



OPERATIONAL GUIDELINES

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FOR THE PURPOSE OF IMPLEMENTATION AND COMPLIANCE WITH FLORIDA STATUTE, CHAPTER 310; FLORIDA ADMINISTRATIVE CODE, 61G14; U. S. COAST GUARD REGULATIONS AND AS THE COMPREHENSIVE VESSEL MANAGEMENT PLAN, PURSUANT TO SECTION 313.23, FLORIDA STATUTES, THE FOLLOWING OPERATIONAL GUIDELINES AND PROCEDURES ARE ESTABLISHED FOR VESSELS USING THE WATERWAYS AND FACILITIES OF ST. ANDREW AND ST. JOSEPH BAYS, FLORIDA.

OPERATIONAL POLICIES

Policies and procedures are reviewed frequently and may be changed, modified, added to or deleted as necessary in order to provide safe, timely and proficient pilot service to all users.

Presently, with a two pilot roster, a work schedule is in place where each pilot is on duty for a period of five (5) weeks and off duty for one (1) week.

When on duty, each pilot will take the next job to occur regardless of whether inbound, outbound or shift. No preferential treatment will be given to any ship, line, or agency, nor will any be accepted from same.

ARRIVAL SCHEDULES AND BOARDING INFORMATION

All ship agencies need to provide an arrival schedule, updated weekly, of vessel movements for the port areas of Port Panama City, Port St. Joe and RockTenn Terminal.

This schedule needs to include at least the following information:

- Vessel name: including the length, beam, draft and thrusters
- Estimated dates and times of arrival and departure
- Terminal and berth assignment
- Shipping line and cargo information

In conjunction with the Arrival Schedule, the information needs to be updated and personally confirmed with the Pilot(s) on duty at least 24 hours prior to vessels arrival in accordance with the Pilotage section for Panama City in Coast Pilot 5.

The minimum notice time and ETA/ETD updates to request pilot boarding shall be:

3 hours on vessels arriving at the fairway buoy boarding area; vessels at anchor within St. Andrew bay and vessels departing from the Naval Support Activities.

2 hours on vessels sailing, departing or shifting from berths at Port Panama City, RockTenn Terminal or other docks between the Hathaway and Dupont bridges.

6 hours for vessels arriving or departing Port St. Joe.

Inbound vessels will be boarded near the "SA" Fairway Seabuoy with the Pilot Ladder rigged on the leese side of the vessel one meter above the waterline or as per Pilot instructions.

Boarding speed will be 5 to 6 knots or as per Pilot instructions.

ST. ANDREW BAY ENTRANCE CHANNEL

When the St. Andrew Bay Entrance Channel is at the Full Project Depth of 36.0 feet at MLLW, which is defined to include the Advanced Maintenance Depth, vessels may be piloted up to a Maximum Draft of 36.0 feet at or near highwater.

Vessels with drafts of 34.0 feet or less may be piloted on a 24 hour basis.

When Controlling Depths are less than Full Project Depth or during periods of abnormal tidal or weather conditions, draft restrictions will be imposed for the channels and/or berths.

See sections for RockTenn Terminal and Port Panama City for draft limits at their berths.

One-way traffic will apply when large and/or deep draft vessels are transiting the entrance channel. This is due to the project width of the channel in relation to large vessels, combined with the constant shoaling and the strong crosscurrents that run through the channel. Smaller vessels may meet each other with consideration for the prevailing conditions at the time.

UNDERKEEL CLEARANCES AND DRAFT RESTRICTIONS

It is the responsibility of the Panama City and Port St. Joe Port Authorities, RockTenn Terminal or any other facility to perform surveys of their berths, at least biennially, and provide the St. Andrew Bay Pilots Association with a copy of the survey.

It shall be at the sole discretion of the St. Andrew Bay Pilots Association, whether by official surveys, unofficial soundings or lack of surveys, to determine if a draft restriction is necessary within any channel or berth.

The recommended highwater drafts for vessels in all berths will be no more than the Project Depth of the berth or one (1) foot less than the depth of water in the berth, as reported on the latest survey at mean lower low water (MLLW), whichever is less.

To allow for squat and underkeel clearance, draft restrictions will be made as necessary for changes in the Entrance Channel(s) depths so as to allow a Highwater Draft Limit of two (2) feet of clearance, plus the additional depth derived from the height of the tide at the time of the movement between the vessel and the channel bottom, based on the latest survey at MLLW.

The Master of any vessel berthed alongside any facility in the port areas of St. Andrew and St. Joseph Bay shall ensure that at all times, his vessel is afloat and maintains a minimum underkeel clearance of at least six (6) inches.

Ship Agents are to inform the Master of the requirement to maintain the minimum underkeel clearance for his vessel, especially if the draft of the vessel in relation to the depth of water in the berth will be of any concern.

ROCKTENN TERMINAL

Vessels with drafts of 30.0 feet or less will be piloted on a 24 hour basis.

During periods of abnormal tidal or weather conditions draft restrictions will be imposed.

Panamax vessels berthing port side to **or** any vessel berthing starboard side to, east of the second bollard from the east corner of the berth will be limited to 28.0 feet 24 hours.

Berths / Project Depth: No. 2 Dock, 32 feet.

No. One Dock: Not used for Ships.

No. Two Dock: Allowable Draft of 30.0 feet 24 hours.

Survey: 10/29/2013

PANAMA CITY PORT AUTHORITY

Vessels with drafts of 34.0 feet or less will be piloted on a 24 hour basis, unless otherwise stated.

Vessels with drafts over 34.0 feet to a maximum of 36.0 feet will be piloted at or near highwater, unless otherwise stated.

Berths / Project Depth: South One, Two and Three, 36 feet.

South One: Allowable Draft of 36.0 feet at highwater.
0' - 960' Mark

South Two: Allowable Draft of 34.0 feet at highwater.
960' - 1860' Mark

South Three: Allowable Draft of 34.0 feet at highwater.
960' - 1860' Mark

PANAMA CITY PORT AUTHORITY

**Berths / Project Depth: West One, 36 feet.
Project Depth: West Two and Three, 30 feet.**

West One: Allowable Drafts of 35.0 feet at highwater
0' - 625' Mark
33.0' 24 hours // 0' - 625' Mark

31.0' highwater // 30.0' 24 hours 625' - 800' Mark

West Two: Allowable Drafts of 29.0 feet at highwater:
800' - 1200' Mark
28.0' 24 hours 800' - 1200' Mark

27.0' highwater // 26' 24 hours 1200' - 1700' Mark

West Three: Allowable Draft of 25.0 feet at highwater:
1700' - 1950' Mark
24.0' 24 hours 1700' - 1950' Mark

Survey: 11/12/2013

VESSEL MOVEMENTS

1. Large and/or deep draft vessels bound for Port Panama City West Berth(s) will be docked at the high or low water slack time of the tide, depending on the draft of the vessel. These vessels will be required to have additional tugs, if needed, so as to have the required minimum 3600 horsepower forward and aft on the vessel being docked.
2. Large, deep draft and/or vessels with large sail areas docking or undocking at Port Panama City or RockTenn may require additional tug assistance, delay in boarding or sailing as well as possible berth reassignment during strong current periods and/or when winds are 20 knots or more.
3. Restrictions on vessel movements within the Port will be based on the prevailing conditions and the circumstances of the case with consideration for the safety of the vessel, facility and the environment.
4. Vessels arriving or departing Port Panama City West 2 or 3 Berths, that exceed 500' LOA and a combined beams width that exceeds 160 feet and a draft of more than 25 feet, should not attempt to go around another vessel in these berths.

In the event that such a maneuver is to be performed with a vessel within the referenced LOA, combined beams width and draft, a minimum of two (2) assist tugs will be used. Larger vessels may need to be equipped with adequate bow and/or stern thrusters.

Any maneuvers under this provision will be at the discretion of the pilot performing the service with consideration for the prevailing conditions, vessels and circumstances at the time.

5. Vessels maneuvering north of Audubon Island at Port Panama City shall not exceed 16 feet of draft, at or near highwater.
6. When vessels are arriving or departing from Port Panama City South Berths 2 and 3, the barge slip is to be clear of barges whose length approaches a line across the opening of the slip. Any barge remaining in the slip shall be securely moored so as not to surge out of the slip while a vessel is approaching, passing or maneuvering near the barge slip.
7. Outbound Large Deep Draft Bulk Vessels may need to depart at near the predicted/published high or low water stage of the

tide for the Entrance Channel. This is due to the strong crosscurrent and set on Range "B" while approaching buoys 15 and 16, combined with the outbound turn into the channel at buoys 13 and 14.

TUG REQUIREMENTS

At least one tug will be required on nearly all vessel movements if the Pilots are performing the docking or undocking maneuver.

Large and/or deep draft vessels at any berth within the Port may require additional tug assistance based on the circumstance of the case.

Also see; "Vessel Movements" page 6, sections (1 & 2).

If the Master or Agent of a vessel refuses the advice or request of the Pilot for tugs or additional tug assistance as may be required to try and ensure the safety of the vessel, facility and the environment, then the Pilot may refuse to board the vessel; may halt the transit of the vessel; may refuse to dock or undock the vessel as outlined in Florida Administrative Code; 61G14-15.003 Safety Guidelines:(1) (2) (3).

RESTRICTED VISIBILITY

In times of reduced visibility, vessels should not get underway with less than 2 miles of clear visibility in all sections of the port area or if conditions are expected to deteriorate further.

In the event of deteriorated visibility while underway, vessel speed should be reduced to the minimum needed for steerage and if deemed necessary, safe anchorage found outside of the channel.

All other relevant factors will be taken into consideration before moving vessels under these conditions, including vessel size, draft, condition, navigation equipment, field of vision, type of cargo, channel conditions and other vessel traffic within the port.

ANCHORAGE AREAS

The fairway anchorage is located 10 miles south of the St. Andrew Bay Fairway Seabuoy "SA", at the fairway intersection of Port St. Joe and Panama City in approximate position: 29°54'N 085°44'W

Vessels waiting for berths may anchor west of the "SA" Fairway Seabuoy in approximate position: 30°05'N 085°48'W. Staying clear of the safety fairway and charted fish havens.

An anchorage area within the Bay is located southwest of Redfish Point with depths of 35 to 40 feet.

COMMUNICATIONS

The working frequency for the St. Andrew Bay Pilots Association is Channel 14 VHF.

Vessels maintain a radio watch on VHF Channels 16 and 13 VHF and Security calls are given on 16 and 14 VHF channels.

HOLIDAYS

FOURTH OF JULY

Due to the very large number of small vessels in the waterways during this holiday we will stop all vessel movements at 1200 on the fourth of July and resume service at 0500 on the fifth of July.

CHRISTMAS

- 12/24: Stop vessel movements at 1800.
- 12/25: No vessel movements.
- 12/26: Start vessel movements at 0500.

HURRICANE PLAN

Tropical Systems and Hurricanes are unpredictable and subject to rapid changes in intensity and movement. Action must be taken early so as not to create a dangerous situation for life, property and the environment.

The U.S. Coast Guard and the National Weather Service Hurricane Warning Systems advise that Threatening Winds can to be expected within 72 hours ahead of a storm and Hurricane Force Winds are possible within 48 hours of the storm's arrival.

Our Hurricane Plan and Policy calls for early action to be taken when threatened by these conditions. The following timelines are minimums and may be advanced if conditions warrant.

- At the 72 hour Hurricane Alert Notice when Panama City or Port St. Joe are in or near the Red Zone Sector:
ALL Ships in the Port Area are hereby given notice to complete or cancel operations and make ready to depart the Port. No boarding of inbound large or deep draft vessels. Boarding of other vessels will be limited, if at all. Conditions and movement of the storm will be continuously monitored.
- No later than 60 Hours prior to landfall:
All vessels are to begin evacuating the Port in the order of the largest vessels departing first.
- Before the 48 hour Hurricane Watch Notice:
All vessels are to be out of the Port or have clearance to stay in Port for the duration of the storm from the USCG Captain of the Port in Mobile, Alabama. Pilot Services may not be available beyond this point.

From this point forward conditions will continue to deteriorate with increasing winds and seas. These conditions become more dangerous for us personally, the safety of vessels departing the Port and their ability to evade the storm's path.

We must have time for securing our pilot vessels and to evacuate the area if necessary. Boatyards and bayous are limited and these places become closed, crowded and full, very early.