

# FACILITY OPERATIONAL PRACTICE GUIDELINES

Welcome to Cooper River Boatyard. It is our goal to ensure your stay with us is an exceptional and productive experience. Due to the nature of our business and the work environment, we must outline our operational practices to guarantee a safe and environmentally friendly work environment for all our customers.

The following is a list of operational practices enforced by Cooper River Boatyard. Many of these practices are required to maintain our environmental responsibilities. We ask your cooperation in helping us keep our facility a clean and safe environment for all.

- 1. Facility Cleanliness:** We have made a significant investment in our facility to make the boatyard visit as enjoyable as possible. While the facility features are meant to make for an efficient yard period, we ask that you help us protect our investment by exercising common sense and follow these guidelines at a minimum:
  - Please place all trash in supplied trash receptacles.
  - Cooper River Boatyard is a NO SMOKING facility.
  - The area around the vessel should always be kept organized and clean. Failure to keep a clean work area will result in a cleanup charge.
- 2. Facility Access:** We limit access to the facility to those working within the CRBY property. The following are access requirements which might be changed or updated from time to time at the sole discretion of CRBY.
  - Only crew members, vessel owners, vessel management representatives and Cooper River Boatyard approved contractors will be allowed access to the facility.

Vessels Owner or representative must notify the CRBY office of any vessel guests requesting access with the reason for the visit prior to arrival.

Vessel Owner or representative must notify the CRBY office of any contractors who will be performing work on the vessel. These outside contractors must be on the Cooper River Boatyard Authorized Contractor list. Any contractor that is not on the authorized list will require CRBY certification and/or approval prior to being granted access and commencement of work.

Overnight stays on premises and/or vessels are strictly prohibited. Violations will result in immediate and permanent eviction from CRBY properties.

- 3. Haul and Launch Process**
  - CRBY will assign a haul date and time at the acceptance of the reservation to haul the vessel.
  - If the vessel cannot make the original date/time committed, CRBY will assign the first available date/time to haul the vessel. CRBY will make every effort to meet the vessel's request for a new date/time but will first consider other committed vessels.
  - CRBY requires a minimum of 5 days' notice to launch the vessel. Please note that the vessel will be placed in the queue upon notice, but the actual launch date/time will be based on current availability and circumstances.

If a vessel will not be able to make a scheduled haul out or launch, CRBY requires a minimum of 72 hours' notice. Failure to provide the required 72 hours' notice will result in boat launch charges at the current valid rates and tariffs.

- Upon launch, the vessel must vacate the loading dock without delay.
- Survey hauls are scheduled for a maximum of three (3) hours from entering the haul out slip to exit of haul out slip. Additional time will result in an hourly boat lift charge at the current valid hourly rate.

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4. **Working Yard:**

- Our shipyard dry dock is not equipped to handle black and gray water discharge. If you require discharge capabilities, you must notify CRBY to arrange for waste tank service subject to availability.
- Pressure washing of your vessel may only be contracted through CRBY.
- Boat washing of your vessel is only permitted with the use of biodegradable soaps in minimal amounts.
- Boarding devices must be contracted through CRBY subject to availability
- Waste tanks and waste tank pumping must be contracted through CRBY subject to availability. No other companies are authorized to perform this service.
- Cooling towers must be contracted through CRBY subject to availability. No other companies are authorized to provide this service.

5. **Scope of Work:**

- Work below the waterline must be communicated to Cooper River Boatyard before it commences to ensure proper scheduling.
- Bottom painting is only permitted by CRBY or its on-site contractors.
- Exterior refinishing is only permitted by an CRBY Authorized Paint Contractor.
- Welding or metal cutting is only permitted by an CRBY Authorized Hot Work Contractor.
- Any work involving blasting or cutting of metal requires a containment tent to capture all airborne particles.

6. **Outside Contractors:**

We allow vessels to employ qualified contractors to perform work on the vessel under the following conditions:

- Contractors must be listed on the CRBY approved contractor list. A list of authorized contractors is available from the service office.
- Contractors who are not listed as approved must be directed to our Service Office to determine eligibility to work in the facility. Contractors cannot operate before their eligibility has been approved.
- Contractors must meet the CRBY minimum insurance requirements. Contractors are required to provide proof of coverage prior to admittance into the facility.
- All contractors must register with the CRBY office enter to confirm eligibility for entry and follow CRBY guidelines.

7. **Day Workers:** Day workers must meet the following criteria:

- The yacht/boat must include these individuals on their crew manifest and must insure them under the vessel's policy. Copies of the insurance policy, listing the day workers must be furnished prior to work commencing.
- Day workers may enter the facility only after registering with the CRBY office.

8. **Storage Containers:** Upon request a storage container or storage space may be supplied for your use subject to availability. The following applies to storage container rental:

- Crew members are not allowed to use storage containers as industrial spaces to conduct painting or other hazardous work. A lock will be issued upon commencement of the rental.
- Storage containers are only for the use of storage of non-flammable items.

- Storage containers may be moved periodically so please ensure all contents are secured.

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9. **On-site storage** for tenders, jet skis, trailers, containers, etc. is limited and must be coordinated through the CRBY service office prior to bringing any of these items into the facility. Storage prices will apply to all these items based on the current CRBY rate card.
10. **Fluid Transfers and Tank Work:** We ask that vessels do not transfer fuel, change oil, or perform any tank work without coordinating those activities through the CRBY office.
11. **Owner/Crew Parking:** Designated parking areas are provided for owners, crew and contractors. Please park in a designated space. Parking in the service yard next to vessels with private vehicles is prohibited.
12. **Contractor Parking:** Contractors must park in designated parking areas. If a need occurs to drop off or pick up parts or tools, vehicles must be returned to the designated parking spaces thereafter.
13. **Anchor/tackle:** All anchoring equipment must be tagged out and secured in a way that it cannot be released or cause any harm. .
14. **Shore Power:** Access to shore power is subject to availability and must be agreed and scheduled with the CRBY office. Hook ups have to be performed by CRBY personnel. Usage will be charged according to valid rates and tariffs. at the time of use. It will be Owners responsibility the to ensure the boat is on line and functioning properly at all times and will not be monitored by CRBY personnel. The use of shore power plugs, wires etc., which are not returned will be charged to the vessel.
15. **Potable Water:** We ask that you conserve potable water while at Cooper River Boatyard. We do not regulate or meter the potable water outlets in the yard but please use this natural resource with discretion.  
**Black & Grey Water Pump Out:** Black and grey water must not be pumped overboard into boatyard, the dock area or intercostal waters. Discharge of these fluids into the waterway violates State and Federal law. The lawful handling of any pollutant or hazardous material is the sole responsibility of the vessels owner to include any activities by representatives, contractors, crew or other persons associated with the vessel.
16. **Bilge Water:** Bilge water contaminated with oil, fuel, or other regulated contaminants may not be discharged onto surface waters or on the upland. Turn off your bilge pumps prior to dry docking your boat as necessary. In case of spills please immediately contact the CRBY office. The lawful handling of any pollutant or hazardous material is the sole responsibility of the vessels owner to include any activities by representatives, contractors, crew or other persons associated with the vessel.
17. **Petroleum, Waste Oil and Filters:** If you have a need to dispose of waste oil products or waste solvents, please contact the CRBY office. Waste oil, engine oil, gear oil, transmission oil, hydraulic oil and antifreeze must be disposed of in proper containers and definitely not in dumpsters or sewer drains. Oil barrels, pumps or other fueling equipment used on piers must have absorbents under them and be monitored by the boat so as not to stain or damage the pier. A disposal fee will be assessed. The lawful handling of any pollutant or hazardous material is the sole responsibility of the vessels owner to include any activities by representatives, contractors, crew or other persons associated with the vessel.
18. **Waste Gasoline:** Cooper River Boatyard can arrange for disposal by local licensed hauler. The lawful handling of any pollutant or hazardous material is the sole responsibility of the vessels owner to include any activities by representatives, contractors, crew or other persons associated with the vessel.
19. **Paints & Solvents:** Expended solvents must be disposed of in proper containers, definitely not in the dumpster or sewer. A disposal fee will be assessed. The lawful handling of any pollutant or hazardous material is the sole responsibility of the vessels owner to include any activities by representatives, contractors, crew or other persons associated with the vessel.

20. **Paint Chips & Sanding Spoils:** Removed paint chips and sanding debris must be captured and collected. Please contact the Operations Manager to arrange removal and disposal. This debris must not be allowed to enter the water or lay on the ground and may not be left where it might be exposed to rainwater. The lawful handling of any pollutant or hazardous material is the sole responsibility of the vessels owner to include any activities by representatives, contractors, crew or other persons associated with the vessel.
21. **Fueling Operations:** All fueling must be coordinated through CRBY and through an approved vendor. We allow outside fueling at this facility but only through approved fueling companies. Please contact the or the CRBY office for approval. The lawful handling of any pollutant or hazardous material is the sole responsibility of the vessels owner to include any activities by representatives, contractors, crew or other persons associated with the vessel.
22. **Spills & Clean up:** We are obligated to abide by all USCG and South Carolina EPA regulations and report spills as required. Clean up activities and USCG fines can be very costly. In the event we find it necessary to perform clean up or containment, charges will be assessed directly to the responsible party. The lawful handling of any pollutant or hazardous material is the sole responsibility of the vessels owner to include any activities by representatives, contractors, crew or other persons associated with the vessel.
23. **Boat Washing:** Washing of your vessel is only permitted with the use of biodegradable soaps in minimal amounts. These products can be purchased from CRBY subject to availability.
24. **Dividing Operations:** All diving operations need to be cleared by the CRBY office. An Alpha flag has to be flown from the mast as a visual indicator that a diver is in the water. All engines/generators will have to be secured and there may be no blowing or venting of tanks or discharges to the sea while diving. The contracted diver will also have to place portable signs on the dock at the bow and stern to alert for active diving.
25. **Hot Work:** All boats must obtain a gas free certificate from an approved marine chemist prior to approval for hot work. Once approved, hot work may be subject to inspections and access must be available to these at all times of the day and night to support that safe procedures are followed.
26. **Trash Disposal:** Trash receptacles have been provided throughout the facility for your use. Please help us keep CRBY clean by properly disposing of trash. Hazardous waste must be lawfully disposed. The lawful handling of any pollutant or hazardous material is the sole responsibility of the vessels owner to include any activities by representatives, contractors, crew or other persons associated with the vessel.
27. **Hurricane Preparedness Plan:** It is the owner's sole responsibility to have an appropriate hurricane preparedness plan available for their vessel.

**Points of Contact:**

The CRBY Service Office is located at 1300 Pierside Street building. The hours of operation are Monday through Friday from 8:00am to 5:00pm.

<b>Department:</b>	<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>
Boatyard Operations	NATE WEST	843-554-7775	NATE@COOPERRIVERBOATYARD.COM
Service	PAUL YOUNG	843-554-7775	SERVICE@COOPERRIVERBOATYARD.COM
Accounting	HELEN BREEN	843-554-7775	ACCOUNTS@COOPERRIVERBOATYARD.COM