



SOP USCG PERMITTING OF EXPLOSIVES TRANSFER

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I. Gathering Permit Information:

- a. Talk to customer and determine – date, time, and dock location for explosive transfer
- b. Remind customer of various restrictions at chosen dock
- c. Talk to dock and see if dock is available for date and time requested by customer. (see: Appendix B for dock information)
- d. All crew members on transport vessel must have documented hazmat training, as per Coast Guard
- e. Talk to customer and determine Vessel and Captain information—may require you to go into “stalker” mode
 - i. Vessel name and official number
 - ii. Vessel owner’s name and address
 - i. Captain(s) name and license number, not social security number
- b. Talk to techs for copy of DEMEX inventory sheet for Offshore Magazines to determine explosive load
 - i. Magazine # for all 1.1D explosive(s) quantity and number of boxes for each explosive type
 - ii. Toolbox # for all 1.4B detonators
- c. Open excel file “USCG Permit Application” and save it under a job specific name so you will still have a master permit to work from on future permits. (or in case mistakes are made and you need to start over)
- d. Use information compiled in above Steps to complete Coast Guard permit (see excel file USCG Permit Application) – Permit consist of CG 4260 (actual permit), Dangerous Cargo Manifest (DCM) and Hazardous Material Bill of Lading.

II. Making Changes to USCG Permit, Dangerous Cargo Manifest, Hazardous Material Bill of lading:

- a. USCG Permit
 - i. Change city in upper left corner to name of Coast Guard associated to the dock being used
 - ii. Put job number and inbound or outbound load under Cargo by proper shipping name
 - iii. Delete entire row of explosive types not loaded in Magazine
 - iv. For 1.1 D explosive types - Determine weight of explosives by individual type in pounds for each individual explosive type.
 1. 50 gr. Det cord, use 6 lbs for every 1000 ft of det cord
 2. Divide each weight by 2000 to determine the net weight/net tons for each type
 - v. If an explosive type is listed on the DEMEX inventory sheet for Offshore Magazines that is not on the master list, speak to person who loaded the magazine to determine proper shipping name and UN number to add to the list.



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- vi. For 1.4 B explosives (detonators) – determine if electric and non-electric detonators have been loaded. If only one type of detonator is loaded, delete type that is not included.
 - vii. For the limited amount of detonators sent out, I always use 0.001 as the net weight for detonators
 - viii. Total the weight for 1.1D explosives and put in line that says “total weight for 1.1D”
 - ix. Total the weight for 1.4B explosives and put in line that says “total weight for 1.4B”
 - x. Add the totals from 1.1 D and 1.4B and put in “grand total weight” spot
 - xi. If no 1.4B materials are shipped, remove all rows that refer to 1.4B explosives
 - xii. In Vessel or Barge column –
 1. In first square, put vessel’s name and official number
 2. In second square, put vessel owner’s name and address
 3. In third square, put name and address of DEMEX customer
 4. In fourth square, put date and time load out is scheduled to occur
 - xiii. In Waterfront Facility column
 1. In first square, put dock’s name and address
 2. In second square, put dock’s name and address
 3. In third square, put name and address of DEMEX customer
 4. In fourth square, put date and time load out is scheduled to occur
 - xiv. In space provided, add date you are completing permit, add your name and title to the permit
 - xv. Print and sign the permit
- b. Dangerous Cargo manifest
- i. Fill in Vessel name and official number
 - ii. Fill in captain(s) name and license number
 - iii. Remove by row the explosive types not included in the magazine
 - iv. Take 1.1 D explosive weights in tons from the permit page and insert in “net weight” column. Verify that you have the same shipping name as on the permit page.



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- v. Total the net weight of all 1.1 D Explosives – this total should match the 1.1 D total on the permit page
- vi. Take 1.4B explosive weights in tons from the permit page and insert in “net weight” column. Verify that you have the same shipping name as on the permit page.
- vii. Total the net weight of all 1.4 B explosives– this total should match the 1.4 B total on the permit page
- viii. Obtain net weight grand total by adding total 1.1D weight and total 1.4B weight– this total should match the grand net weight total on the permit page
- ix. Put total number of boxes for each explosive type behind the identification number
 1. Number of boxes for each explosive type is found on the DEMEX Inventory sheet for Offshore Magazines
- x. Determine gross weight for each explosive type – gross weight is the net explosive weight plus the weight of the box the explosive is stored in
 1. For Comp B charges - 30 lbs per box
 2. For C-4 boxes – 5 lbs per box
 3. For Det cord – 2 lbs for every 2000 ft. of 50 grain
 4. For detonators – 4 lbs (0.002 tons) for gross weight for each type of detonator
- xi. Divide each gross weight in pounds by 2000 to determine the gross weight/ tons for each type and put that number in appropriate line.
- xii. Total the gross weight of all 1.1 D explosives
- xiii. Total the gross weight of all 1.4 B explosives
- xiv. Obtain gross weight grand total by adding total 1.1D weight and total 1.4B weight
- xv. Put your name and current date at bottom of DCM
- xvi. Print and sign the DCM



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c. Hazardous Material Bill of Lading

- i. Top right hand corner – add current date and job number with inbound or outbound
- ii. Shipper – If outbound load, insert DEMEX name and address; If Inbound load, insert DEMEX c/o Customers name and address
- iii. Point of origin – If outbound load originating at DEMEX yard and going to dock, leave blank; If inbound load originating from dock, insert name and address of dock
- iv. Consignee: If outbound load, insert DEMEX c/o Customers name and address; If inbound load, insert DEMEX name and address
- v. Delivery Address - If outbound load originating at DEMEX yard, insert name and address of dock; If inbound load originating from dock and returning to DEMEX, leave blank
- vi. Remove explosive types not being shipped by row
- vii. Verify that you have the same shipping name(s) as on the permit page and DCM.
- viii. Refer to DCM and transfer Net Weight, Gross Weight and number of boxes for each explosive type to corresponding row/column
- ix. Total the Net Weight and Gross Weight and put total in appropriate column. These totals should match the grand net weight total on the permit page and DCM; and the grand gross weight on the DCM
- x. If Non Haz mat materials are being shipped outside the magazines, list those items
- xi. Add your name and title to the bottom of the page
- xii. Print and sign the Hazardous material Bill of Lading

III. Stowage Plan, Fire Marshals

- a. Print out the stowage plan corresponding to number of magazines and toolboxes shipped
 - i. Copies of stowage plans can be found on the techs USB; if not Kim has copies on her computer
 - ii. If sending to Morgan City Coast Guard, be sure to add that 1.1 magazine will be minimum of 26 ft. from the cabin
- b. Fax and/or e-mail a signed copy of “USCG Permit Application” and stowage plan to appropriate Coast Guard office. (see Appendix A for Correct USCG Information)



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- c. If you haven't spoken to the Coast Guard prior to submitting the permit by fax and/or e-mail call and confirm there are no scheduling conflicts
- d. If using Coral Marine Dock in Sabine Pass, Submit Permit request to Fire Marshall; Apply for this permit immediately after submitting Coast Guard permit;
- e. Don't be afraid to go into stalker mode if it is the day before the scheduled explosive load and you haven't heard from the fire marshal.
- f. Fax copy of Coast Guard permit and our insurance certificate
- g. Include the following verbiage on the fax cover sheet – EDIT TO REFLECT IF IT INBOUND OR OUTBOUND LOAD, INSERT CORRECT DATE & TIME – DELETE INFORMATION THAT DOES NOT APPLY
 - i. I have enclosed a list of **inbound/outbound** explosive DEMEX will load at Midstream Dock in Sabine Pass on **Friday, 01 March** at **1500 hours**.
 - ii. I have also enclosed our certificate of insurance.
 - iii. **Proposed route to be taken from New Orleans to Sabine Pass:**
 1. Interstate 10 to Texas Hwy. 62 to Hwy. 87 to Hwy. 73 to Hwy. 214 to Hwy. 82
 - iv. **Proposed route to be taken from Sabine Pass to New Orleans:**
 1. Texas Hwy. 82 to Hwy. 214 to Hwy. 73 to Hwy. 87 to Hwy. 62 to Interstate 10
- h. Fire marshal will fax you a copy of his permit application; sign, date and fax back to Fire marshal
- i. Fire Marshall will fax back signed copy of permit
- j. Fax the signed copy to the Coral Marine
- k. Fax the signed copy to Taulli

Appendix A: USCG Information

I. USCG Morgan City –

- a. limited to 2500 lbs.; entire vessel crew needs hazmat training; vessels must be steel construction, not aluminum (CFR 49 176.116 (e) (3)); need to bring firebox with two (2) Self Contained Breathing Apparatus and Fire pump; notify Berwick Fire Department for all loads
- b. Ph: 985-380-5321
- c. Morgan City Facilities Group: 985-382-5326
- d. Morgan City Facilities Group: facilities@uscg.mil
- e. Captain of the Port: Dave McClellan
 - i. MST2 Britany M Mckibben
 1. Ph: 985-380-5328
 2. e-mail: Britany.M.Mckibben@uscg.mil
 - ii. MST3 Will Kahms
 1. Ph: 985-980-5335
 1. e-mail: William.E.Kahms@uscg.mil

II. USCG New Orleans –

- a. limited to 30,000lbs; vessel must be steel construction, not aluminum (CFR 49 176.116 (e) (3)); need to bring firebox with two (2) Self Contained Breathing Apparatus and Fire pump;
- b. New Orleans: 504-365-2200, press 4, then 5 for facilities
- c. New Orleans CG Facilities: facilitiesnola@uscg.mil
- d. Captain of the Port: Phillip Schiffland
 - i. Nicholas Morgan
 1. Ph: 504-365-2387
 2. e-mail: Nicholas.s.morgan@uscg.mil
 - ii. Jesse D. Kavanaugh
 1. Ph: 504-365-2384
 2. e-mail: Jesse.D.Kavanaugh@uscg.mil

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III. USCG Port Arthur –

- a. limited to 16,000 lbs, if load over 5,500 lbs then road closure required; entire vessel crew needs haz mat training; need Fire Marshall permit; no longer accepts the fire box (fire pump and 2 SCBA) as an alternative to fire pump originating outside machinery space; **I think this went away with our special permit**
- b. Ph: 409-723-6501, press 6
- c. Fx: 409-723-6534
- d. Port Arthur CG Facilities Group - D08-PF-msuportarthur-MEP@uscg.mil
- e. Captain of the Port: Randall Ogrydiak
 - i. Chief James Merriman
 1. Ph: 409-719-5033
 2. e-mail: Jamie.l.merriman@uscg.mil
 - ii. Chris DeGrado
 1. Ph: 409-719-5032
 2. cell: 808-647-0029
 3. e-mail: Donald.c.degrado@uscg.mil



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Appendix B: information on approved docks.

- I. Berry Bros.
 - a. Contact: Roy Bergeron
 - i. 1414 River Rd.
 - ii. Berwick, LA 70342
 - iii. Ph: 985-384-8770
 - iv. Fx: 985-384-8913
 - v. Cell: 985-637-2612
 - vi. e-mail: roy@bbgci.com
 - b. Loads generally scheduled for 1400 hrs or later; no morning loads, as per Berry Bros.
 - c. Loads limited to 2500 lbs., as per Coast Guard
 - d. Vessel must be long enough to have 26 ft separation from cabin and 1.1 magazine and another 20 ft separation between 1.1 D magazine and 1.4 B toolbox, as per Coast Guard
 - e. No Loads on passenger vessels unless approved specifically for “packaged explosive materials”, as per Coast Guard
 - f. Requires phone call to notify fire department – wait until day of or day before load
 - i. Ph: 985-385-1646 – tell person that answers phone date & time for load
- II. Bud’s #1
 - a. Contact: Lavon
 - i. Venice Marina Rd.
 - ii. Venice, LA 70091
 - iii. Ph: 504-534-2225
 - iv. Fx: 504-534-2394, call first and ask them to turn on fax
- III. Coral Marine
 - a. Contact: Ronnie Kinchen
 - i. 7336 S. First Avenue
 - ii. Sabine Pass, TX 77655
 - iii. Ph: 409-971-2119
 - iv. cell: 985-397-1496
 - b. All crew members on transport vessel must have documented hazmat training, as per Coast Guard
 - c. 3 areas of facility to use- max load 16,000 lbs.
 - d. Requires permit from Port Arthur Fire Dept., see Step 10 for directions on how to complete the Fire Marshal permit
 - i. Mark Mulliner, PAFD Fire Marshall
 1. Ph: 409-983-8732
 2. Fx: 409-983-8719
 - ii. Paul Washburn, Assistant Marshall
 1. Cell: 409-728-9092
 - iii. Secretary
 1. Ph: 409-983-8737