information.
- a. *Generic or chemical name:* MARPOL Annex I Oil;
  - b. *Name of product:* # 2 Fuel Oil;
  - c. *Appearance:* Amber in color;
  - d. *Odor:* Diesel-like odor;
  - e. *Hazards Involved:* Combustibility liquid; slight to moderate irritant, effects central nervous system, harmful or fatal if swallowed.
  - f. To ensure safe handling as per MSDS requirements, precautions as required by this procedure must be implemented by fuel oil transfer personnel.
  - g. In the event of product spills or leaks, immediately shutdown transfer operations and implement Non-Tank Vessel Response Plan requirements.
  - h. In the event of personnel exposure to the product, immediately shutdown the transfer and provide first aid measures as per product's MSDS.
    - 1. **Eyes:** Immediately flush with clean, low pressure water for at least 15 minutes. Hold eyelids open to ensure adequate flushing.
    - 2. **Skin:** Remove contaminated clothing. Wash contaminated areas thoroughly with soap and water or with waterless hand cleanser.
    - 3. **Ingestion:** DO NOT INDUCE VOMITING. Do not give liquids. If spontaneous vomiting occurs, lean victim forward to reduce the risk of aspiration. Monitor for breathing difficulties. Small amounts of materials may be rinsed from mouth until taste is dissipated.



*Staten Island Ferry*

**Vessel Below Deck Team SOPs**

**Fuel Transfer - Section 5.6**

- 4. **Inhalation:** Move person to fresh air. If not breathing administer artificial respiration and call 911.
  - i. In the event of fire, implement Fire Response procedures in the Emergency Procedures manual. Extinguishing agents include any agent suitable for Class B fires, dry chemical, CO2, water spray, aqueous film forming foam.
  - j. These fuel oil transfer procedures are applicable for Austen, Barberi, Molinari and Ollis Class vessels.
- 2) Fuel is provided by the St. George Fuel Facility. The transfer system on each vessel consists of a hose connection on the main deck of the vessel. A transfer shoreside hose is provided by the shoreside facility in either slip # 1, 3 or 4 of St. George Terminal.

| Class of Ferry       | Austen       | Barberi       | Molinari      | Ollis         |
|----------------------|--------------|---------------|---------------|---------------|
| # of Storage Tanks   | 2            | 2             | 2             | 2             |
| Tank Capacity (each) | 4500 gallons | 17500 gallons | 14800 gallons | 15798 gallons |

- a. Line Diagram of each class of vessel's transfer piping, including location of each valve, pump, control device, vent and overflow are included in this section, posted in the Engine Room and in the oil spill response drum located at the vessel fueling station.
  - b. The vessel(s) does not have shutoff valves or other isolating devices that separate any bilge or ballast system from the transfer system.
  - c. Description of, and procedures for emptying the discharge containment system are as follows:
    - 1. Oil spill containment gear readily available at the containment area.
    - 2. All scuppers / deck drains are closed in the immediate area.
    - 3. Hose and pump connected to drain valve/line and ensure of tight fit.
    - 4. On the main deck, contents of containment are pumped into drum(s) that show no evidence of dents, corrosion, weakness or holes.
    - 5. After drum(s) are filled, they are sealed tight with appropriate caps, labeled as "USED OIL" and removed to the oil room.
    - 6. Valve to containment is closed, hose removed and valve plug re-installed.
    - 7. After completion of liquid transfer to drum(s), containment is wiped clean with suitable oil absorbent pads.
    - 8. Oil contaminated absorbent pads are collected in suitable container(s) labeled as "USED OIL DEBRIS" and removed to the oil room.
- 3) The number of persons required to be on duty during transfer operations is four (4).
- 4) Duties of persons required during transfer operations are as follows:

**Chief Marine Engineer (PIC) – In Engine Room**

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*Staten Island Ferry***Vessel Below Deck Team SOPs**

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**Fuel Transfer - Section 5.6**

1. Designated as the Person-In-Charge.
2. Test all Communications with Facility PIC, vessel fueling station and Pilothouse
3. Take fuel readings from all fuel tanks.
4. Receive, read and sign DOI after communication and inspection with Facility PIC and vessel fueling station.
5. Inform the Facility PIC and vessel fueling station when the fueling system is lined up properly, quantity of fuel to be taken and ready to commence fueling. Ensure tank level alarm panel is on.
6. Commence slow start-up and ensure flow is established to proper tank(s). Increase flow to agreed rate when all fittings, connections and pipelines are verified satisfactory.
7. Inform the Pilothouse of time when fueling has commenced, and quantity of fuel; ensure start time logged in *Engine Room Logbook*, *DOI* and in *Oil Record Book*.
8. Continuously monitor the fuel tank levels during the entire fuel oil transfer operation.
9. Stop fueling operations if any fuel tank high level alarm activates and verify levels in all fuel tanks.
10. Contact Facility PIC when to slow down transfer rate.
11. Contact Facility PIC when to stop fueling.
12. Confirm with Facility PIC and vessel fueling station that fueling has stopped.
13. Contact Pilothouse to advise that fueling has stopped.
14. Record the final fuel readings and stop time in the *Engine Room Logbook* and the *Oil Record Book*. Complete the DOI and retain a copy for the engine room files.
15. Ensure fuel system is lined back up properly for vessel operation.
16. Inform the Pilothouse of final fuel readings and have Captain sign the *Oil Record Book*.

**Marine Engineer – Ferry Fuel Station**

1. Stationed with one Marine Oiler at the vessel fueling station.
2. Test all communications with the Engine Room, Facility PIC and Pilothouse
3. Supervise the closing of scuppers/deck drains and connection of the grounding cable first, then the fuel oil hose.
4. Inform the Chief Engineer when fueling has commenced and time.
5. Monitor F.O. Storage Tank levels at TLI Monitor and confirm levels with CME (MHO only).
6. Remain at vessel fueling station during the entire fueling operation and check fittings and connections.
7. Performs periodic checks to ensure the mooring lines are keeping the vessel secure.

*Staten Island Ferry***Vessel Below Deck Team SOPs****Fuel Transfer - Section 5.6**

8. When fueling is completed and confirmed with Facility PIC and CME, supervises the securing of the fueling station valve, disconnection of the fuel hose first, then the grounding cable.

**Marine Oiler # 1 - Engine Room**

1. Secure the fuel oil purifier and accompanying valves.
2. Assist Chief Marine Engineer in proper fuel system line up.
3. Receive and display aloft Bravo flag by day or red signal light between sunset and sunrise
4. Standby and assist Chief Marine Engineer as required.

**Marine Oiler # 2 – Ferry Fuel Station**

1. Ensure scuppers/deck drains are closed off at vessel fuel station and near all fuel tank vents.
  2. Ensure oil spill containment gear readily available at vessel fueling station, fueling flag removed from oil spill kit and displayed properly prior to fueling.
  3. Unlock the vessel fuel station and prepare station for fueling.
  4. Connects the grounding cable first, then the fuel oil hose ensuring that the safety pins are secured. Open fuel valve at vessel fueling station.
  5. Assists Marine Engineer as required and performs rounds of fueling system including fuel tank vents at transfer start time as well as periodically during the entire fueling operation.
  6. Performs periodic checks to ensure the mooring lines are keeping the vessel secure.
  7. When fueling is completed, secure the fueling station valve, disconnect the fuel hose, secure cap on connection and return to Facility Tankerman.
  8. Remove and return the grounding cable and lock the fueling station.
  9. Secure vessel fuel station and clean as necessary.
- 5) Arrangements for mooring and tending lines during fueling operations shall include:
- a. The Crew is to ensure the vessel is moored as per Mooring Procedures.
  - b. The Director of Ferry Operations may require the above deck crew to remain onboard the vessel while fueling to assist during certain weather, tidal or special conditions as specified by the Director of Ferry Operations.
  - c. The Captain shall notify the CME if the above deck crew will not remain onboard. The Captain shall also:
    1. discuss emergency response concerns;
    2. discuss mooring conditions and concerns; and
    3. provide the CME with the NTVRP and the SIE Pilothouse cell phone (unless an ECR cell phone is available).



**Staten Island Ferry****Vessel Below Deck Team SOPs****Fuel Transfer - Section 5.6**

- d. Checks should be made to ensure that mooring lines are keeping the vessel secure.
  - e. Ensure enough transfer hose is being used to compensate for possible vessel movement.
  - f. Should unusual surging conditions begin, cease transfer operations as quickly as safety conditions permit.
- 6) Emergency Shutdowns and communication shall include:
- a. In the event of any problems experienced during the transfer operation, the operation shall be stopped immediately and the CME and Captain (if aboard) notified at once.
  - b. The primary means to communicate an emergency shutdown to the Fuel Facility PIC is by utilizing the portable intrinsically safe UHF radios. The secondary means is via internal vessel phone communication to either the fueling station (where a portable air horn is located). The final means is via the pilot house (Ships Whistle) to perform 2 shorts blasts followed immediately by one prolonged blast.
  - c. Upon notification of an emergency shutdown, the Facility PIC will either electrically secure the motor driven pump or manually secure the diesel driven pump.
  - d. Immediately after any shutdown, the PIC shall quickly close all applicable valves to prevent the possibility of siphoning.
- 7) Topping off of tanks shall be performed under the following arrangements:
- a. Provide adequate advance notification of time to reduce flow rate and perform top-off.
  - b. Fuel tanks are NOT to be loaded beyond 90% capacity.
- 8) Arrangements to ensuring that all valves used during transfer operation are closed upon completion of shall include:
- a. Drain fueling hose back to barge, disconnect and secure hose end;
  - b. Drain and clean drip pans;
  - c. Take final fuel levels in tanks; and,
  - d. Inspect the fuel oil transfer system to ensure all necessary valves are closed and that the system is lined up for normal operation. Valve securing responsibilities are identified in Section 4. All sounding ports and ullage openings shall be closed.
- 9) In the event that oil or hazardous materials enter into the water, immediately shutdown the transfer and implement Non-Tank Vessel Response Plan Procedures including notification to CME and Captain (if aboard), Qualified Individual and other parties specified under the plan.
- 10) The vessel openings of scuppers and drains shall be secured/closed during fueling operations as per responsibilities identified in Section 4.
- 11) All STG Fuel Facility transfer hoses are marked with the following:
- a. Hydrostatic Test date
  - b. Petroleum Use





- c. Oil Service Only

**Records**

**Engine Logbook** – The Chief Marine Engineer shall ensure that accurate details of fuel oil transfers are recorded in the *Engine Logbook* including soundings, start and stop times, and quantity of oil received.

**Deck Logbook** – The Captain shall ensure that accurate details of fuel oil transfers are recorded in the *Deck Logbook* including time ferry is fast within fueling slip and departing time, start and stop times and volume of oil loaded.

**Oil Record Book** – The Chief Marine Engineer shall ensure that transfers are properly recorded in the Oil Record Book in accordance with the *Oil Record Book Procedure*. When present, the Captain is also required to sign the Oil Record Book.

**Transfer Forms & Records** – The Chief Marine Engineer shall ensure that completed copies of the *Declaration of Inspection* are maintained within an appropriate onboard file.



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*Staten Island Ferry*

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**Vessel Below Deck Team SOPs**

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**Fluid Transfer - Section 5.7****Purpose**

Details procedures for fluid transfer operations by Below-Deck Team personnel.

**Responsibility**

The **Chief Marine Engineer (CME)** is responsible to ensure that the requirements of this procedure are observed by all Below-Deck Team members.

**Vessel Above Deck Officers** are responsible to ensure that arrangements are implemented for service vehicle loading as specified by this procedure.

**Reference**

- Declaration of Inspection (F-34)
- Non-Tank Vessel Response Plan (NTVRP)
- Slop / Lube Receipt (F-87)

**Definitions**

**Fluid** - Any material or substance that cannot maintain its own shape, which flows or moves whether in a semisolid, liquid, sludge, gas or any other form or state.

**Bulk** - Any volume of product carried in an integral tank or bilge of the vessel and product transferred to or from a marine portable tank or independent tank while on board a vessel.

**Drums** - Any volume of product carried in a drum or pail (of various sizes) on the vessel either for storage and/or transferred on/off the vessel.

**Transfer** - The mechanical forced movement of a product.

**Procedure****Fluid Transfer Procedures (Lube Oil, Slops, Waste Water, Urea to / from a vessel)**

- 1) These procedures apply to the transfer of Lube Oil, Slops, Waste Water and Urea either onto or off of a vessel. For procedures concerning the transfer of fuel refer to the Fuel Oil Transfer Procedures (OPM 5.6).
- 2) The CME shall serve as the Vessel Person in Charge (PIC) for these procedures.
- 3) A Declaration of Inspection (DOI) F-34 shall be completed prior to any bulk fluid transfer to/from a vessel.
- 4) The method of communications shall be discussed, understood and established prior to commencement of transfer of fluid.
- 5) The quantity of fluid to be transferred shall be discussed and agreed upon by all parties as well as the transfer rate and topping-off procedure.
- 6) The system shall be properly aligned before and after fluid transfer by competent person (PIC) on vessel and PIC for transfer truck. All involved parties shall not leave their station during entire transfer.
- 7) Lube Oil, Slop, and Urea bulk and/or drum transfers are to be entered into the Oil Record Book as described below.

**Staten Island Ferry****Vessel Below Deck Team SOPs****Fluid Transfer - Section 5.7**

- Oil Record Book entries are required for bulk deliveries of Lube Oil. Pail or drum Lube Oil deliveries are not required to be entered into the Oil Record Book. A Slop / Lube Oil Receipt (F-87) is ONLY required for bulk deliveries of lube oil. A receipt is NOT required for any pail or drum deliveries of Lube Oil.
  - Oil Record Book entries are required when any Slops are removed from the vessel for disposal, whether via bulk or drums. A Slop / Lube Oil Receipt (F-87) is required when any slops are removed from the vessel.
  - Oil Record Book entries are required for bulk deliveries of Urea. A Slop / Lube Oil Receipt (F-87) IS NOT required for any Urea delivery.
  - Oil Record Book entries are not required for transfer of Waste Water ashore. A Slop / Lube Oil Receipt (F-87) IS NOT required for Waste Water transfer.
- 8) Refer to the Non-Tank Vessel Response Plan (NTVRP) for appropriate actions in case of any quantity of spill into the water
  - 9) The CME shall ensure that equipment on board the vessel is operated in accordance with safe operating ranges stated by manufacturers.
  - 10) Vessel Oil Spill Response Gear shall be readily available, deployed and all appropriate precautions taken to aid with any accidental spill.

**Service Vehicle Loading Procedure**

- 1) These procedures apply to the loading of a service vehicle (i.e. slop, lube oil, waste water, urea, fuel truck) onto a vessel, for fluid transfer or fueling purposes.
- 2) The Facility PIC, escort or DOT driver of the service vehicle shall coordinate with the FTS prior to the arrival of the vehicle in the lower level area.
- 3) The Facility PIC, escort or DOT driver shall coordinate with the vessel crew prior to the vehicle driving onto the transfer bridge and ensure all personnel are clear of the vehicle.
- 4) The Facility PIC, escort or DOT driver shall not allow the vehicle onboard the vessel until a Vessel Mate is present and has indicated that it is safe to do so. The Mate will inspect the mooring arrangements and ensure personnel are clear of the vehicle hazard areas.
- 5) An Operating Officer shall be present in the inshore Pilothouse and communicate with the Mate and indicate to the Mate when it is safe for the vehicle to proceed onboard the vessel.

**Instructions for Transfer Operations for Out of Service Vessels**

- 1) When any Slop, Lube Oil, Waste Water or Urea fluid transfer is required while a vessel is tied-up and out of service, a Port Engineer, the Deputy Director of Ferry Maintenance or the Yard Crew Supervisor may assign a Marine Engineer as the vessel PIC for the transfer. When this occurs, the Marine Engineer, as acting vessel PIC, is responsible to ensure that the requirements of this procedure are observed.

**Internal fluid transfers of fuel oil or lube oil**

- 1) Engineer on watch shall ensure system is lined up properly before and after fluid transfer.
- 2) Refer to NTVRP for any accidental spills overboard.





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*Staten Island Ferry*

**Vessel Below Deck Team SOPs**

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**Fluid Transfer - Section 5.7**

**Records**

**Engine Logbook** – The Chief Marine Engineer shall ensure that accurate details of any bulk fluid transfers are recorded in the Engine Logbook including start and stop times, and volume of fluid transferred.

**Deck Logbook** – The Captain shall ensure that accurate details of bulk fluid transfers are recorded in the Deck Logbook including time ferry is fast at a slip/pier and departing time, start and stop times and volume of fluid transferred.

**Oil Record Book** – The Chief Marine Engineer shall ensure that bulk and/or drum fluid transfers are properly recorded in the Oil Record Book in accordance with the Oil Record Book Procedure.

**Transfer Forms & Records** – The Chief Marine Engineer shall ensure that completed copies of the Declaration of Inspection are maintained within an appropriate onboard file.

**Slop / Lube Receipt (F-87)** – The Chief Marine Engineer shall ensure that completed copies of the Slop / Lube Oil Receipt are maintained within an appropriate onboard file.









### VESSEL INSPECTION REQUIREMENTS (continued)

|                                     |   |                                     |                       |
|-------------------------------------|---|-------------------------------------|-----------------------|
| 1. Date of Inspection<br>01/17/2023 | 2. COTP/OCMI Zone/Unit<br>SECTOR NEW YORK | 3. MISLE Activity Number<br>7622967 | 4. ON/IMO#<br>1283185 |
|-------------------------------------|---|-------------------------------------|-----------------------|

|                                       |   |
|---------------------------------------|---|
| 5. Vessel Name<br>SSG Michael H Ollis | 6. Inspection Type<br>Administrative Inspection |
|---------------------------------------|---|

Nature of Deficiency: The vessel representative must inform the Recognized Organization, the Coast Guard, and/or the Streamlined Inspection Program (SIP/TBSIP) Coordinator, as applicable, when the following item(s) have been corrected. Note: "RO" includes ROs (33 CFR 96), Authorized Classification Societies (46 CFR 8), and Third Party Organizations (46 CFR 139).

| 8. Deficiency No. | Code | Description | Cite | Action | Code | SMS Related              | Self Reported            | Work List Item           |
|-------------------|------|-------------|------|--------|------|--------------------------|--------------------------|--------------------------|
|                   |      |             |      |        |      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                   |      |             |      |        |      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                   |      |             |      |        |      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                   |      |             |      |        |      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                   |      |             |      |        |      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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|                   |      |             |      |        |      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                  |
|--|------------------|
| 9. Copy Provided to: <u>Barry R. Torrey</u><br>(Printed name of vessel representative)   | Signature: _____ |
| Phone Number: <span style="background-color: black; color: black;">[REDACTED]</span> Email: <span style="background-color: black; color: black;">[REDACTED]</span> |                  |
| Name of MI: <span style="background-color: black; color: black;">[REDACTED]</span><br>(Printed name of qualified marine inspector)                                 | Signature: _____ |
| Phone Number: <span style="background-color: black; color: black;">[REDACTED]</span> Email: <span style="background-color: black; color: black;">[REDACTED]</span> |                  |

| 10 | Deficiency Rectified                    | 60 | Rectify deficiencies prior to movement                           | 66  | Prior to drilling or production operations | ACTION CODE  |
|----|---|----|--|-----|--|--|
| 15 | Rectify deficiencies by next port       | 40 | Rectify deficiencies prior to next US port after sailing foreign | 701 | Prior to carriage of passengers/cargo      | a To the satisfaction of RO                        |
| 16 | Rectify deficiencies w/in 14 days       | 30 | Ship detained  | 702 | Prior to embarking on International Voyage | c To the satisfaction of the Coast Guard           |
| 50 | Rectify deficiencies w/in 30 days       | 20 | Ship expelled  | 703 | Prior to bunkering operations              | d To the satisfaction of the SIP/TBSIP coordinator |
| 17 | Rectify deficiencies prior to departure | 25 | Ship denied entry  | 705 | Other: 7 Days                              |  |



## VESSEL INSPECTION REQUIREMENTS RIGHTS OF APPEAL

46 Code of Federal Regulations Subpart 1.03-15  
33 Code of Federal Regulations Subpart 101.420; 127.015; 128.311; 154.1075; 160.7

Any person directly affected by a decision or action of an OCMI or an order or direction of a COTP may, **after requesting reconsideration to the cognizant OCMI**, make a formal appeal, via the office of the cognizant OCMI, to the District Commander of the district in which the cognizant OCMI is located.

A list of OCMI's and Corresponding Coast Guard District Contact information is available on the Coast Guard Office of Commercial Vessel Compliance (CG-CVC) webpage located at:  
<http://www.dco.uscg.mil/Our-Organization/Assistant-Commandant-for-Prevention-Policy-CG-5P/Inspections-Compliance-CG-5PC-/Commercial-Vessel-Compliance/>

When requesting that a decision, action, order or direction be reconsidered or reviewed, such request must be made within 30 days after the decision is rendered or the action is taken.

When making a formal appeal, such appeal must be submitted in writing and received by the authority to whom the appeal is required to be made within 30 days after the decision, action, order or direction being appealed, or within 30 days after the last administrative action required by this subpart. Upon written request and for good cause, the 30 day time limit may be extended by the authority to whom the appeal is required to be made.

A formal appeal must contain a description of the decision, action, order, or direction being appealed and the appellant's reason(s) why the decision, action, order or direction should be set aside or revised.

Formal appeals involving vessel inspection or related issues addressed to the Commandant should be sent to [CG-CVC@uscg.mil](mailto:CG-CVC@uscg.mil) only after requesting reconsideration from the cognizant OCMI and/or appealing the decision of the District Commander.

Failure to submit a formal appeal in accordance with these procedures and time limits results in the decision, action, order or direction becoming final agency action.

### UNIT CONTACT INFORMATION

