



**श्यामा प्रसाद मुखर्जी पोर्ट ,
कोलकाता**

Syama Prasad Mookerjee Port,
Kolkata

**हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
पोत प्रचालन प्रभाग
Marine Operations Division**



जवाहर टॉवर , हल्दिया टी / एस
Jawahar Tower', Haldia T/S
हल्दिया(Haldia) -721607, W.B.
Ph.No.: 03224-263303

No. **MMO/387/VLFTY/H2 CGO/RULES/09**

Date: **03.01.2024**

Sub: Procedures to be followed for handling cargo of Hazardous category within Port Limits of SMPK.

All the Shippers, CHAs and MLOs are hereby notified that, for the purpose of export and import through KDS/HDC of SMPK, the following procedures to be complied with so as to ensure maximum safety in cargo handling.

1. The CHAs must notify in precedence (i.e., minimum 48 hours in advance) to the concerned port authority to get the confirmation of the hazardous category (Haz or Non-Haz) of the cargo which are going to be handled/loaded/unloaded by concerned vessels/vessel agents. The following procedure can be accomplished by submitting a letter of permission for loading/discharging of specified substance at KDS/HDC and the letter must be supported by a valid MSDS/SDS (provided by the **supplier**) of the mentioned cargo/substance.

All the letters must be addressed:

"To, The Safety & Anti-Pollution Officer, Kolkata Dock System / Haldia Dock Complex, SMPK"

Herein, a valid/standard MSDS/SDS directs the fulfilment of each and every criterion as mentioned below.

- a. Identification of the substance/mixture and of the company/undertaking
- b. Hazards identification
- c. Composition/information on ingredients
- d. First aid measures
- e. Firefighting measures
- f. Accidental release measures
- g. Handling and storage
- h. Exposure controls/personal protection
- i. Physical and chemical properties
- j. Stability and Reactivity

k. Toxicological information

l. Ecological information

m. Disposal considerations

n. Transport Information

o. Regulatory information

p. Other information

2. After going through the letter (from CHA) and MSDS, if the cargoes are designated as hazardous then the port authorized person will classify the level of hazard, for example (**H-1**: Extremely Hazardous, **H-2**: Intermediate Hazardous, **H-3**: Not Extremely Hazardous and **N-H**: Non-Hazardous), for the cargo, which will be shipped/delivered later. On the basis of such classification, for hazardous cargo, the CHAs/MLOs must submit a Form (named as **Form-C** and not required for **N-H** cargo) to the port authority, which will be duly signed and stamped by the Vessel Agent, involved in shipping/delivery, which will be accepted as "**No Objection**" confirmation from their end. The **Form-C** will accommodate the *Vessel Details* (Name and VOY no.), *Steamer/Vessel agents details*, *Cargo details* [Technical Name, UN Number, Proper Shipping Name (if applicable), Hazard Class, Packing Group (if applicable), Flash point (if applicable), Total & Gross Weight of the cargo, Number and Size of containers (for container cargo only)], *ETA/ETD* (whatever applicable) of the vessel at KDS/HDC, *Port of loading/discharging*, *No Objection (stamp) from Vessel Agent, authorized signature and stamp from the vessel agent and name & address of Importer/Exporter* involved in the delivery/shipping process.
3. Along with the **Form-C**, the CHAs/MLOs must submit a **packing invoice** (duly signed and stamped), **B/L** copy (declaration by the Shipper), **Dangerous goods transport document** (which includes the Dangerous Goods Declaration or multimodal dangerous goods form), a **copy of MSDS** and each ship carrying dangerous goods and marine pollutants shall have a special list i.e., the **dangerous cargo manifest** duly signed and stamped.
4. On receiving the same, the port authorized person will declare the categorization of the hazardous cargo and simultaneously advise its delivery/shipment/storage and safety norms in the **Form-C**. That declaration and storage instructions (will be separately advised through Annexure) will be duly signed and stamped by the port authorized person. The CHAs/MLOs/Shipper must abide by the instructions as directed in the **Form-C** and the same may be carried out immediately after the arrival of the vessel for import/export purposes.
5. Depending on the gross weight of the cargo (*not applicable for H-3, N-H and BULK cargoes*), of respective hazardous categories i.e., **H-1** (between 5 tons and 20 tons) & **H-2** (between 50 tons and 150 tons) (for classes involving flammable substances), will require an additional permission from **DMD / GM (Marine)** by the vessel agent. Submission of indemnity bond along with a covering letter from the vessel agent as well as container agent is mandatory for **H-1** (above 20 tons) &



H-2 (above 150 tons), to permit such operation by **DMD / GM (marine)**. This point is solely applicable for containerized hazardous cargoes.

6. In case of **BULK** cargoes for discharging/loading purposes, the same have to be declared by the vessel agent by formal letter (addressed to **The DMD, KDS, SMPK / The GM, Marine Operations Division, HDC, SMPK**) as already discussed in Point No. 1 along with MSDS. For **Hazardous BULK** cargo, **Form-C** (duly signed and stamped by vessel agent), **B/L copy** and *cargo declaration form* (if applicable) is required to be submitted. **BULK** cargoes carrying hazardous substances are subjected to prior **bond submission** from storage facilities and vessel agents (if applicable) to indemnify any environmental loss/damage.

The instructions indicated are strictly to be followed by all parties engaged in handling of hazardous cargoes in SMPK, failing which necessary actions/drastic decisions may be taken by the port authorities.

 3/1/24

Director, Marine Department.
Syama Prasad Mookerjee Port, Kolkata.