

**PORT EVERGLADES FRANCHISE APPLICATION**

An application will not be deemed complete and ready for processing until all required documents and fees are received.

A separate application must be filed for each type of franchise applied for.

FRANCHISE TYPE

CHECK ONE

STEAMSHIP AGENT

STEVEDORE

CARGO HANDLER

TUGBOAT & TOWING

VESSEL BUNKERING

VESSEL OILY WASTE REMOVAL

VESSEL SANITARY WASTE WATER REMOVAL

MARINE TERMINAL SECURITY

MARINE TERMINAL SECURITY

FIREARMS CARRYING SECURITY PERSONNEL

NON-FIREARMS CARRYING SECURITY PERSONNEL

**Note: Applicant is the legal entity applying for the franchise. If the Applicant is granted the franchise, it will be the named franchisee. All information contained in this application shall apply only to the Applicant, and not to any parent, affiliate, or subsidiary entities.**

Applicant's

Name CROWLEY LINER SERVICES - INC

(Name as it appears on the certificate of incorporation, charter, or other legal documentation as applicable, evidencing the legal formation of the Applicant)

Applicant's Business Address 4300 Mcintosh Rd, Fort Lauderdale Fl, 33316

Number /

Street

City/State/Zip

Phone # (305) 470-4055

E-mail address patrick.collins @ crowley.com

Fax #: ( ) \_\_\_\_\_

**Name of the person authorized to bind the Applicant (This person's signature must appear on Page 13.)**

Name Steven Collar

Title Senior Vice President and General Manager, International Services

Business Address 9487 Regency Square Boulevard, Jacksonville Fl, 32225

Number /

Street

City/State/Zip

Phone # (907) 727-2200

E-mail address steve.collar @ crowley.com

Fax #: ( ) \_\_\_\_\_

Provide the Name and Contact Information of Applicant's Representative to whom questions about this application are to be directed (if different from the person authorized to bind the Applicant):

Representative's Name Patrick Collings

Representative's Title General Manager

Representative's Business Address 4300 Mcintosh Rd, Fort Lauderdale Fl, 33316

Number /

Street

City/State/Zip

Representative's Phone # (305) 470-4055

Representative's E-mail address patrick.collins @ crowley.com

Representative's Fax #: ( ) \_\_\_\_\_

**PLEASE COMPLETE THIS APPLICATION AND LABEL ALL REQUIRED BACKUP DOCUMENTATION TO CLEARLY IDENTIFY THE SECTION OF THE APPLICATION TO WHICH THE DOCUMENTATION APPLIES (I.E....., SECTION A, B, C, etc.).**

**Section A**

1. List the name(s) of Applicant's officers, including, CEO, COO, CFO, director(s), member(s), partner(s), shareholder(s), principal(s), employee(s), agents, and local representative(s) active in the management of the Applicant.

Officers:

Title Senior Vice President and General Manager, International Services  
First Name Steven Middle Name \_\_\_\_\_  
Last Name Collar  
Business Street Address 9487 Regency Square Boulevard,  
City, State, Zip Code Jacksonville, FL, 32225  
Phone Number ( 907 ) 727-2200 Fax Number (     ) \_\_\_\_\_  
Email Address steve.collar @ crowley.com .

Title Senior Vice President, Corporate Services  
First Name Carl Middle Name \_\_\_\_\_  
Last Name Fox  
Business Street Address 9487 Regency Square Boulevard,  
City, State, Zip Code Jacksonville, FL, 32225  
Phone Number ( 907 ) 727-2200 Fax Number (     ) \_\_\_\_\_  
Email Address carl.fox @ crowley.com .

Title Senior Vice President and General Manager, Logistics  
First Name Francis Middle Name \_\_\_\_\_  
Last Name Larkin  
Business Street Address 9487 Regency Square Boulevard,  
City, State, Zip Code Jacksonville, FL, 32225  
Phone Number ( 907 ) 7272200 Fax Number (     ) \_\_\_\_\_  
Email Address francis.larkin @ crowley.com .

Title \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Business Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number (     ) \_\_\_\_\_ Fax Number (     ) \_\_\_\_\_  
Email Address \_\_\_\_\_ @ \_\_\_\_\_ .

Attach additional sheets if necessary.

2. RESUMES: Provide a resume for each officer, director, member, partner, shareholder, principal, employee, agent, and local representative(s) active in the management of the Applicant, as listed above.

**Section B**

1. Place checkmark to describe the Applicant:  
( ) Sole Proprietorship () Corporation ( ) Partnership ( ) Joint Venture ( ) Limited Liability Company
2. Provide copies of the documents filed at the time the Applicant was formed including Articles of Incorporation (if a corporation); Articles of Organization (if an LLC); or Certificate of Limited Partnership or Limited Liability Limited Partnership (if a partnership). If the Applicant was not formed in the State of Florida, provide a copy of the documents demonstrating that the Applicant is authorized to conduct business in the State of Florida.

**Section C**

1. Has there been any change in the ownership of the Applicant within the last five (5) years? (e.g., any transfer of interest to another party)  
Yes \_\_\_ No  If "Yes," please provide details in the space provided. Attach additional sheets if necessary.
2. Has there been any name change of the Applicant or has the Applicant operated under a different name within the last five (5) years?  
Yes \_\_\_ No  If "Yes," please provide details in the space provided, including: Prior name(s) and Date of name change(s) filed with the State of Florida's Division of Corporations or other applicable state agency. Attach additional sheets if necessary.
3. Has there been any change in the officers, directors, executives, partners, shareholders, or members of the Applicant within the past five (5) years?  
Yes \_\_\_ No  If "Yes," please provide details in the space provided, including:  
Prior officers, directors, executives, partners, shareholders, members  
Name(s) \_\_\_\_\_  
New officers, directors, executives, partners, shareholders, members  
Name(s) \_\_\_\_\_  
Also supply documentation evidencing the changes including resolution or minutes appointing new officers, list of new principals with titles and contact information, and effective date of changes. Attach additional sheets if necessary.

**Section D**

Provide copies of all fictitious name registrations filed by the Applicant with the State of Florida's Division of Corporations or other State agencies. If none, indicate "None" \_\_\_None\_\_\_

**Section E**

1. Has the Applicant acquired another business entity within the last five (5) years?  
Yes  No  If "Yes," please provide the full legal name of any business entity which the Applicant acquired during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.  
If none, indicate "None" \_\_\_\_\_. *Seafreight Agencies*
2. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the acquired firm's officers, managers, employees and/or the acquired firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary.  
*1/1/2016 - Asset purchase*
3. Has the Applicant been acquired by another business entity within the last five (5) years?  
Yes  No  If "Yes," provide the full legal name of any business entity which acquired the Applicant during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.  
If none, indicate "None" \_\_\_\_\_.
4. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the parent firm's officers, managers, employees and/or the parent firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary.

**Section F**

Provide the Applicant's previous business history, including length of time in the same or similar business activities as planned at Port Everglades.

**Section G**

1. Provide a list of the Applicant's current managerial employees, including supervisors, superintendents, and forepersons.
2. List the previous work history/experience of the Applicant's current managerial employees, including their active involvement in seaports and length of time in the same or similar business activities as planned at Port Everglades.

**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed).

If none, state "None" \_\_\_\_\_.

Seaport Port Everglades, Fl Number of Years Operating at this Seaport 31

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has Provided Services to this Client
Gildan	23 years
Hanesbrands	21 years
Parkdale	20 years
Procter and Gamble	18 years
VF Jeanswear	25 years

**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed).

If none, state "None" \_\_\_\_\_.

Seaport Golf Port, MS Number of Years Operating at this Seaport 19

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has Provided Services to this Client
Fruit of the Loom	25 years
International Paper	15 years
Hanesbrand	21 years
VF Jeanswear	25 years
Allenberg	10 years

**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed).

If none, state "None" \_\_\_\_\_.

Seaport San Juan, PR Number of Years Operating at this Seaport 44

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has Provided Services to this Client
Coca Cola	34 years
BMS (Bristol Myers)	30 years
Pfizer	30 years
Johnson & Johnson	13 years
Goya	32 years
Gallery Auto	14 years
Baxter	30 years

**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed).

If none, state "None" \_\_\_\_\_.

Seaport Jacksonville, fl Number of Years Operating at this Seaport 31

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has Provided Services to this Client
Coca Cola	34 years
BMS (Bristol Myers)	30 years
Pfizer	30 years
Johnson & Johnson	13 years
Goya	32 years
Gallery Auto	14 years
Baxter	30 years
Walmart	33 years
Supermercados Econo	29 years
Transnow	22 years



**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed).

If none, state "None" \_\_\_\_\_.

Seaport Wilmington, NC Number of Years Operating at this Seaport 1

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has Provided Services to this Client
Gildan	23 years
Procter and Gamble	16 years
Delta Apparel	9 years
Hanesbrands	21 years
Frontier Spinning	7 years

**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed).

If none, state "None" \_\_\_\_\_.

Seaport Pennsauken, NJ Number of Years Operating at this Seaport 36

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has Provided Services to this Client
Coca Cola	34 years
BMS (Bristol Myers)	30 years
Pfizer	30 years
Johnson & Johnson	13 years
Goya	32 years
Gallery Auto	14 years
Walmar	33 years
Supermercados Econo	29 years
Transnow	22 years

**Section I**

1. Provide a description of all past (within the last five (5) years) and pending litigation and legal claims where the Applicant is a named party, whether in the State of Florida or in another jurisdiction, involving allegations that Applicant has violated or otherwise failed to comply with environmental laws, rules, or regulations or committed a public entity crime as defined by Chapter 287, Florida Statutes, or theft-related crime such as fraud, bribery, smuggling, embezzlement or misappropriation of funds or acts of moral turpitude, meaning conduct or acts that tend to degrade persons in society or ridicule public morals.

The description must include all of the following:

- a) The case title and docket number
- b) The name and location of the court before which it is pending or was heard
- c) The identification of all parties to the litigation
- d) General nature of all claims being made

If none, indicate "None" None.

2. Indicate whether in the last five (5) years the Applicant or an officer, director, executive, partner, or a shareholder, employee or agent who is or was (during the time period in which the illegal conduct or activity took place) active in the management of the Applicant was charged, indicted, found guilty or convicted of illegal conduct or activity (with or without an adjudication of guilt) as a result of a jury verdict, nonjury trial, entry of a plea of guilty or nolo contendere where the illegal conduct or activity (1) is considered to be a public entity crime as defined by Chapter 287, Florida Statutes, as amended from time to time, or (2) is customarily considered to be a white-collar crime or theft-related crime such as fraud, smuggling, bribery, embezzlement, or misappropriation of funds, etc. or (3) results in a felony conviction where the crime is directly related to the business activities for which the franchise is sought.

Yes \_\_\_ No X

If you responded "Yes," please provide all of the following information for each indictment, charge, or conviction:

- a) A description of the case style and docket number
- b) The nature of the charge or indictment
- c) Date of the charge or indictment
- d) Location of the court before which the proceeding is pending or was heard
- e) The disposition (e.g., convicted, acquitted, dismissed, etc.)
- f) Any sentence imposed
- g) Any evidence which the County (in its discretion) may determine that the Applicant and/or person found guilty or convicted of illegal conduct or activity has conducted itself, himself or herself in a manner as to warrant the granting or renewal of the franchise.

**Section J**

The Applicant must provide a current certificate(s) of insurance. Franchise insurance requirements are determined by Broward County's Risk Management Division and are contained in the Port Everglades Tariff No. 12 as amended, revised or reissued from time to time. The Port Everglades Tariff is contained in the Broward County Administrative Code, Chapter 42, and is available for inspection on line at: <http://www.porteverglades.net/development/tariff>.

**Section K**

1. The Applicant must provide its most recent audited or reviewed financial statements prepared in accordance with generally accepted accounting principles, or other documents and information which demonstrate the Applicant's creditworthiness, financial responsibility, and resources, which the Port will consider in evaluating the Applicant's financial responsibility.

2. Has the Applicant or entity acquired by Applicant (discussed in Section E herein) sought relief under any provision of the Federal Bankruptcy Code or under any state insolvency law filed by or against it within the last five (5) year period?

Yes \_\_\_ No X

If "Yes," please provide the following information for each bankruptcy or insolvency proceeding:

- a) Date petition was filed or relief sought
- b) Title of case and docket number
- c) Name and address of court or agency
- d) Nature of judgment or relief
- e) Date entered

3. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for the business or property of the Applicant?

Yes \_\_\_ No X

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court
- d) Reason for appointment

4. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for any entity, business, or property acquired by the Applicant?

Yes \_\_\_ No X

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court
- d) Reason for appointment

**Section L**

List four (4) credit references for the Applicant, one of which must be a bank. Use this format:

Name of Reference \_\_\_\_\_ Nature of Business \_\_\_\_\_  
Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Legal Business Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_

(Provide on a separate sheet.)

**Section M**

1. Security: Pursuant to Port Everglades Tariff 12, Item 960, all Franchisees are required to furnish an Indemnity and Payment Bond or Irrevocable Letter of Credit drawn on a U.S. bank in a format and an amount not less than \$20,000 as required by Broward County Port Everglades Department.
2. Has the Applicant been denied a bond or letter of credit within the past five (5) years?  
Yes \_\_\_ No X  
If "Yes," please provide a summary explanation in the space provided of why the Applicant was denied. Use additional sheets if necessary.

**Section N**

1. Provide a list and description of all equipment currently owned and/or leased by the Applicant and intended to be used by the Applicant for the type of service(s) intended to be performed at Port Everglades including the age, type of equipment and model number.
2. Identify the type of fuel used for each piece of equipment.
3. Indicate which equipment, if any, is to be domiciled at Port Everglades.
4. Will all equipment operators be employees of the Applicant, on the payroll of the Applicant, with wages, taxes, benefits, and insurance paid by the Applicant?  
Yes X No \_\_\_  
If "No," please explain in the space provided who will operate the equipment and pay wages, taxes, benefits, and insurance, if the franchise is granted. Use additional sheets if necessary.

**Section O**

Provide a copy of the Applicant's current Broward County Business Tax Receipt (formerly Occupational License).

**Section P**

1. Provide a copy of Applicant's safety program.
2. Provide a copy of Applicant's substance abuse policy.
3. Provide a copy of Applicant's employee job training program/policy.
4. Provide information regarding frequency of training.
5. Include equipment operator certificates, if any.

**Section Q**

1. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from any federal, state, or local environmental regulatory agencies?  
Yes \_\_\_ No X
  
2. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or civil penalties from the U.S. Coast Guard?  
Yes \_\_\_ No X
  
3. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from the Occupational Safety and Health Administration?  
Yes \_\_\_ No X

If you responded "Yes" to any of this section's questions 1, 2, or 3 above, please provide a detailed summary for each question containing the following information:

- a) Name and address of the agency issuing the citation or notice
- b) Date of the notice
- c) Nature of the violation
- d) Copies of the infraction notice(s) from the agency
- e) Disposition of case
- f) Amount of fines, if any
- g) Corrective action taken

Attach copies of all citations, notices of violations, warning notices, civil penalties and fines issued by local, state, and federal regulatory agencies, all related correspondence, and proof of payment of fines.

4. Provide a statement (and/or documentation) which describes the Applicant's commitment to environmental protection, environmental maintenance, and environmental enhancement in the Port.

**Section R**

Provide written evidence of Applicant's ability to promote and develop growth in the business activities, projects or facilities of Port Everglades through its provision of the services (i.e., stevedore, cargo handler or steamship agent) it seeks to perform at Port Everglades. For first-time applicants (stevedore, cargo handler and steamship agent), the written evidence must demonstrate Applicant's ability to attract and retain new business such that, Broward County may determine in its discretion that the franchise is in the best interests of the operation and promotion of the port and harbor facilities. The term "new business" is defined in Chapter 32, Part II of the Broward County Administrative Code as may be amended from time to time.

If you have checked an Applicant box for VESSEL BUNKERING, VESSEL OILY WASTE REMOVAL, VESSEL SANITARY WASTE WATER REMOVAL, OR MARINE TERMINAL SECURITY, then the following additional information is required:

**VESSEL BUNKERING**

**Section T-** A Letter of Adequacy from the U.S. Coast Guard and a copy of the applicant's operations manual approved by the U.S. Coast Guard.

**Section V-** A copy of the applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

**Section W-** A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

**Section Z-** An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.

**VESSEL OILY WASTE REMOVAL**

**Section S -** Certificate of Adequacy in compliance with the Directives of MARPOL 73/75 and 33 CFR 158, if applicable.

**Section T-** A Letter of Adequacy from the U.S. Coast Guard and a copy of the Applicant's operations manual approved by the U.S. Coast Guard.

**Section U-** A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

**Section V-** A copy of the Applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

**Section W-** A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

**Section X-** A Used Oil Collector, Transporter, and Recycler Certificate from the Florida Dept. of Environmental Protection.

**Section Y-** An Identification Certificate from the U.S. Environmental Protection Agency.

**Section Z-** An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the Applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.

**VESSEL SANITARY WASTE WATER REMOVAL**

**Section U-** A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

**Section Z1-** A copy of the Applicant's operations manual.

**Section Z2-** A Septage Receiving Facility Waste Hauler Discharge Permit from the Broward County Water and Wastewater Services Operations Division.

**MARINE TERMINAL SECURITY**

**Section N1-** A list of all metal detection devices, walk-through and hand held, as well as all luggage and carryon x-ray machines owned or leased, to be used or domiciled at Port Everglades. Listing must include brand name and model.

**Section N2-** A copy of all manufacturers recommended service intervals and name of company contracted to provide such services on all aforementioned equipment.

**Section N3-** A description of current method employed to assure all equipment is properly calibrated and functioning.

**Section N4-** current training requirements and training syllabus for employees operating

x-ray equipment. Highlight emphasis on weapon and contraband identification.  
Include equipment operator certificates, if any.

**Section O1-** Provide copies of all local, state and federal licenses, including:

- a. A copy of the Applicant's State of Florida Business License.
- b. A copy of security agency's Manager's "M" or "MB" License and a copy of the security agency's "B" or "BB" License issued by the Florida Department of Agriculture and Consumer Services.

**Section P3- SECURITY GUARDS / SUPERVISORS**

- a. Provide Applicant's background requirements, education, training etc., for personnel hired as security guards.
- b. Provide historic annual turnover ratio for security guards.
- c. Provide a copy of Applicant's job training program/policy including a copy of training curriculum and copies of all manuals and take-home materials made available to security guards. Include information regarding frequency of training.
- d. Provide background requirements, experience, licensing and any and all advanced training provided to supervisory personnel.
- e. Provide present policy for individual communication devices either required of security guards or supplied by the employer.
- f. Provide procurement criteria and source as well as Applicant's certification requirements for K-9 workforce.
- g. Provide information on the number of security guards / supervisors currently employed or expected to be employed to provide security services at Port Everglades.

Supervisors \_\_\_\_\_  
Class D Guards \_\_\_\_\_  
Class G Guards \_\_\_\_\_  
K-9 Handlers \_\_\_\_\_



**Port Everglades Tariff 12**

References to the Port Everglades Tariff 12 as amended or reissued: <http://www.porteverglades.net/development/tariff>

**Application Fees**

The following fees have been established for franchised businesses at Port Everglades. Initial processing fees are nonrefundable. A franchise is required for each category of business.

**Stevedore**

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00

Annual Fee

\$ 4,000.00

**Cargo Handler**

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00

Annual Fee

\$ 4,000.00

**Steamship Agent**

Initial processing fee, assignment fee, or reinstatement fee \$

4,000.00

Annual Fee

\$ 2,250.00

**Tugboat and Towing**

Initial processing fee, assignment fee, or reinstatement fee \$ 26,000.00

Annual Fee

By Contract

**Vessel Bunkering, Vessel Oily Waste Removal,**

**Vessel Sanitary Waste Water Removal**

Initial processing fee, assignment fee, or reinstatement fee \$ 4,000.00

Annual Fee

\$ 2,250.00

For first-time franchise Applicants, both the initial application fee and the annual fee must be submitted at time of application. Thereafter, annual franchise fees are due and payable each year on the franchise anniversary date, which is defined as the effective date of the franchise.

Note: Check(s) should be made payable to:

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS and be mailed with this application to:

Port Everglades Business Administration Division

1850 Eller Drive, Fort Lauderdale, FL 33316

**Required Public Hearing**

Staff review of this application will not commence until such time as all of the above requested information and documentation has been provided and the franchise application has been determined by staff to be complete. All of the above requested information and Sections are required to be completed prior to the scheduling of the public hearing. Staff will request that the Broward County Board of County Commissioners set a public hearing to consider the franchise application and hear comments from the public. The Applicant will be notified of the Public Hearing date and must plan to attend the Public Hearing.

By signing and submitting this application, Applicant certifies that all information provided in this application is true and correct. Applicant understands that providing false or misleading information on this application may result in the franchise application being denied, or in instances of renewal, a franchise revoked. Applicant hereby waives any and all claims for any damages resulting to the Applicant from any disclosure or publication in any manner of any material or information acquired by Broward County during the franchise application process or during any inquiries, investigations, or public hearings.

Applicant further understands that if there are any changes to the information provided herein (subsequent to this application submission) or to its officers, directors, senior management personnel, or business operation as stated in this application, Applicant agrees to provide such updated information to the Port Everglades Department of Broward County, including the furnishing of the names, addresses (and other information as required above) with respect to persons becoming associated with Applicant after its franchise application is submitted, and any other required documentation requested by Port Everglades Department staff as relating to the changes in the business operation. This information must be submitted within ten (10) calendar days from the date of any change made by the Applicant.

Applicant certifies that all workers performing functions for Applicant who are subject to the Longshore and Harbor Workers' Act are covered by Longshore & Harbor Workers' Act, Jones Act Insurance, as required by federal law.

This application and all related records are subject to Chapter 119, F.S., the Florida Public Records Act.

By its execution of this application, Applicant acknowledges that it has read and understands the rules, regulations, terms and conditions of the franchise it is applying for as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended, and agrees, should the franchise be granted by Broward County, to be legally bound and governed by all such rules, regulations, terms and conditions of the franchise as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended.

The individual executing this application on behalf of the Applicant, personally warrants that s/he has the full legal authority to execute this application and legally bind the Applicant

Signature of Applicant's Authorized Representative  Date Signed 4-20-18

Signature name and title - typed or printed Steve Collar, SVP + GM

Witness Signature (\*Required\*)   
Witness name-typed or printed Phoebe Joseph

Witness Signature (\*Required\*)   
Witness name-typed or printed Martha L. Mizell

If a franchise is granted, all official notices/correspondence should be sent to:

Name Patrick Collins Title General Manager

Address 4300 McIntosh Rd Phone (305) 470-4055  
Fort Lauderdale, FL 33316

Page 2, Section A. 2 - Resumes



**Carl R. Fox**

Senior Vice President, Corporate Services  
Located in Jacksonville, FL



Fox rejoined Crowley in 2010 as vice president of strategic initiatives and marketing for the liner and logistics business units. He had previously worked for Crowley from 1987 to 1995 with responsibilities in business development and process improvement. Before rejoining Crowley, Fox served as senior vice president for Sea Star, providing leadership in sales, marketing, customer service, pricing, and yield management, and was also the executive vice president of administration and financial planning for Navieras, offering commercial, administration and financial expertise. Outside of Crowley, he serves as chairman of the board for the Northeast Chapter of the Florida Red Cross.

**Responsibilities include:**

Information technology; corporate communications; human resources; safety, security, quality and environmental (SSQE); people development and learning; strategic projects, and facilities development and travel



**Steven M. Collar**

Senior Vice President and General Manager, International Services  
Located in Jacksonville, FL



Collar joined Crowley in 1977 as a deckhand, but throughout his career has been exposed to many facets of the Crowley organization, working in positions of increasing responsibility within engineering, terminal management, cargo operations, marine operations and petroleum operations. In 1996, he was named director of technical services before transferring to general manager of oil transportation. He then served as senior vice president and general manager of technical services, and most recently held the role of senior vice president and general manager of logistics until December 2012. Collar attended school at Shoreline Community College in Seattle, and Point Loma College in San Diego. He earned a Masters in Business Administration from the University of Washington in 1999.

**Responsibilities include:**

Stateside and foreign operations as well as foreign commercial activities associated with Crowley's liner cargo transportation between the U.S. and Central America.



## Francis Larkin

Senior Vice President and General Manager, Logistics  
Located in Jacksonville, FL



Larkin first joined Crowley in 1988 and served until 1999 in positions of increasing responsibility, including vice president and general manager of Crowley's [South America](#) services. When that business was sold to Hamburg Süd in 1999, Larkin went to work for that company as senior vice president and member of the region North America board, and was responsible for all commercial activities in North America and trade between the U.S. and Latin America theaters. He rejoined Crowley in 2011 as vice president of sales and customer care for the company's liner and logistics groups, where he led the domestic and international sales efforts for Crowley's container and breakbulk shipping services in the Caribbean Basin and the company's worldwide logistics services. In total, Larkin has 30 years of experience in international transportation, including overseas postings in Brazil and Argentina. He is on the board of directors of both the National Freight Transportation Association, a nationwide organization comprised of importers/exporters, railroads, ocean carriers and ground transportation services, as well as the Brazilian American Chamber of Commerce, where he serves as chairman of the trade and investment committee. Larkin received his Bachelor's in Economics, cum laude, from Boston College and is fluent in Spanish and Portuguese.

### **Responsibilities include:**

Management of the entire logistics enterprise, as well as U.S. sales, marketing, customer care and pricing for both logistics and liner services.

811386



FILED  
99 DEC 13 PM 1:18  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

ACCOUNT NO. : 072100000032  
REFERENCE : 399444 4703877  
AUTHORIZATION : *Patricia Piggott*  
COST LIMIT : \$ 35.00

ORDER DATE : October 5, 1999  
ORDER TIME : 3:16 PM  
ORDER NO. : 399444-045  
CUSTOMER NO: 4703877  
CUSTOMER: Ms. Jane Milam  
Crowley Maritime Corporation  
155 Grand Avenue  
Oakland, CA 94612

300003068563-7  
*Name Change Order*

FOREIGN FILINGS

NAME: CROWLEY AMERICAN TRANSPORT, INC.

XX PROFIT XX CORPORATE  
XXXX AMENDMENT

PLEASE RETURN THE FOLLOWING AS PROOF OF FILING:  
XX PLAIN STAMPED COPY

CONTACT PERSON: Tamara Odom

RECEIVED  
59 DEC 13 PM 4:43  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

*PCR  
12/14/99*

**PROFIT CORPORATION**  
**APPLICATION BY FOREIGN PROFIT CORPORATION TO FILE AMENDMENT TO**  
**APPLICATION FOR AUTHORIZATION TO TRANSACT BUSINESS IN FLORIDA**  
(Pursuant to s. 607.1504, F.S.)

**SECTION I**  
(1-3 MUST BE COMPLETED)

FILED  
99 DEC 13 PM 1:18  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

- 1. Crowley American Transport, Inc.  
Name of corporation as it appears on the records of the Department of State.
- 2. Delaware  
Incorporated under laws of
- 3. October 23, 1956  
Date authorized to do business in Florida

**SECTION II**  
(4-7 COMPLETE ONLY THE APPLICABLE CHANGES)

4. If the amendment changes the name of the corporation, when was the change effected under the laws of its jurisdiction of incorporation? December 10, 1999

5. Crowley Liner Services, Inc.  
Name of corporation after the amendment, adding suffix "corporation" "company" or "incorporated," or appropriate abbreviation, if not contained in new name of the corporation.

6. If the amendment changes the period of duration, indicate new period of duration.

\_\_\_\_\_  
New Duration

7. If the amendment changes the jurisdiction of incorporation, indicate new jurisdiction.

\_\_\_\_\_  
New Jurisdiction

*Tana Shipman*  
Signature

December 9, 1999  
Date

Tana Shipman  
Typed or printed name

Secretary  
Title



Department of State

I certify from the records of this office that CROWLEY AMERICAN TRANSPORT, INC., is a corporation organized under the laws of Delaware, authorized to transact business in the State of Florida, qualified on October 23, 1956.

The document number of this corporation is 811386.

I further certify that said corporation has paid all fees and penalties due this office through December 31, 1997, that its most recent annual report was filed on April 15, 1997, and its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capitol, this the  
Second day of April, 1998



CR2EO22 (2-95)

A handwritten signature in cursive script, reading "Sandra B. Northam".

Sandra B. Northam  
Secretary of State



State of Delaware  
Office of the Secretary of State

I, EDWARD J. FREEL, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY THAT THE SAID "CROWLEY AMERICAN TRANSPORT, INC.", FILED A CERTIFICATE OF AMENDMENT, CHANGING ITS NAME TO "CROWLEY LINER SERVICES, INC.", THE TENTH DAY OF DECEMBER, A.D. 1999, AT 9 O'CLOCK A.M.

AND I DO HEREBY FURTHER CERTIFY THAT THE AFORESAID CORPORATION IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE, NOT HAVING BEEN CANCELLED OR DISSOLVED, SO FAR AS THE RECORDS OF THIS OFFICE SHOW AND IS DULY AUTHORIZED TO TRANSACT BUSINESS.



0480223 8320  
991530515



*Edward J. Freel*  
Edward J. Freel, Secretary of State

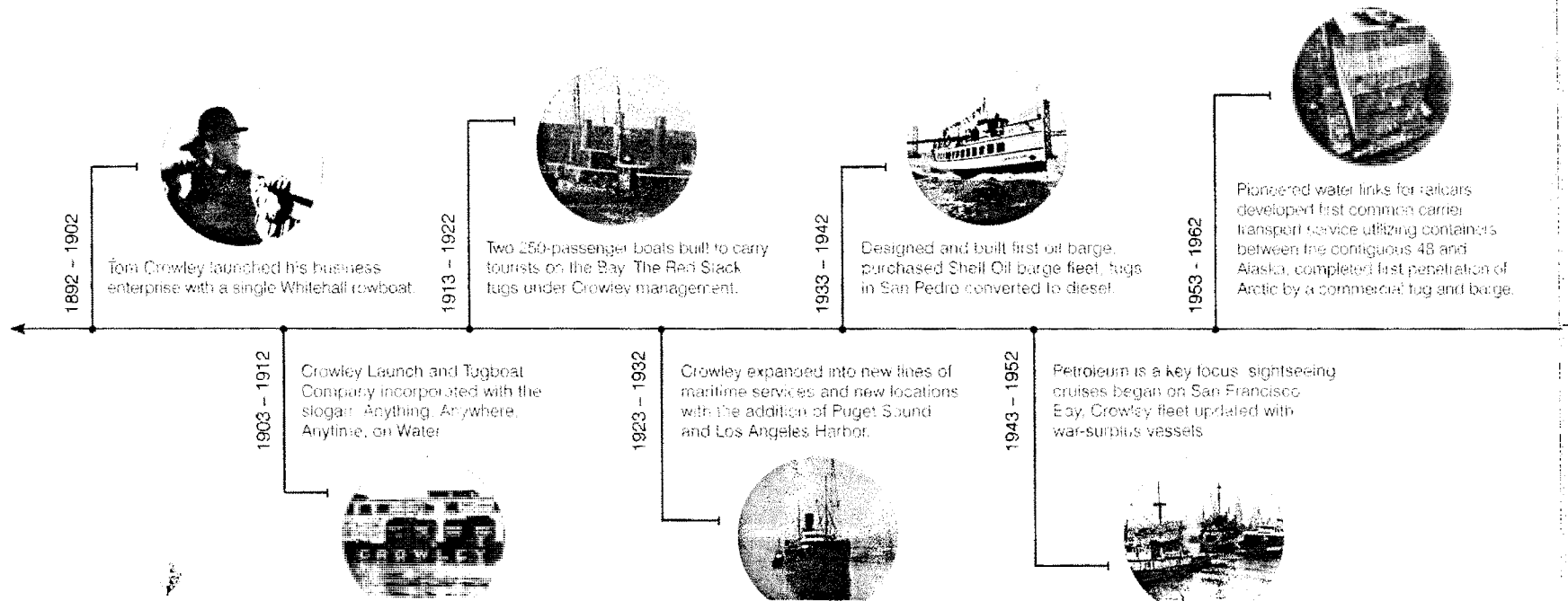
9132447  
AUTHENTICATION: 12-10-99  
DATE:

# Crowley Company

## Crowley Company History

The company began in 1892 when founder Thomas Crowley, the grandfather of current chairman and CEO Thomas B. Crowley, Jr., purchased an 18-foot Whitehall boat to provide transportation of personnel and supplies to ships anchored on San Francisco Bay. It was a very physically demanding job, requiring a strong back and arms because business was typically won by the boatman who could row out to the ships faster than his competitors. Fortunately, Thomas Crowley was physically and mentally strong, with an unflinching work ethic, and he won his share of business. From these humble beginnings grew the company we know today as Crowley Maritime Corporation.

Today, Crowley Maritime Corporation provides diversified transportation services in domestic and international markets by means of six operating lines of business (also called business units): Puerto Rico/Caribbean Liner Services, Latin America Liner Services, Logistics, Petroleum Distribution and Contract Services, Petroleum Transportation, and Technical Services.

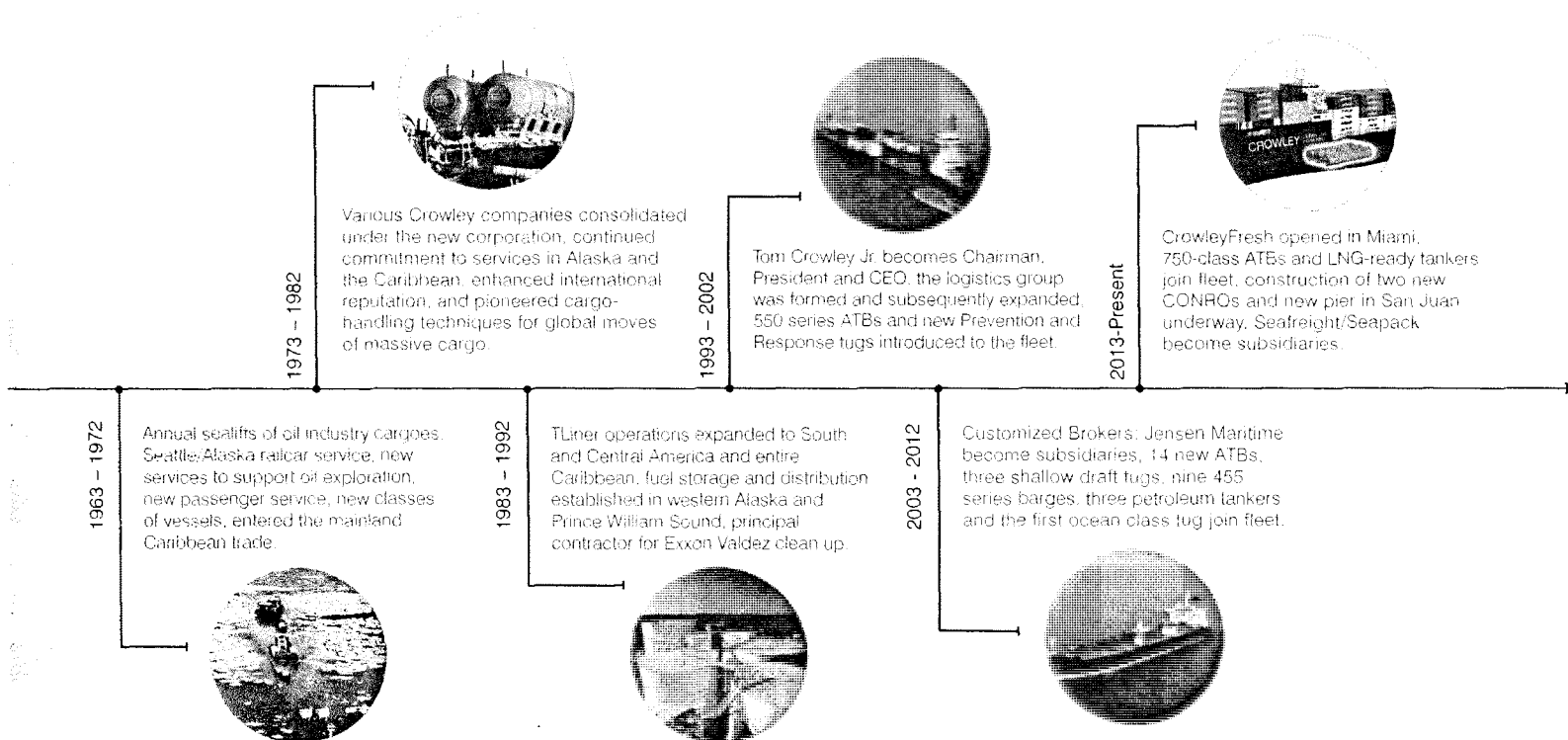


The primary services offered by these six business units are:

- Liner services
- Logistics
- Energy support
- Project management
- Ocean towing and transportation
- Petroleum and chemical transportation
- Fuel sales and distribution
- Ship assist and escort
- Salvage and emergency response
- Vessel construction and naval architecture
- Ship management

Corporate services such as Corporate Communications, Finance, Human Resources, Information Technology, Procurement, Safety, Training and Treasury support the company's business units.

The company is privately owned by the Crowley family and Crowley employees.



Page 4, Section G – Managerial Employees

1. General Manager Port Everglades – Patrick Collins
2. Director, Port Everglades – Edward Corrigan

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**PATRICK CHARLES COLLINS**

(954) 651-4449

[patcollns1013@gmail.com](mailto:patcollns1013@gmail.com)

**Experience**

- CROWLEY LINER SERVICES** [www.crowley.com](http://www.crowley.com) Ft. Lauderdale, FL  
**GENERAL MANAGER – PORT EVERGLADES (promoted from Operations Manager in 02/14)** 05/12-Present
- ◆ Overall responsibility for Company's flag ship ninety-nine acre steamship line container terminal that services five trade lanes / 32+ foreign ports throughout Latin America and Caribbean via ten vessel calls and avg 6500 TEUs per week. Accountable for terminals' P&L consisting of operating cost justification (\$25-\$30 million annually), revenue generation and meeting each service line's budgeted cost per move (CPM) allocation.
  - ◆ Leader of Administrative, Freight Services, Operations, Equipment Control and Maintenance departments consisting of over 200 employees (150 Teamster Labor Union members and 50 admin employees). Responsible for compliance with Company and regulatory policies and procedures, training, professional development, discipline, safety, and morale.
  - ◆ Key player in business development arena, diverse customer retention and acquisition strategy, and Labor Union Collective Bargaining Agreement (CBA) negotiations. Vast operational experience and technical knowledge, coupled with skillful sales and closing abilities, has proven to be invaluable in the business unit's market share growth despite stiff competition and challenging market conditions.
  - ◆ Company representative in various governmental and industry working groups and association. Hand selected by Senior Executive Leadership Team to serve as a Leading One Crowley (LOC) Champion for South Florida region. Responsibilities include fostering the Company's leadership and management initiatives, exemplify the core values and integrity expected of employees, and being the direct resource for any LOC issues for over 500 employees.
- WRIGHT MARITIME GROUP LLC** [www.wrightmaritime.com](http://www.wrightmaritime.com) Ft. Lauderdale, FL  
**FLEET OPERATIONS MANAGER / DEPUTY DPA/CSO / BUSINESS RELATIONS MANAGER** 05/11 - 05/12
- ◆ Serve as single point of contact for shore side support and logistics for Captains for a fleet of over 20 mega-yachts cruising the globe. Coordinate berthing, bunkering, yard periods, voyage planning, provisioning, etc.
  - ◆ Contribute to ensuring fleet is compliant with all ISM and ISPS regulations. Member of company's Safety Management System (SMS) review board; liaison with each vessel and coordinate logistical needs to meet requirements and stay within mandated compliance.
  - ◆ Negotiate contract service agreements with wide range of service providers and vendors internationally. Steward of vessel owner's finances and vet proposals and invoices prior to agreement or payment. Assist with logistical requirements in all area of vessel operations.
- DOCKWISE YACHT TRANSPORT (DYT)** [www.dockwise.com](http://www.dockwise.com) Ft. Lauderdale, FL  
**PROJECT MANAGER / LOADING MASTER** 02/07 – 06/11
- ◆ Vessel / Cargo superintendent responsible for planning, executing and supervising all works required for safe, cost efficient and satisfactory performance of cargo operations from inception to completion; conduct over thirty six operations annually in more than twenty ports worldwide.
  - ◆ Supervise and coordinate all logistical movements, engineering, R&D, deck/dock preparations, scheduling, loading, discharge, and seafastening / unseafastening operations required for transport.
  - ◆ Coordinate with agents and subcontractors globally; responsible for ensuring all project requirements are met, quality and safety procedures are adhered to, and that operational costs are within budget throughout all phases of a project.
  - ◆ Lead project de-briefings, financial analysis, safety, and R&D conclusion meetings in order to enhance operational capabilities, procedures and client satisfaction; enter all technical data into internal database while tracking financial reports and project expenses.
- USCG CUTTER PADRE (WPB-1328) / USCG CUTTER VENTUROUS (WMEC-625)** St. Petersburg / Key West, FL  
**EXECUTIVE OFFICER / DECK WATCH OFFICER / TRAINING OFFICER** 02/04 – 02/07
- ◆ Directed sixteen member crew in all facets of maintaining operational readiness and execution of high tempo law enforcement, search and rescue, and homeland security missions throughout Sector Key West, D7, and JIATF AOR.
  - ◆ Responsible for all administrative, personnel, and financial matters on board USCG Cutter; safe navigation of ship, training and safety programs, emergency response readiness, classified material and property accounts, daily schedule, etc.
  - ◆ Flawlessly managed \$260K annual budget while adhering to strict federal spending and accounting guidelines; daily interaction and coordination with variety of local, national, and governmental vendors / contractors.
  - ◆ Various collateral duties which called for highest degree of professionalism and responsibility; including EKMS / Classified Materials Control Officer, Maritime Law Enforcement Boarding Officer, Public Affairs Officer, Training Officer, Security Officer, etc.
- BISCAYNE TOWING & SALVAGE, INC / VARIOUS PRIVATE YACHTS** Miami, FL  
**CAPTAIN / SALVAGE OPERATIONS MANAGER** 11/00 – 11/03
- ◆ Captain of 66' offshore tug and 30' towing vessel engaged in all aspects of towing and salvage operations; including fueling of vessels, barge and crane work, crew landing and launching, towing and marine salvage.
  - ◆ Captain: responsible for safe navigation, watch keeping, and piloting of private yachts on all cruises to locations including South Florida, Bahamas, and along East coast of U.S. from South Florida to New York; managed operational budgets.
  - ◆ Performed maintenance on all engine room systems including mains, gen-sets, electrical, plumbing, and all exterior decks.

**Education**

**UNITED STATES COAST GUARD ACADEMY / OFFICER CANDIDATE SCHOOL** New London, CT  
2004

- ◆ Commissioning into USCG Officer Corp
- ◆ Curriculum: Leadership & Management, Nautical Science, Military Ethics and Discipline

**LOYOLA UNIVERSITY NEW ORLEANS** New Orleans, LA  
2000

- ◆ Bachelor of Business Administration: Major: Marketing

**Credentials / Training**

- ◆ Board of Directors for The Port Everglades Association 2014-present
- ◆ Board of Directors for The Seafarers House 2014-present
- ◆ Sealfit Unbeatable Mind Retreat 2016
- ◆ Company / Vessel / Port Facility Security Officer: USCG/MARAD, STCW Certification 2011/2013
- ◆ ISM/ISPS Designated Person Ashore: STCW Certification 2011
- ◆ National Incident Management Systems (ICS) Certifications:  
100-800, 346/347/348, 430/440 Advanced Operations and Planning Section Chief, 341 Incident Response Planning 2008-2013
- ◆ USCG Command Center School 2010
- ◆ National Search and Rescue (SAR) School; Maritime Search Planning Course 2009
- ◆ Federal Maritime Law Enforcement Boarding Officer; Graduate of the Federal Law Enforcement Training Center (FLETC) 2005
- ◆ Continued education and training through multiple corporate leadership seminars and Navy and USCG technical schools, including financial management, organizational leadership, advanced shipboard damage control and fire fighting, advanced first aid and CPR, ship stability and rigging, law enforcement and security, federal procurement and spending procedures, public affairs, advanced ship handling and navigation, etc.
- ◆ USCG Officer of the Deck for 210' WMEC, 123' WPB, and 110' WPB
- ◆ USCG Merchant Mariner Master License with commercial towing assist and STCW Certifications (4<sup>th</sup> issue)
- ◆ PADI and PDIC Rescue Diver Certifications
- ◆ Superior communication skills demonstrated in scores of written documents and delivery of various presentations to diverse audiences
- ◆ Thorough knowledge of various computer systems including, MS Office package, TideWorks TOS suit, Bentley Power Draft, eSynergy, Exact Globe, etc.

**UNITED STATES COAST GUARD RESERVE DUTY**

**Experience**

**USCG SECTOR MIAMI** Miami, FL  
**O-3/LT - SENIOR RESERVE OFFICER (ENFORCEMENT DIVISION) – COMMAND CENTER WATCH** 02/07 – 07/14

- ◆ Responsible for contributions to Sector Command Center Watch in execution of Maritime Safety, Ports Waterways and Coastal Security (PWCS), Search and Rescue, Law Enforcement, Environmental Protection, Homeland Security, and Maritime Domain Awareness w/in Sector Miami and COTP AOR; maintain critical situational awareness & common operational picture through advanced surveillance system & ensure effective communication w/ CG/partner resources and public while executing missions.
- ◆ Manage seven officers and over thirty five enlisted members; track readiness status and ensure required training is developed, scheduled, and completed; serve as Reviewing Officer on department's junior officer's evaluations; responsible for department's compliance with USCG reserve readiness requirements, perform quarterly audits and take any required corrective actions.
- ◆ Established and implemented Junior Officer Training Program; offers training and real world opportunities for junior officers to develop necessary skills for a verity of positions; essential to career development and the unit being fully mission capable.

**NATIONAL INCIDENT COMMAND SYSTEM**

**- USCG PLANNING SECTION CHIEF (PSC) - DEEPWATER HORIZON OIL SPILL RESPONSE** New Orleans, LA 2010-2011

- ◆ Served as PSC for the Gulf Coast Incident Management Team (GCIMT) in New Orleans, LA. Responsible for federal oversight of the Planning Section during 60 day rotation during a response impacting a five state region, 900 miles of shoreline, 80k NM of federal fishery waters, and over 47k federal, state, and local responders.
- ◆ Developed multiple plans and procedures for a wide range of activates and required actions for the GCIMT. Facilitated all GCIMT meetings comprised of highest level incident managers that concerned overall response activities and way forward.
- ◆ Complete Incident Performance Rating Sheet (ICS-225) available upon request.

**- USCG SECTOR MIAMI's EMERGENCY INCIDENT MANAGEMENT TEAM**

02/07 - Present

- ◆ Review and update the South Florida Area Contingency Plan (ACP) and multiple County's Geographical Response Plans (GRP); organize and host GRP workshops with all pertinent parties (county officials, OSROs, other Federal, State and local agencies, industry etc) ensure unity of response to any and all worst case scenario disasters.
- ◆ Serve as intrical part of Sector Miami's Emergency Incident Management Team; assist in various exercises and real world responses including hurricane response, terror threat, mass casualty, environmental disaster, etc; assist in the development and training of Watch Quarter Station Bill (WQSB) positions for USCG members.

**EDWARD J. CORRIGAN**  
2020 Reston Circle, Royal Palm Beach, FL 33411  
954-646-9057 | [obeyit@bellsouth.net](mailto:obeyit@bellsouth.net)

## PROFESSIONAL EXPERIENCE

### **CROWLEY LINER SERVICES PORT EVERGLADES, FL**

**1992 – PRESENT**

#### **Manager of Terminal Operations**

**1999 – Present**

- Plans and directs operations for 74 acre facility including gate, terminal and trucking operations
- Trucking revenues of \$1.6M in 2013
- Reduced Trucking Expenses by \$200K in 2012
- Reduced Inspection Expenses by \$118K in 2013
- Outstanding trucking safety record / 1000 days without a LTI
- Manages safe load and discharge of vessels
- Manages union (IBT) labor force (146)
- Average of 8 vessel operations per week
- Average of 135,000 moves per year
- Develop and maintain relationships with local, state and federal regulatory agencies
- IBT Contract Negotiations & Grievance Committees
- Facility Security Officer
- Terminal Safety Committee Member
- Terminal Operating System Assessment Team Member

#### **Terminal Manager**

**1995 – 1999**

- Stevedoring & Yard Operations
- Security
- IBT Contracts & Grievance Committees

#### **Stevedore Manager**

**1992 – 1995**

- Coordination of labor forces with IBT Steward
- Spearheaded advancement into LOLO ERA with joint IBT crane operators and port approved training facilities
- Teamster First and Second Step Grievance Procedures

### **I.T.O. CORPORATION PORT OF NY/NJ & BALTIMORE, MD**

**1981 – 1992**

#### **Operations Manager | Baltimore, Locust Point Terminal**

**1990 – 1991**

- Manage daily ILA labor force of 170 members for 35 monthly vessel calls / 8 steamship lines

#### **Marine Superintendent | Baltimore, Locust Point Terminal**

**1984 – 1990**

- Supervise ILA terminal & vessel operations
- US Lines & PRMMI

#### **Pier Superintendent | Port of NY/NJ**

**1981 – 1984**

- Supervise and schedule ILA labor for vessel operations

## EDUCATION & MARITIME INDUSTRY TRAINING

- B.A. Business Administration, Minor Sociology  
Baldwin Wallace College, Berea, OH
- MARAD Certified Security Officer
- Certified Hazmat Ground and Shipping
- Accident Investigation
- Microsoft Office Suite Proficiency

**1981**

**February 2014**





# CERTIFICATE OF LIABILITY INSURANCE

10/1/2018 DATE (MM/DD/YYYY)  
9/29/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> LOCKTON COMPANIES 5847 SAN FELIPE, SUITE 320 HOUSTON TX 77057 866-260-3538	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Signal Mutual Indemnity Association Ltd.</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Signal Mutual Indemnity Association Ltd.		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A : Signal Mutual Indemnity Association Ltd.														
INSURER B :														
INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
<b>INSURED</b> Crowley Liner Services, Inc. 1436153 9487 Regency Square Boulevard Jacksonville FL 32225														

**COVERAGES HOU**      **CERTIFICATE NUMBER: 14974246**      **REVISION NUMBER: XXXXXXXX**

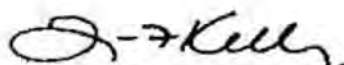
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMP/OP AGG \$ XXXXXXXX \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	05200 (USL&H Incl. OCSLA)	10/1/2017	10/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.  
 The USL&H policy includes a blanket automatic waiver of subrogation endorsement [provision] that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. In the absence of such a contractual obligation on the part of the named insured, the waiver of subrogation feature does not apply.

**CERTIFICATE HOLDER**

**CANCELLATION**

14974246  Broward County Attn: Port Everglades Department 1850 Eller Drive Ft. Lauderdale FL 33316	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
---	---







**ADDITIONAL REMARKS SCHEDULE**

<b>AGENCY</b> John L. Wortham & Son, L.P.		<b>NAMED INSURED</b> Crowley Liner Services, Inc. 9847 Regency Square Boulevard Jacksonville FL 32225	
<b>POLICY NUMBER</b> B0507A17EL02010		<b>EFFECTIVE DATE:</b> 8/1/2017	
<b>CARRIER</b> Various Underwriters at Lloyd's, London	<b>NAIC CODE</b>		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25      **FORM TITLE:** Certificate of Liability (03/16)

**HOLDER:** Broward County Attn: Port Everglades Department

**ADDRESS:** 1850 Eller Drive Ft. Lauderdale FL 33316

In regard to Policy No. B0507A17EL12010, the security is as follows:

SECURITY THROUGH Price Forbes & Partners Ltd. - LONDON:

- 20.8333% Lloyd's Syndicate No. 3000, Markel
- 20.8333% Lloyd's Syndicate No. 1225, Aegis
- 16.6667% Lloyd's Syndicate No. 1414, Ascot
- 16.6667% Lloyd's Syndicate No. 1861, AmTrust
- 4.1667% Lloyd's Syndicate No. 2987, Brit
- 2.0833% Lloyd's Syndicate No. 2988, Brit
- 10.4167% Lloyd's Syndicate No. 2014, Acapella
- 4.1667% Lloyd's Syndicate No. 1884, The Standard
- 4.1667% Lloyd's Syndicate No. 1897, Skuld

100.0000% of 100.0000%

Page 7, Section L – Credit References



**REFERENCES**

Name of Reference Cliff Berry Inc Nature of Business Environmental Services  
Contact Name Jon Hines Title South Florida Area Manager  
Legal Business Street Address 851 Ellen Drive  
City, State, Zip Code Fort Lauderdale, Fl 33316  
Phone Number (954) 763-3390

Name of Reference I.W.S Nature of Business Warehousing  
Contact Name James Treacher Title General Manager  
Legal Business Street Address 3400 McIntosh Road  
City, State, Zip Code Fort Lauderdale, Fl 33316  
Phone Number (954) 763-7551

Name of Reference W.W. Grainger Inc Nature of Business Industrial Supplies  
Contact Name Amber Reul Title Account Manager Commercial Sales  
Legal Business Street Address 900 River Reach  
City, State, Zip Code Fort Lauderdale, Fl 33316  
Phone Number (954) 479-8401

Name of Reference Citibank N.A Nature of Business Financial Institution  
Contact Name Anthony Durante Title Account Manager  
Legal Business Street 111 Wall Street, 6<sup>th</sup> floor  
City, State, Zip Code New York, New York 10044  
Phone Number 1(800) 870-1073

INDEMNITY AND PAYMENT BOND

BOND NO. 6144437

Premium: \$250.00

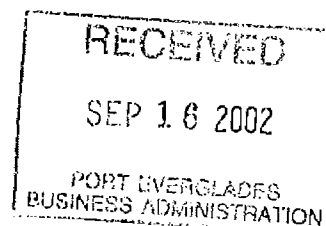
KNOW ALL MEN BY THESE PRESENTS:

That we, Crowley Liner Services, Inc. as INDEMNITOR and Safeco Insurance Company of America as SURETY, a surety company authorized to do business in the State of Florida, are held and firmly bound unto BROWARD COUNTY, as OBLIGEE, a political subdivision of the State of Florida, in the full sum of Twenty Five Thousand and No/100-----DOLLARS (\$25,000.00), for the payment of which we bind ourselves, our heirs, successors, assigns and personal representatives for the performance of the obligations hereinafter set forth:

NOW THEREFORE, the condition of this obligation is such that if INDEMNITOR, its heirs, executors, administrators, successors and assigns shall well and truly save harmless and keep indemnified BROWARD COUNTY, its successors and assigns, from and against all loss, costs, expenses, damages, injury, claims, actions, liabilities and demands of every kind (including but not limited to all reasonable attorney's fees to and through appellate, supplemental and bankruptcy proceedings) which arises from, is caused by, or results from or on account of:

- (i) failure of INDEMNITOR to pay to BROWARD COUNTY, when due, any and all tariff or other charges that have accrued at Port Everglades (whether relating to the furnishing of services or materials to INDEMNITOR, its principals, agents, servants or employees at Port Everglades; or, due to injury to property of Port Everglades; or, stemming from the use of Port Everglades facilities by INDEMNITOR, its principals, agents, servants or employees; or, otherwise); or
- (ii) non-compliance by INDEMNITOR, its principals, agents, servants or employees with applicable laws, ordinances, rules and regulations of the federal, state and local governmental units or agencies (including but not limited to the terms and provisions of the BROWARD COUNTY Code of Ordinances, Administrative Code, and all procedures and policies of the Port Everglades Department), as amended from time to time; or
- (iv) any act, omission, negligence or misconduct of INDEMNITOR, its principals, agents, servants or employees in Port Everglades (whether causing injury to persons or otherwise;

then these obligations shall be null and void, otherwise to remain in full force and effect.



AS A FURTHER CONDITION of this obligation that it shall remain in full force and effect until and unless the Surety provides at least sixty (60) days prior written notice to BROWARD COUNTY of its intention to terminate this Bond. Said bond to be effective August 5, 2002.

IN WITNESS WHEREOF, INDEMNITOR has caused this Bond to be executed by Vice President, and attested to by its Secretary and its corporate seal to be affixed, and the Surety has caused this Bond to be executed in its name by its Attorney-in-Fact duly authorized to do so.

Crowley Liner Services, Inc. INDEMNITOR

By: Albert M. Maurice

Corporate Seal

Attest: TSu...

11<sup>th</sup> day of SEPT., 2002

SURETY

Safeco Insurance Company of America

By: Donna J. Frowd

Donna J. Frowd Attorney-in-fact

Print or Type Name

Signed and sealed September 4, 2002.

Attest: \_\_\_\_\_

\_\_\_\_ day of \_\_\_\_\_, 199\_\_

COUNTERSIGNED:

BY: Jayne Payne

LICENSE # A202432

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

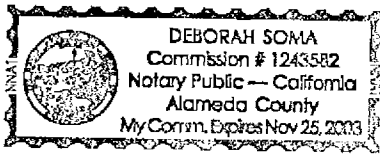
State of California

County of Alameda

On **September 11, 2002**, before me, **Deborah Soma, Notary Public,**

personally appeared -----**Bruce Love**-----

personally known to me - **OR** -  proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.

*Deborah Soma*  
Signature of Notary

## OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

### CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL
- CORPORATE OFFICER  
**CORPORATE SECRETARY**
- \_\_\_\_\_ TITLE(S)
- PARTNER(S)                       LIMITED
- ATTORNEY-IN-FACT                       GENERAL
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR
- OTHER: \_\_\_\_\_

### DESCRIPTION OF ATTACHED DOCUMENT

\_\_\_\_\_ **BOND #6144437** \_\_\_\_\_

\_\_\_\_\_ TITLE OR TYPE OF DOCUMENT \_\_\_\_\_

\_\_\_\_\_ **2** \_\_\_\_\_

\_\_\_\_\_ NUMBER OF PAGES \_\_\_\_\_

\_\_\_\_\_ DATE OF DOCUMENT \_\_\_\_\_

\_\_\_\_\_ SIGNER(S) OTHER THAN ABOVE \_\_\_\_\_

### SIGNER IS REPRESENTING:

NAME OF PERSON OR ENTITY(IES)  
**CROWLEY LINER SERVICES**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

State of California }  
County of Marin } ss.

On September 4, 2002 before me, Melissa Hickson, Notary Public  
Date Name and Title of Officer (e.g., "Jane Doe, Notary Public")  
personally appeared Donna J. Frowd  
Name(s) of Signer(s)

personally known to me  
 proved to me on the basis of satisfactory evidence



to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Melissa Hickson  
Signature of Notary Public

**OPTIONAL**

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_  
Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_  
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer**

Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Attorney-in-Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_





POWER  
OF ATTORNEY

SAFECO INSURANCE COMPANY OF AMERICA  
GENERAL INSURANCE COMPANY OF AMERICA  
HOME OFFICE: SAFECO PLAZA  
SEATTLE, WASHINGTON 98185

No. 12415

KNOW ALL BY THESE PRESENTS:

That SAFECO INSURANCE COMPANY OF AMERICA and GENERAL INSURANCE COMPANY OF AMERICA, each a Washington corporation, does each hereby appoint

\*\*\*\*\*DONNA J. FROWD; Novato, California\*\*\*\*\*

its true and lawful attorney(s)-in-fact, with full authority to execute on its behalf fidelity and surety bonds or undertakings and other documents of a similar character issued in the course of its business, and to bind the respective company thereby.

IN WITNESS WHEREOF, SAFECO INSURANCE COMPANY OF AMERICA and GENERAL INSURANCE COMPANY OF AMERICA have each executed and attested these presents

this 3rd day of August, 2000

*R.A. Pierson*

R.A. PIERSON, SECRETARY

*W. Randall Stoddard*

W. RANDALL STODDARD, PRESIDENT

CERTIFICATE

Extract from the By-Laws of SAFECO INSURANCE COMPANY OF AMERICA  
and of GENERAL INSURANCE COMPANY OF AMERICA:

"Article V, Section 13. - FIDELITY AND SURETY BONDS ... the President, any Vice President, the Secretary, and any Assistant Vice President appointed for that purpose by the officer in charge of surety operations, shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the company in the course of its business... On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

Extract from a Resolution of the Board of Directors of SAFECO INSURANCE COMPANY OF AMERICA  
and of GENERAL INSURANCE COMPANY OF AMERICA adopted July 28, 1970.

"On any certificate executed by the Secretary or an assistant secretary of the Company setting out,

- (i) The provisions of Article V, Section 13 of the By-Laws, and
- (ii) A copy of the power-of-attorney appointment, executed pursuant thereto, and
- (iii) Certifying that said power-of-attorney appointment is in full force and effect,

the signature of the certifying officer may be by facsimile, and the seal of the Company may be a facsimile thereof."

I, R.A. Pierson, Secretary of SAFECO INSURANCE COMPANY OF AMERICA and of GENERAL INSURANCE COMPANY OF AMERICA, do hereby certify that the foregoing extracts of the By-Laws and of a Resolution of the Board of Directors of these corporations, and of a Power of Attorney issued pursuant thereto, are true and correct, and that both the By-Laws, the Resolution and the Power of Attorney are still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the facsimile seal of said corporation

this 4th day of September, 2002



*R.A. Pierson*

R.A. PIERSON, SECRETARY



Boys Number	OTR Number	Equipment Type	Active	Year	Make	Model	Vin	Engine Type	Fire Cont.
830981	N/A	BUS	YES	1984	International/Blue Bird	Bus	1HVLNHJK9EHA65942	Diesel	Single
91005	17	MULE	YES	2007	Capacity		4LMCB21187L018358	Cum. QSB6.7	Single
91003	15	MULE	YES	2007	Capacity		4LMCB21187L018356	Cum. QSB6.7	Single
91004	16	MULE	YES	2007	Capacity		4LMCB21187L018357	Cum. QSB6.7	Single
91046	25	MULE	YES	2008	Capacity		20370	QSB 6.7L	Single
91006	18	MULE	YES	2007	Capacity		4LMCB21187L018359	Cum. QSB6.7	Single
90991	13	MULE	YES	2005	Capacity	TJ7000	46507778	CUM.QSB CID/359/5.9	Single
91086	34	MULE	YES	2013	Capacity	TJ7000	24773	CUM QSBT3 215HP	Single- 50 Gallons
91051	30	MULE	YES	2004	Ottawa	COMMANDO 50	46374718	CID/L 505/8.3	Single
91087	35	MULE	YES	2013	Capacity	TJ7000	24773	CUM QSBT3 215HP	Single
489959	N/A	OTR	YES	2012	Freightliner				Double
489960	N/A	OTR	YES	2012	Freightliner				Double
489961	N/A	OTR	YES	2012	Freightliner				Double
489963	N/A	OTR	YES	2012	Freightliner				Double
489964	N/A	OTR	YES	2012	Freightliner				Double
489965	N/A	OTR	YES	2012	Freightliner				Double
489966	N/A	OTR	YES	2012	Freightliner				Double
489968	N/A	OTR	YES	2012	Freightliner				Double
976387	N/A	OTR	YES	2012	Freightliner				Double
489967	N/A	OTR	YES	2012	Freightliner				Double
880940	N/A	FORKLIFT	YES	1998	Toyota	7FDU45	85440	diesel	Single
880941	N/A	FORKLIFT	YES	1998	Toyota	7FDU45	50812	Diesel	Single
880926	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	60177		Single
90741	02	MULE	YES	1972	OTTAWA	COMMOANDO 30	5004/248007	504 CUM	Single
90704	01	MULE	YES	1984	Capacity	TJ4000D		6V53DET	Single
90989	11	MULE	YES	2005	Capacity	TJ700	46507696	CUM.QSB CID/359/5.9	Single
91047	26	MULE	YES	2008	Capacity		20371	QSB 6.7L	Single
91112	41	MULE	YES	2015	Capacity		26154	Cummins	
91111	40	MULE	YES	2015	Capacity		26153	Cummins	
91088	36	MULE	YES	2013	Capacity	TJ7000	24774	CUM.QSB CID/359/5.9	Single
91113	42	MULE	YES	2015	Capacity		26155	Cummins	
91050	29	MULE	YES	2004	Ottawa	COMMANDO 50	46371299	CID/L 505/8.3	Single
91089	37	MULE	YES	2013	Capacity	TJ700	24775	Cummins QSBT3 215HP	Single
91134	51	MULE	YES	2016	Capacity	TJ9000	4LMSB2116GL030899		Single
91128	45	MULE	YES	2016	Capacity		4LMSB2116GL030893		Single
91136	53	MULE	YES	2016	Capacity		4LMSB2116GL030901	Cummins	Single
91131	48	MULE	YES	2016	Capacity		4LMSB2116GL030896	Diesel	Single
91127	44	MULE	YES	2016	Capacity		4LMSB2116GL030892	Diesel	Single
91129	46	MULE	YES	2016	Capacity		4LMSB2116GL030894		Single
91135	52	MULE	YES	2016	Capacity		4LMSM2116GL030900		Single
91130	47	MULE	YES	2016	Capacity		4LMSB2116GL030895		Single
Loaner	55	MULE	YES						Single
90816	06	MULE	YES	1989	Capacity	TJ4134	5603	6V53 DET	Single
90821	09	MULE	YES	2005	Capacity	TJ4134	5603	6V53 DET	Single
90811	04	MULE	YES	1989	Capacity	TJ4134	5603	6V53 DET	Single
90725	N/A	MULE	YES	1984	Capacity	TJ400D	3649	6V53 DET	Single
90820	08	MULE	YES	1989	Capacity	TJ4134	5608	6V53 DET	Single
90815	05	MULE	YES	1989	Capacity	TJ4134	5602	6V53 DET	Single
91132	49	MULE	YES	2016	Capacity		4LMSB2116GL030897		Single
91133	50	MULE	YES	2016	Capacity		4LMSB2116GL030898		Single
91078	33	MULE	YES	2010	Capacity		4LMCB211XAL021432	Cummins	Single
91074	31	MULE	YES	2010	Capacity		4LMCB2118AL021428	Cummins	Single
91021	21	MULE	YES	1998	Ottawa	6BTA5.9MT643	77670	Cummins	Single
91018	20	MULE	YES	1998	Ottawa	6BTA5.9MT643	76873	Cummins	Single
91048	27	MULE	YES	2008	Capacity		20372	QSB 6.7L	Single
91023	22	MULE	YES	1998	Ottawa	6BTA5.9MT643	77669	Cummins	Single



91007	19	MULE	YES	2007	Capacity		4LMCB21187L018360		Single
91045	24	MULE	YES	2008	Capacity		20369	QSB 6.7L	Single
91090	38	MULE	YES	2013	Capacity		24776		Single
91044	23	MULE	YES	2008	Capacity		20368	QSB 6.7L	Single
90992	14	MULE	YES	2005	Capacity	TJ7000	4LMCB21135L016095	CUM.QSB CID/359/5.9	Single
90990	12	MULE	YES	2005	Capacity	TJ7000	46507817	CUM.QSB CID/359/5.9	Single
91110	39	MULE	YES	2015	Capacity		26152	Cummins	
91075	32	MULE	YES	2010	Capacity		4LMCB211XAL021429	Cummins	Single 50 Gallons
90817	07	MULE	YES	1989	Capacity	TJ4134	5604	6V53 DET	Single
91049	28	MULE	YES	2004	Ottawa	50	46368899	Cummins	
91114	43	MULE	YES	2015	Capacity		26156	Cummins	
880124	N/A	FORKLIFT	YES	1984	Kalmar		T341100772		Single
880036	N/A	FORKLIFT	YES	1984	Taylor		17301		Single
880121	N/A	FORKLIFT	YES	1978	Clark		Y2030-88-4955		Single
880062	N/A	FORKLIFT	YES	1975	Taylor		555-12745		Single
880948	5	TOPLOADER	YES	2003	Taylor	THDC-954	S-X1-31052	621M11	
880921	4	TOPLOADER	YES	1998	Taylor	TEC-950L	S-K1-27076	Cummins	
880985	2	TOPLOADER	YES	2013	Taylor	TXLC975	S-HB-38363		
880910	N/A		YES	1979	KALMAR	65,000 lbs	KLMV32-1200-22456		Single
881001	12	TOPLOADER	YES	2015	Kalmar	DCF360-450CSG	A20500091		Single
881000	11	TOPLOADER	YES	2015	Kalmar	DCF360-450CSG	A20500090		Single
880999	10	TOPLOADER	YES	2015	Kalmar	DCF360-450CSG	A20500089		Single
90988	10	MULE	YES	2005	Capacity	TJ700	46507620	CUM.QSB CID/359/5.9	Single
CMPP4921879	PP1	POWER PACK	YES					VOLVO	
456599	N/A	OTR	YES	2012	Freightliner				Double
330385	N/A	OTR	YES	2012	Freightliner				Double
330386	N/A	OTR	YES	2012	Freightliner				Double
489958	N/A	OTR	YES	2012	Freightliner				Double
831020	N/A	PICKUP	YES	2006	Ford	F150	1FTRF12266NA79938	4.2 V6	Single
830952	N/A	PICKUP	YES	2004	Dodge	1500	1D7HA16N14J267551		Single
830954	N/A	PICKUP	YES	2004	Dodge	1500	1D7HA16N55J509887		Single
830958	N/A	PICKUP	YES	2006	Dodge	1500	1D7HA16N66J179243		Single
830962	N/A	PICKUP	YES	2004	Dodge	1500	1D7HA18N75J550759		Single
830919	N/A	PICKUP	YES	2004	Dodge	1500	1DHA16K14J166113		Single
830980	N/A	PICKUP	YES	2007	Ford	F150	1FTRF12207NA82495	4.2 V6	Single
831032	N/A	PICKUP	YES	2007	Ford	F150	1FTRF1220AKB22058	4.2 V6	Single
831015	N/A	PICKUP	YES	2005	Ford	F150	1FTRF12215NB62157	4.2 V6	Single
831016	N/A	PICKUP	YES	2005	Ford	F150	1FTRF12225NB38935	4.2 V6	Single
831017	N/A	PICKUP	YES	2005	Ford	F150	1FTRF12235NC05428	4.2 V6	Single
831024	N/A	PICKUP	YES	2008	Ford	F150	1FTRF12258KB63771	4.2 V6	Single
831023	N/A	PICKUP	YES	2005	Ford	F150	1FTRF12275NB58436	4.2 V6	Single
830978	N/A	PICKUP	YES	2009	Ford	Ranger	1FTYR10D79PA63439		Single
830945	N/A	PICKUP	YES	2007	Ford	Ranger	1FTYR10U58PA02153		Single
830956	N/A	PICKUP	YES	2005	FORD	RANGER PICK UP	1FTYR10D45PA94741	2.3L	
830979	N/A	PICKUP	YES	2003	Ford	Ranger	1FTYR10D13PB14389		Single
830998	N/A	PICKUP	YES	2000	Ford	F150	2FTRX08L7YCA66003	4.2 V6	Single
830969	N/A	PICKUP	YES	2003	Ford	F350	1FDWF36LX4EA41381		Single
831052	N/A	PICKUP	YES	2007	Ford	F150	1FTRF12217NA67326	4.2 V6	Single
830960	N/A	MSU	YES		UCBC/Chevy		1GBHP32R8X3302998	350 V8	Single
830957	N/A	MSU	YES	1194	UCBC/Chevy	Van	1GBHP32K5R3303791	V8 350	Single
830900	N/A	PICKUP	YES	1990	Chevy	1500	1GBHC34K4LE220910		Single
830977	N/A	PICKUP	YES	2006	Ford	Ranger	1FTYR10D96PA91044		Single
831046	N/A	PICKUP	YES	2006	Ford	F150	1FTRF12246NB78421	4.2 V6	Single
831051	N/A	PICKUP	YES	2008	Ford	F150	1FTRF12258KE97363	4.2 V6	Single
831049	N/A	PICKUP	YES	2005	Ford	F150	1FTRF12255NA97961	4.2 V6	Single
831050	N/A	PICKUP	YES	2007	Ford	F150	1FTRF12237KD64986	4.2 V6	Single
SF Van	N/A	VAN	YES	2008	Ford	E-250	1FTNE24W88DA87264	Gas 4.6L V8	Single

830975	N/A	PICKUP	YES	2001	Mazda	B3000		V6	Single
831030	N/A	PICKUP	YES	2005	FORD	F150	1FTRF12285NB84690		Single
831066	N/A	Pickup	yes	2008	Ford	F150	1FT4F12200KE27303	v6 4.2l	
880922	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	60584		Single
880923	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	60578		Single
880927	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	60623		Single
880928	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	10939		Single
880929	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	60644		Single
880930	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	73930		Single
880932	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	73931		Single
880935	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	73921		Single
880936	N/A	FORKLIFT	YES	1998	Toyota	62-6FDU25	73930		Single
SF 3	N/A	FORKLIFT	YES		Hyster	550XM	D187V28803A		Single
SF 1	N/A	FORKLIFT	YES		Toyota	42 6FGCU25	67343		Single
SF 2	N/A	Forklift	YES		Toyota	42 6FGCU25	63678		Single
91042	26	MULE	YES						
831011	N/A	MSU	YES	1997	Utilimaster				
830918	N/A	MSU	YES	1996	Chevy		1G8GP3227P3323594		
830202	N/A	MSU	YES	1987	GMC		1GDPHP32TOH3501242		
830951	N/A	FUEL	YES	2000	International	DT 466E		1HTSDAAN31H383046	
830950	N/A	FUEL	YES	2000	International	DT 466E	1HTSDAANX1h359729		
830286	N/A	MSU-SHUTTLE	YES	1994	Ford	E-350	1FCJE39Y9RHB88967	4.9l	
830956	N/A	PICKUP	YES		Ford	Ranger			
880905	7	TOPLOADER	YES	1995	CAT		40153WD00265		
CMPP 4937197	N/A	Power Parck	YES		ONAN	2750FRF	D95057412	CUMMINGS Model: NT-855-G6 Serial Number: 30680944	
CMPP 4913739	N/A	Power Parck	YES		ONAN	2750FRF	D95057413	CUMMINGS Model: NT-855-G6 Serial Number: 30352077	
CMPP 4921879	N/a	Power Parck	YES		ONAN	2750FRF	C950571744	CUMMINGS Model: NT-855-G6 Serial Number: 60535999	
880971	1	TOPLOADER	YES	2015	Kalmar	DCF360-450CSG	A20500064		
880972	8	TOPLOADER	YES	2015	Kalmar	DCF360-450CSG	A20500066		
880973	9	TOPLOADER	YES	2015	Kalmar	DCF360-450CSG	A20500068		
880986	3	TOPLOADER	YES	2013	Taylor	TXLC975	S-HB-38892	Cummins QSM11	
Loaner	28	MULE	YES						



Diesel	Stevedoring	71890	12/14/17	03/14/18
Diesel	Stevedoring	12055	1/18/2018	3/18/2018
Diesel	Stevedoring	10172	7/29/2017	9/29/2017
Diesel	Stevedoring	13492	9/14/2017	12/14/2017
Diesel	Stevedoring	5423	9/20/2017	12/20/2017
Diesel	Stevedoring	21225	8/31/2017	11/31/2017
Diesel	Stevedore Operations	5608	11/28/2017	2/28/2018
Diesel		12800	7/28/2017	9/28/2017
Diesel	Stevedoring	687.4	1/29/2015	4/29/2015
Diesel	Terminal Operations	21750	8/25/2017	11/25/2017
Diesel	Stevedoring	6595	12/04/2017	3/04/2018
Diesel		10988		
Diesel		6284	8/25/2016	11/25/2016
Diesel		1914	10/09/2017	01/10/2018
Diesel		5974		
Diesel	Yard Ops	24097	10/25/2017	01/25/2018
Diesel	Yard Ops	8403	8/4/2017	10/4/2017
Diesel	Yard Ops	9640	11/4/2017	2/4/2018
Diesel	Yard Ops			
Diesel	Yard Ops			
Diesel	Yard Ops			
Diesel	Yard Ops			
Diesel	Stevedoring	1847	9/21/2017	11/21/2017
DIESEL		N/A	01/31/2018	02/08/2018
Double	CTI			
Double	CTI			
Double	CTI			
Double	CTI			
Gas	Maintenance	130,980	9/16/17	12/16/2017
Gas	Terminal Ops	44506	1/24/2018	3/24/2018
Gas	Maintenance	131664	9/20/2017	12/20/2017
Gas	Maintenance	107490	9/21/2017	12/21/2017
Gas	Stevedoring			
Gas	Maintenance	84561	9/20/2017	12/20/2017
Gas	Maintenance	143406	9/14/2017	12/14/2017
Gas	Maintenance	151072	12/5/2017	3/5/2018
Gas	Stevedoring	151183	01/25/2018	04/25/2018
Gas	Terminal Ops	196,745	3/30/2017	5/30/2017
Gas	Stevedoring	152712	9/14/2017	12/14/2017
Gas	Stevedoring	111,629	1/17/2017	4/17/2017
Gas	Maintenance	99,961	9/16/2017	12/16/2017
Gas		127964	1/30/2018	04/30/2018
Gas	Terminal Operations	36,155	1/30/2017	4/30/2017
GAS		55,921	6/18/2017	9/18/2017
Gas		122782	8/29/2017	11/29/17
Gas	Stevedoring	169,296	10/2/2017	1/2/2018
Gas	Materials	111,498	7/2/2015	10/2/2015
Gas	Materials	103167	12/7/2016	03/7/2017
Gas	Maintenance / Lester			
Gas	Maintenance / Tony	124,761	1/23/17	4/23/2017
Gas	Maintenance/Andre	190044	8/29/2017	11/29/2017
Gas		155,322	9/3/2016	12/3/2016
Gas	Yard Ops	140,945	10/27/2017	1/27/2017
Gas	Yard Ops	99,534	11/2/2017	2/2/2017
Gas	Yard Ops	80672	9/18/2017	12/18/2017
Gas	Yard Ops	132557	10/24/2017	1/24/2018
Gas	USDA		11/18/2016	2/18/2017

Gas	USDA	146169	1/6/2017	4/6/2017
Gas	MARINE OPS	120,058	9/15/17	12/15/17
Gas	Terminal Ops	152929		
Propane	Vessel Ops			
Propane	Vessel Ops	16882		
Propane		11382	9/29/2017	12/27/2017
Propane		75792		
Propane	Maintenance (Reefer Dept)	15922.9	3/31/2017	5/31/2017
Propane	Vessel			
Propane				
Propane	Materials	76803		
Propane	Maintenance	11811		
Propane	WAREHOUSE	8662		
Propane		8277	12/17/2017	3/17/2017
Propane		12565		
				2/22/2017
	Stevedoring / Shuttle			
	Maintenance/Tire			
	Maintenance/Brute		5/18/2016	8/18/2016
	Maintenance	369,431	9/15/2016	12/15/2017
	Maintenance		10/20/2015	1/20/2016
	Stevedoring/Shuttle	16,274	10/4/2016	1/4/2017
	Yard Ops	4015		
			1/31/2017	4/31/2017
	Yard Ops		1/24/2017	4/24/2017
	Yard Ops			
	Yard Ops			
	Yard Ops	8388	10/19/2017	01/19/2018



# CROWLEY<sup>®</sup>

## Safety, Security, Quality, and Environment Stewardship Policy

Crowley companies place the highest priority on individual safety, security, customer satisfaction, and environmental stewardship. The Crowley Management System provides a framework to implement strategies that support a high performing organization based on a safe and healthy workplace; security for our people, vessels, and facilities; quality service to our customers and protection of our environment. The Management System is critical to Crowley's commitment to operational excellence and is the responsibility of all employees.

### TO FULFILL OUR COMMITMENT WE WILL

- Follow procedures, speak up, and stay engaged
- Promote the safety, health, and security of our employees
- Ensure the safety and security of our vessels, equipment, and facilities
- Provide quality services to our customers
- Prevent pollution and protect the environment
- Create an environment of sustainability and stewardship
- Provide employee training opportunities that foster a learning environment
- Operate our vessels and facilities in compliance with regulations and best practices
- Develop safety, security, quality, and environmental objectives and targets
- Regularly review and improve our Management System

### AT CROWLEY OUR PRIORITY IS TO ACHIEVE

- **ZERO Harm to People**
- **ZERO Damage to the Environment**
- **ZERO Damage to the Equipment**



**Thomas B. Crowley, Jr.**  
Chairman, President and CEO  
Crowley Maritime Corporation  
November, 2014



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Table of Contents			CLS-SAF-000

**Record of Changes**

**Process Documents**

CLS-SAF-000	Table of Contents
CLS-SAF-001	Stop Work Authority
CLS-SAF-002	Job Safety Analysis
CLS-SAF-003	Lock-Out/Tag-Out Procedure
CLS-SAF-004	Incident Reporting Process
CLS-SAF-005	Fatigue Management Process
CLS-SAF-006	CLS Hazardous Communications Program
CLS-SAF-007	CLS Hot Work Guidelines
CLS-SAF-008	CLS Respiratory Protection Guidelines
CLS-SAF-009	CLS Safety Meetings/Safety Committee Requirements
CLS-SAF-010	CLS Terminal Industrial Truck Operation

**Forms**

CLS-SAF-FOR-LOTO	Lock-Out/Tag-Out Form
CLS-SAF-FOR-JSA	Job Safety Analysis Form



3.3



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Record of Change			CLS-SAF-ROC

Procedure No.	Rev. No.	Date	Comments
CLS-SAF-004	1	10/10/2014	Incident Investigation Procedure rewrite
CLS-SAF-005	0	10/10/2014	Fatigue Management Procedure
CLS-SAF-004	2	3/30/2016	Incident Investigation Updates for New CF Process
CLS-SAF-005	1	3/30/2016	Procedure Not Distributed Correctly, New Distribution Only- No Changes to Requirements
CLS-SAF-006	1	3/30/2016	Hazardous Communications Program- New Document
CLS-SAF-007	1	3/30/2016	Hot Work Program-New
CLS-SAF-008	1	3/30/2016	Respiratory Protection Program-New
CLS-SAF-009	1	3/30/2016	Safety Meetings/Committee Requirements- New Program
CLS-SAF-010	1	3/30/2016	Forklift/Industrial Truck Program-New



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	CLS Stop Work Authority		CLS-SAF-001

**Part A. Stop Work Authority**

All Employees are accountable for understanding the hazards associated with the task to be performed, and using their Stop Work Authority when there is a danger perceived to people, the equipment, the environment or customer service.

**1.0 PROCEDURE**

Stop Work Authority: Every employee has the authority and responsibility to stop work including vendors and visitors to CLS, worksites and facilities when:

**Conditions are unsafe**  
**A known violation of policy or procedure is recognized**  
**A potential hazard is identified or believed to exist**

Anyone can stop work or the work of others if they reasonably believe that personnel, property or the environment is in danger.

If work is stopped, a supervisor shall be contacted, and a JSA shall be performed. The activity in question should be reviewed; work will restart only after an evaluation is made of the conditions and correction of identified hazards is accomplished. If in doubt about the safety of the work activity or if someone refuses to stop work, notify a Manager immediately.

The supervisor will evaluate and determine if the safety and environmental issues have been properly addressed and/or resolved. If conditions are safe, work will continue. If you personally still believe the activity is unsafe, you may address your concerns to the next level of CLS management or the Terminal Safety Staff.

Additional guidance and reference material for stop work issues may be obtained from the Corporate Safety and Health Manual in addition to other correspondence located on C-LINK.



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CLS Operational Management of Change/ Job Safety Analysis			CLS-SAF-002

### 1. Operational Management of Change/Job Safety Analysis

Operational Management of Change (OMOC)/Job Safety Analysis (JSA) is a system of recognizing and accounting for potential hazards that may lead to an injury. They are conducted for the performance of a task that is out of the ordinary, or is a change to “normal” operations.

The following tests can be used to determine if a JSA is necessary when undertaking a task. Should any of the below conditions be answered in the affirmative; a JSA shall be considered.

- Is this activity a non-routine type of activity that has never or rarely been performed?
- Will the job require special rigging?
- Are Vendors, new employees, or persons not previously familiar with the job involved in it?
- Do outside factors such as weather; task unfamiliarity, etc. make it necessary to perform pre-job planning?
- Does this activity involve starting up a new piece of equipment?
- Does this activity potentially create a hazard to other individuals in the general vicinity of the work being performed?
- Does the activity involve any special consideration for PPE such as respirators, fall protection, etc.?
- Does any member of the Management team or staff feel the JSA is warranted?

### 2. Performing and Documenting Job Safety Analysis

When required, Job Safety Analysis shall be completed using a Job Safety Analysis Form.

Completed JSA Forms shall be available for review at or near the job site (as practicable).

The Job Safety Analysis (JSA) Form shall be completed by individuals who possesses the appropriate knowledge and expertise to evaluate the hazards and the appropriate hazard due to the change occurring, mitigation methods associated with a given job or task. Staff may ask for assistance from the Terminal Safety Managers or from Operations Integrity when necessary.

	Process	Procedure	Responsibility
1	Initial Review	Identify the Job Plan, and Break Down the Steps	Employee(s) Conducting the Job and Supervisor (as required)

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2	Supervisory Review	Reviewing the Plan and Steps to be Taken	Supervisor and/or Management
3	Risk Assessment	Identification of Hazards with each job step, consequences, and associated mitigation factors	Supervisor and Employee(s) Conducting the Job
4	Approval	Communication to go Forward with the Job	Supervisor and/or Management
5	Implementation	Carrying out the Job in Accordance with the Job Plan	Employee (s) Conducting the Job
6	Verification and Close-Out	Identification that the Job has Been Completed, and Has Been Successful in Achieving its Goal.	Supervisor and/or Management

**3. Recordkeeping**

Completed Job Safety Analysis (JSA) Checklist shall be retained for 3 years in the Department conducting the JSA.

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CLS Lock-Out/Tag-Out Procedure			CLS-SAF-003

**Part A. Lock-Out/Tag-Out Procedure-General**

The Lock-Out/Tag-Out process is employed to prevent worker injury or death from accidental release of energy. Department Heads and job supervisors are responsible for ensuring that these procedures are understood and followed whenever personnel could be at risk due to hazardous energy.

**Part B. Indetification of Hazardous Energy and Substances**

The potential sources of hazardous energy shall be identified before performing maintenance or inspection of equipment. Consideration of each of these sources shall be included in pre-job planning. Maintenance procedures may include checklists for each item requiring a lock and tag and must be used when available. Additional information for specific systems may be found in work procedures and manufacturer's instructions. Sources of hazardous energy and substances that must be considered include:

Source	Examples
Electrical	Energized circuits, electrical shock, and unexpected activation of equipment.
Mechanical	Moving machinery components such as gears, levers, shafts, flywheels, fan blades, springs, elevators, etc.
Pressure	Release of pressurized gas or liquid from tanks, piping, valves, sea chests, etc.
Hydraulic	Release of pressurized hydraulic fluid or operation of remote control valves or other devices.
Thermal	Heat contained in furnaces, piping, heat exchangers, etc.
Chemical	Component reactions
Stored	Batteries, capacitors, tensioned springs, gravity systems

All potential hazardous energy sources shall be isolated from the equipment or system that will be serviced. Two-level isolation may be possible in some instances and shall be used when possible.

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	CLS Lock-Out/Tag-Out Procedure		CLS-SAF-003

Each point of isolation shall be tagged. Tags shall be the commercially available type intended for use in Lock Out/Tag Out. They must have an appropriate message such as "Danger - Do Not Operate", and a statement prohibiting unauthorized removal. The responsible person's name, date, equipment being serviced, and other pertinent information shall be included on each tag. Tags shall be affixed using plastic cable ties or other substantial means.

Locks shall be applied at the point of isolation closest to the energy source where practicable. When only one level of isolation exists, locks or other physical means of preventing inadvertent release of energy must be used.

When locking out an energy source, a Lock-Out/Tag-Out Permit shall be completed. The Lock Out-Tag Out Permit is written documentation indicating that sources of hazardous energy and substances have been isolated prior to work being performed on systems or machinery. The Permit shall be kept in a central location that is accessible when necessary.

Where an energy isolation cannot be closed out at the end of a shift or work day, all information on the status of systems that have been locked and tagged out of service shall be passed on to the relieving shift.

Stored energy must be released and a verification of the zero energy state made before servicing equipment verifying isolation include: testing with electrical test equipment; opening a vent, gauge line, or drain valve; operating start switches; attempting to rotate machinery that should be restrained; checking temperatures, etc.

An inspection by the responsible person should be made at the completion of service to ensure that the equipment or system is ready to be tested and returned to service. Tools are to be removed from the area, guards put back in place, and all affected employees are to be notified that the means of isolation and the Lock Out/Tag Out will be removed. Protective devices and tags shall only be removed under the direct supervision of the responsible person. Equipment may be re-energized after verification that tags have been removed and that personnel are clear of any hazard. Startup of the equipment should be under the supervision of the department or responsible person.

**Part C. Related Documentation**

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Lock-Out/Tag-Out Permit



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	Approved by: Vice President, Terminal Operations	Retention: ACT + 10 years	
CLS Incident Reporting and Investigation Process			CLS-SAF-004

## Part A. Incident Investigation- General

**1.0** Crowley Liner Services operates under the belief that all accidents are preventable. We have a “0,0,0” operating policy. Our goal is zero injuries, zero damages to the equipment, and zero environmental incidents in the course of our operation. In order to achieve this goal, we scrutinize near miss occurrences, accidents and customer complaints to prevent them from re-occurrence. This scrutiny operates under the following premise:

- 1.1 Accidents/Near Misses are reported immediately upon occurrence, or as soon as safety allows;
- 1.2 Accidents/Near Misses are analyzed for root cause with the aim of identifying corrective action that will prevent them from re-occurrence.
- 1.3 All employees take part in the above two operational requirements, and have a roll to play in carrying out this process. Employees will be expected to participate when requested.

### 2.0 Responsibility

It is the responsibility of the Terminal Health, Safety and Environmental Staff located in the Terminals or who have oversight over these functions at the Terminals to execute and carry out all incident investigations. They shall oversee the entire process, and ensure it is executed as appropriate to the occurrence.

It is the responsibility of all employees to report actual or potential occurrences to their supervisor without delay.

It is the responsibility of supervisors to contact Terminal Safety Personnel, as soon as a potential or actual incident has occurred, so they can be engaged in the oversight of the process.

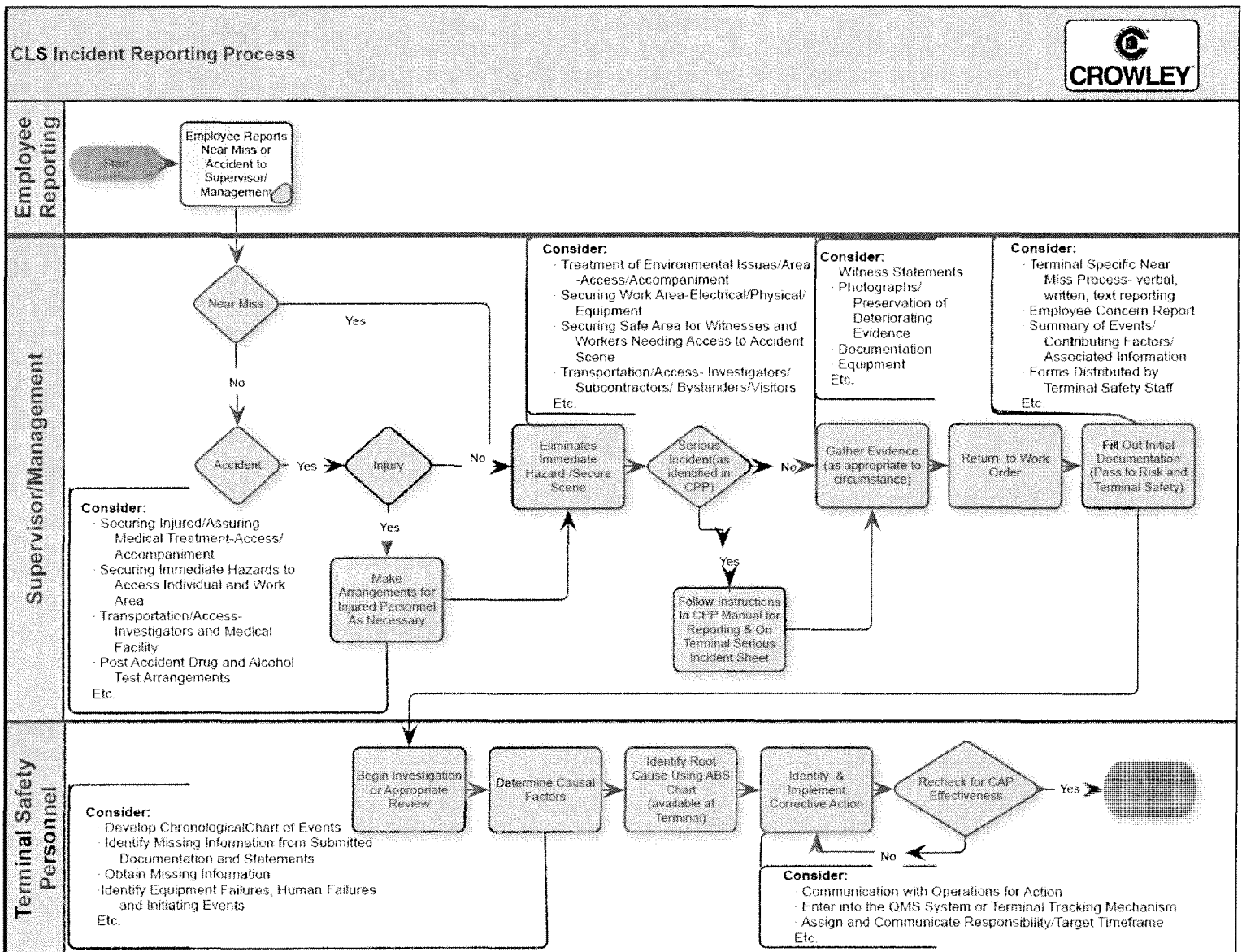
*Note:*

*While CLS is focused on preventing on-the-job injuries, we are also focused on ensuring that employees come to work able to handle the rigors of the work environment. Employees who suffer an injury off the job, that has the potential to impact their physical ability on the job, shall report the injury to their Supervisor prior to returning to work.*



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**Part B. Incident Investigation- Process Flow**







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CLS Incident Reporting and Investigation Process			CLS-SAF-004

**Part C. Incident Investigation- Specific Actions**

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Specific Instructions for Contact During Illness or Injury:

If an injury should occur, the Operational Labor Steward shall be contacted as soon as the scene is secured, as appropriate.

During normal business hours (7:00am to 6:00pm, Monday through Friday, excluding holidays), contact Risk Management to advise treatment at Concentra or other medical facility. After hours or when injured employee is taken to an emergency room – notify Risk at 904-612-1204.

Communications with Specific Regulatory Authorities

Where there are communications with federal and local agencies, the Corporate SSEQ Department, and Risk shall be contacted as necessary.

**Part D. Incident Response Contact Information**

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Contact information and information on Medical Facilities are available at every Terminal, and are posted and distributed to all the necessary parties at the behest of Terminal Senior Management.

**Part F. Training in Support of This Process**

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All those leading the Causal Factor Charting and Root Cause Analysis portion of the investigation have been trained in:

- CLS Causal Factor Charting and Analyzing Investigative Data
- Keys to Accident Reconstruction

Supervisors and Managers who are leading the information gathering portion of the investigation have taken the Keys to Accident Reconstruction Training.

**Part E. Reference Documents**

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This process works hand-in-hand with the Corporate Incident Management Procedure-CPP-SAF-010. All Customer Complaints are mitigated and analyzed through the process set forward in CAP-ALL-017.



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	CLS Incident Reporting and Investigation Process		CLS-SAF-004

Other Documents that may be associated with incident reporting and follow-up are:

- ABS Root Cause Chart
- Employee Report of Accident
- LS202or DFS-F2 DWC-1 to Report Injury
- Equipment or Property Damage Report



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	Fatigue Management Process		CLS-SAF-005

**1 PURPOSE**

1.1 The purpose of this document is to provide guidelines for the management of fatigue risk at the Terminal and Stevedoring Operations at CLS Terminals.

**2 SCOPE**

2.1 These procedures apply to all Crowley employees performing work at the above Terminals.

**3 ROLES AND RESPONSIBILITIES**

**3.1 Supervisors are responsible for:**

- 3.1.1 Responding to employees affected by fatigue and putting appropriate control measures in place
- 3.1.2 Being aware of their individual team members and their personal circumstances, that may affect their fitness for work
- 3.1.3 Encouraging team members to report suspected symptoms of fatigue

**3.2 HSSE Staff are responsible for:**

- 3.2.1 Ensuring fatigue is considered in risk assessment documentation
- 3.2.2 Ensuring fatigue is considered in safety incident analysis
- 3.2.3 Organizing and monitoring appropriate training programs such as fatigue awareness and risk management

**3.3 Management is responsible for:**

- 3.3.1 Work is appropriately structured to provide adequate breaks.
- 3.3.2 Assistance is available to employees to deal with fatigue related issues



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	Fatigue Management Process		CLS-SAF-005

#### 4 PROCEDURE

##### 4.1 Continual Improvement

##### 4.1.1 Incident Analysis

4.1.1.1 A. Fatigue should be considered as a possible causal factor in errors or safety related incidents by taking into consideration the following questions:

- i. Did the employee have sufficient sleep opportunity?
- ii. Did the employee have sufficient sleep?
- iii. Was the employee displaying fatigue related symptoms prior to the incident?
- iv. Has the employee made fatigue related errors in the past?
- v. Was the task being performed likely to be affected by fatigue?
- vi. Did the task being performed introduce a fatigue risk?

##### 4.1.2 Auditing and Review

A. Compliance with this procedure will be monitored and reviewed by HSSE. Fatigue related incidents shall be reported through the normal safety incident reporting system.

##### 4.1.3 Training

A. Training shall be carried out on an as needs basis.



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CLS Hazardous Communications Program			CLS-SAF-006

**Part A. Hazardous Communications General**

Crowley Liner Services has written and complies with the OSHA Hazardous Communications Standard as documented in 29 CFR 1910.1200. This program will help to ensure that employees are informed about the potentially hazardous nature of the chemicals we use in the workplace, and how to protect themselves from unintended harm

**Part B. Hazardous Communications Program Coordinator**

- 1.0 The Program Coordinators for Crowley Liner Services are identified as the HSE Managers and Directors in the various terminal locations. In Port Everglades, the Coordinator will be the Manager of Operations.
- 2.0 This Coordinator will maintain this Program at the Terminal, and also ensure that a list of all Safety Data Sheets (SDSs) SDSs are maintained, along with all Data Sheets either in electronic or paper form. These sheets will be available to all employees on all shifts.

**Part C. Hazardous Classification**

The Terminal Facilities for CLS do not manufacture chemicals, therefore hazardous classification is conducted by the chemical manufacturers and suppliers that provide chemicals for use. Where an SDS is not present with a new chemical, or cannot be located for use, the user should not use the chemical. In such cases immediate contact shall be made with the Coordinator of the Program. ***The product in question may not be used until the SDS is obtained.***

**Part D. Chemical Inventory List & Safety Data Sheets (SDSs)**

The Program Coordinators will keep a list of products used, in an appropriate format for the Terminal. This list is updated as necessary, and will be supported by the SDSs kept in electronic file, and available to all employees at all times.

Safety Data Sheets are also maintained by the Program Coordinators, in conjunction with Purchasing Personnel for the Terminal. These sheets are maintained for all Terminals in the purchasing departments and/or online in a location that is accessible during all shifts.

**Part E. Hazardous Materials/Chemical Labeling**

All hazardous materials/chemicals in the CLS terminal facilities are labeled. Where possible, the manufacture's chemical label will identify the product in use. All labels, be they manufacturer, supplier or made on site will contain the following information:

- 1. Name of Product
- 2. Name of Manufacturer and Address



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3. Appropriate hazardous warning signs and classifications and hazard statement
4. Appropriate pictograms

Any secondary containers will also be labeled in the same manner. These will be labeled legibly, in English and the label will be displayed on each secondary container in use.

Additionally, piping systems and bulk tanks will also be labeled at each outlet point.

Assuring chemicals and piping systems are properly labeled is the responsibility of the Program Coordinator.

**Part F. Chemical Use By Contractors**

Contractors will be required to identify any chemicals they are bringing onto the Terminal, and to bring, and have approved all chemical use prior to the start of work. The Terminal Personnel overseeing the contracting job will inform contractors of their requirements and provision of the SDSs will be made to the Program Coordinator prior to the start of work (if they are chemicals previously not used on the Terminal). The Contractor SDSs will be kept on file by the Coordinator until the chemical is spent, or use is terminated.

**Part G. Employee Information and Training**

All employees will be given training on the chemicals in their workplace at the time of their assignment, or when new chemicals are introduced. This training may be one-on-one, by pamphlet/hand-out, in a group or online, signage, placards, and periodic safety meetings.

All employees will go through the Hazardous Communications Training Program in Pure Safety within 30 days of their start of work.

Employees will be trained in the following:

1. The existence and requirements of the OSHA Hazardous Communications Standard.
2. The components of the Hazardous Communications Program
3. Operations in their work area where chemicals are used
4. Location of written Hazardous Communications Program, List of Chemicals and SDS location
5. Hazards associated with non-routine tasks

Employee training includes:

- Methods to detect the presence of Hazardous Chemicals in their work area.
- Physical and health hazards of chemicals in their work area
- How the Hazardous Communications Program is implemented in the workplace. How to read and interpret information on labels and data sheets, and how to obtain and use available information.
- Measures employees can take to protect themselves from hazards. Including specific procedures required to provide protection against hazards (work practices, personal protective equipment, and emergency procedures).



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**Part H. Non-Routine Tasks**

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A list of non-routine tasks that include chemical use will be kept by the Coordinator. These are tasks that are seldom conducted and include a hazardous material/chemical use. If a task that is not on the list is to be conducted, the Coordinator will be contacted prior to the start of work to review the procedure for work and/or the JSA before work begins.

**Part I. Piping Systems**

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Piping systems will be identified with what is flowing through them and the direction of the flow. Piping system outlets will be labeled to the requirements for labeling previously identified in this procedure.



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	CLS Hot Work Guidelines		CLS-SAF-007

**Part A. Hot Work-General Information**

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Hot work is any work that introduces an ignition source; that is, work that has sufficient energy (heat, flame, or spark) to ignite combustibles.

Sources of hot work include hand-held pneumatic or electric tools than can possibly cause sparks or excessive heat, (i.e., scaling tools, grinders, rotary wire brushes, drills); heat guns, soldering irons, and other tools that generate heat or open flames when being used; sandblasting; and any other non-cooking related equipment that develops a surface temperature greater than 200°C (400°F) when being used.

For CLS Terminal Operations, Hot Work is only conducted by a certified contractor or a certified individual from the Maintenance Department.

**Part B. Management Responsibility**

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- Management shall recognize its responsibility for the safe usage of cutting and welding equipment on the terminal. Where cutting and welding need to be done outside of the Maintenance Shop, contact shall be made with the maintenance shop manager.
- Management will also ensure that cutters and welders are suitably trained in the safe use and operation of the equipment and the process.
- Ensure all contractors are advised of flammable materials or hazardous conditions of which they may not be aware.

**Part C. Supervisory Responsibility**

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The Supervisory shall be responsible for:

- The safe handling of the cutting or welding equipment and the safe use of the cutting and welding process.
- Shall determine the combustible materials and hazardous areas present or likely to be present in the work location.
- Shall protect combustible form ignitions by the following:
  - Have the work moved to a location free from dangerous combustibles.
  - If the work can not be moved, have the combustibles moved to a safe distance from the work or have the combustibles properly shielded against ignition.
  - See that cutting and welding are scheduled at times which are least exposed to worker
  - Shall secure authorizations as required for welding operations.





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**Part D. Oxygen-Fuel Gas Welding**

Oxygen-fuel gas welding depends on the heat produced by the combustion of a fuel gas in the presence of oxygen. The equipment is portable and does not require an electric power source. Basic equipment consists of a cylinder of oxygen, a cylinder of fuel gas, two regulators, two hoses and a welding torch. The regulators are used to reduce the pressure of the gas in the cylinder to the required work pressure. Other protective equipment (safety check valve) in the piping system prevents the backflow of oxygen into the fuel gas system, stops a flash from entering the fuel gas system, and prevents an excess of pressure from oxygen in the fuel gas system. These devices help to prevent fires and explosions and are basic and permanent parts of the apparatus.

**Part E. Safe Handling of Cylinders**

Explosions of fuel gas or oxygen cylinders are not common occurrences due in part to the healthy regard that workers have developed for the disastrous consequences of unsafe handling procedures.

Cylinders must be stored in dry well ventilated areas where they are not likely struck or knocked over. They should be secured "**upright**" by some substantial (chain, heavy wire, etc.) means so they will not fall. They should never be stored near stairways, gangways, or elevators. Keep sources of ignition at least 20 feet away from the storage area. Store oxygen and fuel gas cylinders separately (at least 20 feet apart or by a noncombustible barrier 5 feet high) and do not store oxygen with reserve stocks of carbides or other combustible materials. It is particularly important not to store oxygen cylinders in the same area as oil, grease or other petroleum products. **CONTACT BETWEEN OXYGEN AND ANY PETROLEUM BASED PRODUCTS CAN RESULT IN FIRE AND EXPLOSION.**

Always attach the valve protection cap (hand tight) when the cylinder is not being used. The cap is designed to protect the valve from damage that could cause the sudden release of the contents of the cylinder.

Make sure the cylinder is clearly marked with their contents, i.e. oxygen, acetylene, etc. When a cylinder is emptied, make it **EMPTY**.

**Part F. Valve Examination and Regulators**

Use the proper wrench when attaching the regulator to the cylinder. **DO NOT** use a pipe wrench or a pair of pliers. If the valve is equipped with a hand wheel do not attempt to open or close it with a hammer.

Watch the needle of the regulator after the torch valves have been closed. If it begins to creep upward replace the regulator immediately. **DO NOT** try to repair regulators or torches. Repair work should be done by a qualified person.

**Part G. Connections and Hoses**

Replace hoses that have leaks, burns, or worn places. Cut out the damaged section and splice the two cuts together. **DO NOT** attempt to repair hoses with tape. You can test for leaks by submerging the hose in water and looking for bubbles. Leaks in



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connections and hoses can also be detected by painting on a leak test solution of soapy water and checking for bubbles. Never test for leaks by using a flame.

Use only approved bronze or brass fittings. When making up connections do not use white lead, grease, pipefitting compounds or other petroleum products.

Make sure that the hoses are not placed where they can be walked on, driver over, cut or otherwise damaged. **DO NOT** expose them to heat, sparks, oil or grease.

**Part H. Color Coding Hoses**

All welding gas hoses used in the operation should conform to the following color code schedule:

- GREEN.....OXYGEN
- RED.....ACETYLENE
- BLACK.....AIR/INERT GAS

**Part I. Electric Arc Welding**

Electric arc welding is a fusion process in which adjoining pieces of metal are melted together forming a joint that is as strong as the original metal. Heat is supplied by an electric arc drawn between the work and an electrode. There are two types of electrodes, Carbon and Tungsten. The only function of a carbon or tungsten electrode is to carry current. As current is applied to the electrode the electrode melts supplying filler metal to the joint.

In addition to carrying current and supplying filler metal, these electrodes are coated with a substance that vaporizes as the electrode melts. The vapor, which is formed, provides a gaseous shield around the arc and the work that prevents the formation of oxides and nitrides in the weld metal. While vapor from the coating of the electrodes has not been identified as an occupational hazard, filler metals, which are introduced to the joint as the electrode melts, may contain cadmium, nickel, or fluorine compounds. In all instances precautions must be taken to avoid contact with the metal fumes or the flux itself.

OSHA regulations require that when the filler metal contains cadmium the containers must be labeled:

**WARNING:  
CONTAINS CADMIUM  
POISONOUS FUMES MAY BE FORMED ON HEATING**

When fluxes contain fluorine compounds the containers must be labeled:

**CAUTION CONTAINS FLUORINE**



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Adequate ventilation and/or respirators must be used to avoid breathing the fumes.

**Part J. Fire Protection**

Misuse of portable welding equipment is a frequent cause of industrial fires. Stationary equipment is less hazardous because it is usually located in an area designed with fire prevention in mind. Portable equipment can be carried to almost any location on the job and improper use of the equipment can result in a fire and/or explosion. *Welding in areas that have not been made fire safe is not allowed at any time on a CLS Terminal.*

**Before Beginning a Welding Operation**

1. Clear the floor of paper, wood shavings and other flammable materials for a space of 35 feet. Move other flammable materials at least 35 feet from the work area, or cover them with fire resistant shields.
2. Cover the cracks and openings in the floor to prevent sparks from falling through to the lower floors. If it isn't possible to do this, check the lower floor and make sure there are no combustibles, which could be exposed to, sparks.
3. When possible move the work to be welded to a safe location.
4. Cover wooden floors with a fire resistant material.
5. Cover nearby combustible walls and partitions with fire resistant shields. If the walls area made of metal, remove the combustible material from the other side. If they cannot be removed, station a "fire watch".
6. Shut down ventilation and close ducts if there is a chance they could transmit sparks to other areas in the plant.
7. Maintain a "fire watch" during the work and for 1/2 hour after the work is completed.
8. Train "fire watchers" in the proper use of fire extinguishing equipment and how to sound alarms.
9. Provide fire extinguishers or sprinkler systems in welding areas. Portable welding equipment should be equipped with an extinguisher.



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**Part K. Welding Equipment**

1. Check both the weld lead cable and the work lead cable for damaged insulation and for exposed wires.
2. Check the electrode holders for loose or exposed connections. **DO NOT** splice weld lead within 10 feet of the holder. Replace it.
3. **DO NOT** coil the electrode cable around your body.
4. Check the composition of fluxes, rods, and coatings. If there is a potential hazard find out how to protect yourself.
5. Ground both the frame of the welding equipment and the metal being welded. **DO NOT** attach the ground wires to pipes carrying gas or flammable liquids or to metal conduits carrying electrical wires. Ground as close to the machine as possible.
6. When floors are wet take precautions against shock.
7. **DO NOT** allow metal parts in contact with the electrode to touch your skin or wet clothing. Wear dry work gloves.
8. **DO NOT** cool electrode holders by putting them in water.
9. Electrically disconnect the welding equipment when changing electrodes in gas tungsten arc electrode holders.

**Part L. Personal Protective Gear**

Personal protective gear for welders is required to protect the operator's eyes from radiation and to protect the operator from hot weld slag.

Sunglasses or colored glass will not provide sufficient protection against radiation. Specially designed helmets equipped with filter plates to protect against ultraviolet, infrared and visible radiation must be worn when arc welding.

Cover bare skin to protect against both sparks and radiation. Woolen clothing gives better protection than cotton because it is less flammable. If cotton clothing is worn it should be treated chemically to reduce flammability. Clothing should be free of grease and oil and other substances that may burn. Do not wear clothing with cuffs or pockets where sparks can lodge. Flameproof gauntlet gloves, a leather or asbestos apron and high top shoes provide good protection against sparks and hot slag.

**Part M. Welding Department/Personal Protective Equipment**

**Responsibility**



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1. It is recognized that no set of safe job procedures can cover all possible exposures where personal protective equipment may be needed. For this reason, we depend on your good judgment to wear the personal protective equipment that is necessary to protect your safety and health while on the job.
2. Each employee is also responsible for maintaining the personal protective equipment that is provided by the company for his or her protection in a clean and safe manner.

**Hazards**

1. Foot injuries that result from objects that drop or fall onto the foot while handling, moving or working with heavy materials.
2. Eye injuries, particularly flash burn that could occur when looking at arc welding operations without benefit of eye protection.
3. Foreign particle in eye injuries that result from flying or falling particles generated during production operations.
4. Burns to hands, fingers, arms and body from accidental contact with hot surfaces during or after welding or cutting operations.
5. Hearing impairment that results from prolonged exposure to high noise levels without benefit of hearing protection.
6. Head injuries that may occur when there is a possibility of falling or flying objects or bumping into suspended or traveling stock. Irritation or damage to your respiratory system that result from inhalation of weld fumes.

**Safety on the Job with PPE**

1. Wear safety glasses in all production areas of plant. Small foreign particles are generated throughout the weld shop department, and these particles could enter the eye causing severe eye irritation. For this reason, it is essential that eye protection be worn.
2. Wear safety-toe shoes in all production areas. The shoes worn in the weld department should provide adequate protection against heavy objects that could fall or drop. Canvas covered shoes and/or sandals are not permitted in work areas of the plant.
3. Hearing protection, insert plugs or muffs, must be worn in all areas of the department where high noise levels are generated.
4. For arc welding, approved hoods with shaded lenses adequate for the type of welding being done must be worn. It is also necessary to wear goggles under hoods to protect the eyes when chipping or grinding after the weld operation.



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5. Adequate gloves must be worn to protect against burns or cuts while performing work in the weld department. It is recommended that leather gloves be worn to provide protection against the hot surfaces and sharp edges that are basic to our operation.
6. Wear adequate clothing for this type of operation. Synthetic shirts and pants should not be worn since some of these area highly combustible and can burn with even a slight spark. Heavy cotton shirts with long sleeves, buttoned at the wrist, are preferred. Padded leather aprons or similar protection is recommended for welders.
7. When welding operations produce irritating or noxious fumes, you must wear a disposable filter mask.

**Part N. Oxy Gas Torch Cutting**

**Hazards**

1. Fire or possible explosion damage to the plant and equipment because of faulty torch, gas fuel leaks, or improper operation of the torch.
2. Burns resulting from contact with open flame or slag during cutting operations and from accidental contact with hot material or scrap produced during operation.
3. Eye injury caused by looking at point of operation without protective eye shields.
4. Caught in or between and struck by accidents caused when handling moving materials to be cut or when removing materials after the cutting operation is performed.

**Safety on the Job for Oxy Gas Torch Cutting**

1. Know the correct procedure for setting up the cutting operation, turning on the torch and completing the cut before attempting to use the torch-cutting machine. If you have questions on proper set-up, ask your supervisor.
2. Inspect the torch body, gauges, and hose for damage or defects before making any cuts. Report gas and oxygen leaks immediately for repairs.
3. Keep oil and grease away from all oxygen valve connections, hoses and gauges.
4. Make sure all hose and torch body connections are tight and not cross threaded. Remember that gas hose connections have left-handed threads. Never interchange oxygen with gas hose.
5. When setting up for a cut, visually check for congestion, combustibles, and other conditions that could impair the

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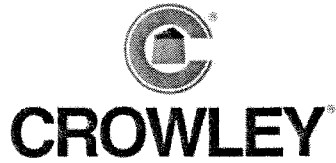
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safety of the operation.

6. Wear proper protective equipment when working on torch cutting operations. Properly tinted safety glasses with side shields, safety shoes, gloves and clothing suitable for this job must be worn. **DO NOT** wear clothing with synthetic materials that can burn rapidly when exposed to sparks.
7. Be alert for leaks when opening natural gas valves. If a strong odor of gas is present, shut the system off and check out the problem.
8. When lighting the torch, open the torch fuel gas valve one-half turn. Reduce the fuel pressure to get rid of black smoke. Open the torch oxygen valve to get the proper flame. If torch backfires, try relighting. If there is another flashback, stop using the torch and get it inspected.
9. During cutting, keep hands and arms out of the scrap fall area and be alert for sparks during the operation.
10. When torch-cutting lead painted steel or galvanized materials, wear a respirator.
11. Make sure that a fire extinguisher is readily available during cutting operations. The fire extinguisher should be located in close proximity and easily accessible.
12. After making the cut, turn off torch valves and fuel/oxygen supply. Mark all hot materials with the work "HOT" if other employees are working close to this operation.
13. Make sure work area is clean and ready for next operation after completing work or at the end of the shift.

**Additional Safety Tips:**

1. By far the greatest exposure in the cutting operation is from burns because of a flame, hot materials, or slag. You must use good judgment in performing the operation and wearing the proper clothing and equipment to prevent these injury exposures.
2. Shaded safety glasses should be worn whenever torch cutting, to protect your eyes from burns.
3. Never permit flammable liquids or combustible materials to be located close to the cutting operation. The work area should be clean and uncongested.
4. Always be on the alert for pinch points caused from material being placed onto the torch table by hoist or manually. Never place your fingers into an area that could result in a crush injury because of something being dropped or moved.
5. Torch bodies and tips must be kept clean if they are going to do the right job. Always be sure that the tip and the torch body are in good condition. When lighting torches, don't use cigarettes, matches or cigarette lighters. The best method is to use the spark lighter.



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6. Never interchange hoses on gas-oxygen welding equipment. If hose is damaged or defective, have it repaired or replaced.
7. Always on the alert for natural gas leaks. If strong odor of gas is present, shut down the system and check out the problem.
8. Always keep your mind on what you are doing when operating the torch-cutting machine.





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**Part O. Arc Welding**

**Hazards**

1. Burns resulting from accidental contact with hot surface during welding operation or immediately after, before materials have been cooled.
2. Flash burns to eyes resulting from looking at the arc too closely without proper eye protection.
3. Respiratory irritation resulting from breathing in fumes or particles generated through some welding operations.
4. Electric shock or burns because of accidental contact with electrical energy source.
5. Strains that result from manually moving material during the welding fit-up operation.

**Safe Job Procedure for Arc Welding**

1. Proper protective clothing should be worn whenever performing arc-welding operations. The following clothing is recommended:
  - a. Gauntlet gloves and aprons of leather should be worn as protection against radiated heat and sparks.
  - b. Shirt sleeves should be kept buttoned about the wrist with nothing in shirt pockets.
  - c. It is not advisable to wear low cut shoes unless the ankles area covered with protective leggings. It is easy for sparks and hot flux particles to fly into open shoes, causing severe burns to feet.
  - d. Safety glasses with proper side shields and shaded lenses should be worn under arc helmets to protect against flying particles that area generated during cleaning operations.
  - e. Helmets or hand-held shields should be used whenever arc welding and the shields should contain the proper filter lenses and sheer protective glass cover. We recommend the following shades of filter type for lenses:

<u>AMPERAGE</u>	<u>SHADE</u>
Below 30	6-7
30-70	8
75-200	10
200-400	12
Over 400	14



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Or, if shade is based on rod diameter:

<u>ROD DIAMETER (INCHES)</u>	<u>SHADE</u>
1/16"	10
3/32"	10
1/8"	10
5/32"	10
3/16"	12
7/32"	12
1/4"	12
5/16"	14
3/8"	14

2. Visually inspect protective equipment, particularly helmets and hand shields frequently for damage. If the equipment has a damaged shield or is badly cracked, it should be replaced.
3. Always check general safety of work area before starting operations. Be considerate of others working in the immediate area. If necessary, place suitable shields or screens around the operation to prevent your arc flash and ultra-violet rays from casing injury to other workers.
4. If welding on zinc or cadmium plated metals, wear a fume respirator.
5. Plan ahead. Make sure that jig or worktable is ready for operations to be done. Good judgment should be used in setting up for the welding operation so that manual handling or moving parts to be welded is minimized. Be sure that all the tools and materials needed for the job are close at hand, but yet not in the way.
6. Before starting welding operation, check all electrical connections. Be sure that the electrical connections are secure and firmly attached to the work. The ground rod should be securely connected to the work or to the work jig.
7. Keep work leads as short as possible to minimize damage and reduce trip hazards to yourself and others working in area. When laying out leads, be considerate of others who work or walk in the area, don't create tripping hazards with your equipment or welding leads.
8. Carefully examine the electrical insulation on holders and cable at the beginning of each shift. Badly worn or frayed insulation and damaged holders should be replaced or repaired. Report any unsafe condition to your supervisor.
9. Make sure electrode is clear of conductor before starting the work. If the electrode does touch a good ground, an accidental flash can result with injury to your eyes and the eyes of another. It is also important to keep yourself insulated from the ground or metal when changing electrodes.



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10. Remove electrodes from holder when not in use.
11. Always shut off power source at machine and make sure that arc is not in contact with ground lead whenever leaving the work area.
12. Be alert for possible burn hazards. Always be watchful of others working in the area who may be burned as a result of heat generated from your welding operation. Be certain that material is cool before you touch it without gloves.
13. Good housekeeping is critical to safety in welding operations. Maintaining good housekeeping is an on-going job, but it is very important in this operation.

**Part P. Metal Inert Gas Welding**

1. Secure inert gas cylinders in upright position at all times. **DO NOT** leave bottles unsecured since they could fall over causing injury to others or property damage.
2. Caps must be kept on gas cylinders not hooked up to regulators. Never store gas cylinders without the cap being secure.
3. Exercise good lifting techniques when lifting electrode wire onto spools. The wire is heavy, so lift it with slightly bent knees, keep the back nearly straight. **DO NOT** bend at the waist to pick spools up.
4. Check regulator, gas flow settings before starting weld. Make sure that gas line connections are tight and that the regulator is properly adjusted. **DO NOT** use regulators that are in damaged condition. Have them repaired.
5. Exercise caution when changing inert gas bottles. The bottles are heavy so good material-handling techniques must be used. Always be extra careful with fuel bottles that do not have protective caps in place. The bottle must be secured before removing the protective cap.
6. Check torch body and electrode holder for defects prior to starting to weld. Damaged insulation hoses or other noticeable defects should be reported.
7. Never look directly at work when striking an arc without adequate eye protection. Always be alert to the danger of flash burns to yourself and others. Remember, arc welding produces infrared and ultraviolet rays that can easily burn unprotected eyes.
8. Prior to starting weld, be sure that wire electrode spool is not binding.



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**CAUTION**

**TOXIC SUBSTANCES MAY BE PRESENT WHEN WELDING**

When hazardous substances are used as base metals, fluxes, plating or filter metals, local exhaust ventilation must be used. Beryllium, cadmium, chromium, fluorides, lead, mercury, zinc, or any inert gas metal arc welding, and oxygen cutting of stainless steel, all require the use of local exhaust ventilation to bring toxic concentrations within the Permissible Exposure Limit (PEL). If it is not possible to supply adequate ventilation, use supplied air respirators.

Remove coatings along the line of the weld (lead paint, galvanize, coal tar pitch, plastic, etc.) so they can't burn. Clean all work which has been degreased, and do not operate electric arc welding equipment near a degreasing operation. The degreasing agents trichlorethylene and perchlorethylene (or any other agent) decompose when exposed to the arc and can irritate the eyes and respiratory tract.

**Part Q. Welding in Confined Spaced on the Terminal**

Terminal Operations for CLS does not weld in confined spaces. Where such procedures need to be carried out, they will be carried out by a qualified contractor that has been vetted by the Crowley Risk Department.



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**Part A. Respiratory Protection-General Information**

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Many substances exist in the work environment, which can prove to be harmful to a person's respiratory system and overall health. We at CLS are committed to meeting our moral and legal obligation to protect our employees from these substances and the serious effects they can have.

Some substances can be controlled through engineering techniques, such as ventilation systems. There are, however, situations which known engineering techniques cannot be applied. It is in these situations where respiratory protective equipment becomes necessary.

CLS has established minimum standards for the use of respiratory protection equipment for certain conditions. These minimum standards are detailed below and equipment meeting or exceeding these standards must be used, unless authorized by the Safety Coordinator.

**Part B. Respiratory Protection-Standards for Equipment**

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The following is a sample list of respirators that are designated as the minimum protection for the specified exposure:

1. **Dual Cartridge with Dust/Fume Filter**  
When welding in an open space where positive ventilation cannot be achieved.
2. **Air Supplied Respirator**  
When welding in a confined space where positive ventilation cannot be achieved.
3. **3M 8710 or Dual Cartridge with Dust Filter**  
When there is demolition or sanding going on or for general dust.
4. **Dual Cartridge with Acid Filter**  
When cleaning with acids or caustics.
5. **Dual Cartridge with Organic Vapor Filter**  
When using solvents or spray-painting.

All others must be evaluated per the guidelines below.

**Part C. Respiratory Protection- Stocking of Equipment**

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The above guidelines have been established to assist management in the proper selection and use of respiratory equipment on the site. This information is intended to insure that respiratory protection meets or exceeds the requirement of OSHA for any given exposure. However, there may be instances where there are special requirements; either the job may mandate that a different type of respirator be used, or after careful re-evaluation by the Supervisor or Safety Coordinator, a change in the quality of protection may be necessary.



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**Part D. Safety Data Sheets (SDS) for Respiratory Protection**

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It is also necessary to be familiar with the various SDS (Safety Data Sheet) for any chemicals, or products that require the use of respiratory protection. Generally speaking, the equipment and exposures listed above will cover over 90% of the jobs that are a part of CLS operations.

**Part E. Respiratory Hazards**

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You must first identify and evaluate the hazards present before you can select the right respirator. Respiratory hazards come in the form of **dusts, fumes, mists, vapors, and gases**. The hazard comes from the presence, or in cases of oxygen, the lack of a material. A respiratory hazard is a **hazard** when a material can enter the body by being inhaled and cause illness or bodily damage.

The types of respiratory hazards to which workers may be exposed to workers can be classified as either **acute or chronic**.

1. **Acute hazards** are those hazards that are immediately dangerous to life or health, and can cause immediate death (i.e. oxygen deficiency, H2S, Chlorine).
2. **Chronic hazards** are those hazards that can cause permanent damage to health following exposure over a period of time (i.e. asbestos, benzene).

In order to determine the proper respiratory protective equipment to be used, the material(s) to which a worker may be exposed must be classified into one of the categories listed below:

1. **DUST**  
Solid particles generated by handling, crushing, or grinding of organic or inorganic materials (**Hazardous types include: asbestos, coke fines, catalyst dust**).
2. **FUMES**  
Solid particles formed when a molten solid, such as metal cools and condenses (**Hazards: welding fumes**).
3. **MISTS**  
Suspended liquid droplets generated from condensing gas to liquid or from breaking up a liquid by splashing or spraying (**Hazardous types: spraying of paint or acid**).
4. **VAPORS**  
This is the gaseous form of substances normally in the solid or liquid state (**Hazardous types: benzene, solvents**).
5. **GASES**  
This is normally a formless fluid that can only be changed to a liquid by combining pressure and temperature (**Hazardous types: H2S, Chlorine, Ammonia, SO2, Methane, Butane**)

**Part F. Oxygen Deficiency**

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The single respiratory hazard that poses the greatest problem and threat to life is oxygen deficiency. Normal air contains 21% (percent) oxygen by volume. Oxygen levels of 16% or less cannot safely support the respiratory needs of a person. This is why oxygen levels must always be taken into account when evaluating a worker's respiratory protection equipment.

Oxygen levels must be at least 19 1/2% by volume if respiratory protective equipment is to be used. An oxygen deficient atmosphere is a condition often found in poorly ventilated confined spaces. This atmosphere is classified as immediately dangerous to life or health. This atmosphere can occur in two ways: oxygen may be used up by a chemical reaction or oxygen can be displaced by another gas.

On CLS Terminals, Respirators are only used in open are locations, or well ventilated warehouse environments. There is to be no use of respirators on oxygen deficient or potentially oxygen deficient atmospheres.

#### Part G. Evaluation of Hazards

1. A qualified individual who is trained in the operation of the proper detection equipment must perform the hazard evaluation. If you are not qualified, contact the owner's personnel of the CLS Safety Manager/Director of Operations Manager to properly evaluate the hazard.
2. If others performed the hazard identification and evaluation, they should advise you in writing of their findings.

#### Part H. Limitations and Explanation of Respiratory Protection

There are two categories of respirators that we use in our work:

1. Air purifying respirators; and
2. Air supplying respirators- These types of respirators are not used on the Terminal.

##### ***Air Purifying Respirators***

Air purifying respirators do just what the words imply; they purify the air, but they do not supply oxygen if there is a deficiency. Air purifying respirators with filters are designed to remove particulates (dusts, mists, and/or fumes) from the air; there are disposable respirators (Examples: **the 3M 8710 Dust Respirator and the 3M 9920 Welding Fume Respirator**); and those with dual cartridges (the **North 7700 series** has cartridges for contaminants such as highly toxic particulates, organic vapors, acid gases, or asbestos). Each is designed to protect the wearer from gases, dust and/or vapors.

##### **DO NOT USE AIR PURIFYING RESPIRATORS UNDER THE FOLLOWING CONDITIONS**

1. When the contaminant has poor warning properties; that is, when it cannot be recognized by taste, smell, or irritation at or below the permissible exposure limit;
2. In oxygen deficient atmospheres:



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3. In atmospheres immediately dangerous to life or health (atmospheres in which a short exposure would cause death, injury, or delayed physical reaction).

Air purifying respirators are small and allow freedom of movement. However, every time the wearer inhales, a negative pressure is created in the mask relative to the outside atmosphere. If the wearer does not have the proper fit or seal of the respirator on his face, then the contaminants will be drawn into the face piece through the leaks in the seal.

**Dangers of Breakthrough Contaminants**

If a wearer of an air-purifying respirator begins to taste, smell, or be irritated by the contaminant, it is an indication that a "breakthrough" has occurred. This means that is time to replace the cartridge, provided that the wearer had a good seal or fit at that time. When using a cartridge for particulates, the contaminant will restrict or clog the airflow as the contaminant is trapped by the filtering action of the cartridge.

**LIMITATIONS OF AIR PURIFYING RESPIRATORS - "DO NOT USE"**

**Part I. Air Supplier Respirators**

We also have available airline respirators which use a stationary source of compressed air delivered through a high-pressure hose. The breathing air is monitored for oxygen content and carbon monoxide contamination by special monitoring equipment connected to the source of the air. (Instructions on the use of this equipment are provided with it.). These respirators are not used on the CLS Terminal as no chemical hazards are used by CLS employees in confined or oxygen restricted locations.

**Part J. Respiratory Equipment Purchase**

All respirator equipment must be "approved" by the Maintenance Manager, or Terminal Safety Personnel for the protection against the particular contaminant found. All respirator equipment must have either a NIOSH or MSHA approval certification.

**Part K. Employee Screening**

OSHA guidelines require that any employee required to wear respiratory protection first be able to pass a medical/physical examination that will demonstrate his ability to wear the equipment without being a threat to his health. **All employees will be required to pass a pre-placement physical examination prior to being issued any respiratory equipment.** Some of the factors, which will be considered, include:

1. **Lungs:**  
Does the individual have a history of asthma or emphysema, difficulty with normal breathing, or previously documented lung problems? These conditions coupled with the wearing of a respirator will further restrict already difficult breathing.
2. **Heart:**





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Does the individual have high blood pressure, artery diseases or documented heart problems? The use of a respirator will add stress on the heart that will aggravate these conditions.

3. **Facial Hair:** (such as a beard or sideburns)  
These factors may project under the face piece causing a poor seal.
4. **Missing or Arthritic Fingers:**  
This would make it difficult for the individual to properly, adjust and operate the respirator.
5. **Facial Scars:**  
These factors would prohibit a proper fit.
6. **Claustrophobia and poor eyesight**  
These factors would also need to be considered.

#### Part L. Equipment Issuance

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Where practical, all respiratory protective equipment will be issued for an **employee's exclusive use**. This will be especially true for cartridge type respirators. Cartridge type respirators come in various sizes, small, medium, and large, for the different shapes and sizes of faces.

For single use, "disposable" equipment such as the **3M 8710**, the equipment must **NOT** be transferred from one individual to another. Disposable respirators must **NOT** be reused or shared and should be disposed of after each use.

#### Part M. Fit Testing

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Where practical, all respiratory protective equipment will be issued for an **employee's exclusive use**. This will be especially true for Fit tests are essential to ensuring that a respirator mask forms a good seal against the wearer's face to prevent contaminants from leaking into the mask.

When a respirator is first issued to the wearer, he should try a variety of sizes to get a comfortable fit. Then a **qualitative fit test**, including a positive and negative fit, should be done. This can be self-administered and should be done with all air-purifying respirators before entering a hazardous atmosphere. The manufacturer's instructions, which accompany the respirators, should be consulted and followed.

- A. **Negative pressure fit test:**  
The wearer closes off the respirator inlet and inhales. A vacuum and partial inward collapse of the mask should result. If a vacuum cannot be maintained for at least ten (10) seconds, readjust the face piece and try again.
- B. **Positive pressure fit test:**  
The wearer closes off the exhalation valve and breathes out gently. Air will escape through any gaps in the seal between the face piece and the wearers face.

#### Part N. Equipment Maintenance

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For all reasonable equipment the following maintenance steps will be performed by shop personnel as the respiratory equipment is received from a site. This includes all cartridge respirators, airline respirators, and self-contained breathing apparatus.

1. All equipment when received must be cleaned and thoroughly disinfected. Each respirator must be thoroughly dry and placed in a clean plastic storage bag. All equipment must be properly stored to protect it from dust, sunlight, heat, extreme cold, excessive moisture, and damaging chemicals.
2. All respirators must be inspected for defects and missing parts before and after each use and during cleaning. All straps, valves, regulators, etc. must be in good working order or the respirator must be removed from service immediately and tagged "do not use".
3. Any defects found must be noted and repaired by qualified personnel.

The above maintenance also applies to site locations. Suitable storage and cleaning facilities must be established as conditions allow. The supervisor must be responsible for making the necessary arrangements to ensure that all applicable items in this section have been followed.

**Part O. Employee Training**

It will be the responsibility of the supervisor to ensure that all individuals are properly trained in using the assigned respiratory equipment. The following items shall be reviewed with each employee:

**ALL RESPIRATORS**

1. Give name and location of the work area requiring respiratory protection equipment.
2. Describe the toxic substances present that make it necessary to wear a respirator.
3. Give specific information regarding the contaminants, i.e. gases, vapors, toxic dust, etc.
4. Describe the type of respirator being assigned.
5. Discuss the limitations of the assigned respirator, i.e. good for dust only, do not use where toxic gases are present, etc.
6. Review the respirator operating procedures; refer to the manufacturer's instructions.
7. Insure each worker has a proper fit of the assigned respirator.
8. Have each employee demonstrate a positive and negative fit test.

**RESPIRATORS - NOT INCLUDING DISPOSABLES**

1. Instruct and show the employee how to inspect the respirator before each use.
2. Review the company and site policy for respirator cleaning with the employees. If the respirators are to be cleaned on the site, identify the designated person assigned to the task. If the employees are assigned to clean and maintain the respirators, show the designated washing area and the proper procedure for cleaning. Insist that the respirator be cleaned after each use.



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3. Review with the employees the designated storage area for their equipment. Insist that the respirator be placed here after each use of the equipment.
4. Explain to the employees the need to report any defects that may be found when using their equipment.

**NOTE:** The items in this section (1 through 4) above generally do not apply to disposable respirators or those designed for single use.

**Part P. Program and Site Evaluation**

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Periodic inspections and safety surveys will be performed by the Safety Coordinator to insure that the necessary respiratory program is effective. If surveys indicate that changes are required, they will be made. Each supervisor should make a routine review of his equipment during his or her site inspections.

**Part Q. Bottled Breathing Air**

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Air supplied respirators or self-contained breathing apparatus is required to do some jobs safely. Normally these are rented by various supply houses specializing in this type of equipment.

Should a job require the use of this type of equipment, contact the office so that the Safety Coordinator can order the equipment for the job. At least **24 hours** advance notice of any job requiring the equipment will allow for a more orderly acquisition of the equipment and help the job to progress smoothly.

It is also important to make sure that the worker assigned to do the job has been properly trained (certified) in the use of the equipment and that they have passed the required physical examination for the use of respiratory protection.

**Part R. OSHA Requirements for Respiratory Protection**

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The following is a reprint of the OSHA regulations covering the requirement for use of respiratory protection on the job.

It is important to note that a "**written**" program is required to be implemented once respiratory protection is issued by an employer. Numerous other requirements as noted below are necessary to be followed.

**5144. RESPIRATORY PROTECTIVE EQUIPMENT.**

**WHEN AND WHERE TO BE WORN**

When it is clearly impracticable to remove harmful dusts, fumes, mists, vapors, or gases at their source, as required in Sections 5141 and 5143 or where emergency protection against occasional or relatively brief exposure is needed, the employer shall provide, and the employee exposed to such hazard shall use, approved respiratory equipment.

**APPROVED EQUIPMENT**



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Whenever respirators are required to be used to control harmful exposures, only respiratory equipment approved for that purpose shall be used and such equipment shall be approved by the Mining Enforcement and Safety Administration or the SAFETY Institute for Occupational Safety and Health, Department of Health, Education, and Welfare. Only parts approved for the specific respirator system shall be used for replacement. Approval of equipment for which the above agencies have no established standards shall be contingent upon proof of its merits satisfactory to the Division. (See Section 3206).

**EDUCATION AND TRAINING**

1. Employees shall be instructed and trained in the need, use, sanitary care, and limitations of such respiratory equipment as any employee may have the occasion to use.
2. Respirators shall be inspected before each use and shall not be worn when conditions prevent a good gas-tight face seal.
3. Every respirator wearer shall be instructed in how to properly fit and test respiratory equipment and how to check the face piece fit and shall be provided the opportunity to wear respiratory equipment in normal air for an adequate familiarity period, and to wear it in a test atmosphere (such as generated by smoke tubes or isoamyl acetate).

**Part S. Maintenance and Sanitation**

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1. The employer shall provide, repair, or replace respiratory protective equipment as may be required due to wear and deterioration.
2. Respirators maintained for emergency use shall be inspected and sanitized after each use and inspected at least monthly. A record of the most recent inspection shall be maintained on the respirator or its storage container, and shall include the inspector's identification, the date and a respirator identification number.
3. The employer shall provide means for cleaning all respiratory protective equipment. Routinely used respiratory equipment shall be regularly cleaned, inspected, and sanitized by a qualified individual. Respiratory equipment shall **NOT** be passed on from one person to another until it has been cleaned and sanitized.
4. When not in use, respirators shall be stored to protect against dust, sunlight, extreme temperatures, excessive moisture, or damaging chemicals.
5. Cylinders shall be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR Part 178).

**Part T. Air Quality**

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1. Compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration shall be of high purity. Breathing air shall meet at least the requirements of the specification for Grade D breathing air as described in Compressed Gas Association Commodity Specification G-7.1 (ANSI Z86.1 - 1973).
2. Breathing gas containers shall be legibly identified with the work AIR or OXYGEN as appropriate in letters at least 1/25 the diameter of the cylinder but in no case less than 1/8", by means of stenciling, stamping or labeling as near the valve end as practical. Marking in accordance with Federal Specification BB-A-IO34a, June 21, 1968, Air,



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Compressed for Breathing purposes; or Interim Federal Specification GG-B-0067b, April 27, 1965, Breathing Apparatus, Self-Contained may also be used.

- The compressor for supplying air shall be equipped with necessary safety and standby devices. Compressors shall be constructed and situated so as to avoid entry of contaminated air into the system and suitable in-line air purifying sorbent beds and filters installed to further assure breathing air quality. Alarms to indicate compressor failure shall be installed in the system. A receiver of sufficient capacity to enable the respirator wearer to exit from a contaminated atmosphere shall be provided.

If an oil-lubricated compressor is used, it shall be equipped with a continuous reading carbon monoxide monitoring system set to alarm should the carbon monoxide concentration exceed 20 ppm or a high temperature alarm which will activate when the discharge air temperature exceeds 110% of the normal operating temperature in degrees Fahrenheit, or both. If only the high temperature alarm is used, the air from the compressor (while operating at normal temperature) shall be tested for carbon monoxide weekly or for each use whichever is less frequent. Records of the results of such tests shall be maintained for the previous **6 months**. Alarm systems required in this section shall be tested at least monthly.

- Air-line couplings shall be incompatible with outlets for other gas systems to prevent inadvertent servicing of air-line respirators with non-respirable gases or oxygen.
- The air pressure at the hose connection to positive-pressure respiratory equipment shall be within the range specified in the approval of the equipment.

#### Part U. OSHA Respiratory Program

- Written operating procedures governing the selection and use of respirators shall be established and shall include procedures for selection, instruction and training, cleaning and sanitizing, inspection and maintenance.
- Selection and Issuance of Respirators. Proper selection of respirators shall be made according to the guidance of American SAFETY Standard Practices for Respiratory Protection: Z88.2-1969. The correct respirator shall be specified for each job. The individual issuing them shall be adequately instructed to insure that the correct respirator is used.
- Program Surveillance and Evaluation. Appropriate surveillance of environmental conditions in the work area, such as increases in exposure concentration or the introduction of other toxic substances, or other conditions that the degree of employee exposure or stress shall be maintained. The program effectiveness shall be evaluated by regular inspections.

#### Part V. Immediately Hazardous Atmosphere

In atmospheres immediately hazardous to life or health, at least two persons equipped with approved respiratory equipment shall be on the job. Commutations shall be maintained between both or all individuals present. Standby persons, at least of which shall be in



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a location which will not be affected by any likely incidents, shall be present with suitable rescue equipment including self-contained breathing apparatus.

**Part W. Medical Limitations**

Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work while using the required respiratory equipment. A licensed physician shall determine what health and physical conditions are pertinent. The medical status of persons assigned use of respiratory equipment should be reviewed at least annually. Wearing of contact lenses shall not be permitted in an atmosphere where a respirator is required.

**Part X. Labeling Gas Masks**

Gas mask canisters shall be labeled and color-coded as indicated in Table 1 before they are placed in service. The canister label shall include the following information

**In bold letters:**

1. "Canister for \_\_\_\_\_"  
(Name for Atmospheric Containment)  
Or  
"Type N Gas Mask Canister"
2. "For Respiratory Protection in Atmospheres Containing Not More Than \_\_\_ Percent by Volume of \_\_\_\_\_"  
(Name of Contaminant)

Each canister shall have a label warning that gas masks should be used only in atmospheres containing sufficient oxygen to support life. Canisters having a special high-efficiency filter for protection against radionuclides and other highly toxic particulates shall be labeled with a statement of the type and degree of protection afforded by the filter.



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**TABLE 1**

**ATMOSPHERIC CONTAMINANTS TO BE PROTECTED AGAINST**

**COLORS ASSIGNED \***

Acid Gases	White
Hydrocyanic acid gas	White with 1/2-inch green Hydrostripe completely around the bottom.
Chlorine gas	White with 1/2-inch yellow stripe completely around the canister near the bottom.
Ammonia Gas	Green
Acid gases and ammonia gas	Green with 1/2-inch white Acid stripe completely around the canister near the bottom.
Carbon monoxide	Blue
Acid gases and organic vapor	Yellow
Hydrocyanic acid gas and cholorpicrin vapor	Yellow with 1/2-inch blue stripe completely around the canister near the bottom.
Acid gases, organic vapors, and ammonia gases.	Brown
Radioactive materials, excepting tritium and nobel gases	Purple
Particulates (dusts, fumes, mists, fogs, or Smokes) in combination with any of the Above gases or vapors	Canister color for containment, as designated above, with 1/2 inch gray stripe completely around the canister near the top.
All of the above atmospheric contaminants	Red with 1/2-inch gray stripe completely around the canister near the top.

\* Gray shall not be assigned as the main color for a canister designed to remove acids or vapors.



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**NOTE:** *Orange shall be used as a complete body, or stripe color to represent gases NOT Included in this table. The user will need to refer to the canister label to determine the degree of protection the canister will afford.*

**NOTE:** *Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.*





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CLS Safety Meeting/Safety Committee Requirements			CLS-SAF-009

**Part A. OSHA Safety Meeting Requirements and Meeting Scheduling**

CLS is committed to the health and safety of all employees through responsible, safe action, and ensuring safety, health and environmental information is properly communicated. All Terminals are required to hold safety meeting/safety committee meeting at least monthly to assist our safety efforts.

**Part B. Holding a Safety Meeting**

Safety meetings must be held on company time. These meetings may be held in any format appropriate (ie. Tailgate Meetings, Formal Settings, etc.). Employees must be on the clock, and paid for the length of time meeting. All available employees should attend the meetings to ensure that the information is distributed to the majority of employees. Where members of a Department cannot attend, at least one representative will be in attendance and will bring feedback and information to the rest of the group.

**Part C. Contents of the Meeting**

Each safety meeting should not only address employee and employer safety hazards and concerns, but must also address any accidents that have occurred onsite since the last meeting. Employees should be updated on what accident occurred and how the company responded to prevent such accidents from occurring in the future. It is not required that companies take minutes for each meeting unless an employee is absent from the meeting.



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	CLS Terminal Industrial Truck Operation		CLS-SAF-010

**Part A. Powered Industrial Trucks Operation, General**

The company has adopted the OSHA rules and regulations on the following pages as the basic minimum guidelines for the safe operation of forklifts. The key to the success of our program is the use of qualified and competent drivers.

The company will ensure that all operators are "**qualified**" or trained prior to allowing anyone to operate a forklift. Each driver will be reviewed at least annually for his or her ability to perform using the forklift safely. This will be done by utilizing a planned program review by qualified oversight personnel (Manager/Director HSE) or to use the services of an outside agency to "**Certify**" our forklift operators.

1. Both drivers and employees who work around these vehicles are required to follow these operating rules and procedures:
2. Only authorized drivers who are trained in safe operation may operate forklifts.
3. Do not ride on the forks of any lift truck/forklift.
4. Passengers are not allowed on any forklift.
5. Do not place any part of your body outside the running lines of a forklift, or between the mast uprights or other parts of the truck where shearing or crushing hazards exist.
6. Do not stand, pass, or work under the empty or loaded elevated portion of any industrial truck, unless it has been blocked effectively to prevent it from falling.
7. Check the vehicle at least once each shift to ensure that the following are operating properly:

TIRES; LIGHTS; FUEL SYSTEM; BATTERY; STEERING MECHANISM CONTROLLER; HORN; LIFT SYSTEM BRAKES; BACK-UP ALARM

8. Any vehicle in need of repair should not be used until repairs have been made (and VIR filled out/submitted).
9. Look in the direction of travel, and don't move the vehicle until you see that your path is clear of people and objects.
10. Do not drive toward anyone standing in front of a bench or other structure; if the vehicle fails mechanically, or you misjudge distance, that person may be trapped between your truck and the structure.
11. Do not exceed the authorized safe speed.

UNCONTROLLED WHEN PRINTED. CONTROLLED VERSION IS ON THE CORPORATE LANDING PAGE.



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12. Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
13. Maintain a safe distance from other vehicles. For trucks traveling in the same direction, a safe distance would be 3 truck lengths or a 3 second time lapse passing the same point.
14. Observe all traffic regulations.
15. Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
16. Carry the forks as low as possible consistent with safe operation.
17. Cross over railroad tracks diagonally wherever possible. Do not park closer than eight feet six inches from the centerline of the railroad tracks.
18. Do not load industrial trucks in excess of their rated capacity.
19. Do not move a loaded vehicle until the load is secure.
20. If the load obstructs forward view, drive backwards.
21. Ascend or descend a grade slowly with the load upgrade.
22. Do not tilt the load with the mast extended past the center of gravity.
23. Do not drive a vehicle into any elevator unless you are specifically authorized to do so.
24. Before entering the elevator, make sure that your vehicle and load will not exceed the rated capacity of the elevator. Once your vehicle is on the elevator, shut the power off, and set the brakes.
25. Before you drive your vehicle on a floor, platform, or into rail cars, trucks, or trailers be certain the structure will support the loaded vehicle.
26. When you leave the fork lift bring the mast to the vertical position, place the forks on the floor, shut the power off and curb or block the wheels (if parked on an incline).



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## USING A FORKLIFT TRUCK TO ELEVATE EMPLOYEES

### Part B. Using a Forklift Truck to Elevate Employees

#### 1.1 THE PLATFORM

When a fork life is used to elevate employees, the lift must be equipped with a **"safe" work platform**.

The platform must be at least 24" x 24" square and it must be large enough to accommodate the employee and the material to be elevated.

The platform must be securely attached to the forks and/or must be equipped with a standard guardrail with mid-rails on all open sides.

The platform must have a slip-resistant floor and cannot have spaces or holes between the floor sections larger than 1 inch in size.

The side of the platform resting against the forklift mast must be equipped with a substantial covering so that an employee cannot reach into the operation of the lifting mechanism. This covering or guard must extend from the floor of the platform to a minimum of 7 feet above the workers feet.

#### 1.2 THE FORKLIFT

The forklift must be the proper size and capacity for the intended job.

The forklift must be equipped with overhead protection whenever it is operated under conditions that expose the operator to danger from falling objects.

#### 1.3 THE OPERATOR

The operator of the forklift must be at the control position of the lift while employees are on the elevated platform.

#### 1.4 OPERATING RULES WHEN ELEVATING EMPLOYEES ON FORK LIFTS

1. Use a securely attached "safety platform".
2. Make sure the lifting mechanism is operating smoothly.
3. Place the mast vertical and never tilt it forward or rearward when it is elevated.



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4. Place the gears in neutral and set the parking brake.
5. Lift and lower the work platform smoothly and with caution.
6. Watch for overhead obstructions.
7. Keep hands and feet clear of controls other than those controls being used.
8. Never travel with personnel on the work platform other than to make mirror adjustments for final positioning of the platform.

#### 1.5 Record Retention & Record Keeping

Records of safety deficiencies will be kept for 180 days with the Maintenance Department.

Driver qualifications are reviewed quarterly, and are maintained current. A memo has been sent to each driver and will be resent periodically, reminding them that when their qualifications are updated, they will provide them to the office. Our office also keeps a spreadsheet of drivers' qualifications, identifying their validity for tracking purposes, so we can alert our drivers when a qualification is coming due or is outdated.

#### 1.6 DOT Functions

When a PIT is used in a DOT function regulations governing its usage shall be in accordance with Title 49.



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	CLS Lock-Out/Tag-Out Form		CLS-LOTO FORM

Whenever work is to be carried out on systems or equipment where hazardous energy or substances may be present, a form to work shall be issued indicating that the hazard source has been isolated. This form is to be used in conjunction with the Lock-Out/Tag-Out Procedure in the CLS Terminal Safety Manual.

Permit Issued: \_\_\_\_\_  
Time/Date

Equipment Description: \_\_\_\_\_

Repair Order Number (Where applicable): \_\_\_\_\_

Work to be done: \_\_\_\_\_

Work to be done by: \_\_\_\_\_  
Print Name(s)

Method of Isolation: \_\_\_\_\_

LOTO Authorized by: \_\_\_\_\_  
Print Name Time/Date

Source Isolated by: \_\_\_\_\_  
(Person conducting the job) Print Name Time/Date

Indicate – Tags/Locks in Place	Location

Work Completed by: \_\_\_\_\_  
(Person conducting the job, or Supervisor) Signature Time/Date

Work Cleared by: \_\_\_\_\_  
(Supervisor) Signature Time/Date

Source Reconnection Authorized by: \_\_\_\_\_  
(Supervisor) Signature Time/Date

Source Reconnected by: \_\_\_\_\_  
All Tags/Locks Removed  
(Person conducting the job, or Supervisor) Signature Time/Date

The person engaged on the above work shall hold this certificate until the job is completed when he/she shall sign it, have it cleared by his/her immediate Supervisor and return it to the Issuing Authority. Additional copy of this Form shall be kept by the Department conducting the work.



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	CLS JSA Form		CLS JSA FORM

<b>Operation/Activity Description:</b>			<b>Task Location:</b>		
<b>Department:</b>			<b>Supervisor:</b>		<b>Date:</b>
<b>Safety Equipment required for this task:</b>			<b>Work Permits / Plans / Certifications:</b>		
Hard Hat [ ]	Work Vest [ ]	Other [ ]	Hot Work Permit [ ]	Lifting Plan [ ]	
Safety Boots [ ]	Hearing Protection [ ]	_____	Lock-Out/Tag-Out [ ]	Signs/Barricades [ ]	
Safety Glasses [ ]	Respirator [ ]	_____	Confined Space entry [ ]	Other [ ]	
Face/Welding Shield [ ]	Fire Extinguisher [ ]		Work aloft [ ]	Special Training Required [ ]	
Goggles [ ]	Lifejacket [ ]		Underwater/Diving [ ]		
Gloves [ ]	Fall Protection [ ]				
<b>Hazard Identification &amp; Controls</b>	<b>Yes</b>	<b>No</b>	<b>Environmental Concerns:</b>		<b>Yes No N/A</b>
Are workers trained for this task?	F	F	Equipment/Products checked for leaks?		F F F
Have chain of command communications been established?	F	F	Spill containment in place?		F F F
Have proper tools and materials been chosen?	F	F	Spill response material on hand?		F F F
Are proper signs and/or barricades needed?	F	F	Are there designated areas for waste/trash?		F F F
Stop Work Authority reviewed?	F	F	Are incompatible chemicals separated?		F F F
			Additional environmental restrictions?		F F F
			List Requirements/Restrictions:		
			_____		

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Retention: 1 year



CLS SAFETY FORMS	Business Unit: Crowley Liner Services	Effective Date: 1/14/2014	Page 2 of 4
	Prepared by: Operations Integrity	Revision No.: 1	
	Approved by: Vice President, Terminal Operations	Retention: ACT + 10 years	
	CLS JSA Form		CLS JSA FORM

Basic Job Steps	Possible Hazardous Situations	Recommended Control Measures

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Retention: 1 year





CLS SAFETY FORMS	Business Unit: Crowley Liner Services	Effective Date: 1/14/2014	Page 3 of 4
	Prepared by: Operations Integrity	Revision No.: 1	
	Approved by: Vice President, Terminal Operations	Retention: ACT + 10 years	
	CLS JSA Form		CLS JSA FORM

Basic Job Steps	Possible Hazardous Situations	Recommended Control Measures

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Retention: 1 year



CLS SAFETY FORMS	Business Unit: Crowley Liner Services	Effective Date: 1/14/2014	Page 4 of 4
	Prepared by: Operations Integrity	Revision No.: 1	
	Approved by: Vice President, Terminal Operations	Retention: ACT + 10 years	
	CLS JSA Form		CLS JSA FORM

**Team Members/Attendees:**

Print Name	Position	Signature

**Supervisor Signature:**

\_\_\_\_\_  
I understand that by signing this JSA Report I am responsible to identify and communicate the safety requirements of this task to the best of my ability, and enforce compliance as required.

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Retention: 1 year

CORPORATE POLICY MANUAL - SAFETY, SECURITY, QUALITY, AND ENVIRONMENTAL STEWARDSHIP (SSQE)

Update Date: 2/27/2018

DOCUMENT NUMBER	DOCUMENT SUBJECT	DOCUMENT TYPE	EFFECTIVE DATE
<b>SAFETY</b>			
CPP-SAF-013	Corporate Emergency Management Procedure	Procedure	11/05/2014
CPP-SAF-015	Emergency Action Plans Procedure	Procedure	08/22/2014
CPP-SAF-016	Serious Incident Notification	Procedure	09/30/2017
CPP-SAF-016a	Attachment: Incident Severity Matrix	Attachment	09/30/2017
CPP-SAF-016b	Attachment: Serious Incident Notification Flowchart	Attachment	09/30/2017
CPP-SAF-016c	Attachment: Serious Incident Announcement Report	Attachment	09/30/2017
CPP-SAF-020	Management of Change	Policy	03/24/2017
CPP-SAF-021	Designated Person	Procedure	12/07/2012
CPP-SAF-026	Corporate Pandemic Preparedness Plan	Plan	12/09/2014
CPP-SAF-027	Regulatory Required Training Matrices	Procedure	03/01/2015
CPP-SAF-028	Supplier Safety, Health and Environment Requirements	Procedure	02/13/2017
<b>SECURITY</b>			
CPP-SEC-001	Department of Defense Common Access Card Retrieval	Procedure	03/23/2015
CPP-SEC-003	Human Trafficking Policy	Policy	08/26/2015
CPP-SEC-005	Firearms, Explosives, and Weapons - in the Workplace	Policy	09/28/2017
CPP-SEC-007	Personnel Security Clearance (PCL)	Policy	09/28/2017
CPP-SEC-009	Prohibiting Violence in the Workplace	Policy	09/28/2017
<b>QUALITY ASSURANCE</b>			
CPP-SSQE-AUD-001	Management System Auditor Qualification Standards	Procedure	02/23/2018
CPP-SSQE-AUD-002	Internal Auditors Code of Conduct	Procedure	12/15/2017
CPP-SSQE-AUD-003	Planning and Scheduling Internal SSQE Audits	Procedure	02/23/2018
CPP-SSQE-AUD-004	Internal Audit Checklist and Supporting Documentation	Procedure	12/15/2017
CPP-SSQE-AUD-005	Setting Opening and Closing Audit Meetings	Procedure	12/15/2017

CPP-SSQE-AUD-006	<a href="#">Reporting, Recording and Responding to Internal and External Audit Findings</a>	Procedure	02/23/2018
CPP-SSQE-AUD-007	<a href="#">Internal Audit Report Standards</a>	Procedure	12/15/2017
CPP-SSQE-AUD-008	<a href="#">Third Party Audit Procedures</a>	Procedure	12/15/2017
CPP-SSQE-AUD-009	<a href="#">Customer Feedback and Complaints process</a>	Procedure	12/15/2017
CPP-SSQE-QA-001	<a href="#">Document Naming Convention</a>	Procedure	01/19/2018
CPP-SSQE-QA-001a	<a href="#">Attachment: Tier Level Document Definitions</a>	Attachment	01/19/2018
<b>ENVIRONMENTAL STEWARDSHIP</b>			
CPP-ENV-001	<a href="#">Vessel and Facility Qualified Individuals</a>	Policy	06/16/2014
CPP-ENV-002	<a href="#">Vessel Preparedness Plans</a>	Policy	06/16/2014
CPP-ENV-003	<a href="#">Environmental Management Systems</a>	Policy	11/01/2015
CPP-ENV-004	<a href="#">Waste Management</a>	Policy	11/01/2015
CPP-ENV-005	<a href="#">Clean Cargo Working Group Data Compilation Procedure</a>	Procedure	02/15/2017

P 2

SOURCES: DRUG & ALCOHOL

<b>POLICY</b>	<b>BY ME RATION</b>	By Signature Authority of:	No.:	HRS-ALL-07
		Bill Pennella Executive Vice President	Effective Date:	01/01/99
		Tom Crowley Chairman and President	Supersedes:	PER-VII of 08/01/91
			Revision No.:	1
<b>Subject: DRUG AND ALCOHOL POLICY</b>				

**1.0 PURPOSE**

1.1 To define the Company policy on drugs and alcohol in the workplace.

**2.0 SCOPE**

2.1 The Policy applies to all Company employees and non-employees while on Company premises or vessels.

**3.0 RESPONSIBILITY**

3.1 All Management and Supervisory personnel, the Human Resources Departments and Employee Assistance shall ensure adherence to this policy.

**4.0 OBJECTIVE**

4.1 To make the Company a workplace free of drugs and alcohol.

**5.0 PROCEDURE**

5.1 To prohibit the use of illegal drugs, controlled substances, or alcohol and the misuse of legitimate drugs in any forms or manner on Company facilities (including vessels) or by employees performing Company duties outside of Company premises.

5.2 For procedures enforcing this policy see Human Resources Procedure and Guideline IV.3 "Drug and Alcohol Procedure."



Corporate Policies and Procedures	Business Unit: Corporate	Effective Date: 3/1/2015	
	Prepared by: K. Anderson, Director SSQE	Revision No.: 0	Page 1 of 2
	Approved by: C. Nalen, VP SSQE	Retention: ACT + 10 years	
	Regulatory Required Training Matrices		CPP-SAF-027

## 1.0 PURPOSE

1.1 The purpose of this procedure is to define the requirements for developing and managing Business Units' required training matrices. The objective of creating a training matrix is to ensure that required training is identified for relevant positions in the business unit and assigned to the proper individuals.

## 2.0 SCOPE

- 2.1 This procedure applies to training that is required by international, federal and state regulatory agencies and if the business chooses, customer specific and company required training.
- 2.2 This procedure is applicable to all Crowley operating companies.

## 3.0 RESPONSIBILITY

### 3.1 Business Units shall:

- 3.1.1 define, document in a matrix and communicate to employees the training requirements for each position within their scope of responsibility;
- 3.1.2 designate the person(s) responsible for the creation and maintenance of the training matrices and document those responsibilities in their administrative procedures;
- 3.1.3 ensure required training is scheduled and completed for all persons within their scope of responsibility and
- 3.1.4 ensure completed training is properly documented.

### 3.2 People Development and Learning (PDL) shall:

- 3.2.1 document hierarchies and completed training in the Pure Safety record tracking system for shoreside administrative employees as submitted by the business units;
- 3.2.2 train designated terminal operations personnel on basic data entry and reporting administrative duties for local employee groups and
- 3.2.3 support and advise SSQE and business units on shore side training program design and training methodology if requested.

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Corporate Policies and Procedures	Business Unit: Corporate	Effective Date: 3/1/2015	
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	Approved by: C. Nalen, VP SSQE	Retention: ACT + 10 years	
	Regulatory Required Training Matrices		CPP-SAF-027

**3.3 Marine Development & Compliance (MDC) shall:**

- 3.3.1 keep the controlled version of marine training matrices;
- 3.3.2 document completed training in the appropriate training record tracking system and, if requested;
- 3.3.3 support business units on marine training program design and training options as well as lend support on the interpretation of regulations.

**3.4 Corporate Safety, Security, Quality and Environmental Stewardship (SSQE) shall:**

- 3.4.1 maintain the controlled version of shore side training matrices in QMS;
- 3.4.2 support business units in helping to identify shore side regulatory training requirements and training options, if requested;
- 3.4.3 maintain a Regulatory Training Guidebook resource for business units with current requirements for non-marine task specific required training and
- 3.4.4 verify business units' compliance with their training matrices as an element of SSQE Management System audits.

**4.0 APPROVAL AND RECORDS OF TRAINING MATRICES**

- 4.1 The business units' management shall approve and sign the final revised training matrix and ensure it is uploaded in the Quality Management System – Document Management System as a record of the most current approved Training Matrix revision.
- 4.2 The business units shall maintain the matrices and update as needed to ensure all appropriate positions and required training are included.

**5.0 CONTROLLED LOCATION OF MATRICES**

- 5.1 Marine matrices: Marine Development & Compliance SharePoint site.
- 5.2 Shoreside matrices: SSQE Quality Management System – Document Management System.

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## POLICY

Title: Vice President, Human Resources

Title: Sr. Vice President, Administration

No.: HRS-ALL-03

Page: 1 of 2

Effective Date: 06/01/12

Supersedes: 04/30/12

Revision No.: 5

Subject: **EMPLOYEE DEVELOPMENT**

### 1.0 PURPOSE

1.1 To define the policy on employee development.

### 2.0 SCOPE

2.1 This policy applies to all Company employees.

### 3.0 RESPONSIBILITY

3.1 The Human Resources Department shall ensure adherence to this policy.

### 4.0 OBJECTIVE

4.1 To provide training for better job performance and for improved educational development of the employees in general.

### 5.0 PROCEDURE

- 5.1 Crowley Maritime Corporation will train employees so that they can perform their duties in a professional manner at all times, recognizing and satisfying the needs of our customers.
- 5.2 Training will be conducted in the most cost-effective manner with close attention being paid to the needs of the organization and minimal work interruption. Where possible, training will be conducted in-house, but if the necessary resource is outside the Company, then a management review will be conducted via the seminar or educational reimbursement system.
- 5.3 The Performance Management System will be the benchmark for discussions between managers, supervisors, and employees. Career interests, training and education requirements will be matched with Company needs and a plan developed.





CROWLEY  
MARITIME  
CORPORATION

**POLICY**

No.: HRS-ALL-03  
Page: 2 of 2  
Effective Date: 06/01/12  
Supersedes: 04/30/12  
Revision No.: 5

**Subject: EMPLOYEE DEVELOPMENT**

5.4 Procedures for implementation of this policy for all employees are provided in Human Resources Procedure and Guidelines: HR V.1, Employee Performance Management System and HR V.6, Outside Workshop/Seminar Request.

5.4.1 In addition, for full-time regular administrative employees, the following also apply: HR V.5, Undergraduate Educational Assistance Program; HR V.8, Tuition Loan Program; and HR V.9, Advanced Studies Educational Assistance Program.





# CROWLEY<sup>®</sup>

## Safety, Security, Quality, and Environment Stewardship Policy

Crowley companies place the highest priority on individual safety, security, customer satisfaction, and environmental stewardship. The Crowley Management System provides a framework to implement strategies that support a high performing organization based on a safe and healthy workplace; security for our people, vessels, and facilities; quality service to our customers and protection of our environment. The Management System is critical to Crowley's commitment to operational excellence and is the responsibility of all employees.

### TO FULFILL OUR COMMITMENT WE WILL

- Follow procedures, speak up, and stay engaged
- Promote the safety, health, and security of our employees
- Ensure the safety and security of our vessels, equipment, and facilities
- Provide quality services to our customers
- Prevent pollution and protect the environment
- Create an environment of sustainability and stewardship
- Provide employee training opportunities that foster a learning environment
- Operate our vessels and facilities in compliance with regulations and best practices
- Develop safety, security, quality, and environmental objectives and targets
- Regularly review and improve our Management System

### AT CROWLEY OUR PRIORITY IS TO ACHIEVE

- **ZERO Harm to People**
- **ZERO Damage to the Environment**
- **ZERO Damage to the Equipment**



**Thomas B. Crowley, Jr.**  
Chairman, President and CEO  
Crowley Maritime Corporation  
November, 2014



Corporate Policies and Procedures	Business Unit: Corporate Services	Effective Date: 11/1/2015	Page 1 of 5
	Prepared by: Director, SSQE	Revision No.: 0	
	Approved by: Vice President, SSQE	Retention: ACT + 10 years	
	Environmental Management Systems		CPP-ENV-003

**1.0 PURPOSE**

1.1 To provide direction to subsidiaries of Crowley Maritime Corporation for developing, implementing, and maintaining environmental management systems

**2.0 SCOPE**

2.1 This policy applies to subsidiaries of Crowley Maritime Corporation that develop, implement, or maintain an environmental management system

**3.0 DEFINITIONS**

3.1 **Crowley company** means a subsidiary or part of a subsidiary of Crowley Maritime Corporation that is subject to this policy; examples of Crowley companies, as defined here, may include an entire business unit, a line of business, or a distinct operation within a line of business

3.2 **Crowley company management** means top management of a Crowley company

3.3 **Environment** means surroundings in which a Crowley company operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation

3.4 **Environmental aspect** means element of a Crowley company's activities or products or services that can interact with the environment

3.5 **Environmental impact** means any change to the environment, whether adverse or beneficial, wholly or partially resulting from a Crowley company's environmental aspects

3.6 **Environmental management system** means part of a Crowley company's management system used to develop and implement its environmental policy and manage its environmental aspects

3.7 **Environmental objective** means overall environmental goal, consistent with the environmental policy, that a Crowley company sets itself to achieve

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Corporate Policies and Procedures	Business Unit: Corporate Services	Effective Date: 11/1/2015	
	Prepared by: Director, SSQE	Revision No.: 0	Page 2 of 5
	Approved by: Vice President, SSQE	Retention: ACT + 10 years	
	Environmental Management Systems		CPP-ENV-003

- 3.8 **Environmental policy** means overall intentions and direction of a Crowley company related to its environmental performance as formally expressed in the Crowley Safety, Security, Quality, and Environmental Stewardship Policy
- 3.9 **Environmental target** means a detailed performance requirement, applicable to a Crowley company, that arises from its environmental objectives and that needs to be set and met in order to achieve those objectives
- 3.10 **Measure** means a metric by which an environmental objective is assessed; for example, an objective to “reduce the amount of water used at a facility” may be assessed by the measure “gallons of water purchased per month”

#### 4.0 GENERAL REQUIREMENTS

- 4.1 Crowley companies will establish, document, implement, maintain, and continually improve an environmental management system
- 4.2 Crowley company management will define and document the scope of company operations or activities that will be included in their company’s environmental management system

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Corporate Policies and Procedures	Business Unit: Corporate Services	Effective Date: 11/1/2015	Page 3 of 5
	Prepared by: Director, SSQE	Revision No.: 0	
	Approved by: Vice President, SSQE	Retention: ACT + 10 years	Environmental Management Systems

## 5.0 ENVIRONMENTAL ASPECTS

- 5.1 Crowley company management will either implement the procedures outlined at part 5.2 below or establish, maintain, and implement:
- 5.1.1 Procedures to identify the environmental aspects of the company's activities, products and services that they can control and those that they can influence, taking into account planned or new developments, or new or modified activities, products and services
  - 5.1.2 Procedures to determine those aspects that have impacted or can significantly impact the environment (significant environmental aspects)
  - 5.1.3 Procedures to document the company's identification of environmental aspects and the company's environmental aspect significance determination
  - 5.1.4 A process to decide whether to communicate externally about the company's significant environmental aspects, document that decision, and conduct external communication about significant environmental aspects
  - 5.1.5 Procedures to periodically review and update the company's identification of environmental aspects and environmental aspect significance determination
- 5.2 Crowley company management that does not develop and implement their own processes and procedures under part 5.1 above will:
- 5.2.1 Complete Form CORP-ENV-008, Register of Environmental Aspects
  - 5.2.2 Periodically review and revise the Register of Environmental Aspects
  - 5.2.3 Update the Register of Environmental Aspects when there are changes to company activities, products, or services (for example, when a new service is provided or previous activities are discontinued)
  - 5.2.4 Retain the current Register of Environmental Aspects and at least the three previous revisions of the register
  - 5.2.5 Decide whether to communicate externally about the significant environmental aspects listed in the Register of Environmental Aspects and document that decision
  - 5.2.6 Communicate externally about the company's significant environmental aspects (if company management has made the decision to communicate externally about the company's significant environmental aspects)

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	Prepared by: Director, SSQE	Revision No.: 0	
	Approved by: Vice President, SSQE	Retention: ACT + 10 years	
	Environmental Management Systems		CPP-ENV-003

**6.0 OBJECTIVES, TARGETS, AND INITIATIVES**

6.1 Crowley company management will either implement the procedures outlined at part 6.2 below or:

6.1.1 Establish, implement, and maintain environmental objectives and targets; these objectives and targets will:

- A. Be documented
- B. Be measurable
- C. Be consistent with the environmental policy
- D. Account for the company's significant environmental aspects and for legal and other requirements

6.1.2 Establish, implement, and maintain initiatives for achieving the company's environmental objectives and targets; these initiatives will:

- A. Designate responsibility for achieving the objectives and targets
- B. Describe the means and time frame by which the objectives and targets are to be achieved

6.2 Crowley company management that does not develop and implement their own processes and procedures under part 6.1 above will:

- 6.2.1 Complete Form CORP-ENV-009, Environmental AOMTI (Aspect, Objective, Measure, Target, and Initiative) Worksheet for the company's significant environmental aspects that will be addressed by environmental objective
- 6.2.2 Periodically update each Environmental AOMTI Worksheet as progress is made towards completion of the initiatives described in the worksheets
- 6.2.3 Maintain each Environmental AOMTI Worksheet describing completed environmental initiatives for at least three years following closure of the initiative

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**7.0 RECORDKEEPING**

7.1 Record retention requirements are outlined throughout this policy and on the associated worksheets-registers

**8.0 REFERENCES**

- 8.1 Crowley Management System Manual
- 8.2 Crowley Safety, Security, Quality, and Environmental Stewardship Policy
- 8.3 Form CORP-ENV-008: Register of Environmental Aspects
- 8.4 Form CORP-ENV-009: Environmental AOMTI Worksheet
- 8.5 International Standard ISO 14001:2004

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**ENVIROS**

Warning Notice - WRN03-0129

[Warning Notice - Details](#) | [Location](#) | [Documents](#)

Warning Notice #:	WRN03-0129	Status:	Complied
Warning Type:	NOV Warning	Violation Date:	Feb 4, 2003
Respondent Name:	Crowley Liner Services, Inc.	Completed Date:	Sep 4, 2003
Facility:	<a href="#">Crowley Liner Services</a>		
Issuing Officer:	Ray Pocca		
Issuing Officer Phone:	(954) 519-1433		
Division:	Pollution Prevention & Remediation		
Division Section:	Environmental Response		

Violations

Code Section Number	Section Excerpt Name	Excerpt Text	Violation Description	Corrective Action
27-355(a)(1)	Before 3/5/08 Notification: Release of Haz Mat or Discovery of Contamination	"... In the event of an unauthorized release of a hazardous material to the environment in an amount that is above the reportable quantity threshold, or the discovery of the presence of any contaminant in the air, waters, soils or other natural resource in Broward County at a level which exceeds applicable federal, state or local regulatory cleanup target level or for which EPGMD has determined poses an actual threat or potential risk to water supplies, the environment or to health and safety, the responsible party shall take the necessary measures to stabilize the situation and shall immediately report such incidents by telephone to EPGMD. Written notification of verbal reports to EPGMD must be provided within seven (7) calendar days. Written notification shall include at a minimum the location of the release, a brief description of the incident that caused the release or discovery, a brief description of the action taken to stabilize the situation, and any laboratory analysis ..."	Respondent failed to notify DPEP of a release of a hazardous material (Dichloromethane-15 gallons) in excess of the reportable quantity threshold.	Respondent shall complete a written plan of action to ensure that any future releases of hazardous materials above the reportable quantity threshold shall be immediately reported to DPEP.

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## Establishment Search

**Alert:** Due to technical difficulties on the OSHA website, some pages are temporarily unavailable.  
To file a complaint with OSHA or to ask a safety and health question, call 1-800-321-6742 (OSHA).

### Reflects inspection data through 04/16/2018

This page enables the user to search for OSHA enforcement inspections by the name of the establishment. Information may also be obtained for a specified inspection or inspections within a specified SIC.

**Note:** Please read important information below regarding interpreting search results before using.

Search By:

**Your Establishment search returned 0 results.**

Establishment **Crowley Liner Services, Inc.**

*(This box can also be used to search for a State Activity Number for the following states: NC, SC, KY, IN, OR and WA)*

**State** All States  Fed & State

**OSHA Office** All Offices

**Case Status**  All  Closed  Open

**Violation Status**  All  With Violations  Without Violations

Inspection Date

**Start Date** January  1  2013

**End Date** April  16  2018

Submit Reset

#### Can't find it?

- [Wildcard use %](#)
- [Basic Establishment Search Instructions](#)
- [Advanced Search Syntax](#)

#### NOTE TO USERS

state agencies which carry out federally approved OSHA programs. Access to this OSHA work product is being afforded via this page to members of the public who wish to track OSHA interventions at particular work sites or to perform statistical analyses of OSHA enforcement activity. It is critical that users of the data understand several aspects of the system in order to accurately use the information.

The source of the information in the IMIS is the local federal or state office in the geographical area where the activity occurred. Information is entered as events occur in the course of agency activities. Until cases are closed, IMIS entries concerning specific OSHA inspections are subject to continuing correction and updating, particularly with regard to citation items, which are subject to modification by amended citations, settlement agreements, or as a result of contest proceedings. THE USER SHOULD ALSO BE AWARE THAT DIFFERENT COMPANIES MAY HAVE SIMILAR NAMES AND CLOSE ATTENTION TO THE ADDRESS MAY BE NECESSARY TO AVOID MISINTERPRETATION.

The Integrated Management Information System (IMIS) is designed and administered as a management tool for OSHA to help it direct its resources. When IMIS is put to new or different uses, the data should be verified by reference to the case file and confirmed by the appropriate federal or state office. Employers or employees who believe a particular IMIS entry to be inaccurate, incomplete or out-of-date are encouraged to contact the OSHA field office or state plan agency which originated the entry.

UNITED STATES  
DEPARTMENT OF LABOR

Occupational Safety and Health Administration  
200 Constitution Ave., NW,  
Washington, DC 20210  
☎ 800-321-6742 (OSHA)  
TTY  
www.OSHA.gov

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**OCCUPATIONAL SAFETY AND HEALTH**

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Plug-ins Used by DOL  
RSS Feeds from DOL  
Accessibility Statement





Florida Department of Environmental Protection

**Hazardous Waste Facility Compliance History**

Activity History Listing

**Activity History for:**

**EPAID: FL0000360560, Crowley Liner Services Inc**

Note: ETA links to Enforcement Tracking Activity

Date Done	Activity Type	Activity Comments	ETA Link
7/12/2000	Legacy Site Inspection		
7/12/2000	Informal Verbal Enforcement		
11/20/2000	Compliance W/O Formal Enforcement Action		
7/9/2001	Project Closed Letter		
5/21/2003	Project Closed Letter		
5/21/2003	Compliance Evaluation Inspection		
5/21/2003	Compliance Evaluation Inspection		
5/12/2005	Legacy Site Inspection		
5/12/2005	Informal Verbal Enforcement		
5/16/2005	Submittal Received By Department	Received Partial Submittal Of Requested Documentation	
5/27/2005	Project Closed Letter		
5/27/2005	Compliance W/O Formal Enforcement Action		
4/7/2006	Informal Verbal Enforcement		
4/7/2006	Legacy Site Inspection	In Complete Training And Contingency Plan Issues	
7/5/2006	Compliance W/O Formal Enforcement Action		
7/5/2006	Submittal Received By Department		
7/6/2006	Project Closed Letter		
5/10/2007	Compliance Evaluation Inspection		
5/15/2007	Project Closed Letter		
5/20/2010	Site Inspection	Routine; Hazardous Waste Transfer Facility	
6/22/2010	Document Forwarded	Submitted for approval.-06/21/2010 - Document approved.-06/22/2010 - Finished-06/22/2010	
6/22/2010	Letter	Finished-06/22/2010	
6/23/2010	Submittal Received By Department	Finished-06/23/2010	
6/23/2010	Submittal Received By Department	Finished-06/23/2010	

6/23/2010	Submittal Received By Department	Finished-06/23/2010
6/23/2010	Submittal Received By Department	Finished-06/23/2010
6/23/2010	Submittal Received By Department	Finished-06/23/2010
7/9/2010	Submittal Received By Department	Finished-07/09/2010
7/9/2010	Submittal Received By Department	Finished-07/09/2010
7/23/2010	Submittal Received By Department	Finished-07/23/2010
9/4/2012	Site Inspection	Routine; Transporter - Routine; Transfer Facility - Routine; SQG (100-1000 kg/month)
9/21/2012	Status Report	Finished-09/21/2012
10/2/2012	Submittal Received By Department	Finished-10/02/2012
10/9/2012	Submittal Received By Department	Finished-10/09/2012

This pulls the Violation History

**Violation History**

Vio#	Area	Regulation	Opened By	Date Determined	Completed	ETA	Act	Act Date	Regulation Text Excerpt (mouse over for more text)
1	XXS	62-730.171 (2)(a)	Harris_J	7/12/2000	11/20/2000		7705	7/12/2000	The owner or operator of the transfer facility shall comply with the requirements of 40 CFR Part 265 Subparts B (general facility standards), C (preparedness and prevention), D (contingency and emergency plan), and I (management of containers), with
2	263.B	263.22	Kantor_Ke	5/12/2005	5/27/2005		10636	5/12/2005	Recordkeeping.
3	XXS	62-730.171 (2)(c)	Brown_Se	4/7/2006	6/7/2006		11259	4/7/2006	The owner or operator of a transfer facility shall maintain a written record of when all hazardous waste enters and leaves the facility. This record shall include the generator's name, the generator's EPA/DEP identification number, and the manifest n
4	265.B	265.16	Brown_Se	4/7/2006	7/5/2006		11259	4/7/2006	Personnel training.

5	265.C	265.37	Brown_Se	4/7/2006	7/5/2006		11259	4/7/2006	Arrangements with local authorities.
6	279.C	279.22	Brown_Se	4/7/2006	5/5/2006		11259	4/7/2006	Used oil storage. Used oil generators are subject to all applicable Spill Prevention, Control and Countermeasures (40 CFR part 112) in addition to the requirements of this Subpart. Used oil generators are also subject to the Underground Storage Tank
12	265.B	265.16(a)(1)	Gierczak_M	5/20/2010	6/23/2010		97000000100450	5/20/2010	Facility personnel must successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with the requirements of this part. The owner or operator
13	265.B	265.15(d)	Gierczak_M	5/20/2010	6/23/2010		97000000100450	5/20/2010	The owner or operator must record inspections in an inspection log or summary. He must keep these records for at least three years from the date of inspection. At a minimum, these records must include the date and time of the inspection, the name of
14	265.C	265.35	Gierczak_M	5/20/2010	6/23/2010		97000000100450	5/20/2010	Required aisle space. The owner or operator must maintain aisle space to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment, and decontamination equipment to any area of facility operation in an emergency
15	265.D	265.53(b)	Gierczak_M	5/20/2010	7/23/2010		97000000100450	5/20/2010	Submitted to all local police departments, fire departments, hospitals, and State and local emergency response



									teams that may be called upon to provide emergency services.
16	265.D	265.51(a), 265.52(e), 265.52(f)	Gierczak_M	5/20/2010	7/9/2010	97000000100450	5/20/2010		Each owner or operator must have a contingency plan for his facility. The contingency plan must be designed to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste
17	XXS	62-710.850 (5)(a)	Gierczak_M	9/4/2012	10/9/2012	131000000100932	9/4/2012		All persons storing used oil filters shall store used oil filters in above ground containers which are clearly labeled "Used Oil Filters," and which are in good condition (no severe rusting, apparent structural defects or deterioration) with no visible
18	265.B	265.16(a) (1)	Gierczak_M	9/4/2012	10/9/2012	131000000100932	9/4/2012		Facility personnel must successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with the requirements of this part. The owner or operator
19	XXS	62-730.171 (3)	Gierczak_M	9/4/2012	10/9/2012	131000000100932	9/4/2012		The owner or operator of a transfer facility which stores manifested shipments of hazardous waste for more than 24 hours but 10 days or less shall notify the Department on the Transfer Facility Notification Form. The owner or operator of a new facility



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## Promoting Growth at Port Everglades

Crowley has been conducting business in Port Everglades for over 31 consecutive years. Again in 2017, Crowley moved the most TEUs through PEV, accounted for the most vessel calls of any steamship line or terminal operator, and generated the most revenue for Broward County through our Marine Terminal Lease Agreement.

We continue to grow our core business relative to the physical environment and resources available to us in Port Everglades.

Crowley has invested millions of dollars in recent years to upgrade our Port Everglades terminal and its capabilities while also utilizing the FEC's ICTF for a large volume of intermodal movements of cargo.