

Port of Virginia

Operational Standards

These Operational Standards are published under the authority of the Chief Operating Officer. The Vice Presidents of Operations and Maintenance have the authority to grant a temporary waiver for relief from the obligation of compliance to specific procedures for up to 30 days, following consultation with the Vice President of Health and Safety.

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➤ **General Terminal Procedures**

1. Every person working on Port of Virginia property or terminals has the authority and obligation to stop work if there is a condition or behavior that presents imminent danger to persons, equipment, or the environment.
2. Compliance with the Port of Virginia operational standards is mandatory. These Operational Standards are published under the authority of the Chief Operating Officer. The Vice Presidents of Operations and Maintenance have the authority to grant a temporary waiver for relief from the obligation to comply with a specific procedure for up to 30 days, following consultation with the Vice President of Health and Safety.
3. Three rules to live by are “Be Predictable”, “Never turn your back on the work” and “Do not rush”. It is not worth the risk to drive hard under the whip OR to rush getting back to parking OR to rush getting into the gang bus while the last move is being landed. Talk to people who have gotten hurt while taking short cuts. Be on time...be steady...be consistent...and the production will follow.
4. Mis-prioritizing tasks is a classic reason for mishaps. Be sure to accomplish priority I (visual clearing to prevent impact) before any other priority.
5. Know your surroundings and continuously scan your surroundings; people and objects in the work area will change.
6. ANSI-2 vest/shirt and safety shoes are required when outside, except in personal vehicle parking areas. Terminal maintenance employees wear the authorized uniform. Shorts are authorized for employees May 1 – Sep 30, except for Ship Gangs and Vessel Lashing Gangs at any time or for any employee who boards a vessel. CERES and CP&O do not permit shorts.
7. A hard hat is required on vessels, under a crane/rubber tire gantry, in transfer zones, within 25 feet of operating cargo handling equipment, or when performing line-handler duties.
8. Eye protection is required when using the Chain saw, Power saw, Chain cutter, during banding operations, or during drilling. Eye protection is also required for any employee assisting or exposed to this process.
9. Hearing protection is required when using any power saw. Hearing protection is also required for any employee assisting or exposed to this process.
10. When using a Chain saw/Power saw, the operator may not have loose clothing, loose jewelry, or unsecured hair.
11. No use of cell phones or personal electronic devices, to include wearing a headset/blue-tooth/ear buds while OPERATING a MOVING vehicle/equipment OR while on foot within 25 ft. of cargo operations.
12. The speed limit on terminals is 20 MPH, unless posted otherwise.
13. Seatbelts are mandatory when MOVING.
14. Upon detecting a leak; avoid the drains, pull over, and shut down.
15. Fatigue, Distracted Driving, and Aggressive Driving are key contributors to mishaps. If you are too tired to work, please tell your supervisor.
16. No Littering. This applies to any person who drops a piece of trash on the ground, throws trash into the bed of a pickup truck, or generates a pile of debris that is not placed in a proper trash container.
17. Leaving food for stray animals or actively feeding stray animals is prohibited.

18. Smoking is prohibited within 25 feet of a cargo area, on vessels, in equipment, or within 25 feet of any building entrance. E-Cigarette use is prohibited within 25 feet of any building entrance.
19. Vehicle, Container, and GENSET parking/placement is permitted only in authorized spaces.
20. When any Power Industrial Truck, such as a forklift or Reach-Stacker, is left unattended (defined by greater than 25 feet away), load-engaging means must be fully lowered, controls neutralized, brakes set, and power turned off. This requirement to shut down includes strobes, headlights, and wipers.
21. POVs are prohibited in any operational area. Access to operational areas is restricted to company vehicles with a placard on each side. When on the dock, Vendors/Contractors must park at the stern of the vessel or on a crane leg. Keys must remain in the vehicle.
22. A maximum of 3 vehicles are permitted on each in-shore crane leg and they must be parked no wider than 3 vehicle widths from the hatch cover space. These vehicles must stay behind the yellow line that marks the crane tracks and they must promptly (within approximately two minutes) reposition with the crane when it moves.
23. When entering an area where equipment is operating, speak with the ground-man first.
24. Headlight use is required by all MOVING vehicles between sunset and sunrise, except while in line under a crane/RTG so as to not blind the ground crew.
25. All vehicles and equipment must follow established traffic patterns.
26. Travel in designated traffic lanes and no passing a MOVING vehicle on Port of Virginia terminals unless there is a multi-lane road that is suitably marked.
27. Follow no closer than one-length/50 feet from a Shuttle Truck/Straddle Carrier.
28. NIT: Only Straddle carriers, Rail UTRs, Forklifts, ILA Instructors listed in the Operational Standards, Management, Crane Maintenance, and Law Enforcement may use the Straddle Carrier Highway. Large break bulk loads may transit with VPA PD coordination. Pedestrians are prohibited.
29. Driving under idle cranes, as a matter of convenience, is prohibited.
30. Traffic on the dock in the lane next to the STS Crane must stop, when directed by Slingsers.
31. Stop and sound the horn at the entry and exit of warehouses or maintenance facilities where visibility may be obstructed.
32. The TSU will escort all vendors to the dock and provide transportation for pedestrians such as vessel crews, pilots, etc. to and from the dock. The TSU will notify the vessel foreman before approaching the gangway.
33. Walking FROM the cranes on the dock across the berth highway and into the container stacks or wheeled parking rows is prohibited.
34. Walking BETWEEN cranes on the dock may only be done on the waterside of the crane, next to the bull-rail, where there is no exposure to vehicle traffic. Exercise caution to prevent walking under an overhead load. If cranes are so close that no vehicle traffic will pass between, then it is acceptable to walk across.
35. Individuals working NEAR traffic must be protected with cones or physical barriers.
36. Driving or walking behind motor carriers or equipment that are moving in reverse is prohibited.
37. At VIG, entering the Waterside Buffer Area or container stacks requires permission of the Operations and Maintenance Departments. At NIT, entering the container stacks requires permission of the Operations Control Center (440-2632/440-2490).

38. Hot work and confined space entry requires a permit. Working above four feet requires fall protection. Effective control of stored energy/LOTO is required.
39. Motor carrier operators may not loiter outside of their truck while waiting to back into a lane.
40. Motor carrier operators must remain in the booth until the Straddle Carrier or Rail Mounted Gantry is completely clear of the chassis.
41. During GENSET mounting, motor carrier operators must remain by the sign that says “Drivers must stand here please.”
42. In Break Bulk Cargo Areas, motor carrier operators must remain in their truck OR under the direct control of cargo personnel when within 25 feet of moving forklifts or cargo handling equipment.
43. At the PPCY, motor carrier operators must remain within the jersey barriers on the paved surface. Cutting through container stacks is prohibited. Traffic is one-way and U-Turns are prohibited. Minor adjustments of up to one container length (40 feet) in reverse may be made. Speed limit is 10 MPH. Motor Carriers must remain in the cab OR at the front bumper on the same side as the Jersey barrier while waiting to be loaded or unloaded. Walking into the stacks is prohibited. Secure locking pins only in a yellow safety lane.
44. It is important that operating pavements are in good condition, especially in the Break Bulk/OOG area. The Health and Safety department audits all pavements at each terminal and reports potholes to Facilities Maintenance every 7 days, Employees and supervisors can help by reporting potholes, with a photo and brief location description, to helpdeskfacilities@vit.org
45. Evacuation will be announced via Everbridge to all supervisors/managers who will announce this via radio. At NIT, evacuate via the Interchange, Baker Street Gate, or the North Gate. At VIG, evacuate via the Terminal Ops Building Turnstiles, Marine Building Turnstiles, Interchange, or Vendor gate. At PMT, evacuate via the main interchange or the POV gate. At the PPCY evacuate via the interchange or the truck exit gate. At NNMT, evacuate via the main entrance. At RMT, evacuate via the main entrance. At VIP, evacuate via the main entrance.
46. Employees who are involved in or witness an accident, may not leave the scene. Report all incidents and spills to the supervisor.
47. Employees must report any Near Miss directly to safetyandrisk@vit.org or call 757-440-6800.

➤ **Ship-to-Shore Crane Operations**

1. Communications
 - a. The foreman, gangwayman, and slinger are all required to have a radio.
 - b. Only the Gangwayman and Slinger may talk on the Crane Operator frequency. Supervisors may ask the foreman to give them a call, but side conversations between the Foreman and Supervisor may not occur on this frequency.
 - c. It is prohibited for the Foreman to circumvent the Gangwayman by calling out containers to the Crane Operator. This interrupts the process and generates unpredictability.
2. Crane Movement
 - a. Radio communications during crane movement, beyond those focused on ensuring a clear path, are prohibited.

- b. The crane operator is solely responsible at all times to ensure the crane tracks and path of the boom are clear before Gantry. The gangwayman, slinger, and crane maintenance all have a role to play, but the person with their hands on the controls, the crane operator, retains sole responsibility for the safety of the movement.
 - c. Radio contact with the Gangwayman and Slinger, while moving the crane, is required DURING OPERATIONS. Watch for the ship's gear, gangway, equipment parked on the tracks, and that the crane stairs are clear of any vehicle or object.
 - d. BEFORE or AFTER OPERATIONS, when there are no other employees present, the Crane Operator must clear the ship's gear, gangway, equipment parked on the tracks, and that the crane stairs are clear of any vehicle or object. If there is ANY question regarding clearance, contact Crane Maintenance.
 - e. When moving the STS past the house of the vessel at ANY time (Before, during, or after Operations) the operator is responsible to ensure adequate clearance. If there is ANY question regarding adequate clearance, a crane maintenance technician must be called to verify clearance.
 - f. The crane may not be moved over a vessel to prepare for operations while line handlers are securing the lines for the vessel. Since the gangway needs to be lowered and the nets set, there is sufficient time to move the crane after the line handlers have secured the vessel.
3. Pin Bins
- a. Forklift operators may only pick up pin bins when the rack is at its final point of rest and disconnected from the Hustler. Picking up pin bins under the crane is prohibited.
 - b. Pin-bins may only be placed between lanes 1&2 as well as between lanes 3&4 and at least 5 feet outboard from the end of the 40' container. The placement of middle pin-bins is permitted only during the discharge of twin 20s.
4. Gangwayman/Slinger Coordination
- a. If Gangwayman and Slingsers are not present and in position, crane operators are prohibited from discharging/loading containers, pin-bins, or hatch covers.
 - b. The following key lifts are sensitive for Gangwayman and Slinger coordination:
 - i. When discharging the deck to identify stuck pins to prevent multiple lifts, is critical. If the gangway man is not there, then wait. If you need support, contact the vessel supervisor (VIG: 686-6115/NIT: Channel 7-1) or the safety department (650-0901/ 635-4544) to discuss this.
 - ii. Any blind discharge LIFT...to prevent lifting multiple containers.
 - iii. Discharging below deck 20s to identify a multiple lift that is caused by deck pins being used instead of dummy pins.
 - iv. Loading above and below deck, to ensure all containers are "down."
 - v. Any blind LOAD to prevent striking cell guides OR having the head block strike a container already on the ship.
 - vi. Ensuring twist locks are properly engaged with the speed bar, hatch covers, and flat rack with the ends up or down.
 - vii. Ensuring that hatch covers are clear of pins, wires, lashing rods or anything that might fall.
 - viii. Assisting the crane operator to ensure the center twist locks are in the down position prior to performing a twin pick.

- ix. Before replacing a hatch cover, have the Gangwayman check the below deck container height to ensure the hatch cover will clear all cells and not crush a container.
5. Container Movement
- a. The Slinger is required to keep their hand on the container or their hand outstretched in view of the crane operator whenever the team is still pinning or de-pinning a container.
 - b. Ship movement during operations causes a significant risk and should not be tolerated. If the vessel is moving, ask the gangway man to tell the foreman/vessel crew to tighten the lines. If they fail to act, contact the vessel supervisor (VIG: 686-6115/NIT: Channel 7-1) or the safety department (635-4544/650-0901).
 - c. It is critical to ensure that Shuttle Trucks/Straddle Carriers are not entering between the legs of the crane during trolley...EITHER coming in-shore from the vessel OR moving off-shore from the back-reach with a hatch cover.
 - i. Slings should tell us...”Strad in the house”...please encourage the communication.
 - d. For Loading and Discharging at the same time (“Coming and Going”) at NIT and VIG, Discharge to Lane 3&4 (in-shore lanes) and Loadback from Lane 1&2 (off-shore lanes).
 - e. For the Discharge of containers from ABOVE deck, STS Crane Operators will follow the directions of the CERES/CP&O Hatch Boss, Gangwayman, and Slinger. The current policy of CERES/CP&O is to float and de-pin containers from above deck in lane 4.
 - f. For the Loading of containers, STS Crane Operators will follow the directions of the CERES/CP&O Hatch Boss, Gangwayman, and Slinger.
 - g. For the Discharge of containers from below deck, STS Crane Operators will follow the directions of the CERES/CP&O Hatch Boss, Gangwayman, and Slinger.
 - h. Note: When planning clerks stow a vessel, the #1 hazard for having containers wedged in a cell and causing damage is having an empty 20 foot container matched up next to a heavy 20 feet container. For this situation or ANY unbalanced load such as a 40 foot grain container, crane operators must slow down, use extreme caution, and attempt to level the load with the trim option in the crane.
 - i. Six inch rule – Lift and Shift
 - i. Hard In-Shore blind lifts require the load to be floated approximately 6 inches...then slid one foot toward the dock to ensure the pins are free from the container/flat rack below, before hoist.
 - ii. Hard Off-Shore blind lifts require the load to be floated approximately 6 inches...then slid one foot toward the river to ensure the pins are free from the container/flat rack below, before hoist.
 - iii. Blind lifts in the “second position from Hard Off-Shore” also require the same procedure, unless there are containers in the Hard Off-Shore position.
 - j. NIT Only: When stacking containers on the dock, only stack a maximum of two-high.
 - k. VIG Only: Take the bar out of “auto” after a twin pick...and verify it is out of “auto” when entering the crane cab, so that the bar does not automatically open and cause impact to the vessel or containers in its path.

- I. Overall, if it does not look right...slow down and ask for assistance. If the stowage plan says a load is NOT out-of-gauge or over-high...but it LOOKS like an over-high...confirm it.
6. Lasher Coordination
 - a. Lashers must be called during operations on vessels with “lever operated” locking pins or even “standard pins” to assist with unlocking the bad pins that re-lock. This is important to prevent a multiple lift.
 - b. In general, if one container is found locked...there will likely be others. When in doubt, slow down and have the Gangwayman take a close look.
 - c. When a pin is stuck during 4/5/6/7-high operations, performing a vertical tandem lift is prohibited. Use the cage of the spreader bar to bring the lasher into position.
7. Hatch Cover Operations
 - a. The Slinger must be present in the back reach area and inform the Crane Operator that the area is clear before hoisting hatch covers from the vessel. If the Slinger is not present, crane operators are prohibited from discharging a hatch cover.
 - b. Prior to a hatch cover lift or discharge, the Slinger must verbally inform the Crane Operator, “Operator, Back Reach is Clear” to communicate that that the back reach area has been inspected and been found to be clear of pedestrians, vehicles, or any other obstructions.
 - c. The “Slow down” trigger should be engaged when removing or replacing hatch covers, until clear of obstacles on the vessel.
 - d. CAUTION: When crane operators swap out, it is important to check that the vessel has not shifted because the hatch covers may no longer be aligned in the proper position with its hatch. This may cause the hatch cover to strike the vessel or containers on board. Inform the crane operator.
8. Over-Height Bar/Speed Bar
 - a. On the dock...due to increased risk associated with ensuring that twist locks are properly engaged with the over-height bar/Speed bar...ensure that Slingsers visually monitor the lift.
 - b. The first priority is to ensure that the Slinger confirms that all 4 corners of the over-height bar/speed bar are fully engaged and locked into the spreader bar. Often only 3-hooks fully engaged.
 - c. If the AOM/Stevedore Superintendent determines that using an Over-Height bar **below** deck is necessary, a maintenance technician must supervise the lock/unlock sequence. This may only be accomplished a maximum of one container deep below deck. The maintenance supervisor is the final approval authority for the lift based upon the risk of causing damage.
9. Maintenance Coordination
 - a. When maintenance is working on the STS Crane, they are in authority. Crane operators, Gangwayman/Deckman, and Slingsers must follow the directions of the maintenance technician until the maintenance technician releases the crane back to the operator.
10. Degraded Operations
 - a. Gantry Motion: If the gantry motion is inoperative, the crane will be pushed into place, and the operation will continue.

- b. Trolley or Hoist Motion: If the trolley or hoist motion is inoperative, the crane will be deemed out of service until the repairs can be completed.
- c. Boom Lights: During the hours of dusk to dawn, if all of the boom lights are inoperative, the crane will be deemed out of service. Illumination for cargo transfer operations shall be of a minimum light intensity of five foot-candles (54 lux) with intensity measured at the task/working surface, in the plane in which the task/working surface is present.
- d. Radio: If the radio is inoperative, the Crane Operator will be issued a hand held radio, and the operation will continue.
- e. Sill Beam Arrows: If the sill beam light arrows are inoperative, the operation will continue. If the arrows are partially inoperative, the Operations AOM will ensure that the maintenance AMM covers the device.
- f. Back Reach/Lane Camera View
 - i. Only lane one may be used when the monitor is not functioning.
 - ii. The Crane Operator will report the monitor problem to the Ops AOM.
 - iii. The Ops AOM will communicate to the Maintenance Team and Stevedore Supervisor that the monitor is inoperative.
 - iv. The Maintenance Team will make the monitor repair a high priority.
 - v. The Stevedore Supervisor will communicate to the Dock Gang, Ship Gang, and the Shuttle Operators that the monitor is inoperative.
 - vi. The Stevedore Supervisor will communicate to the Slinger to stay in constant communication with the Crane Operator.

II. Post-Operations

- a. When finished, contact the AOM to determine where to park crane. Then notify maintenance, accomplish the move, and complete the “boom up” sequence. Maintenance will drop the storm pins within one hour after operations. This is important to protect the crane against no-notice wind gusts and because as vessels arrive or depart, there is risk of impact if the crane boom is left in the down position. If the crane will not boom up, notify maintenance immediately. The crane operator is responsible to accomplish this process until the four minutes after the end of operations, unless that time goes past the top of the hour. After this time, maintenance is responsible for the move.
- b. When a crane that is being used for operations prevents the movement of a crane that is finished with operations, these cranes will all be moved and pinned by maintenance within 1 hour after the end of the operation.

➤ **Straddle Carrier/Shuttle Struck**

- 1. Inspect all machines before use. Ensure there is no damage or leaks and that the following items are in good working condition: seatbelt, horn, wipers, flashers, tires, brakes, steering system, and signal light panel. Notify maintenance of any cracked windows. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected. Wipers are not required unless it is actively raining except in hot and dry conditions when dust will be a factor. Lights are not required for daytime operations.
- 2. Only Straddle Carriers/Shuttle Trucks assigned by Maintenance may be used.

3. If the gate on the Shuttle Truck catwalk is beating the glass door, notify maintenance immediately. This can cause the glass to shatter or crack.
4. Know your equipment. If uncertain about an operating function such as speed of the bar, visual cues, or general sounds...ask an instructor or maintenance. Use a figure-8 to correct wheel misalignment.
5. The number one priority for any operator is to visually clear any and all obstacles. To do this requires clear windows. If the windows are fogged over, recognize that there are several ways, depending on the specific type of machine, to accomplish defrosting the windows. If unsure, ask maintenance for the proper procedure.
6. To compensate for blind zones, constant clearing is critical. Use a continuous forward and back rocking motion.
7. Visual illusions are real. Sun glare and shadows can impact the operator's ability to safely land a container. Utilize the blinds or sunglasses anytime in doubt to ensure a safe and accurate landing. In the stacks, improperly stacked containers can present a hazard to other operators.
8. The lap belt, which was designed with the Straddle Carrier/Shuttle Truck, is required to be worn during operations.
9. Using a Personal Electronic devices is prohibited and plugging-in to the USB port, even to simply recharge, is also prohibited.
10. Please be sure to log-in with your port number. At NIT, operators should not go to the rack with a pending move, however, if another operator is still logged-in with a pending move when the replacement operator enters the equipment, be sure to notify "base" on I0-4 (South)/9-2 (North)/3-1 (CRY) to verify that the move is complete. Then log-off and log-on with the correct port number.
11. Prior to departing the rack, check the direction of the tires to ensure that the Straddle Carrier/Shuttle Truck will not impact the rack and accomplish a 360 degree visual check to ensure it is clear to proceed. Operators are solely responsible for clearance at all times.
12. When pulling out of the parking rack, use caution for other vehicles and do so slowly – 5 MPH Maximum. For Straddle Carriers, lower the bar to the two-high or lower position and for Shuttle Trucks, lower the bar to the one-high position before leaving the rack and stay next to the jersey wall.
13. If leaking...move away from the drains and shut the machine down completely. For Straddle Carriers, use the E-Stop to then verify engine shut-down and for Shuttle Trucks use the SQUARE engine stop button on the arm rest and then verify engine shut-down.
14. If the radio is not working, and the operator has already departed the rack, making a cell phone call to the duty maintenance supervisor (VIG: 757-686-6157/NIT 757-440-7053) is acceptable as long as the Shuttle Truck is NOT MOVING and in a safe holding position. Please note that cell use or texting is prohibited while moving.
15. Please report any loose debris on top of containers (Large rocks, lashing gear, etc.) to a supervisor.
16. Follow the designated traffic pattern. No driving under idle cranes. No driving along the area on the dock immediately in front of the Water Side Buffer Area at VIG or Container Stacks at NIT, except to turn around.
17. When traveling on the dock, use standard rules of the road and stay in the travel lane.
18. Avoid braking suddenly, especially when the load is in the 3-high or 2-high position or when cornering, because of the tipping hazard. Braking suddenly also presents a hazard to others

who are following. A common cause of sudden braking includes operators who are not prepared for their turn point to enter the stacks. Sudden stops are also created by operators responding too abruptly to a change in tasking on the computer screen OR stopping rapidly for a person who has been observed at close range.

19. To avoid contact with uneven pavement, rail tracks, or low obstacles, please carry containers approximately 2-3 feet off the ground at NIT and at the “Red Line” at VIG.
20. Do not follow closer than one length of the Straddle Carrier/Shuttle Truck.
21. No passing a moving Straddle Carrier/Shuttle Truck. Entering the back-reach to pass a STOPPED Shuttle Truck is permitted as long as the operator yields to all traffic as they depart the Berth Highway. If passing a STOPPED machine/vehicle, always check for personnel, re-stows, and hatch covers in the back-reach as well as the ship-to-shore crane spreader bar moving toward the back-reach.
22. Loitering on the STS tracks or track safety zone is prohibited. Also, the operator’s cab must not encroach on this area.
23. Shuttle Trucks must come to a complete STOP and then yield right of way to any vehicle or equipment on the Berth Highway when departing the Water Side Buffer Area stacks at VIG to enter traffic.
24. Straddle Carriers must come to a complete STOP and then yield right of way to any vehicle or equipment on the Berth Highway when departing the container stacks at NIT to enter traffic. Straddle Carriers must YIELD right of way to traffic that is established on North/South internal container stack roadway or the drive lane behind the transfer zone.
25. Once a vessel is along-side and ready to throw the heaving line, Straddle Carrier/Shuttle Truck movement in lanes 1 and 2 will stop until the vessel lines are secured. In addition, Straddle Carriers/Shuttle Trucks may not proceed within 25 feet of a line handler at any time.
26. When entering or departing the Container Stacks at NIT or WSBA at VIG, use caution for vehicles working near the stacks at NIT or entry gates between the stacks at VIG.
27. When departing the stacks onto the dock, Shuttle Trucks/Straddle Carriers must lower the container to the traveling position with the bottom of the container approximately 2-3 feet off the ground at NIT and at the “Red Line” at VIG.
28. Straddle Carriers/Shuttle Trucks will approach the crane CAB-FORWARD when NOT carrying a container. When carrying a container, approach the crane cab-forward, unless the doors are backwards for delivery.
29. When turning from the main travel lanes on the Berth Highway to approach the Ship to Shore crane, use an approximate 90 degree turn. Do not cut the corner. This is the same when going from the crane back to the Berth Highway.
30. A maximum of 3 vehicles are permitted on each in-shore crane leg and they must be parked no wider than 3 vehicle widths from the hatch cover space. These vehicles must stay behind the yellow line that marks the crane tracks and they must promptly reposition with the crane when it moves.
31. DANGER: The STS Crane Spreader Bar has the absolute right of way.
32. DANGER: Before entering under the Ship-to-Shore crane, look and listen to find the spreader bar and determine if it is coming in-shore. Use the light arrow system to assist with locating the spreader bar. Ensure a clear path from the ship-gang members on the ground.

33. DANGER: Do not attempt to pull under the crane until verifying that all persons are clear of Straddle Carrier/Shuttle Truck travel lane.
34. Do not enter under the STS Crane when ship-gang members are marking lines on the ground according to the spreader bar position.
35. Do not enter under the STS Crane when ship-gang members are discharging and/or loading break-bulk cargo.
36. The Slinger will stand at the opposite end from that being used for Shuttle Truck entry in order to see all equipment movement.
37. Straddle Carriers/Shuttle Trucks will comply with Slinger direction to STOP, and will remain stopped, until released by the Slinger.
38. The standard Slinger hand signal to command a STOP is a raised closed fist. The standard radio call for an emergency stop is "STOP, STOP, STOP."
39. During Vessel Ops, go CAB-FORWARD under the crane.
 - a. Exception #1 is delivering a load when the door direction requires cab aft.
 - b. Exception #2 is delivering a load when the cranes have unexpectedly butted together and you are already enroute to the crane.
 - c. Exception #3 is when repositioning a container under the crane.
 - d. In all cases, communicate visually with the Slinger to ensure clearance from people on the ground.
40. For Loading and Discharging at the same time ("Coming and Going") at NIT and VIG, Discharge to Lane 3&4 (in-shore lanes) and Loadback from Lane 1&2 (off-shore lanes).
41. For the Discharge of containers from ABOVE deck, STS Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Gangwayman, and Slinger. The current policy of CERES/CP&O is to float and de-pin containers from above deck in lane 4.
42. For the Loading of containers, STS Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Gangwayman, and Slinger.
43. For the Discharge of containers from below deck, STS Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Gangwayman, and Slinger.
44. During container discharge or loadback, pin-bins may only be placed between lanes 1&2 as well as between lanes 3&4 and at least 5 feet outboard from the end of the 40' container. The placement of middle pin-bins is permitted only during the discharge of twin 20s.
45. Slow down (to a stop if necessary) during ANY change under the STS Crane. This includes departing from under the STS with intent to reposition due to system error, departing from under the STS and then making a decision to re-enter for any reason, or while approaching the STS and then making a lane change decision.
46. After departing from under the crane, under no circumstances do we re-enter before locating the spreader bar. This is a common cause of mishaps.
47. When departing from under the STS Crane, the cab of the Straddle Carrier/Shuttle Truck must be past the crane leg before turning 90 degrees toward the Berth Highway. The single exception to this is when the STS cranes are too close together, at which time the turn may be made early, but increased emphasis must be placed on clearing the turn in a shorter distance.

48. DANGER: Use caution for pedestrians or vehicles around the legs of the Ship-to-Shore crane.
49. When departing from under the STS Crane, yield the right of way to vehicles already established on the berth highway.
50. Place re-stows so they will not interfere with operations under ANY working crane. Always ask the Foreman how many re-stows are assigned to the ship in order to stage accordingly. At VIG, if space across from the Vessel Staging Area (VSA) is used, place re-stows in every other spot.
51. Approach Reefers, cab forward, and verify that the reefer is unplugged before pulling away.
52. When approaching a wheel box, proceed cab forward and use extreme caution to ensure the driver is accounted for...also use extreme caution for an adjacent wheel box where another driver may be unlocking a chassis. Furthermore, as the driver of a wheel box, stand by the driver's door and always remain in clear sight of an approaching shuttle truck whether your container or the container beside you is being staged.
53. When pulling into the parking rack, the spreader bar must be in the 20' position. Remain between the white dashed line and the jersey wall at 5 MPH Maximum until it is time to turn into the parking spot. Approach at a 90 degree angle and drive straight and monitor the proximity of the cab to the rack.
54. When parked, prior to shutting down, turn the steering wheel slightly to the right so that the Shuttle Truck will automatically turn slightly away from the rack so that the next person does not hit the rack when pulling away. Understand that once in the parking slot, the pavement ruts may cause the ST to roll back slightly upon releasing the brake.
55. After parking, raise the spreader bar all the way up, close the door and windows, and log out. Before getting out of the seat, ensure that the parking brake is engaged and the machine is out of gear and that all controls and equipment are turned off. A good indication that the machine is still in gear is either a motion tone when outside the cab or active external strobe lights. Inform maintenance of any caution light or fault prior to exiting the cab.
56. When exiting, please remove all Paperwork and Personal Debris
57. When Straddle Carrier or Shuttle Truck operators have a maintenance problem, inform the supervisor that you are leaving the frequency to call maintenance. Coordinating through any 3rd party to relay maintenance needs is prohibited. This may only be accomplished directly with maintenance.
58. When Maintenance Technicians are performing troubleshooting on Straddle Carriers or Shuttle Trucks in the field, they will approach and park so that the operator can see the technician, if room permits. Technicians will not touch the ladder unless visual contact with the operator has been made. Operators are required to remain on the "Pier Watch" maintenance frequency.
59. When working under an STS Crane, Rubber Tire Gantry, or RMG, the hustler or Shuttle Truck may proceed under an empty spreader bar that has been secured by maintenance. Operators may not proceed under a spreader bar with a load that has been secured by maintenance. Operators may not proceed under an empty spreader bar that is being used during operations.
60. VIG: When working near USCBP where a container is being examined, use caution to visually clear for USCBP officers when entering or exiting an inspection area.

NIT Straddle Carrier Specific Procedures

1. NIT: When parking POVs on 6th street, please do not stand in or near the road.
2. NIT: When crossing a railroad track on the Strad Highway, use caution and proceed slowly because the Strad may stall or shut-down due to heavy vibration.
3. NIT: Before entering the stack where the 3-high position will be required, verify that the bar will raise up to the 3-high position. If it will not, correct this before entering the stack by lowering the bar to the ground and then raise it to the 3-high position. If unable, call maintenance to reset the bar. This procedure implies that a container that is being carried must be set down and an empty bar moved all the way to the ground to accomplish the reset.
4. NIT: Strads must use the designated roadways to get to their destination row. Strads are not permitted to “cut through” Strad rows or pads in which they do not have active moves. (i.e. Do not cut through the 100 rows to get to the 200 rows, etc.)
5. NIT: When employees park in or near stacks, the vehicle will be parked on the end of the stack perpendicular to the containers. Use flashers or beacon. The radio will be turned off and the windows lowered. A blue light with a magnetic bottom will be placed on the end container or on the pickup truck where the vehicle is parked.
6. NIT: It can be difficult to read vessel paperwork while in motion due to vibration. After unlocking from the container that is being delivered, a good technique is to quickly glance at the paperwork and determine the row of the next container, PRIOR to moving.
7. NIT: Straddle Carrier entry into an area with “Men Working” displayed on the computer screen is prohibited and may not be waived by anyone.
8. NIT: DANGER: Side-Loaders/Top-Loaders/Reach-Stackers/Straddle Carriers are prohibited from using the South Berth south access road that becomes Railroad Avenue. High Voltage power lines make this path unusable.
9. NIT Rail Transfer Zone: When approaching the Rail Transfer Zone, the primary concern is to verify that the UTR Driver is visible. Do not begin to come over the rear of the chassis/bomb cart/container until the UTR operator is standing next to the cab in plain sight.
10. NIT Rail Transfer Zone: When approaching a UTR to REMOVE a container, always approach cab forward.
11. NIT Rail Transfer Zone: When removing a container from a CHASSIS, lift the rear of the container off of the pins just enough to enable shifting the rear of the container away from the Straddle Carrier cab. Once able to see the rear pins, then slide the container backwards until just clear of the front pins and begin a gentle hoist.
12. NIT Rail Transfer Zone: Do not move the container or pull away until re-verifying that the Driver is “clear.”
13. NIT Motor Carrier Transfer Zone: When approaching the Transfer Zone, the primary concern is to verify that the Truck Driver has at least one foot in the booth before entering the lane. If unable to see the Truck Driver in the booth, do not proceed.
14. NIT Motor Carrier Transfer Zone: The Straddle Carrier operator may load/remove a container only if the motor carrier operator has at least one foot in the booth. Otherwise, loading/removing the container is prohibited.
15. NIT Motor Carrier Transfer Zone: When approaching a truck to REMOVE a container, approach cab forward.

16. NIT Motor Carrier Transfer Zone: When removing a container, lift the rear of the container off of the pins just enough to enable shifting the rear of the container away from the Straddle Carrier cab. Once able to see the rear pins, then slide the container backwards until just clear of the front pins and begin a gentle hoist.
17. NIT Motor Carrier Transfer Zone: Do not move the container or pull away until re-verifying that the Driver is “clear.”
18. NIT Motor Carrier Transfer Zone: After the container has been loaded, pull back until “just clear” of the container to observe from a different vantage point to look at the rear bolsters and determine if the load is properly seated. This will reduce the probability of being called back for an adjustment.
19. NIT Motor Carrier Transfer Zone: If there is a problem, do not allow the truck driver to participate...get the ground man. Under all circumstances, do not move back onto the container, unless the Driver has at least one foot in the booth.

VIG Shuttle Truck Specific Procedures

1. VIG: Entering the Waterside Buffer Area (WSBA) with a RED X is prohibited.
2. VIG: Holding the WSBA “open” for other shuttle trucks is prohibited.
3. VIG: While waiting to enter the WSBA, hold in the back-reach area or in front of the WSBA within the lines. If idle, do not loiter in the roadway.
4. VIG: While WAITING to enter the WSBA, keep the container in the I-high position. If the container is held higher than this, it blocks the vision of other Shuttle Trucks that are traveling on the Berth Highway.
5. VIG: When there are two shuttle truck operators in separate lanes waiting to enter the WSBA with red Xs, please be courteous and allow the first shuttle truck that arrived to enter the WSBA once you have the green arrows. Otherwise, one or both shuttle trucks will “fail”.
6. VIG: Please note the door direction when entering the WSBA and ensure that the doors face the water (east). If the doors are open, this is dangerous and should be reported.
7. VIG: When an RMG is parked in the WSBA or LSTZ with a container that will not release and is suspended, the lanes directly below and adjacent to the hung container will not be used. (i.e. if the container is suspended above lane 3, then lanes 2, 3, and 4 will be closed.)
8. VIG: When maintenance is working in the WSBA or LSTZ, the lane(s) adjacent to the maintenance activity will not be used. (i.e. if maintenance is working in lane 2, then lanes 1 and 3 will also be closed.) Maintenance will place jersey barricades in front of all (3) lanes, and is prohibited from occupying the buffer lanes. Maintenance is also prohibited from occupying the space between the RMG in the WSBA and the stack, i.e. row 202.
9. VIG: Shuttle Trucks are prohibited from driving behind the maintenance activity. For example, if maintenance is working in lanes 2, 3, and 4, proceeding into lane 1 to retrieve a container behind maintenance in lane 2, 3, or 4 is prohibited.
10. VIG: Discharge of rail containers into the VSA during vessel operations on Container Berth #1 next to the US Coast Guard base is highly discouraged and must be announced by the Rail AOM to the Dock Foreman prior to arrival of a Translifter in the VSA.

➤ **Slingers**

1. Communications
 - a. Only the Gangwayman and Slinger may talk on the Crane Operator frequency. Supervisors may ask the foreman to give them a call, but side conversations between the Foreman and Supervisor may not occur on this frequency.
 - b. For General Longshoremen, the Slinger is responsible to ensure they maintain awareness on the location of the bar. General Longshoremen are also responsible to maintain awareness on the location of the bar.
2. Crane Movement
 - a. Prior to and during STS Crane movement, the Slinger will confirm for the crane operator that the tracks are clear on the dock.
 - b. When the STS crane is about to move or is in motion, the Slinger will walk in advance of the crane and ensure that there are no obstacles in its path, both on the vessel side and in the crane back-reach. Pay special attention when moving the crane past the gangway at PMT.
 - c. Do not allow anyone or anything to park on the crane tracks.
 - d. Lashers are required to park at the aft end of the vessel, in lane one, if clear.
3. Preparations for Operations
 - a. Lines need to be drawn at both ends of the spreader bar, dark enough and far enough outside the lines so that the Strads can see it. If not, the container will start with a swing when brought to the vessel and potentially hit railings due to tight conditions.
 - i. FYI: Strads and Shuttle trucks may not enter under the STS Crane when ship gang members are marking lines on the ground according to the spreader bar position.
 - b. Forklift operators may only pick up pin bins when the rack is at its final point of rest and disconnected from the Hustler. Picking up pin bins under the crane is prohibited.
 - c. The pin bin rack may be placed hard offshore, as long as they do not interfere with Line-Handler operations.
 - d. Pin-bins may only be placed between lanes 1&2 as well as between lanes 3&4 and at least 5 feet outboard from the end of the 40' container. The placement of middle pin-bins is permitted only during the discharge of twin 20s.
4. Operations
 - a. For Loading and Discharging at the same time (“Coming and Going”) at NIT and VIG, Discharge to Lane 3&4 (in-shore lanes) and Loadback from Lane 1&2 (off-shore lanes).
 - b. For the Discharge of containers from ABOVE deck, STS Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Gangwayman, and Slinger. The current policy of CERES/CP&O is to float and de-pin containers from above deck in lane 4.
 - c. For the Loading of containers, STS Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Gangwayman, and Slinger..
 - d. For the Discharge of containers from below deck, STS Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Gangwayman, and Slinger.
 - e. NIT: When stacking containers on the dock, only stack a maximum of two-high.
 - f. Slingers will stand at the opposite end from that being used for Shuttle Truck/Straddle Carrier entry in order to see all equipment movement.

- g. Shuttle Trucks and Straddle Carriers will comply with Slinger direction to STOP, and will remain stopped, until released by the Slinger.
 - h. The standard Slinger hand signal to command a STOP is a raised closed fist. The standard radio call for an emergency stop is “STOP, STOP, STOP.”
 - i. The Slinger is required to keep one hand on the container or one hand outstretched in view of the crane operator whenever a general longshoreman is still pinning or de-pinning a container.
 - j. The Slinger is responsible to ensure that general longshoremen walk three feet directly away from the container after removing or installing a twist lock to enable the crane operator to see them.
 - k. The Slinger is responsible to ensure that General Longshoremen walk directly back to the legs of the crane without cutting the corner in lane 4 (farthest in-shore lane under the crane) and that General Longshoremen do not walk under the spreader bar or under a load. General Longshoremen are also responsible for this precaution as a matter of personal safety.
 - l. Standing or leaning on the legs of the crane along the area that a 45’ container that could swing and hit the crane legs as it is discharged from the vessel, is prohibited.
 - m. Sitting or leaning on Pin Bins, when a straddle carrier or shuttle truck is off-shore/past the yellow line that designates the off-shore crane track, is prohibited.
 - n. VIG: The landside door of the small cab on the waterside crane leg may not be used and will remain locked at all times.
5. Sensitive lifts
- a. The Slinger must be especially aware to ensure twist locks are properly engaged with the speed bar, hatch covers, and flat rack with ends up or down.
 - b. Hatch Covers
 - i. If Gangwayman and Slingers are not present, crane operators are prohibited from discharging/loading containers or hatch covers.
 - ii. Prior to a hatch cover lift or discharge, move into position with one other general longshoreman to the location outside of the In-Shore corners. Ensure the landing area is clear and be assertive to stop traffic on lane closest to hatch cover. Be sure to mark each corner with a cone upon landing. Verbally inform the Crane Operator, “Operator, Back Reach is Clear” to communicate that that the back reach area has been inspected and been found to be clear of pedestrians, vehicles, or any other obstructions.
 - iii. CAUTION: When crane operators swap out, it is important to check that the vessel has not shifted because the hatch covers may no longer be aligned in the proper position with its hatch. This may cause the hatch cover to strike the vessel or containers on board. Inform the crane operator.
 - c. Twin picks require the Slinger to provide visual confirmation that the center twist locks are in the “down” position prior to performing the twin pick. If not, inform the crane operator to do so.
6. Loading to a chassis
- a. With Pins

- i. Driver pulls chassis under crane and the slinger spots the chassis 2-3 feet forward of where the front edge of the container will land.
 - ii. Crane operator lands the container on the gooseneck and holds it, allowing the ship gang members to remove pins. **WARNING:** When removing front pins, do not step into the bite.
 - iii. **CRITICAL STEP:** After pins are out, Slinger verifies that all employees are clear. This includes getting verification from the pin-man to the Slinger's side that the pin-man diagonal from the Slinger, who cannot be seen by the Slinger, is clear.
 - iv. Slinger then instructs the hustler operator to back up until the container comes into contact with the chassis bolster.
 - v. Slinger then radios the crane operator to lower the aft end of the container until it lands on the 2 locking pins.
 - vi. **NOTE:** At PMT, new trailer trains purchased will have open corners that allow the crane operator to land the container and then the gang to remove the pins after the crane releases it. It is critical that the Slinger does not release the Hustler Driver to move until verifying that all employees are clear of all four corners per the procedure above.
 - b. Without Pins
 - i. Driver pulls chassis under crane and the slinger spots the chassis on the mark where the front edge of the container will land.
 - ii. Slinger ensures the front pins are pulled-out in preparation for the container to be loaded.
7. Break Bulk - Employee PPE
 - a. Eye protection is required when using the Chain saw, Chain cutter, during banding operations, or during drilling. Eye protection is also required for any employee assisting or exposed to this process.
 - b. Hearing protection is required when using any power saw. Hearing protection is also required for any employee assisting or exposed to this process.
 - c. When using a power saw/chain saw, the operator may not have loose clothing, loose jewelry, or unsecured hair.
 - d. Wear a dust mask when dust from cargo is present.
 - e. Within 3 feet of an edge that is >4 feet on terminal/>8 feet on vessel, the use of a fall protection is required.
 - f. When working outside of the normal cargo area, designate a safe working area that is clearly marked with safety cones or barrels to restrict access. If the cargo operation is in an area in which traffic must flow through, one person must be designated to control traffic and ensure protection of the cargo gang.
11. Break Bulk - Preparation for the lift
 - a. The person in charge of a lift must be qualified by experience and/or training.
 - b. Finding the weight of the load is essential to safe rigging. Ensure the slings/wires and lifting equipment are adequate to handle the load. If you do not know the weight of the load or are unsure how many pieces of bundles to lift...STOP and consult a supervisor.
 - c. Inspect all loose gear (slings, chains, bridles, blocks, hooks, etc.) before each use.
 - d. When positioning chains, wires or straps over freight, ensure that the co-worker on the other side is clear of the hazard.

- e. While unlocking the securing binders/dogs, stay clear of the path of the binder.
 - f. Wire rope or wire rope slings having any of the following conditions shall not be used:
 - i. Ten randomly distributed broken wires in one rope lay or three or more broken wires in one strand of one rope lay
 - ii. Kinking, crushing, bird caging or other damage which distorts the wire rope structure
 - iii. Excessive wear or corrosion
 - iv. Any indication of strand or wire slippage in end attachments or more than one broken wire in the close vicinity of a socket or swayed fitting
 - v. Protruding ends of strands on sling or bridle splices shall be covered or blunted, but not damage
12. Break Bulk – Using the Man Basket
- a. Inspect the basket, securing chains, and gate.
 - b. The work area must be level, free of potholes, and free of overhead obstacles to perform the lift.
 - c. Place the blades of the forklift into the pockets of the Man Basket until the back of the basket is against the carriage AND attach each chain around the backrest and pass the hooks back through the chain to secure the basket to the forklift.
 - d. The gate must be closed and locked before lifting. Ensure hands and limbs are kept away from pinch points between the basket and back rest.
 - e. Upon lifting, once the user signals to stop at the desired height, the operator must set the parking brake until the user signals to be lowered. The operator must REMAIN on the forklift at the controls when the basket is elevated with a person inside.
 - f. Transporting a person in the basket is prohibited, except for minor adjustments. A minor adjustment is defined as adjusting position on a given corner of the container, not between the ends of the container or between separate containers.
13. Break Bulk – Performing the Lift
- a. Anyone has authority to stop any lift based on concern for safety of employees.
 - b. When supervising new employees or casual labor from the hall, the Hatch Boss will ensure they are instructed during pre-shift safety talk to take NO action unless directed by the Hatch Boss or the Slinger.
 - c. When making a lift or moving freight onto a flat rack, spotters must stand clear of the direction that a load may fall or roll. Walking, Standing, Sitting, or Residing in any way under a load or in an area where the load may fall or roll while it is not resting in a grounded position with the weight off of the slings, wires, or load engaging means, is prohibited.
 - d. For moving rolling-stock onto a flat rack, the ground man must stand on the ends or at a 45 degree angle from the ends and NOT beside the load while remaining in a position where eye contact with the operator is maintained.
 - e. Maintain radio or visual communication between the operator and Slinger all times.
 - f. Ensure the operator is centered directly over-top of the freight to perform the lift.
 - g. When positioning lifting gear that is slack prior to a lift, as tension is applied, use an open hand to apply pressure to the gear against the load. Do not hold the lifting gear with a closed fist.

- h. Always lift slowly to place the weight of the load on the slings/wire ropes and lift approximately six inches. Once the load is verified as stable by the Slinger, complete the lift,
 - i. OTR drivers will be escorted as directed by the hatch boss, while accompanied in the OTR cab by a dock gang member. OTR drivers will remain in the cab and follow the direction of the Hatch Boss/Slinger.
14. Maintenance Coordination
- a. When maintenance is working on the STS Crane, they are in authority. Crane operators, Gangwayman/Deckman, and Slingers must follow the directions of the maintenance technician until the maintenance technician releases the crane back to the operator.
15. Gang Bus
- a. Follow the established traffic pattern on the berth highway and drive in the correct lane on right side of double yellow line.
 - b. In the parking area, please park in a designated space.
 - c. Do not follow closer than one Straddle Carrier/Shuttle Truck length.
 - d. When the STS moves, the Gang bus must move with it.
 - e. Driving a Gang Bus under a Ship-to-Shore crane as a matter of convenience, either active or idle, is prohibited.

➤ **Gangwayman/Deckman**

- 1. Communications
 - a. Only the Gangwayman and Slinger may talk on the Crane Operator frequency. Supervisors may ask the foreman to give them a call, but side conversations between the Foreman and Supervisor may not occur on this frequency.
 - b. It is prohibited for the Foreman to circumvent the Gangwayman by calling out containers to the Crane Operator. This interrupts the process and generates unpredictability.
- 2. Preparations for Operations
 - a. If Gangwayman and Slingers are not present, crane operators are prohibited from discharging/loading containers or hatch covers.
 - b. The Gangwayman is the first person to find out if there are any Pin Bins that will be discharged.
 - c. The Gangwayman is responsible to check for damaged cell guides after the hatch covers are removed, before loading or discharging containers. If damage is found, inform the crane operator.
- 3. Operations
 - a. The Gangwayman's position is on deck to assist the Crane Operator. If the Gangwayman is not present, crane operators must wait. If support is needed, contact the vessel supervisor or the POV safety department (VIG: 650-0901/NIT: 635-4544).
 - b. When discharging the deck, it is critical to identify stuck pins to prevent lifting multiple containers at the same time.
 - c. During Blind lifts, the Gangwayman acts as the eyes of the Crane Operator to prevent lifting multiple containers.
 - d. The Gangwayman must be especially aware to ensure that twist locks are properly engaged with the speed bar, hatch covers, and flat racks with the ends up or down.

- e. Discharging Hatch Covers
 - i. Prepare for the hatch cover removal when deck containers are down to “one-high” and therefore have no pins.
 - ii. Ensure that Lashers have removed turnbuckles on the ends and that lashing gear will not impede the lift. Some hatch covers have turnbuckles attached that need to be laid flat.
 - iii. Ensure that hatch covers are clear of pins, wires, lashing rods, twist locks, or anything that might fall.
 - iv. Ensure that a container is not resting on the hatch cover.
 - v. Check forward and aft to ensure no 45s are blocking the hatch cover or are tight to the hatch cover.
 - vi. Verify that there are no Reefer cords across the hatch cover.
 - vii. Ensure that hatch covers are unlocked.
 - viii. CAUTION: When crane operators swap out, it is important to check that the vessel has not shifted because the hatch covers may no longer be aligned in the proper position with its hatch. This may cause the hatch cover to strike the vessel or containers on board. Inform the crane operator.
 - f. Any blind load requires the Gangwayman to observe in order to prevent striking cell guides OR having the head block strike a container already on the ship.
 - g. Twin picks require the Gangwayman to provide visual confirmation that the center twist locks are placed in the “down” position prior to performing the twin pick. If not, inform the crane operator to do so.
 - h. Anytime the hatch cover is being replaced, ensure the hatch cover does not crush cargo in the bay. Often containers are mis-coded and a high-cube may be sticking out and thus be crushed.
 - i. When a container is being loaded on top of a hatch cover, ensure it is locked to the hatch cover.
 - j. The Gangwayman is important while loading above and below deck, to ensure that all containers are “down.”
4. Maintenance Coordination
- a. When maintenance is working on the STS Crane, they are in authority. Crane operators, Gangwayman/Deckman, and Slingers must follow the directions of the maintenance technician until the maintenance technician releases the crane back to the operator.
5. Gang Bus
- a. Follow the established traffic pattern and drive in the correct lane on the right side of double yellow line.
 - b. Do not follow closer than one Strad length behind a Straddle Carrier.
 - c. No passing a MOVING vehicle of any kind.
 - d. Driving a Gang Bus under a Ship-to-Shore crane as a matter of convenience, either active or idle, is prohibited.
 - e. Do not park on the Ship-to-Shore crane tracks or yellow safety lanes.
 - f. In the parking area, please park in a designated space.
 - g. NIT: Gang buses are not permitted on the Strad Highway that connects NIT South to NIT North on the waterfront.

➤ Barge Operations

1. Preparation for Operations

- a. Ensure there is a life vest present for the Gangwayman and additional vests for any person who goes on the other side of the bull rail or for anyone who would like one. There are emergency life vests with the life ring on every crane.
- b. Ensure there is a Fall Protection Harness and Wand present to go aloft.
- c. Ensure there is a walking bridge or spreader bar cage to mount or dismount the barge.
- d. Ensure there is the correct lift basket in the event there is no semi-permanent platform to board the barge.
- e. Determine plan for unlashng 5&6 high containers (details on slide 5)

2. Mounting the Barge

- a. When using Forklifts with Lift Baskets, ensure operator has proper knowledge, instruction, and experience of where to place Lift Basket during beginning of operation as well as during wire moves or break-bulk moves.
- b. Spotter needs to be present to verify distance to the edge of berth. This is to minimize the potential gap that can be present between the lift basket and barge.
- c. Wait until forklift is at rest before any person steps onto or off the basket.

3. Beginning of Operation/Unlashing

- a. All gang members will assist with unlashng except for two Slingers to assist with checkers, traffic, pin bins etc.
- b. When unlashng any container that is 4 high or higher, there are to be 2 men handling the lashing rod. One to hold the base while raising it while the other helps “walk” it up. Once the rod is leaning against the container, the secondary man is to act as a spotter to ensure the rod holder does not trip and assist handling the rod if needed.
- c. When going aloft to unlash 5&6 high boxes, there will always be **2** men for safety/tying off reasons. One man needs to have a radio to be in contact with the Gangwayman.
- d. When unlashng 5&6 high stacks, there are two options.
 - i. Primary! Unlash **ALL** of the 5&6 high containers at the beginning of the barge OR
 - ii. Backup! Unlash the 5&6 high stacks each time the crane gantries to a new stack.
 - iii. If transferring from one 5&6 high stack to another, remain in the cage on the spreader bar until safely landed on the container stack. Once aloft: the lashers may re-enter the cage and be lifted off of the current stack for gantry to the next stack to be unlashng OR the lashers may re-enter the cage, be lowered to the dock, step out of the cage, wait for the crane to gantry, re-enter the cage and be transported back on the next 5/6 high stack.

4. Barge Foreman Duties

- a. If the foreman is not present to assign/monitor moves, the operation will stand-by and wait for instructions.
- b. Assign container locations on the barge and monitor operations in the yard
- c. The Foreman communicates with the gangwayman about specifics of the job; where containers are planned to be landed and what freight is coming off of the barge.
- d. The Foreman may not communicate with the gangwayman on the crane operator’s channel. Only the slinger, gangwayman and crane operator may talk on the working channel.

5. Barge Gangwayman Duties
 - a. Remain on Barge throughout the entire Operation
 - b. Watch the operation to alert the crane operator of any risk of damaging any containers or break bulk freight.
 - c. Only the slinger, gangwayman, and crane operator may talk on the working channel.
 - d. Communicate with the crane operator and slinger throughout operation via radio; ensure there is no outside chatter on crane operator frequency.
 - e. Do not instruct crane operator to begin working until the entire hatch has been cut loose at the beginning of the job.
 - f. Ensure containers are being placed in their proper location.
 - g. Ensure containers are properly locked in place with no loose pins.
 - h. When necessary, obtain a general longshoreman to setup the deck of the barge with pins via radio.
 - i. Radio for a general longshoreman to assist with bad twist-locks throughout the operation.
6. General Longshoreman (If added)
 - a. Setup of the pins on the deck
 - b. Be a second set of eyes on the other side of containers for the gangwayman.
 - c. Secure/cut loose pin bins with wires on bow of barge.
 - d. Help with bad locks throughout the operation and also utilize lashing rods to unlock bad pins to allow gangwayman to continue communication with crane operator.
 - e. Responsible for broken or bad locks on 5&6 highs.
 - f. Begin lashing boxes throughout operation to speed up finishing time.
 - g. "Richmond express" - go into hold to unlock pins.
7. Specifics for the "Columbia Barges"
 - a. All gang members will assist with unlashings except for two Slingers to assist with checkers, traffic, pin bins etc.
 - b. At the end of the operation, lashing will be performed by the ship and dock gang.
8. Specifics for the "Richmond Express"
 - a. The Gangwayman's Life Jacket will be worn during the ENTIRE operation.
 - b. If the deck needs to be setup, a general longshoreman will be utilized.
 - c. Unlash/setup pin bins at the bow of the barge with the help of a general longshoreman.
 - d. A general longshoreman is to setup the deck pins/ self-locking pins in the "hold" of the vessel.
 - e. At the end of the operation, a general longshoreman will setup pin bin wire gear on the dock to be loaded onto barge. Once the pin bin is at rest, a general will unhook the pin bin on the barge.

➤ **Lashers**

- I. Preparation for Operations
 - a. The primary risks of lashing include being struck by falling objects, trip/fall hazards, fall hazards, and soft tissue strain.
 - b. Personal protective equipment. Safety shoes, hard hat, ANSI-2 Vest/Shirt, and work gloves are required. The use of high visibility vests have proven their value in alerting

- crane operators to the presence of workers on deck. The vests are available in a pull-away “Velcro” version to provide a snug fit and avoid snags.
- c. Loose gear left on deck is a trip hazard. It can block exits and may fall from elevated positions to decks below. This issue must be corrected before lashing can begin and must be addressed during the pre-work vessel inspection.
 - d. Park the gang bus in lane one at the stern of the vessel. If this is blocked or unsafe, park on the leg of the STS Crane and leave keys in ignition.
2. Lashing Operations
- a. Work in pairs. Partners may be needed to assist with moving heavy gear, placing lashing rods into position, and securing turnbuckles. Assistance is also needed, at times, when using actuator poles to unlock twist-locks in the uppermost tiers.
 - b. Keep loose lashing gear organized and out of working areas. Stack gear not being used neatly in designated areas.
 - c. Do not leave lashing rods or actuator poles “hanging” or unsecured. Lashing gear shall be immediately secured or lowered to the deck so it is not freely hanging from the corner casting or twist-lock.
 - d. Do not permit any person within the length of a lashing rod where lashers are working in the event that a rod slips from a lasher’s grip.
 - e. Employees shall not walk or work in the aisles adjacent to a container bay being loaded or discharged.
 - f. Employees shall not walk or work within three container bays outboard of an active hatch, so that at no time are containers moving overhead or in a position where a twist-lock could fall and strike the lasher.
 - g. When a pin is stuck during 4/5/6/7-high operations, use the cage of the spreader bar to bring the lasher into position.
3. Procedure for working within three feet of the container edge when exposed to a fall of eight feet or more.

ORDER OF OPERATION	TITLE	DESCRIPTION
1	Foreman and/or Supervisor	Supervise Two longshoremen as they prepare to go aloft. Verify trained with Wand system.
2	Two employees going aloft	Obtain an approved harness, self-retracting web lanyard (SRL) fitted with a double lock snap and a maximum arrest force of 900 lbs, and a Yellow Container Top Lock Anchor Wand.
3	Two employees going aloft	Inspect harness, SRL, and Wand prior to use. (i.e. Visual cracks, welds, hand grip, functionality of jaws and tie-off anchor plate.)

4	Two employees going aloft	Take Handheld Radio. Enter Spreader Bar Cage and be careful to not hit E-Stop.
5	Person Performing Work	Connect the SRL double lock snap to the anchor eye on the head of the wand.
6	Person Performing Work	Before approaching the corner casting pull out sufficient web lifeline to enable reaching a full arm's length with the wand.
7	Person Performing Work	Rotate the head of the wand slightly so that the anchor jaws are parallel to the top opening hole of the casting.
8	Person Performing Work	Approach corner casting at a 45 degree angle. The user must stay at least 3 feet away from edge.
9	Person Performing Work	Squeeze the handle partially while inserting the locking jaws into the corner casting.
10	Person Performing Work	Before work starts the wand handle must be lifted without squeezing the handle to verify that the head is locked into the corner casting.
<p>AT NO TIME IS THE WORKER TO BE CLOSER THAN 3 FEET FROM AN EDGE UNLESS THE WAND IS ENGAGED.</p> <p>AT NO TIME IS THE WORKER ALLOWED TO WORK MORE THAN 8 FEET AWAY FROM THE ANCHOR POINT.</p>		
11	Person Performing Work	After finishing, do not unlock wand from corner casting until at least 3 feet away from the edge.
12	Person Performing Work	Squeeze the release handle and remove the wand
13	Person Performing Work	Back away from area and return to operations.
14	Person Performing Work	Inspect and store. Report any issues.

4. Procedure for fall rescue with the Container Top Anchor Wand System.

1	AOM/Superintendent	Call 440-7070. Notify Vessel Manager that an employee has fallen.
2	Other aloft worker	Obtain Rescue Pole with rope and pre-attached hardware.
3	Other aloft worker	Be properly locked in with aloft gear to perform rescue.

4	Other aloft worker	Connect Large Hook on rope to Crane Spreader Bar.
5	Other aloft worker	Kneel or lay, extend Rescue Pole, Connect Carabineer into D-Ring located on the back of victim's harness and pull the Rescue Pole free.
6	Other aloft worker	Double check to insure Carabineer is securely attached to the victim D-Ring.
7	Other aloft worker	Move to safe position to see both the victim and the crane operator.
8	Other aloft worker	Signal crane operator via radio to gently lift the victim and place him on the container top.
9	Other aloft worker	Release the rescue line and the Container Top Wand connected to the victim when safe to do so.
10	Other aloft worker	Ensure that victim is maintained in sitting position to guard against potentially fatal effects of Suspension Trauma. It is REQUIRED that victim stay in a sitting position for AT LEAST 20 minutes .
11	Other aloft worker	Ensure victim safety harness leg straps are loose enough to allow blood circulation. Release to first responders.

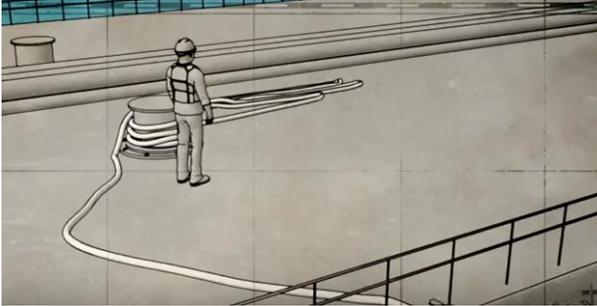
➤ **Line handlers**

I. Standard Terms

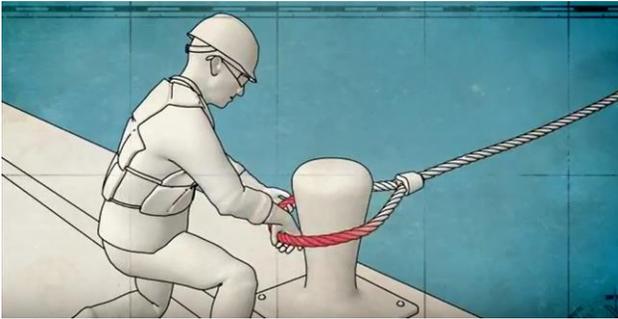
- a. Header – The line handler responsible for leading the team to accomplish the safe and efficient docking/sailing operations. The Header is also responsible for ensuring there is adequate transportation to the dock.
 - i. NIT North Header – Annette Stallworth (513-2303); Assistant Header – Roderick Harrison (404-3564)
 - ii. NIT South Header – Sonya Baker (338-1992); Assistant Header – Billy Robbins (869-8764)
 - iii. VIG Header – Diane Grant (971-4088); Assistant Header – Renee Johnson (503-4882)
 - iv. NNMT Header – Andrea Harrison (696-7789); Assistant Header – Terry Jefferies (739-0736)
 - v. PMT Header - ; Assistant Header
- b. Line handlers – Group of employees who ensure that each vessel is safely and efficiently moored to the dock, in all weather conditions, 24/7. Line handlers are an important part of the Port of Virginia operation and represent the port as the first employees to be seen upon arrival of vessels and the last to be seen upon departure.

- c. Bow - the forward part of the hull of a ship or boat, the point that is most forward when the vessel is underway.
 - d. Stern - the rear section (or aft) of a ship
 - e. Moored – To fix or tie-down a vessel to one place such as a bollard or cleat with lines, cables or chains.
 - f. Bollard – A strong nautical post for mooring vessels.
 - g. Cleat – A device with two projections pointing in opposite directions to which a line can be tied to secure a vessel.
 - h. Heaving Line – A light weight line with a heavy knot or other weight near the end that is attached to the heavy mooring line. The heaving line is thrown by the vessel crew onto the dock surface so that line handlers may pick it up and pull it until safely gaining access to the mooring line.
 - i. Mooring Line – A heavy gauge material line that is used to secure vessels to the bollard or cleat. Head lines, Spring Lines, and Breast Lines are Mooring lines.
 - j. Head Line – This is the mooring line that extends from the bow or stern of the vessel and is secured diagonally to the bollard or cleat. While being attached to the bollard, line handlers must exercise caution to not step on, or reach between the bollard and line, or even touch the line as the vessel will tighten the line with a winch. When this occurs, significant force from the winch is used to tighten the lines.
 - k. Spring Line – This is the mooring line that extends from the side of the vessel on a diagonal to a bollard or cleat. The same caution must be exercised as used with a Head Line.
 - l. Breast Line – This is the mooring line that is rarely used and extends from the side of the vessel straight to the dock, not on a diagonal.
 - m. Pig Tail – The piece of rope attached to the heaving line and mooring line.
2. Vessel Pre-Arrival
- a. Vessel less than 600 ft.
 - i. 4 persons to dock – 2 at stern and 2 at bow.
 - ii. 2 persons to sail – 1 end of the vessel at a time.
 - b. Vessel more than 600 ft.
 - i. 6 persons to dock – 3 at stern and 3 at bow.
 - ii. 4 persons to sail – 2 at stern and 2 at bow.
 - c. All vessels shifting without a tugboat shall have a minimum of six line handlers.
 - d. Final time for personnel to decline a job is 30 minutes prior to vessel arrival and header must find a replacement.
3. Line handler Arrival at Terminal
- a. Pick-up the forklifts
 - i. To operate a forklift, operator must be certified by HRSA
 - ii. Line handlers will have experience in the ground position before performing the forklift position. Only the header may waive this requirement.
4. Key Safety Procedures
- a. Priority #1 is to ensure a safe working space to secure the vessel.

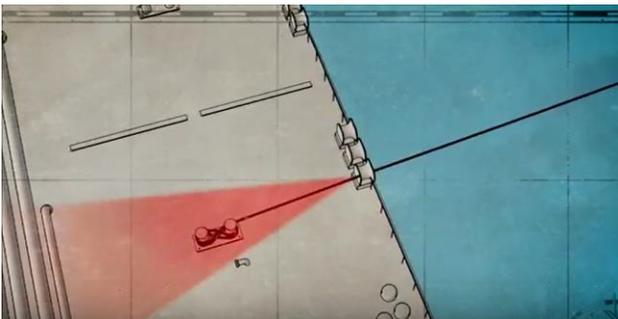
- b. Arrive at the job location with proper safety gear to include ANSI-2 safety vest and hard hat, safety shoes, gloves, and a USCG approved floatation vest. The PFD is also required even when driving the forklift and the snap must be secured.
- c. Watch your step and use the issued hard-hat light.
- d. Do not operate off-shore between the mooring lines or heaving line of the vessel being secured.



- e. **DANGER:** NEVER step “in the bite” of the line. This means that if there is a slack line, never step in the area that the line would travel if tension were applied without notice.



- h. **DANGER:** NEVER place hands in a pinch point.



- g. **DANGER:** Remain clear of the snapback zone because if a line parts or snaps, the energy is dangerous.
- h. Keep feet clear of entanglement with the lines at all times.

5. Docking Administrative Items

- a. Headers must check Marine Radios in and out at the Equipment Distribution Center at NIT and the security front desk at VIG.

- b. Line handlers will wait in the assigned vehicle at the designated “foot-mark” on the dock that is communicated to the Header by the Port Master.
 - c. Contact the Docking Pilot via Marine Radio and inform them that line handlers are in position. [Moran 65a or 80a // McAlister 9 or 10 // Ship-to-Ship 13]
 - d. NIT: Confirm the footmark the vessel is scheduled to berth and if there is a conflict, contact the Vessel Operations Supervisor.
 - e. VIG: Confirm the footmark the vessel is scheduled to berth and if there is a conflict, contact the harbormaster, the Vessel Operations Manager or the Vessel Operations Assistant Manager in addition to the Vessel Operations Supervisor.
 - f. The pilot guides the vessel to the berth/pier with tugs to assist the vessel to the assigned “foot-mark.”
 - g. If the vessel is not at the correct footmark, instruct the Docking Pilot to move the vessel to the correct footmark.
6. Linehandler Forklift Operations
- a. Never assume that the forklift is seen by operators of other equipment.
 - b. Maintain a safe speed appropriate to the task. For example, when near or under the STS, the maximum speed for a forklift is a walking pace.
 - c. Do not park in the yellow area that marks STS crane rails.
 - d. If any load obstructs the forward view, drivers will travel with the load trailing or obtain a spotter.
 - e. Forklifts will move along the dock on the Berth Highway.
 - i. Forklift operators may also use lane 1 when moving between cranes that are working the same vessel, but must obtain the permission of the Slinger before transiting under an adjacent crane.
7. Linehandler Vessel Docking Operations
- a. When line handlers request that maintenance move a crane to enable a safe working surface to secure a vessel, the crane will be promptly moved.
 - b. The crane may not be moved over a vessel to prepare for operations while line handlers securing the lines for the vessel. Since the gangway needs to be lowered and nets set, there is sufficient time to move the crane after the line handlers have secured the vessel.
 - c. Line handlers will ensure vessel crews acknowledge their presence before handling lines on each end of the vessel.
 - d. Once the vessel is along-side and ready to throw the heaving line, pre-staging containers in lanes 1 and 2 will stop until the vessel lines are secured. In addition, Straddle Carriers or Shuttle Trucks may not proceed within 25 feet of a line-handler at any time. Crane Operators are prohibited from moving an STS Crane over a vessel that is being secured.
 - e. The Heaving Line is thrown to the surface of the dock. Linehandlers will maintain at least two lanes of space from the off-shore crane rail while the heaving line is thrown to prevent being struck. Establish eye contact with the vessel crew member and then point to the location where the heaving line should be thrown. If a crew member ever throws the heaving line directly at a line handler, call the Port Police at 757-440-7070. If further action is necessary, call Ron Babski 635-4544.
 - f. The ground linehandler will then begin to pull the heaving line toward the dock, which will then give way to the mooring line as it is pulled in.

- i. If the mooring line is too heavy to be pulled in by the line handler to the forklift on the dock, attach the Heaving Line to the forklift and use the forklift to bring the Mooring line to the dock.
 - g. Immediately untie the heaving line from the mooring line before securing the pig tail to the forklift. Prior to securing the pigtail to the forklift, be sure to be on the land-side of the lines.
 - h. Warning: Do not place hands/arms on or near the mooring lines when retrieving the heaving line until the vessel crew clearly acknowledges Linehandler intended actions.
 - i. The line handler then removes the mooring line(s) from the forklift and places the Mooring Line onto the bollard or cleat.
 - j. These steps are repeated until all lines are given by the vessel crew and the vessel is secured to the dock.
 - k. When one linehandler is untying the lines, the other linehandler must continuously watch the vessel crew to protect against unplanned actions.
 - l. Do not stand or lean on Bollards or mooring lines at any time.
8. Linehandler Vessel Sailing Procedures
 - a. Line handlers will wait at the vessel to be sailed. If a vessel has not completed operations at the time the lines were ordered, the line handlers will wait until the vessel operation is finished before proceeding to the berth.
 - b. Caution must be taken when removing the lines from the bollard or cleat.
 - i. Ensure the lines are completely slack before pulling on the lines.
 - ii. Before pulling the line from the bollard or cleat, be careful to pull **ONLY** at the open part of the eye of the line and **NOT** place hands too close to the bollard or cleat.
 - c. Contact the Sailing Pilot via Marine Radio and inform them that line handlers are in position. [Moran 65 or 80 // McAlister 9, 10, or 77 // Ship-to-Ship 13]
 - d. Once the Mooring lines are slackened, the line handlers remove each line from the bollard/cleat in the order slackened by the vessel crew.
 - e. This action is repeated until all mooring lines have been removed from the bollards/cleats and the vessel is released from the dock.

➤ Rail Operations

1. Supervisor safety talks are required with on-dock rail workers at the beginning of each shift. The talk must include the layout of the yard, expected rail activity, and individual equipment/vehicle operators' responsibility for controlling speed and maintaining a safe distance from on-dock rail operations. Supervisors are also responsible to notify all rail employees of scheduled and unscheduled rail movement.
2. No use of cell phones or personal electronic devices, to include wearing a headset/blue-tooth/ear buds while **OPERATING** a **MOVING** vehicle/equipment **OR** while on foot within 25 ft. of cargo operations. In addition, this restriction is further applied to being on a train engine or performing safety related activities and includes magazines, newspapers, and other literature not related to official duties.
3. **DO NOT** crawl beneath rail cars or attempt to mount moving rail cars.
4. Communications

- a. POV employees who work in the rail operation and make a transmission must first identify their job function and receive acknowledgement.
 - b. Radio communication for shoving movements must specify the direction and distance and must be acknowledged when the distance is more than four cars. Movement must stop within half the distance specified unless additional instructions are received.
 - c. POV employees who work in the rail operation and receive a transmission must repeat it to the person transmitting the message unless the communication does not contain any information, instruction, or advice that could affect the safety of a railroad operation.
 - d. POV employees who work in the rail operation and do not understand a radio communication or who receive a communication that is incomplete must not act upon the communication and must treat it as if it were not sent. **EXCEPTION:** An employee who receives information that may affect the safety of employees or the public or cause damage to property must take the safe course. When necessary, stop movement until the communication is understood.
5. Signals
- a. Ring the engine bell before moving, as a warning signal when necessary, when approaching men or equipment on or near the track.
 - b. When approaching public crossings at grade with the engine in front, sound the locomotive horn and/or bell at 15-20 seconds prior to the crossing in the pattern of 2-long/1-short/1-long. Be prepared to stop.
6. Rail car movement
- a. The locomotive operator and the employee protecting the movement will conduct a briefing concerning protection of the move.
 - b. Locomotive operators must ensure that brake air compressors are operable, connected, and checked. Never pull a “stick” of cars without having air brakes connected and charged.
 - c. Ground man must be in position to provide visual protection of equipment being shoved and may not engage in unrelated tasks while providing protection. Ensure the track to be used is clear of equipment or conflicting movements prior to movement. Ensure switches and derails are properly lined. Ensure the track will remain clear to the location where movement will be stopped.
 - d. The maximum speed is 7 MPH, either loaded or empty.
7. Road Crossings
- a. For crossings without gates that are lowered or flashing lights, an employee must be on the ground at the crossing to provide warning until the crossing is occupied.
 - b. Ground person/ flag person must ensure that all traffic has stopped before allowing rail cars to enter intersection, without standing in the direct path of oncoming vehicles.
 - c. Ground man shall park the pickup truck at the intersection. He/she shall wear a reflective vest and use a high intensity stop sign to assist in visibility and signaling, day and night.
 - d. When practical, a standing train or switching movement must avoid blocking a public crossing longer than 10 minutes.
8. The requirements for worker safety lanes during on-dock include sufficient width to allow workers to walk safely around all mobile equipment and moving vehicles without stepping into oncoming traffic, and permit equipment operators to work without endangering on-dock

workers; Safety zone lines marked with reflective paint or other highly visible markings under all working conditions, including at night and in inclement weather; A flagperson to direct mobile equipment and moving vehicles; and speed limits for mobile equipment and moving vehicles in traffic lanes passing close to active rail operations.

➤ **Landbridge**

1. PPE required at all times is ANSI-2 Vest, Hard Hat, safety shoes, and reflective pants.
2. Never assume that a Reach-Stacker, pickup truck, or Hustler sees you.
3. Both Landbridge workers will have a radio to communicate with the RTG/Reach-Stacker operator and Checker.
4. Before crossing an unprotected track, stop and look both ways. All crossings are to be considered as “live”.
5. Do not stand on the track in front of an approaching engine, car, or other moving equipment.
6. Protecting workers on rail tracks.
 - a. The code of federal regulations (49 CFR 218.29) requires that when workers are on, under, or between rolling equipment on any track, access to the track must be restricted.
 - b. A derailer must be placed at least 150 feet from the nearest rail car and must be locked in a derailing position with an effective locking device.
 - c. If the de-railer is already locked up by another group (TTX), apply an additional lock to ensure that the derailer is not removed while work is still in progress.
 - d. In addition, a blue light or flag must be present during the day and a blue light at night must be displayed at each derail.
 - e. Derailers/blue lights/flags may only be removed by the Landbridge workers who placed them. If there is another lock preventing removal of the de-railer, then simply remove your lock and leave the de-railer and flag alone.
 - f. There is a key to the locks on each of the Landbridge truck keys and the supervisor also has a key.
7. Work as a pair and work one set of tracks at a time.
8. Walk between the three-foot wide safety zone provided along the side of each track and the edge of the concrete next to the track.
9. Use the ladder and proper (3-point) climbing technique when mounting or dismounting rail cars. Caution: rail cars have different ladders in length, width, and rung spacing. Watch your step. When climbing a ladder, two feet and one hand OR one foot and two hands should be on the rungs of the ladder.
10. Jumping onto or off of rail cars is prohibited.
11. Shimmying along the side of rail cars is prohibited.
12. If a railcar catwalk or ladder is found to be damaged, report this to the supervisor who will report it to TTX for repair. In this case, continue to work with caution.
13. Railcar catwalks are often damaged...be careful. The area can also be slippery from water, snow, oil, or grease.
14. Immediately report any leaking container or tank to the supervisor and **stay away** until it is determined to be safe.
15. When a live reefer is found with a GENSET that is not running, immediately report this to the AOM.

16. Maintain at least one full rail-car of spacing from a Reach-Stacker/RTG when ramping or de-ramping containers is in progress.
17. When de-ramping, make sure all pins are **completely** unlocked.
18. If a twist-lock/pin is dropped, pick it up and place it in the proper location. These pins can cause injury or equipment damage if they are run over.
19. During load-back (“ramping”), ensure that containers are placed correctly in the railcar well, resting properly on the pins. Visually inspect all railcars to ensure that each container is seated properly and locked before notifying the AOM that a track is ready to be pulled out of the CRY or VIG rail yard.
20. If a pin is not locked during load-back/Ramping of a 2-high container, stand back and give directions to the Reach-Stacker or RTG from a safe position.
21. When loading bulkhead cars, ensure that container guides are positioned correctly.
22. Railcar flippers must be flipped to the closed position. If not, the containers can slide inside the well during transit, possibly damaging the freight and/or the railcar.
23. TTX Operations
 - a. Notify the rail AOM before entering and leaving the NIT CRY/VIG rail yard.
 - b. Stay at least 100’ (2 wells) away from the Reach-Stacker while loading/unloading is in progress.
 - c. Parked vehicles will have flashers or beacons on when in the NIT CRY/VIG rail yard.
 - d. Workers will ensure that VIT rail yard employees are not exposed to the welding arc.
 - e. TTX Understands that any deviation from these procedures will result in a two week suspension of the privilege to conduct repairs in the NIT CRY/VIG rail yard and that three such violations in a 12 month period will result in a cancelation of this activity.

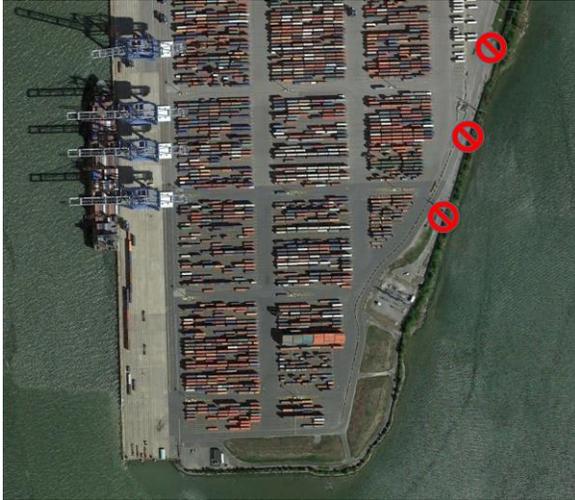
➤ **Reach-Stacker/Top-Loader/Side-Loader**

1. Complete an Exterior Inspection before use. Ensure there are no leaks and that the tires and lifting belts/chains are in good condition.
2. Complete an Interior Inspection before use. Ensure that the following items are in good working condition: seatbelt, horn, brakes, wipers, and lights. Also raise the bar and look at the rotation and condition of the lifting belts and chains. With a heat index above 90, if external dust is a factor at the PPCY, an air conditioner is required. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected. Wipers are not required unless it is actively raining except in hot and dry conditions when dust will be a factor. Lights are not required for daytime operations.
3. No passengers unless there is a jump seat.
4. The Top-Loader maximum wind speed for stacking containers more than 2-high is 30 mph. The Side-Loader maximum wind speed for moving or stacking containers is 25 mph.
5. DANGER: In the event of a tip over, do not attempt to jump from the machine. Remain in the cab with the seat belt fastened.
6. DANGER: Do not allow pedestrians to walk under a suspended load or to walk between a machine and its load or other physical obstruction.
7. Before moving, always double check for pedestrians or equipment. Look Left AND Right AND Behind before backing up. Do not rely on cameras or mirrors when backing up.

8. CAUTION: Please note that the machine must be moving before starting a turn. Turning at zero speed will damage the steering system.
9. If the load blocks the operator's line of sight, the machine must be driven in reverse.
10. The transport position is with the bottom of the container level to the operators line of sight with the mast tilted backwards for the Top-Loader/Side-Loader.
11. Approach container stacks straight on from a 90 degree angle.
12. WARNING: Risk of tipping over! The spreader-bar, with or without load, may only be lifted higher than the transport position when stacking.
13. When lifting a container, start slowly and then accelerate as necessary.
14. The primary danger when handling containers is flipping over.
 - a. WARNING: To remove a container from the stack, verify a green locked light, lift until it is definitely clear (approximately two feet) from the container below, tilt the mast slightly backward, and then back up until clear of the stack and stop. Then lower the container to the traveling position before moving left or right.
 - b. When taking a loaded container to the stack, raise/lower the container for travel and approach the stacks until close to the stack. Then stop, hoist, and move slowly forward to place the container in the stack. While stacking, when the machine is moved with the spreader-bar raised, the brakes must be applied gently and carefully. If equipped, using the coaster brake is a good technique.
15. When moving with a 40 foot container, use extreme caution for obstacles in the surrounding area.
16. DANGER: When loading or unloading a container or other type of freight, ensure that pedestrians are NOT standing next to the load such that it could roll and strike the person.
17. DANGER: When loading or unloading a container, ensure the motor carrier is either in the cab or by the front bumper. Do not permit the driver to stand next to the container where it could roll and strike the driver.
18. When lifting a container off of a chassis, raise the rear slowly to ensure the pins are unlocked, slide the container off of the pins and the gooseneck, and then continue to hoist.
19. After loading the container onto a chassis, cassette, or bomb cart, unlock and then raise the bar slowly to ensure it is clear of the container. If the pins are sticking and the container is lifted, it can release and fall, causing damage to the vehicle/container.
20. Ground Man
 - a. At NIT, VIG, and PMT, be in a position to act as the operators "eyes on the ground". If a ground man is not present, the operator may not load/unload containers.
 - b. Assist in spotting the Hustler/UTR in the correct position to allow loading /unloading containers.
 - c. Assist the operator with crossing the breaks as well as parking the machine in the correct slot at the end of each job.
 - d. Be aware of immediate surroundings to assist the operator in safe travel
21. When traveling, place an empty bar in the 20 foot position unless remaining in the immediate area within plus/minus three container stacks or rail cars. Do not travel with the bar turned 90 degrees (parallel to the direction of travel).
22. When moving from one operational area to another, Reach-Stackers/Top-Loaders/Side-Loaders will ensure a ground man provides escort, or they may not move. The Ground man will maintain two-way radio contact with the operator and will drive within 100 feet of the

machine and will be attentive to assist the operator identify obstacles. At PMT/NIT, be particularly cautious for power line and vertical obstacle clearance.

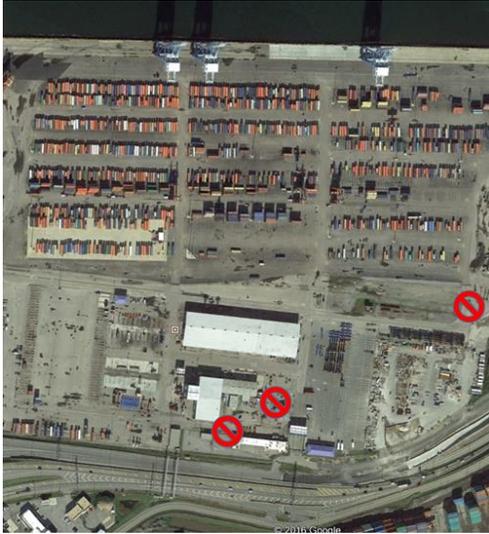
23. NIT: DANGER: Sideloaders/Top-Loaders/Reach-Stackers / Straddle Carriers are prohibited from using the South Berth south access road that becomes Railroad Avenue. High Voltage power lines make this path unusable.



24. NIT: DANGER: Transit route for Reach-Stackers from CRY to Cargo/CFS



25. PMT: DANGER: Sideloaders/Top-Loaders/Reach-Stackers are prohibited from crossing Seaboard Avenue near the 500 rows at the East End Access Road next to old Maersk building. High Voltage power lines make this path unusable. This equipment is also prohibited from traveling behind the maintenance building (401).

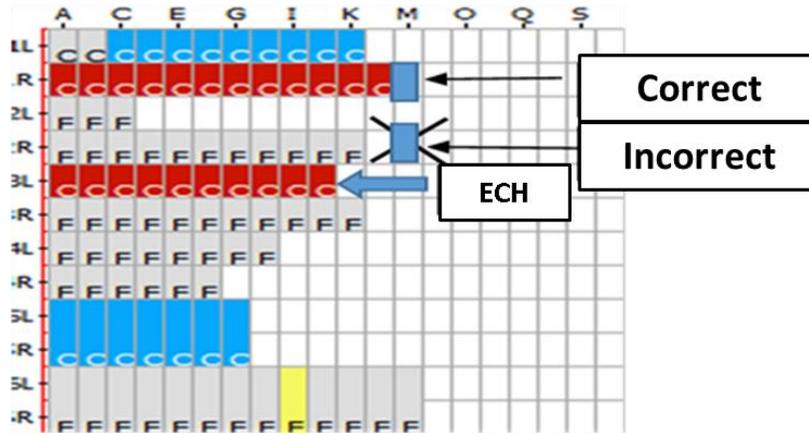


26. At the end of each shift, park the Reach-Stacker/Top-Loader/Side-Loader in an approved parking space on a flat surface, apply the parking brake, tilt the mast slightly forward, retract the bar and lower the bar to the ground or lowest possible position, set the parking brake, idle for 30-60 seconds and turn ignition switch to off.
27. NIT RAIL: The Supervisor may not send an RTG or Reach-Stacker to a track until notified by Landbridge that the track is clear.
28. NIT RAIL: Ensure any double-high container is clear on all four corners before de-ramping.
29. NIT RAIL: When de-ramping, ensure the boom is all the way IN so that the machine and cab will remain on the ground.
30. NIT RAIL: Do not reach over one container to pick-up another container.
31. NIT RAIL: Do not exit the Reach-Stacker to free a stuck pin on a RAIL CAR container. That is the job of the Landbridge workers.
32. NIT RAIL: Do not exit the Reach-Stacker to free a stuck pin on a CHASSIS. That is the job of the Ground man.
33. NIT RAIL: WARNING: Report any live reefers that are not running to the rail AOM.
34. NIT RAIL: When a 40 foot container is being loaded on top of two 20 foot containers, if the 20s are not properly seated in the rail car, remove the top container and re-adjust the 20s. Under no circumstances, may the bar be used to force the top container down onto the 20s in an effort to get them to seat.
35. CARGO/CFS/OOG: Only lift one flat rack at a time unless they are double banded or chained.
36. CARGO/CFS/OOG: When lifting cargo, spotters and any other employees must stand on the ends of the load, clear of any direction a load may fall or roll.
37. CARGO/CFS/OOG: Ensure the Ground man is present before handling freight. Always have either visual or verbal communication with Ground man. Do not work more than one operation at a time splitting up the operator from Ground man.
38. CARGO/CFS/OOG: When carrying a 40' container or when the bar is open to the 40' position, use extreme caution for obstacles in the surrounding area.

- 39. CARGO/CFS/OOG: Use extreme caution to ensure clearance from the securing gang, accompanying equipment, OTR trucks, and foot traffic.
- 40. CARGO/CFS/OOG: Remove all lifting straps from the spreader bar at the end of the day.
- 41. PPCY: Side Loader Operators with a container who are waiting for a motor carrier to pull forward must ensure that the container remains outside the edge of the jersey walls that mark the edge of the main roadway.
- 42. PPCY: Side Loaders may only discharge/remove containers to/from a motor carrier from outside the Jersey Walls that mark the edge of the main roadway.
- 43. NIT SOUTH EMPTY BLOCK STOW: The NIT South Empty Container (ZS) Block Stow is used for the receiving, delivering, and routing of empty containers. The ZS lot is divided into two sides, ZS1 and ZS2.
 - a. ZS1 works from the North to the South A-K
 - b. ZS2 works from the South to the North A-L
 - c. The ZS lot also includes the B-Pad rows 23-25.
 - d. Containers are stacked 4 high in both sides of the block stow.
 - e. The ability to work both over-the-road truckers and vessels is the reason for having two sides to the block stow. These rows are used for staging containers that are routed to a vessel.



- 44. NIT SOUTH EMPTY BLOCK STOW: OTR Traffic Flow
 - a. OTR trucks shall enter the ZS1 or ZS2 area as directed by the checker.
 - b. A queued OTR truck must remain at least 40' away from where the ECH is working. At no time, shall an OTR be queued next to a row where an ECH is working.
 - c. OTR Drivers are responsible for unlocking their pins and then standing next to the front bumper of their truck, prior to the ECH locking into their container. If there is a problem unlocking a pin, signal the operator and Ground man.
 - d. OTR drivers failing to following instructions will be directed to the AOM on duty.



45. NIT SOUTH EMPTY BLOCK STOW: Upon receiving the container, drivers will lock their pins. After securing pins, they will exit per the below diagram.



46. NIT SOUTH EMPTY BLOCK STOW: Checkers are provided with a map of the block stow and a list of ship line containers that are being accepted for that particular day.

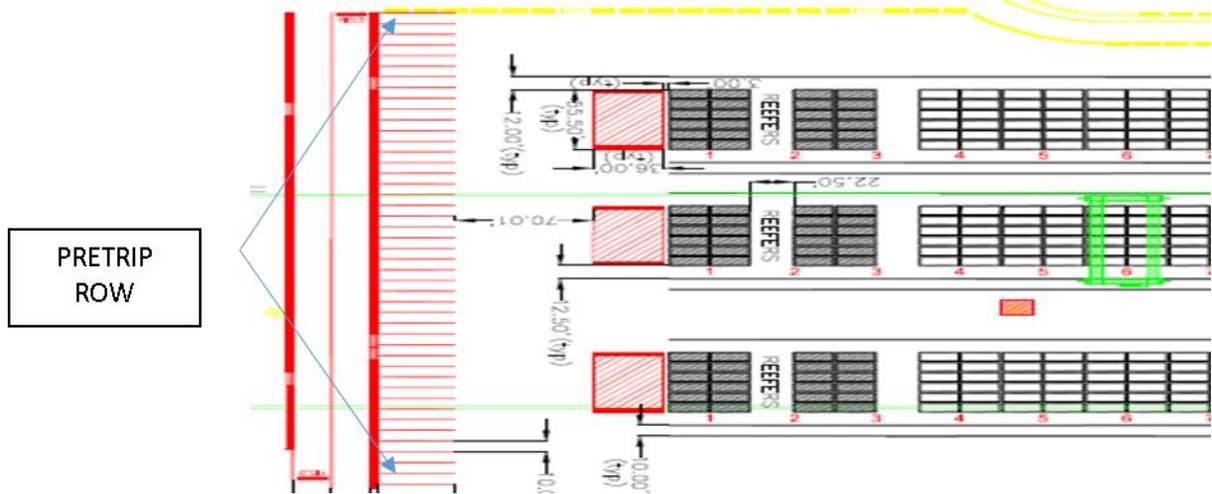
- a. Stack containers in the designated rows on the cover sheet.
- b. If you run out of room in a row, call the AOM before starting a new row.
- c. Do not stack containers in front of rows that have been routed to a ship.

47. NIT SOUTH EMPTY BLOCK STOW: Checkers are responsible for ensuring truck drivers stop at the south berth entrance road stop sign.

- a. The Checker then looks at the OTR's ticket and verifies that they are in the correct location and the container they are picking up or delivering is in the ZS block stow.
- b. When truck drivers are picking up a container, they can receive any requested container from an un-routed row of containers. Upon exiting the terminal via the outbound portal, the transaction will be updated with the container received from the ZS lot.
- c. Checkers will communicate via radio to the Side-Loader operators regarding which row the next container is going to or coming from.
- d. Checkers are responsible for coordinating with either rail or vessel straddle carriers.

48. NIT NORTH EMPTY BLOCK STOW: North Empty Container Block Stow (ZE) reefer per-trip operation. The traffic pattern for hustlers and OTR's will be from North to South.

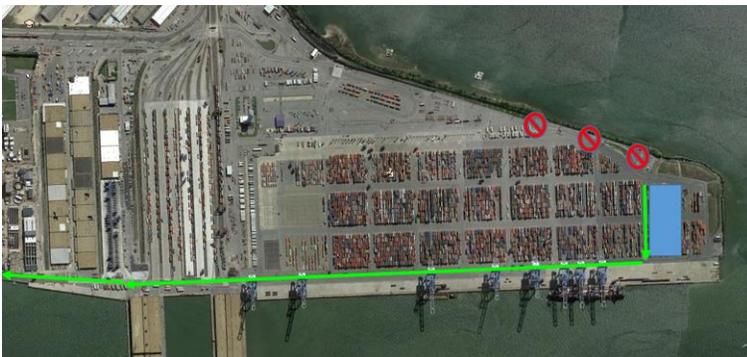
- a. There are two exits for hustlers and OTR's, the first between Stack 3 & 4, the second between Stack 11 & 13.
- b. Hustler and OTR drivers are not allowed to exit at any point South of Stack 3 & 4.

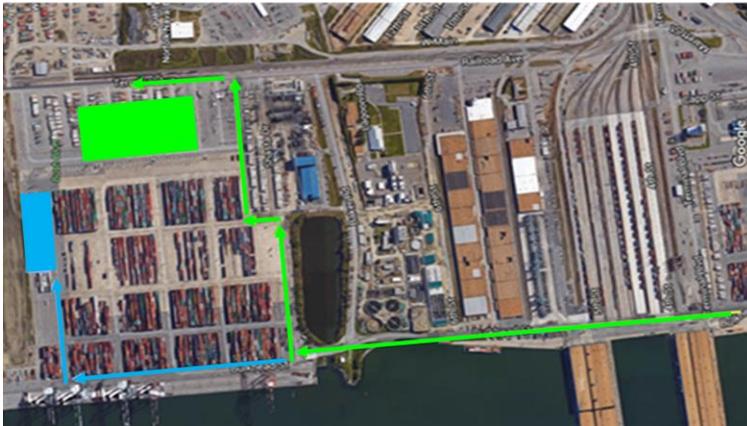


- c. Ship lines will request to arrange reefers for pretripping at NITOCC@VIT.ORG
 - i. OCC-ILA (TOS Clerk) will update the containers with SS2: MOUNT, SS3: PTRIP.
 - ii. The mounting paperwork will be issued to the RTG block stow checker
- d. Work Order Hustler Drivers will bring bare chassis to the RTG stack for reefer mounting.
 - i. The RTG Ground man will spot the hustler and verify the twistlock pins are set.
 - ii. The RTG checker will call out the container to the RTG operator and the unit will be lifted from the stack and mounted to the chassis.
 - iii. Once clear, the RTG Ground man will signal the hustler driver to pull forward and then the RTG Ground man will lock the twistlock pins.
 - iv. The hustler driver will then park the reefer in PTRIP ROW (see below).
 - v. The M&R for that ship line will pull the unit to the wash rack (6th St) for structural inspection and steam cleaning.
 - vi. Once completed, the M&R will park the unit, preferably in the PRETRIP row.
- e. The M&R will send a list of containers that have passed structurally and have been steam cleaned to NITOCC@VIT.ORG. The NIT OCC will arrange to have these units stacked in the Genset Reefer area (ZE blocks 1-3) in order to finish the pretrip process.
 - i. OCC-ILA (TOS Clerk) will update the containers with SS2: GROUND on the list of containers.
 - ii. Paperwork will be issued to the RTG checker identifying the containers.
- f. Hustler drivers will enter the designated block from the North and the unit will be stacked by the RTG (doors facing North).
 - i. The RTG Ground man will unlock the chassis twist locks and spot the hustler driver.
 - ii. Once in position, the RTG operator will lift the unit and place it into the stack directed by the block stow checker.
 - iii. Stack height (Tier) is limited to two-high.

- iv. Once the stack is full, the RTG will gantry north and shall not reenter this area until directed to do so.
 - v. M&R mechanics set up cones on the North side of ZE Genset Reefer Block (ZE blocks 1-3).
 - vi. M&R notifies the OCC/TOS Clerk @ 440-7191 to initiate the “MEN WORKING” designation in XPS on the ZE Genset Reefer Block.
 - vii. Notify RTG work order gang that the area has “MEN WORKING” and entry is prohibited.
- g. Once the area is secure, M&R mechanics will finish the final stage of pretrip with nose clip gensets/generators and/or shore power.
- i. M&R trucks that are needed for parts and repairs will enter the red hashed block area (shown above) or between stack block 1 & 2.
 - ii. No trucks shall be parked outside of these areas.
 - iii. Once the reefer has met the required temperature and completed the PTRIP process, safety cones will be removed.
 - iv. M&R will notify OCC/TOS Clerk (440-7191) to remove “MEN WORKING” designation from the ZE Genset Block in XPS.
 - v. M&R will update each container in N4 under notes with “PTI DONE” or “PTI” with the date.
 - vi. M&R notify RTG work order gang that the “MEN WORKING” has been removed and entry is authorized.
- h. OCC/TOS Clerk will notify the RTG work crew which containers can be shifted back to the block stow.
- i. M&R will verify that the area is clear of workers and all reefers are unplugged from any nose clip genset/generator or shore power. Any power cord shall also be properly secured.
 - ii. The block stow checker shall call out the reefer to the RTG operator and the units will be lifted and shifted back to the main block stow stack (stacks 4-22).
 - iii. Any time the RTG needs to gantry, the Ground man shall be stationed on the RTG Operator’s blind side and shall guide the RTG Operator via the radio.

49. Side-Loader South-North Route





➤ **Rubber Tire Gantry/Transtainer**

1. Inspect all machines before use. Ensure there is no damage or leaks and that the following items are in good working condition: seatbelt, horn, wipers, all lights, and tires. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected. Windows must be clean and free of frost, condensation, etc. Also notify maintenance of any cracked windows. Wipers are not required unless it is actively raining.
2. Ensure ladders and stairs are not damaged before using them to climb the RTG. Report any damage or grease on the steps.
3. The Rail Checker, Ground man, and Landbridge will all have a radio to communicate with the RTG.
4. Before starting operations, scan the area to get an idea of the activity that is present.
5. The Operator is solely responsible for clearance from other objects when moving.
 - a. Visual search is the number one priority to prevent striking people or objects.
 - b. Establish communication with the Ground man before moving the RTG.
 - c. Be mindful that the brakes do not set immediately upon releasing the gantry handle and that the RTG will continue to roll a short distance after releasing the gantry handle.
 - d. Honk the horn when reaching any break or gap in the container stack to alert other vehicle or equipment operators.
6. Do not bring a container or empty bar over the cab of any vehicle.
7. The bar can never be too high. Ensure the bar and container can clear any obstacle.
8. If the hoist brakes fail, quickly trolley over the railcar to prevent dropping the container or bar on a translifter or Hustler.
9. When de-ramping a 2-high car, lift containers slowly and ensure that all pins are unlocked.
 - a. If the container appears to still be locked, trolley out so you can see the blind side...and accomplish a 6-inch rule lift and shift.
 - b. If a pin is stuck, set the container back down, call Landbridge, and then follow their instructions.
10. When de-ramping a bulkhead car, hoist slowly until the container clears the car completely to prevent snagging container guides and damaging the railcar.

11. When de-ramping reefers, lift slowly until able to verify that the Genset cable is not caught on anything.
12. When working a train on one track and the train on an adjacent track is being moved, “up and over” operations across the moving train are prohibited.
13. VIG Only: When working tracks 4/5/6, use caution for translifters when approaching the landside cut-through to the RBA.
14. VIG Only: When working tracks 1/2/3, ensure the tires of the RTG on tracks 4/5/6 are on the outside of the wide yellow line to prevent impact with the other RTG.
15. Secure the RTG’s when finished the same way each day. This means close the spreader bar to the 20’ position and hoist the spreader all the way up. Do NOT leave the cab E-Stop depressed!
16. NIT: RTGs will use crossover at East end of CRY to switch tracks and park at the West end of the tracks. RTGs will not be used on tracks 1, 6, 7, or 12. UTRs may not drive under a moving RTG.
17. Ground man
 - a. Be in a position to act as the operators "eyes on the ground". If a Ground man is not present, the operator may not load/unload containers.
 - b. Assist in spotting the Hustler/UTR in the correct position to allow loading /unloading containers.
 - c. Assist the operator with crossing the breaks as well as parking the machine in the correct slot at the end of each job.
 - d. Be aware of immediate surroundings to assist the operator in safe travel

➤ **Remote Operator Station (ROS)**

1. Accomplish the Lift and Shift procedure every time to prevent lifting over the road trucks.
2. Discuss the Pendulum effect as outlined in Operations ROS Training Document
3. When the container does not release from the chassis or becomes stuck on a pin, contact the landside supervisor for assistance.
4. In the event that assistance is needed with a container locking or landing issue, under no circumstances will an employee place their hands between a chassis and a container. If this activity is witnessed, the Safety Department and the Yard AOM should be notified immediately.
5. If there is an E-stop by the driver...please contact the landside supervisor for assistance. If driver steps off of mat, assess the situation before continuing.
6. Use the cameras to assess the situation and ensure each move makes sense. For example, use the cameras to ensure a 20’ container is not being placed on top of the cab. Also verify a safe operating environment (no driver walking in adjacent area.)
7. The use of cell phones and personal entertainment devices is prohibited in the ROS room when an operator is actively conducting remote operations.
8. Please be aware of the “Video game effect”...the forces being commanded cannot be felt...hard landings of containers have caused equipment damage to chassis, air bags, suspensions, 5th wheel, tires, etc.
9. OTR drivers from adjacent lanes may not enter an active lane for any reason, either speaking to the OTR driver in the lane or acting as a Ground man. If this occurs, ROS operators may cancel the move.

➤ **UTR/Hustler/Translifter**

1. Inspect all machines before use. Ensure there is no damage or leaks and that the following items are in good working condition: seatbelt, horn, wipers, lights, and tires. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected. Wipers are not required unless it is actively raining except in hot and dry conditions when dust will be a factor. Lights are not required for daytime operations.
2. Be sure to check the tires on trailer trains, chassis, and MAFIs. If the tires are in poor condition or there is any damage that would affect safe operations, do not use the equipment and inform the supervisor.
3. Modifying the wiring to charge any electronic device or connect to accessories is prohibited.
4. Please be sure to report bent mirrors to vehicle maintenance because they can cause a significant visual illusion.
5. Upon detecting a leak, pull over, and shut down.
6. Upon entry or exit of a warehouse, blow the horn.
7. Ensure the 5th wheel is locked. After engaging a chassis, be sure to pull forward and hear the “click” to ensure the chassis is secure.
8. When entering a warehouse, pier, or interchange lane with an out-of-gauge load, a spotter must be used when a load is within 1 foot of the top of the doorframe or upper limit.
9. A spotter must be used if BACKING out of a warehouse, pier, or interchange lane.
10. Only enter the maintenance shop if authorized and guided by a maintenance person.
11. Cutting through container parking rows (such as 509/510) is prohibited.
12. Weaving through Over-the-road truck traffic is prohibited.
13. Park chassis only in a marked spot or approved location.
14. When working under the STS Crane or Rubber Tire Gantry, the hustler may not proceed under an operational empty spreader bar or a spreader bar with a load. A hustler may proceed under an empty spreader bar that is secured for maintenance.
15. WARNING. If the legs on a chassis are bent or broken, do not back under it. If already attached, do not lower the 5th wheel.
16. WARNING. When there is an indication of an unbalanced or leaning load, ask a supervisor...your concern will be appreciated and respected. Mishaps occur because operators take the risk to “get the job done” even when they are concerned that the load might tip over. This is especially true with loaded reefers and Out-of-Gauge (OOG) cargo, which are often the heaviest loads with the highest center of gravity.
17. WARNING. When hauling a Reefer or OOG cargo, raise the legs, lower the 5th wheel, and unlock the pins on the chassis. Just taking the risk without lowering the load is when most incidents occur.
18. VIG Rail: Anytime entering the Rail OCR Portal, ensure that the translifter back end is centered.

19. VIG Rail: Entry and exit with any container through the yellow rail-yard crash gate is prohibited.
20. VIG Rail: When the RTG is landing loads hard onto the translifter, lower the cassette to the ground so that the cab and hydraulic system do not have to absorb this load.
21. VIG General: Translifters may not turn greater than 70 degrees from the Hustler. It will damage the goose-neck of the Translifter.
22. VIG General: Maintenance should be called anytime the red beacon is flashing on the gooseneck of the translifter. Note: The red beacon indicates the translifter trailer has detected a problem.
23. VIG General: When delivering a load to the LSTZ with a chassis, ensure that the 4 pins are unlocked.
24. VIG General: WARNING. The translifter is more stable than a chassis. Driving the “UTR with translifter” for a period of time and then transitioning to drive a “UTR with chassis” and trying to corner with this piece of equipment in the same manner can lead to tip overs.
25. VIG General: WARNING. The translifter will straighten out at speeds exceeding 5 mph regardless of joy stick position. Below 5 mph, the translifter will follow the commands of the joy stick. The operator must maintain awareness of the position of the rear end of the translifter at all times.
26. VIG General: The “UTR with translifter” is more stable than a “UTR with chassis.” Driving the “UTR with translifter” for a period of time and then transitioning to drive a “UTR with chassis” and trying to corner with this piece of equipment in the same manner can lead to tip overs.
27. VIG General: When coming from the 100 Rows and South Access Road to Stack 2, 3, or 4...follow the main road to make a wide turn. Do not cut the corner off the main road by stack 2.
28. VIG General: Always back-in with the Translifter when parking to enable safe refueling, roll up the windows and close the doors.
29. NIT Rail Transfer Zone: When working the transfer zone/blacktop, do not drive through or into the pedestrian walk ways, and back into the lanes with caution. Do not enter transfer zone lanes from the stacks or Strad working areas.
30. NIT Rail Transfer Zone: UTR Driver’s may remain in the cab until the approach of a straddle carrier. When a straddle carrier approaches the lane, promptly dismount from the cab, regardless of the weather, and stand in the safety zone next to the driver side door until the straddle carrier is completely clear of the UTR chassis/bomb cart.
31. NIT Rail CRY: When in the CRY, use caution for Landbridge who are working on top of rail cars turning pins or moving from rail cars via the safety lanes to the Landbridge vehicle.
32. NIT Rail CRY: Do not stop or remain on the tracks at the landside. Be aware of trains moving in and out of the CRY.

➤ **Break Bulk/Out-of-Gauge Cargo Operations**

- I. Break Bulk Employee PPE
 - a. Wear a dust mask when dust from cargo is present.
 - b. Within 3 feet of an edge that is >4 feet on terminal/>8 feet on vessel, the use of a fall protection is required.

- c. When working outside of the normal cargo area, designate a safe working area that is clearly marked with safety cones or barrels to restrict access. If the cargo operation is in an area in which traffic must flow through, one person must be designated to control traffic and ensure protection of the cargo gang.
- 2. Break Bulk - Preparation for the lift
 - a. The person in charge of a lift must be qualified by experience and/or training.
 - b. Finding the weight of the load is essential to safe rigging. Ensure the slings/wires and lifting equipment are adequate to handle the load. If you do not know the weight of the load or are unsure how many pieces of bundles to lift...STOP and consult a supervisor.
 - c. Inspect all loose gear, slings, chains, bridles, blocks, hooks, (etc.) before each use.
 - d. Wire rope or wire rope slings having any of the following conditions shall not be used:
 - i. Ten randomly distributed broken wires in one rope lay or three or more broken wires in one strand of one rope lay
 - ii. Kinking, crushing, bird caging or other damage which distorts the wire rope structure
 - iii. Excessive wear or corrosion
 - iv. Any indication of strand or wire slippage in end attachments or more than one broken wire in the close vicinity of a socket or swayed fitting
 - v. Protruding ends of strands on sling or bridle splices shall be covered or blunted, but not damage



- e. When positioning chains, wires or straps over freight, ensure that the co-worker on the other side is clear of the hazard.
- f. While unlocking the securing binders/dogs, stay clear of the path of the binder.
- 3. Break Bulk – Using the Man Basket
 - a. Inspect the basket, securing chains, and gate.
 - b. The work area must be level, free of potholes, and free of overhead obstacles to perform the lift.

- c. Place the blades of the forklift into the pockets of the Man Basket until the back of the basket is against the carriage AND attach each chain around the backrest and pass the hooks back through the chain to secure the basket to the forklift.
 - d. The gate must be closed and locked before lifting. Ensure hands and limbs are kept away from pinch points between the basket and back rest.
 - e. Upon lifting, once the user signals to stop at the desired height, the operator must set the parking brake until the user signals to be lowered. The operator must REMAIN on the forklift at the controls when the basket is elevated with a person inside.
 - f. Transporting a person in the basket is prohibited, except for minor adjustments. A minor adjustment is defined as adjusting position on a given corner of the container, not between the ends of the container or between separate containers.
4. Break Bulk – Performing the Lift
- a. Anyone has authority to stop any lift based on concern for safety of employees.
 - b. When supervising ANY non-regular employee, ensure they are instructed during pre-shift safety talk to take NO action unless directed by the AOM or gang header.
 - c. When making a lift or moving freight onto a flat rack, spotters must stand clear of the direction that a load may fall or roll. Walking, Standing, Sitting, or Residing in any way under a load or in an area where the load may fall or roll while it is not resting in a grounded position with the weight off of the slings, wires, or load engaging means, is prohibited.
 - d. For moving rolling-stock onto a flat rack, the Ground man must stand on the ends or at a 45 degree angle from the ends and NOT beside the load while remaining in a position where eye contact with the operator is maintained.
 - e. Workers on foot should never be on the opposite side of a truck from a forklift while it is loading or unloading material.
 - f. Maintain radio or visual communication between the operator and Ground man at all times.
 - g. Ensure the operator is centered directly over-top of the freight to perform the lift.
 - h. Take measures to protect sling from sharp corners that can result in sling failure, loss of the cargo draft, and potential fatality.
 - i. When positioning lifting gear that is slack prior to a lift, as tension is applied, use an open hand to apply pressure to the gear against the load. Do not hold the lifting gear with a closed fist.
 - j. All loads will be lifted slightly to ensure that aux gear/slings are properly connected and that the load is balanced with respect to center of gravity.
 - k. Lift slow and steady; any shock loading is prohibited.
 - l. Taglines help control the load. Wear gloves when handling a tag line. Do not wrap the tagline around your arm or leg. Never step in a loop in a tag line. If in danger RELEASE the tagline and clear away to a safe distance.
 - m. Never turn your back to a suspended load. The Danger Zone isn't limited to the area directly beneath the load.
 - n. Only lift one flat rack at a time unless double banded/chained
 - o. Return all lifting gear to the storage area when finished. Do not drag straps across the ground or leave them out in the weather as this will cause excessive wear and damage.

5. OTR drivers are required to work with the Ground man to ensure the proper loading of the freight. OTR drivers must be told where to wait prior to loading AND must remain within the immediate control of the header/ground-man or inside the truck during any forklift movement. Once loaded, OTR drivers will be instructed regarding a safe location to secure and tarp a load, if required.

➤ **Large and Small Forklift**

1. Complete an Exterior Inspection before use. Ensure there is no damage or leaks and that the tires and lifting belts/chains are in good condition.
2. Complete an Interior Inspection before use. Ensure that the following items are in good working condition: seatbelt, horn, brakes, wipers, and lights. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected. Wipers are not required unless it is actively raining except in hot and dry conditions when dust will be a factor. Lights are not required for daytime operations.
3. No passengers are permitted unless there is a passenger seat.
4. Turn headlights on from Sunset until Sunrise. The time of Sunset can be found on any weather app or by asking an AOM. (Note: strobes come on automatically.)
5. Maintain a safe speed appropriate to the task. For example, when near or under the STS crane, the maximum speed for a forklift is a walking pace.
6. Ensure roll-up doors are completely open before driving through.
7. When using a forklift in an area outside of the normal cargo/out-of-gauge yard, the workers must be protected with barriers, barrels, or cones.
8. General Rules
 - a. If a load obstructs the forward view, drivers will travel with the load trailing or use a spotter.



- b. Never assume that the forklift is seen by operators of other equipment.
- c. Use caution when inside warehouses for wooden load-bearing posts and for other freight.
- d. Keep the freight close to the ground until it is time to load.
- e. Tilt the blades down, then lower the mast, when not in use.
- f. Ascend and descend grades slowly.
- g. When carrying a load uphill, be sure to travel forward for center of gravity purposes.
- h. When parking on an incline, a chock must be used.

- i. When traveling with a load, keep it just below axle height. Loads must be carried so that the operator has an unobstructed view of the drive path. If unable, carry it trailing or get a Ground man.
- j. In any case where the stability of a load is in question, STOP! Contact a supervisor so that the load may be re-adjusted or transferred to a more stable platform such as a MAFI or Low Boy.

9. Vessel Forklift

- a. Recognize that Straddle Carriers and Shuttle Trucks have significant blind zones.
- b. Forklift operators may only pick up pin bins when the rack is at its final point of rest and disconnected from the Hustler. Picking up pin bins under the crane is prohibited.
- c. The pin bin rack may be placed hard offshore as a final point of rest, as long as they do not interfere with linehandler operations.
- d. Pin bins may only be carried I-high and just below axle height. Loads must be carried so that the operator has an unobstructed view of the drive path. If unable, carry it trailing/backwards or use a spotter.
- e. Do not park in the yellow area that marks the STS Crane rail.
- f. Forklifts will move along the dock on the Berth Highway.
- g. Forklift operators may also use lane I when moving between cranes that are working the same vessel, but must obtain the permission of the Slinger before transiting under an adjacent crane.

➤ **Vessel Clerk/Vessel Checker/DEC/Interchange/Empty Yard**

1. Pickup Trucks

- a. Inspect all pickup trucks before use. Ensure there is no damage and that the following items are in good working condition: seatbelt, horn, wipers (if raining), head lights (if between sunset and sunrise), tires, brakes, and steering system. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected.
- b. Do not follow closer than one Straddle Carrier length behind a Straddle Carrier. Always be in a position to keep sight of the operator cab if near a Strad.

2. Parking in NIT Stacks: When parking near container stacks, the vehicle will be parked by the light pole OR on the end of the stack perpendicular to the containers.

- a. Use flashers or beacon.
- b. The radio will be turned off and the windows lowered.
- c. A blue light with a magnetic bottom will be placed on the end container or on the pickup truck where the vehicle is parked.
- d. Checkers may also park pickup trucks by the safety lines on the light poles.

3. Parking at Vessel: Park on an In-shore leg, 3 vehicles maximum, remain within 3 vehicle widths of the hatch cover placement area, and not across the yellow line that marks the crane tracks. There is currently an exception for che

- a. As a technique, park on the leg of the adjacent crane and look at a diagonal underneath of the crane to which you are assigned.
- b. There is a current exception for Checker Vehicles at VIG and PMT on the Off-shore crane legs, because it is considered less risk than parking on the In-shore legs.

4. Walking in the NIT Container Stacks:
 - a. When prepared to enter a straddle carrier row on foot to update inventory, the checker in the field will radio to the OCC clerk in the tower and then enter “Men Working” status on the handheld for their row as well as the two adjacent rows. The DEC/Pad Clerk will await confirmation from the OCC clerk before proceeding.
 - b. The OCC clerk will check that row for any moves currently dispatched to a straddle carrier and radio back if they are clear or if there are any known inbound straddle carriers.
 - c. The checker will then proceed into the row and perform the inventory update.
 - d. **WARNING:** Checkers need to maintain awareness of surroundings in the event a vessel stradd enters the row. Vessel strads are still operating “off-line” and will not receive the “Men Working” message.
 - e. Once they are finished completing the update and have exited the row, the checker will remove the “Men Working” status via the handheld.
 - f. If “Men Working” is left on mistakenly, or the OCC Clerk is unsure if it should be on, the OCC Clerk must make radio contact with the respective DEC or Pad Clerk. The DEC or Pad Clerk will then make a visual inspection of the rows to confirm if anyone is inventorying and if not, then the OCC Clerk can remove the “Men Working” notice.
5. Planning Clerks: When stowing a vessel, the #1 hazard for having containers wedged in a cell and causing damage is having an empty 20 foot container matched up next to a heavy 20 feet container.
6. Kubota Operators at the PPCY
 - a. When driving behind or in front of any part of the Side-Loader, the minimum distance is 25 feet.
 - b. If proceeding inside of 25 feet from the Side-Loader, the Kubota driver must make a radio call to warn the Side-Loader operator and receive either a verbal or visual acknowledgement.
 - c. When proceeding out from behind the jersey wall in front of a motor carrier, the minimum space is 10 feet in front and the Kubota operator makes eye contact if the driver is in the cab.
 - d. When taking paperwork from the driver, inform them that after unlocking pins to either remain in the truck or by the front bumper on the side of the jersey wall.

➤ **Manager/AOM/AMM/Foreman/Hatch Boss Responsibilities**

1. Those supervising work are responsible to ensure compliance with the Port of Virginia Operational Standards.
2. It is important to remember that non-conformities with the Operational Standards primarily occur due to honest mistakes that are the result of inconsistent supervisor feedback. When witnessing a non-conformity, discuss it with the employee away from other co-workers and either explain why it is important or simply refer to the Operational Standards. This is the most important step to preventing mishaps.

3. As a supervisor, it is important to treat all employees with respect and protect their dignity. This includes not using dis-respectful/demeaning language or profanity. It is also important to be responsive to employee ideas for improvement.
4. When giving feedback to employees, it must be **specific, sincere, and timely**. Employees, regardless of rank or position, value the respect and gratitude of their supervisors. When a team goes above and beyond the job requirements, be sure to express gratitude on behalf of the Port of Virginia and remember that each supervisor has access to tokens of gratitude that follow a sincere handshake.
5. For an employee who is demonstrating willful non-compliance with standards or keeps making the same mistake of non-compliance that indicates a lack of effort to perform safely, this is when the supervisor switches from coaching to disciplinary action.
6. When investigating a near-miss or a mishap, ask the employee their view of the situation before drawing a conclusion.
 - a. Look for task related causes such as the following.
 - i. Were the Operational Standards followed?
 - ii. Was a safe work procedure used?
 - iii. Had conditions changed to make the normal procedure unsafe?
 - iv. Were the appropriate tools and materials available?
 - v. Were they used?
 - vi. Were safety devices working properly?
 - vii. Was lockout used when necessary?
 - b. Look for Material related causes such as the following.
 - i. Was there an equipment failure?
 - ii. What caused it to fail?
 - iii. Was the machinery poorly designed?
 - iv. Were hazardous substances involved?
 - v. Were they clearly identified?
 - vi. Was a less hazardous alternative substance possible and available?
 - vii. Was the raw material substandard in some way?
 - viii. Should personal protective equipment (PPE) have been used?
 - ix. Was the PPE used?
 - x. Were users of PPE properly trained?
 - c. Look for Environmental related causes such as the following.
 - i. What were the weather conditions?
 - ii. Was poor housekeeping a problem?
 - iii. Was it too hot or too cold?
 - iv. Was noise a problem?
 - v. Was there adequate light?
 - vi. Were toxic or hazardous gases, dusts, or fumes present?
 - d. Look for Employee related causes such as the following.
 - i. Were workers experienced in the work being done?
 - ii. Had they been adequately trained?
 - iii. Can they physically do the work?
 - iv. What was the status of their health?
 - v. Were they tired?

- vi. Were they under stress (work or personal)?
- e. Look for Management related causes such as the following.
 - i. Were safety rules communicated to and understood by all employees?
 - ii. Were written procedures and orientation available?
 - iii. Were they being enforced?
 - iv. Was there adequate supervision?
 - v. Were workers trained to do the work?
 - vi. Had hazards been previously identified?
 - vii. Had procedures been developed to overcome them?
 - viii. Were unsafe conditions corrected?
 - ix. Was regular maintenance of equipment carried out?
 - x. Were regular safety inspections carried out?
- 7. Foreman: Maintain awareness of the vessel schedule and do not give orders to have containers placed (Staging, Restows, Wheel boxes) that will be a conflict to another vessel arrival.
- 8. Foreman: If Gangwayman and Slingers are not present, vessel Foreman may not discharge or load containers.
- 9. Foreman: Minimize Restows in Back-reach because it causes an obstacle for Shuttle Trucks when exiting from under the STS Crane, it causes blind corners for vehicles and equipment, and it slows down production.
- 10. Foreman: During Loading/Discharge to/from a Hustler with chassis/trailer train, do not give instructions to the Hustler Operator for the next move until the container is fully landed or clear on discharge. This is a vulnerable phase of the operation during which only one task at a time may be accomplished.
- 11. Foreman: Barge Operations
 - a. All persons must use the walking bridge or spreader bar cage to mount or dismount the barge.
 - b. All persons working on a barge must wear personal flotation devices.
 - c. The gangwayman is the only person who may speak with the crane operator under normal circumstances. The foreman may not give directions to the crane operator.
- 12. Hatch Boss: Responsible for safety of the gang to watch and correct non-compliance with POV Operational Standards.
- 13. Hatch Boss: Responsible for gangway placement.

➤ **Maintenance Operations**

- I. Ship-to-Shore Crane
 - a. When maintenance is working on the STS Crane, they are in authority. The Crane operator, Gangwayman/Deckman, and Slinger must follow the directions of the maintenance technician until the crane is released back to the operator.
 - b. For routine maintenance calls at the Ship-to-Shore Crane, park vehicles at an inshore leg that has no more than two vehicles already parked at that location. If all Crane/Strad activity has stopped, there is no restriction on the number of vehicles on the legs, as long as the parking location does not interfere with the operations of an adjacent crane.

- c. For work on the spreader bar, work between the legs of the crane. Park the truck in a defensive position to use it for protection from other vehicles/equipment. Keep the amber beacon on, if so equipped. When there is a need to change out the spreader bar in the back-reach, place cones to identify the work zone or park the truck in a defensive position to use it for protection from other vehicles/equipment.
 - d. If boarding a vessel to conduct maintenance on the crane, park the truck at the gangway in the lane closest to the water. If there is a crane working in the area of the gangway, park on the inshore leg.
2. STS Crane Movement
- a. The maintenance technician operating the crane is solely responsible to ensure that the crane path is clear before gantry. This includes checking that the tracks, stairs, ship's service crane aft of the house, gangway, and antennas are clear of any vehicle or object. A maintenance technician spotter is required.
 - b. When line handlers request that maintenance move a crane to enable a safe working surface to secure a vessel, the crane will be promptly moved.
 - c. Post-Operations
 - i. When finished, the crane operator will contact the AOM to determine where to park crane, then notify maintenance, accomplish the move, and complete the "boom up" sequence. Maintenance will drop the storm pins within one hour after operations. This is important to protect the crane against no-notice wind gusts and because as vessels arrive or depart, there is risk of impact if the crane boom is left in the down position. If the crane will not boom up, notify maintenance immediately. The crane operator is responsible to accomplish this process until the four minutes after the end of operations. After this time, maintenance is responsible for the move.
 - ii. When a crane that is being used for operations prevents the movement of a crane that is finished with operations, these cranes will all be moved and pinned by maintenance within 1 hour after the end of the operation.
3. Straddle Carrier/Shuttle Truck Interface
- a. Park the maintenance vehicle on the side of the Straddle Carrier/Shuttle Truck cab, so that the operator is facing you. If there is insufficient space, pull into a position behind the operator, not in front or behind the tires. Make either visual or radio contact before touching the ladder and if unable, depress the E-Stop.
 - b. When in the Straddle Carrier/Shuttle Truck cab, sit in the seat when able. This prevents the operator from moving the machine while the technician is troubleshooting.
 - c. NIT: If the Strad is in the stacks, park the pickup truck on the end of the stack perpendicular to the containers. Use flashers or beacon.
 - d. When driving a Straddle Carrier, do so cab forward.
 - e. Stay in the travel lane when traveling on the Berth Highway. No passing a MOVING machine. Entering the back-reach to pass a STOPPED machine is permitted as long as the operator fully yields to all traffic.
 - f. When entering or exiting the maintenance facility, if driving cab aft is the only option, use a spotter OR proceed slowly, bar lowered, and use the horn.
 - g. NIT: To exit the Strad maintenance building, ensure that a green traffic light is on, which indicates that the roll-up doors are open.

- h. When a Straddle Carrier/Shuttle Truck is “down for maintenance” (DFM), be sure to exercise appropriate LOTO to prevent use of the equipment.
4. Rail Mounted Gantry Procedures
- a. VIG: When an RMG is parked in the WSBA with a suspended container that will not release, the lane directly below and adjacent to the hung container will not be used. (i.e. if the container is suspended above lane 3, then lanes 2, 3, and 4 will be closed.
 - b. VIG: When maintenance technicians are working on a Rail Mounted Gantry from the ground or from an aerial lift (JLG), there must be at least one full lane as a buffer that is empty space from ground traffic. This will be “temp blocked” by the maintenance supervisor via the operations supervisor. (i.e. if the bar is being worked on in lane 2, then lanes 1 and 3 will be closed.) Maintenance will place barricades in front of all (3) lanes. Maintenance is also prohibited from occupying the space between the RMG in the WSBA and the stack, i.e. row 202.
 - c. VIG: When crane technicians are working outside the lateral limits of an RMG on the walking-gate (single-gate) side, maintenance will have control of that adjacent RMG.
 - d. VIG: When crane technicians are working outside the lateral limits of an RMG on the driving-gate (double-gate) side, with equipment or personnel more than ½ way across the lane, maintenance will have control of that adjacent RMG.
5. Reach-Stacker/Top-Loader/Side-Loader Maintenance
- a. When moving from one operational area to another, Reach-Stackers/Top-Loaders/Side-Loaders will ensure a Ground man provides escort, or they may not move. The Ground man will maintain two-way radio contact with the operator and will drive within 100 feet of the machine and will be attentive to assist the operator identify obstacles. At PMT/NIT, be particularly cautious for power line and vertical obstacle clearance.
 - b. At the end of each shift, park the Reach-Stacker/Top-Loader/Side-Loader in an approved parking space on a flat surface, apply the parking brake, tilt the mast slightly forward, retract the bar and lower the bar to the ground or lowest possible position, set the parking brake, idle for 30-60 seconds and turn ignition switch to off.
6. Rubber Tire Gantry Maintenance
- a. The Operator is solely responsible for clearance when moving.
 - i. Establish communication with the Ground man before moving the RTG.
 - ii. Be mindful that the brakes do not set immediately upon releasing the gantry handle and that the RTG will continue to roll a short distance after releasing the gantry handle.
 - b. When moving from one operational area to another, operators will ensure that a Ground man provides escort, or they may not move. The Ground man will drive less than 100 feet in front of the machine and will be attentive to assist the operator identify obstacles. At PMT/NIT, be particularly cautious for power line and vertical obstacle clearance.
 - c. Do not bring a container or empty bar over the cab of any vehicle or Hustler.
 - d. Secure the RTG when finished in the same way each day. That means close the spreader bar to the 20' position and hoist the spreader all the way up. Do **NOT** leave the cab E-Stop depressed!
7. JLG/Scissor Lift

- a. When operating the JLG, on or near the berth, or in any location where there is vehicular traffic, there will be an escort vehicle that uses strobes/flashers while the JLG is in operation.
 - b. Either cones or the escort vehicle will be placed to ensure that there is no impact risk to the JLG while employees are up in the basket.
8. Lockout-Tagout
- a. IDENTIFY the types of energy sources used, potential hazards, and all control devices.
 - b. NOTIFY all affected employees.
 - c. TURN-OFF all operating controls.
 - d. LOCATE all energy sources.
 - e. ISOLATE all energy sources by blocking, bleeding, and venting stored energy as found in springs, hydraulic systems, and pneumatic systems.
 - f. LOCK-OUT all switches and energy controls in the “OFF” or “SAFE” position.
 - g. TEST operating controls. Put all controls in the “ON” position. Be sure nobody can get hurt before testing.
 - h. RETURN all operating controls to the “OFF” position.
 - i. PERFORM the required task.
 - j. REMOVE lock-out devices only after the equipment is fully assembled and all affected employees have been notified. Each lock-out device must be removed by the person who put it on.
9. Utility Identification
- a. The identification of underground utilities is required prior to opening an excavation.
 - b. While the excavation is open, underground installations shall be protected, supported, or removed as necessary to safeguard employees.
 - c. If an underground utility is damaged, secure the area and immediately notify the utility operator.
 - d. If the damage results in the release of hazardous gases or liquids, both the utility operator and appropriate emergency response officials will be notified **immediately**.
10. For PIT Recertifications, cover the general section of the Operational Standards, UTR/Hustler/Translifter section, and Large/Small Forklift section.

➤ **Legend**

1. POV = Port of Virginia
2. CRY = Central Rail Yard at NIT
3. Gangwayman is the person on the vessel who is the eyes of the STS operator = Deckman
4. Hatch Boss = Responsible for Ship Gang Header and Dock Gang Header
5. “Instructor” is a certified teacher of a functional area. Formerly referred to as “trainer.”
6. OTR = Over-the-Road truck or 18-wheel motor carrier
7. PPE = Personal Protective Equipment
8. RMG = Rail Mounted Gantry at VIG
9. RTG = Rubber Tire Gantry. One manufacturer is called “Transtainer”
10. STS = Ship-to-Shore Crane. One manufacturer is called “Portainer”
11. UTR = Utility Tractor, commonly called Hustler
12. NIT STZ = South Transfer Zone, NIT NTZ = North Transfer Zone,
13. NIT RTZ = Rail Transfer Zone

- 14. VIG LSTZ = Landside Transfer Zone
- 15. WSBA = Waterside Buffer Area at VIG
- 16. VSA = Vessel Staging Area at VIG

➤ **Container Maintenance and Repair**

I. “Dry Box” Mechanic

- I. The biggest repair area is the dry box, which includes the skills of sheet metal, carpentry, structural, fiberglass, aluminum, and varying gages of steel.
 - i. Flooring boards include from 8”x 8’ to 4’x8’.
 - ii. Roof panel steel includes 6”x6” patch and 4’x9’ sections.
 - iii. Corner Post steel sections includes 12” to 8 ½’
 - iv. Door sections include a 6”x6” patch to full door replacement of 4’x8’ or 4’x9’.
 - v. Rail Section inserts include 6”to 24” patches and replacement of 12” to 20’, 40’and 45’.
 - vi. Front and Rear Headers and Seals are 8ft long and come in different configuration of designs.
 - vii. Door hardware and locking cam rods range from 8ft. to 9ft. 6in.
 - viii. Under structure includes the cross members that range from 2ft. to 8ft. in both steel and aluminum.
 - ix. There are also MIS fixtures that are also installed on containers. Also when working on reefer containers there is the potential of working double wall construction of the container. The inner container next to the cargo is made of stainless steel and the outer container is constructed of steel and aluminum. There is also a gas foam that is injected in between the wall as a temperature containment barrier.
 - x. Installation of plastic and cardboard covering of the floor of the dry box container. Installing moisture gathering components on the interior at the top sides and roof of the dry box container. This is a generalization of the repairs on the dry box and reefer containers. Next come the flatbed trailer and flat rack containers: On the flat rack container a lot of the repairs and components are the same with some exception. There are no sides, roof and doors. It has a collapsible panel on each end. There are some special flat racks that have stationary ends that carry certain cargo.

I. Reefer Mechanic

- a. Remain at least three container bays outboard of an active hatch, so that at no time are containers moving overhead or in a position where a twist-lock could fall and strike the lasher.

Tank Containers: The standard 20ft. shipping tank comes with a solid steel inner tank with an aluminum outer skin and installation foam in between to serve as protection and maintain the

temperature on the inside of the tank. All tanks have one or more hatches and/or valves for loading cargo into these respective units.

I. Tire Repair

- a. Jack tires up off the ground and deflate both tires even if only one tire is to be replaced or repaired.
- b. Loosen the five nuts and then the wedges can be broken loose by striking the inside of the outside tire.
- c. Complete removal of lug nuts and remove tire to be fixed from axle.
- d. Lay the deflated tire to be repaired on a flat surface.
- e. Use the bill end of a tire hammer, after pouring some lube around the lock ring, and strike the tire between the tire and the lock ring to break the tire down so the lock ring can be removed.
- f. Then flip the tire over and place it on a tire stand and the hammer process is repeated.
- g. The tire should drop down off the rim. Then the rim and lock ring are checked for serviceability. Any rust is removed and the affected area is then painted.
- h. If the tire is to be replaced, then a tire, inner tube, and a flap are put together in the proper order and placed on the rim. Replace the lock rings.
- i. **DANGER:** Place the completed tire into a tire inflation cage. Making sure as the tire began to inflate the lock ring is seated tightly. Inflate tire to 90psi. Once inflation is complete, reverse the dismantling process and put tires back on the chassis axle. Because there are varying types and size tires, the dismantling and remounting may vary. There may be tubed tires and there may be tubeless tires. Depending on the type of tire, dismantling or mounting certain parts of the process stays the same. Deflate tire, loosen lug nuts, break lug wedges free by striking inside of outer tire with tire hammer.
- j. Always inflate tire in an OSHA approved tire cage. No matter what type of tire that is being worked on. Just as with the container we will discuss the chassis repairs in general as there are too many to list them separately.

ANNEX A: NIT Administrative Policies

The employee is responsible for knowing and understanding the policies and expectations of the terminals at which they work. Failure to follow established guidelines will be considered as a failure to follow company policy. If ever unsure about work instructions or unable to perform the work, contact the Operations AOM.

General

1. Compliance with the Port of Virginia Operational Standards is mandatory.
2. Workers are expected to check in with the timekeeper and expected to be at their work area in their assigned equipment at the designated start time.
3. If for any reason, you cannot perform your task or are experiencing a delay, promptly contact your AOM for instructions.
4. Contact the AOM immediately in the following situations –
 - a. If the equipment needed to perform your job is unavailable.
 - b. If you find any unsafe working conditions.
 - c. If you must leave the job or go unavailable for any reason.
 - d. If for any reason, you cannot perform your task or are experiencing a delay.
5. Report equipment issues, breakdowns, and/or mechanical issues immediately to your AOM prior to calling maintenance.
6. Equipment Check Out - All VIT equipment, including pickup trucks and keys, must be turned in at the end of every shift.
 - a. Linehandlers, STS crane operators, groundmen, and Cargo/CFS employees do NOT have to turn their keys into the Equipment Distribution Center as long as the trucks and keys remain available for the next person.
 - b. If the officers are not present at the check-in window, workers are to drop their keys in the drop box at the Equipment Distribution Center.
7. Use only approved radio procedures, and remain on the designated channel for your work area. Radios are for business use only. Personal conversations may not be conducted on the radio system. Report any malfunction of radios to the AOM.
8. Cell phone/ electronic use in the office – Anyone operating a cell phone or electronic device in such a manner that is disruptive to productivity will be subject to disciplinary action. This is not to be confused with the prohibition of using electronic devices while operating moving vehicles or equipment or while on foot within 25' of cargo operations.
9. Office workers are expected to dress in a neat and professional manner and are not permitted to wear ripped, frayed, disheveled, tight, or revealing clothing. Shorts and/or flip flops are also not permitted in the office.
10. Keep the work area clean, orderly, and free from debris and controllable hazards. Do not leave trash in cabs or the beds of vehicles.
11. Strad Operators - The strad relief operator should be on the ground (if SNIT, should be on the rack) waiting to enter the machine at time of switch out.
12. Strad Operators – All strad operators must log into the machine with their port number prior to doing any work. If their port number does not work, contact the AOM before proceeding.

13. Groundmen - Must be present at the zone in the designated vehicle, and all substitutes must be available in their hot house as backups.
14. Checkers - If someone arranges for their own replacement, it is up to that person to ensure proper seniority is followed and that the replacement is qualified to perform the job.
15. Interchange Writers - If you are unable to see the tare weight on a container, notify the Gate or Rail AOM immediately with the container number.
16. Unless specifically directed otherwise, workers will break at their designated meal hours and stop work at the end of their second period guarantee.
17. Work continues until five minutes before the meal hour and up to the stop time at the end of the workday. Notice to work through the meal hour or past the end of the day will be given in a timely manner.

Attendance Policy

1. Employees who accumulate a combination of 8 lates and no-shows, or 4 no-shows, within a 12 month period will be removed from the VIT board or rotation in which they serve. Except in the cases of ship-to-shore cranes, employees who are removed in this manner will maintain all current certifications and remain eligible to work for VIT through the hall. Special equipment certifications will not be renewed upon their expiration without prior agreement, in writing, by VIT. Any arrival more than 60 minutes late is considered a no-show.
 - 1st late/noshow Warning
 - 2nd late/noshow Warning
 - 3rd late/noshow Warning
 - 4th late/noshow Letter of warning written
 - 5th late/noshow One day suspension
 - 6th late/noshow Two day suspension
 - 7th late/noshow One week suspension
 - 8th late/noshow Removal from VIT board and ineligible for a permanent position with VIT

Rail Operations

1. If assignment sheets are not in the appropriate hot house, call the AOM or contact the tower by radio.
2. Two or more Reach-Stackers, Top-Loaders, or RTGs (or any combination of two) working the rail are not to step out/swap out at the same time. Swap outs and bathroom breaks are to be staggered and swift as to not halt work flow.
3. UTRs/Hustlers - All UTRs carrying empty containers must stop at the M&R mechanic position for the empty inspection.
4. RTG/Reach-Stacker Checkers - must ensure that containers are loaded and keyed in the system to the correct car and that the railcar is properly balanced.
5. Landbridge - Teams will manage their assigned tracks and deploy themselves into the CRY as needed. If needed, other teams will assist so as to keep the operation productive.

Yard Operations

1. Read and follow the instructions printed on the cover sheet for the day's work orders including where to park containers. If there are questions, call the checker and/or AOM for clarification.
2. If assignment sheets are not in the appropriate hot house, call the AOM or contact the tower by radio.
3. FLDR's - are to follow housekeeping instructions that are provided daily.
4. UTRs/Hustlers – The 3rd Street rail portal is only for rail containers. Do not pass through the portal heading to the berth if you are not carrying a rail container, unless specified by the Yard/OCC AOM for reweighs through the rail portal.
5. UTRs/Hustlers - For reweighs through the rail portal, proceed down 6th Street, turn left on shuttle highway, then take a left on 3rd Street and maintain a minimum speed of 10 mph through the portal.
6. UTRs/Hustlers - For drop weighs at the main gate, go through the outbound portal, let the outbound interchange writer know about the drop weigh. They will open the gate and you can swing back around to the OOG inbound lane, which is the lane closest to 3rd St. VIT personnel will meet you at the lane. When the gate arm goes up, set the container down, remove your air hoses, disconnect from the unit, and drive off the scale.
7. Checkers - Transfer Zone/Grid App clerks with technical issues such as malfunctioning headphones, grid cameras, and login credentials must inform the AOM immediately.
8. Please see the procedure below for operating in the ZS or ZE block stow, workers with any questions or issues inform the AOM.
 - a. In addition, see the procedure for handling reefers in the ZE lot. Workers with any questions or issues must inform the AOM.
9. Please see the procedure below for approved routes when transferring equipment from either side of the terminal, workers with any questions or issues inform the AOM immediately.
10. The South Empty Container Block Stow (ZS lot) is used for the receiving, delivering, and routing empty containers.
 - a. Empty containers are received or delivered by over the road truckers and rail straddle carriers.
 - b. One block stow gang is comprised of a checker and two special equipment operators.
 - c. Typically two block stow gangs are ordered, unless otherwise stated by the AOM, the 0500 gang goes to lunch @1000 and the 0800 gang goes to lunch @1200.
 - d. The 0800 gang stays until the gate is closed.
11. Transfer Zone/Landside Operations
 - a. If assignment sheets are not in the appropriate hot house, call the AOM or contact the tower by radio.
 - b. If the AOM is not present at the hot house, all operators must sign in on the sign-in sheet.
 - c. AOMs decide the meal hours and cut times of strad gangs. AOMs will communicate those times to the zone checkers and TOS/OCC Clerks.
 - d. Checkers - Call strad gangs, notify them of meal/cut times, and ensure confirmation.

- e. Checkers - Southside checker with 0500 start will take meals from 1000-1100 and work until close.
- f. Checkers - Northside checker with 0500 start will take meals from 1100-1200 and then be cut at 1500.
- g. Checkers - A third outside checker (floater) starts at 0900 and will take meals from 1300-1400.
 - a. Third checker covers the south zone from 1000-1100 and the north zone from 1100-1200. Contact the AOM for direction on the 1200-1300 hour.
 - b. The third checker covers the north zone from 1500 – close.
- h. Checkers - Outside checkers are required to ensure all chassis changes are complete, and arrange for strads to go unavailable for any “unavailable” moves.
- i. Checkers - Report any damaged containers that come from the stack to the TOS Clerk for deposition of ship-lines so that said box is not re-dispatched.
- j. Checkers - Outside checkers notify 0600 FLDR to retrieve any wheel box to return back to the Transfer Zone for a chassis change.
- k. Checkers - Grid App clerks provide assistance to OTR drivers who press the “HELP” button in the kiosks in the Transfer Zones.
- l. Over-wide/Extra labor moves – The AOM and Manager must have approval from customers to perform an extra labor move. Once approval has been established, a Reach-Stacker must be acquired and four slings that are needed to perform a move with the addition of two groundmen to attach and detach slings.

Vessel Operations

1. STS Operators - The first-up operator needs to be in their assigned crane at their start time to boom down and perform a pre-operational check of the crane’s basic functions. The start time for the first operator is 30 minutes prior to the operation, unless it is in a meal hour which would be 1 hour. If the ship is secured, Ensure there are no linehandlers within 25 feet and position the crane over the ship.
2. STS Operators - If an accident or damage occurs, the operator is to immediately notify their breaster to replace them and then the operations AOM will give further instructions. Then notify crane maintenance.

Cargo/ CFS

1. All CFS non-40 hour workers are to check in with the timekeeper.
2. Any equipment problem or driver issue is to be reported to the AOMs at once.
3. Checkers - When receiving cargo, if there are exceptions, they need to be added to the receiving paperwork and to the carrier’s paperwork.
4. Checkers - Marks need to be put on receiving paperwork. If there are no marks, an exception of “No Marks on cargo” needs to be added to the paperwork.
5. Checkers - The tally number should be on all cargo so the cargo can be identified.
6. Checkers - When loading a truck, all paperwork is to be given to the driver and he is to be sent to the Cargo office to check out. (except with CFS when partially completing a stripper only a copy of the stripper is put with the paperwork)



- 7. CFS Checkers - When cross docking, you are performing two functions. (stripping/loading or unloading/stuffing) Times need to split between the two.

The employee is responsible for knowing and understanding the policies and expectations of the terminals at which they work. Failure to follow established guidelines will be considered as a failure to follow company policy. If ever unsure about work instructions or unable to perform the work, contact the Operations AOM.

AOM Contact Sheet

Rail Department

AOM Duty Phone – 757-651-3466

AOM Radio Channel – **3:1 CRY BASE**

Landside Department

AOM Radio Channels – **10:4 SZONE BASE** or **9:2 NNIT BASE**

OCC Department

AOM Duty Phone – 757-440-7191

AOM Radio Channels – **10:4 SZONE BASE** or **9:2 NNIT BASE**

Vessel Department

AOM Radio Channel – **7:1 VESS BASE**

Cargo Department

AOM Radio Channel – **5:1 CARGO BASE**

Gate Department

David Lyons – AOM Office – 757-440-2888

Cell – 757-434-5533

Nancy Christian – AOM Office – 757-440-6713

Cell – 757-404-7918

William Varner – AOM Office – 757-440-2882

Cell – 757-506-4409

Maintenance

Crane Maintenance – **15/16:5 TACI**

Vehicle Maintenance – **6:5 VM BASE**

Facilities Maintenance – **6:2 FM BASE**

Valid Instructor Signatures P=Primary Instructor S=Secondary Instructor	All 3-Year Recert Training																							
	Ship-to-Shore Crane	Straddle Carrier Vessel	Straddle Carrier Rail	Straddle Carrier Motor	Shuttle Truck	Slinger/Gangway/Barge	Lashers	Linehandlers	Locomotive	Landbridge	ROS	Reach-Stacker	Top-Loader or Side-Loader	Rubber Tire Gantry	UTR/Hustler	Translifter	Large Forklift	Small Forklift	Checker/Foreman	Break Bulk/Out-of-Gauge	Reefer Technician	Crane Mx	Vehicle Mx	
Grant, Jesse (Lead Instructor Emeritus)		S			X					X									X					
Melton, Don (NIT Lead Instructor)	P	P	P	P		X						X			X	X	X	X						
Milbourne, Ron (VIG Lead Instructor)	P	X			X				S	X		X	X	S	X	X	X	X						
Williams, Troy (PMT Lead Instructor)	P				X							X	X		X	X	X	X						
Epps, Mike (PPCY Lead Instructor)	P											X		P	X			X						
Fitzgerald, Howard (NNMT Lead Instructor)	P											X	X	X	X		X	X						
Terrell, Eric (RMT Lead Instructor)		X										P	P		X			P						
Baker, Pat															X	X	X				P			
Baker-Howard, Sonya								P				X	X					X						
Balsom, Mike (RMT)			P									X	X		P			X						
Carrington, Herman			S	S	S	X								X	X			X						
Cole, Ralph		P													X		X	X						
Conologue, Pete					X				X	X	X	X	X	P	X	X	X	X						
Edwards, Rodney Brandon			S	S	S	X						X	X	X	X	X	X	X						
Gregg, Richard								P							X			X						
Hartley, Shawn NIT VM/FM																							P	
Hughes, John Marcus		S			X										X			X						
Martin, Chad	P	X	X	X	P							X	X		X	X	X	X						
McCauley, Kerry																				P				
Messick, Floyd PMT VM/FM																							P	
Pritchard, Kevin					S										X	X		X						
Rail Operations																								
Smith, Lorenzo					X							X	X	X	X	X	X	X			P			
Terry, Raymond									P						X			X						
Trotter, Alexander									X						X	P	X	X						
Veal, Michael					X	P	X		X						X	X	X	X						
Watkins, Richard NIT CM																							P	
Winfield, Maurice												X		P	X			X						

Valid Certifier Signatures	Categories	Valid Certifier Signatures	Categories
Kyle Bassham	All Categories - VIG	Ronald Babski	All Categories - Alternate
Zach Clarke	All Categories - VIG	Maureen Kroha	All Categories - Alternate
Max Sanders	All Categories - NIT	Peter Cooke	S/G/B, UTR, Small FL, Lashers
Justin Dale	All Categories - NIT	Eric Mills	S/G/B, UTR, Small FL, Lashers
Mike Charlem	All Categories - PMT	Jim Ford	S/G/B, UTR, Small FL, Lashers
Brian McDonald	All Categories - NNMT	Mark Isenberg	S/G/B, UTR, Small FL, Lashers
Shannon Insley	All Categories - PPCY	Rob Diaz	UTR, Small FL
Christina Saunders	All Categories - RMT	Joe Diaz	UTR, Small FL
Stan Crockett	All Categories - VIP	Pat Foley	UTR, Small FL
Danny Webb	All Categories - Crane Maintenance	Dana Baughman	UTR, Small FL
Ken Creasy	All Categories - Vehicle Maintenance		
Mike Renfrow	All Categories - Facilities Maintenance		



Port of Virginia Certification/Re-certification Document

Waiver authority for the procedures in this guide resides with the Chief Operating Officer.

Name of Operator _____ Port ID#/Employee # _____

E-mail _____ Cell Phone: _____

Name of Instructor/Evaluator _____ Date: _____

Certification: Initial/Three-year/Post-Accident/Procedures Non-conformance (circle)

Instructor Initials indicates review of information in POV Operations Standards Guide.

- | | |
|---|---------------------------|
| ➤ Ship-to-Shore Crane (SNOP) | Instructor Initials _____ |
| ➤ VIG Shuttle Truck (STOP) | Instructor Initials _____ |
| ➤ NIT Straddle Carrier (Vessel/VCOP) | Instructor Initials _____ |
| ➤ NIT Straddle Carrier (Transfer Zone/TZOP) | Instructor Initials _____ |
| ➤ NIT Straddle Carrier (Rail/SROP) | Instructor Initials _____ |
| ➤ Remote Operator Station (ROS) | Instructor Initials _____ |
| ➤ UTR/Hustler (HD) | Instructor Initials _____ |
| ➤ VIG Translifter (TRAN) | Instructor Initials _____ |
| ➤ Small Forklift (FL15) | Instructor Initials _____ |
| ➤ Large Forklift (FLDR) | Instructor Initials _____ |
| ➤ Reach-Stacker (RSOP) | Instructor Initials _____ |
| ➤ Top-Loader (TLOP) | Instructor Initials _____ |
| ➤ Side-Loader (SLOP) | Instructor Initials _____ |
| ➤ Rubber Tire Gantry/Transtainer (TTOP) | Instructor Initials _____ |
| ➤ Landbridge (LBDR) | Instructor Initials _____ |
| ➤ NIT Locomotive (LOOP) | Instructor Initials _____ |
| ➤ Linehandlers (SSLH) | Instructor Initials _____ |
| ➤ Slinger (SLIN) | Instructor Initials _____ |
| ➤ Gangwayman (GWAY) | Instructor Initials _____ |
| ➤ Vessel Clerk/Checker/DEC/Interchange (VCDE) | Instructor Initials _____ |
| ➤ VIG Crane Maintenance:STS/ST/RMG/TLFTR/UTR/FL (MXCM) | Instructor Initials _____ |
| ➤ VIG Vehicle Maintenance:RTG/RS/TL/SL/TLFTR/UTR/FL (MXVM) | Instructor Initials _____ |
| ➤ NIT/PMT Crane Maintenance:STS/SC/RTG/FL (MXCMNP) | Instructor Initials _____ |
| ➤ NIT/PMT/NNMT Vehicle Maintenance:RS/TL/SL/UTR/FL (MXVMNP) | Instructor Initials _____ |
| ➤ RMT Crane Maintenance:STS/TL/UTR/FL (MXRMT) | Instructor Initials _____ |
| ➤ VIP Crane Maintenance:SC/TL/UTR/FL (MXVIP) | Instructor Initials _____ |

By signing this document, employee acknowledges a two year commitment to serve as an operator in the piece of equipment for which initial training has been provided. This two year commitment is to the employer that sponsored this training. This does not include 3-year recertification, post-incident re-training, or a change in procedures.

Signature of Operator: _____ Date: _____

Grade: Satisfactory/Unsatisfactory (circle one)

Signature of Trainer/Evaluator: _____ Date: _____

The above named individual is certified in the following equipment, pursuant to the 29 CFR 1910.178(l), as modified by the maritime industry settlement agreement executed July 14, 2000. Signing indicates certifier has reviewed operator's accident history.

Signature of Certifier: _____ Date: _____



Hampton Roads Shipping Association Certification/Re-certification Document

Operator Name: _____ Port #/Employee Number: _____

Trainer/Evaluator Name: _____ Date: _____

The above named individual is certified in the following equipment, pursuant to the Occupational Safety and Health Administration Powered Industrial Truck ("PIT") Operator Training Standard, 29 CFR 1910.178(l), as modified by the maritime industry settlement agreement executed July 14, 2000. If you have any questions, please contact your Union Official or the Safety Department.

- Small Forklift (FL15)
- Yard Tractor/Hustler (HD)
- Vessel Paper Roll Forklift
- Warehouse Paper Roll Forklift
- Linehandler (SSLH)
- Slinger (SLIN)
- Gangwayman (GWAY)
- VIT Ship-to-Shore Container Gantry Crane (SNOP)
- VIT Straddle Carrier for Vessel Operations (VCOP)
- VIT Straddle Carrier for Rail Operations (SROP)
- VIT Straddle Carrier for Transfer Zone Operations (TZOP)
- VIT Shuttle Truck at VIG (STOP)
- VIT Rubber Tire Gantry (TTOP)
- VIT Reach-Stacker (RSOP)
- VIT Top-Loader (TLOP)
- VIT Side-Loader (SLOP)
- VIT Locomotive (LOOP)
- VIT Rail Mounted Gantry Remote Operator Station (ROS)
- VIT Translifter (TRAN)
- VIT Large Forklift (FLDR)
- VIT Landbridge (LBDR)
- VIT Vehicle Maintenance at VIG: Includes VIT Rubber Tire Gantry, VIT Reach-Stacker/Top-Loader/Side-Loader, VIT Large Forklift, Translifter, Small Forklift, Hustler (MXVM)
- VIT Crane Maintenance at VIG: Includes VIT Ship-to-Shore Gantry Crane, VIT Shuttle Truck at VIG, VIT Rail Mounted Gantry pendant station operation, Translifter, Small Forklift, Hustler (MXCM)

Name of **Certification** Authority: _____

Signature of **Certification** Authority: _____