



U.S. COAST GUARD



**Homeland
Security**

DESIGNATED WATERFRONT FACILITY JOB AID

Facility:	FIN:
MISLE Activity #:	Date:
Unit:	COTP Permit #:
FSO:	FSO Phone Number
USCG Facility Inspector:	USCG Facility Inspector:
USCG Facility Inspector:	USCG Facility Inspector:

Guidance for completing the Designated Waterfront Facility Job Aid – Coast Guard facility inspectors shall complete the job aid by verifying the contents within are in line with the requirements as per **33 CFR 126** and as appropriate **49 CFR 172 Subpart H, and 49 CFR 171.22(g)(2)**.

Administrative Items	Y	N	N/A
Schedule Inspection			
Review Files			
- Applicability of regulations			
- History of deficiencies			
- MISLE records			
- Changes since last exam			
Review/Verify			
- Waivers? (if applicable) 33 CFR 126.11			
- Alternative Compliance Methods granted by COTP? 33 CFR 126.12			
Prepare Inspection Plan			
- Generate Facility Inspection Activity in MISLE; and select Sub-Activity type			
- Perform a risk assessment & review safe work practices for facility			
- Prior to departing for the Facility: Conduct safety brief & ready appropriate PPE			
Pre-Inspection Items	Y	N	N/A
Is the facility MTSA Regulated per 33 CFR 105?			
- Record date of last MTSA Compliance Exam Date:			
- If exam is due; may perform exam utilizing the MTSA Facility Compliance Guide found in the NVIC 03-03 CH. 2, Encl. 7 (Note: SSI when filled out)			
- If not due; may perform Security Spot check utilizing the Facility Security Spot Check Guide found in NVIC 03-03 CH. 2, Encl. 11 (Note: SSI when filled out)			
Is the facility a MARPOL Reception Facility per 33 CFR 158?			
- Record date of last MARPOL Exam; Date: _____			
- Record date of current COA: Date: _____			
- If applicable, should perform exam utilizing the MARPOL Reception Facility Inspection Job Aid			

Waterfront Facility Safety Training	Y	N	N/A
Requirements for Marine Terminals Safety Training:			
- Verify requirements for training, certification, and recordkeeping per 49 CFR Part 172 Subpart H and 49 CFR 171.22(g)(2)			
- Review training conducted complies with hazard communications program per 29 CFR 1910.1200			

Inspect Designated Waterfront Facility	33 CFR	Y	N	N/A
Conditions of a Designated Waterfront Facility				
- Fire extinguishing equipment readily available, maintained in adequate quantities	126.15(a)(1)			
- Fire Appliances marked and readily accessible	126.15(a)(2)			
- Warning signs must be installed.	126.15(a)(3)			
- Lighting is adequate & does not interfere with navigation for dangerous cargo ops between sunset & sunrise. Meets NFPA 307	126.15(a)(4)			
- International shore connection for cargo operations with foreign flagged vessels as per ASTM F-1121.	126.15(a)(5)			
- Access limited to facility or vessel employees, delivery personnel, government officials, emergency personnel, and others authorized by the owner/operator.	126.15(a)(6)			
- Security measures with guards or equivalent acceptable controls	126.15(a)(7)			
- Coast Guard personnel have 24/7 access to conduct inspections.	126.15(a)(8)			
- Material handling equipment and vehicles with internal combustion engines meet NFPA 307 requirements if handling dangerous cargo	126.15(a)(9)			
- Smoking allowed where permitted, signs posted for non-smoking and smoking areas	126.15(a)(10)			
- Rubbish and waste material placed in adequate receptacles	126.15(a)(11)			
- Equipment, materials, and standards must be adequate per COTP	126.15(a)(12)			
Facility that handles dangerous cargo <i>NOT</i> in transport units				
- Cargo, freight, or other material arranged to provide access for firefighting as per NFPA 307	126.15(b)(1)			
- Portable Fire Extinguishers readily available and maintained in adequate quantities as required. Extinguishers inspected and maintained per NFPA 10	126.15(b)(2)			
- Electrical systems are as specified under NFPA 70. Defective equipment promptly repaired, replaced or disconnected	126.15(b)(3)			

NFPA and ASTM standards are incorporated by reference IAW with 33 CFR 126.5. Specific requirements affected by these standards may be found in 33 CFR 126.15

Inspect Waterfront Facility (continued)	33 CFR	Y	N	N/A
- Open flames and open fire lamps prohibited. Heating equipment meets NFPA 307 standards.	126.15(b)(4)			
- Hazardous material used for facility operations or maintenance stored in amounts necessary for normal operations and away from combustible material	126.15(b)(5)			
Facility that handles dangerous cargo <i>IN</i> transport units				
- Terminal yard is in conformance with NFPA 307	126.15(c)(1)			
- Dangerous cargo containers stacked no more than four high	126.15(c)(2)			
Facilities that Handle Cargoes of Particular Hazard				
- Facility complies with all conditions of 33 CFR 126.15 except where waived under 33 CFR 126.11	126.16(a)			
- Warning alarms installed are of the siren type or emergency rotating flash type. Alarm can be seen or heard a distance of 1 mile	126.16(b)			
General Permit for Handling Dangerous Cargo				
- No prohibited Class 1 (explosive) or other dangerous cargo	126.27(c)			
- Break-bulk dangerous cargo segregated IAW 49 CFR 176.83 (a-c)	126.27(d)			
- Transport units and portable tanks containing dangerous cargo are segregated according to 49 CFR 176.83(a),(b) & (f)	126.27(e)			
- Break-bulk dangerous cargo are segregated from transport units containing dangerous cargo according to 49 CFR 176.83(e)	126.27(f)			
- Solid dangerous bulk cargo segregated IAW 49 CFR 176.83.	126.27(g)			
- Materials that are dangerous when wet (Div. 4.3), water soluble oxidizers (Div. 5.1), and corrosive solid (Class 8), are stored in a manner that prevents them from coming in contact with water.	126.27(h)			
- Corrosive liquids (Class 8) and liquid oxidizers (Div. 5.1) are handled/stored so that in the event of a leak they will not contact organic materials.	126.27(i)			
- Dangerous cargo stored on the facility must be arranged in a manner that retards the spread of fire.	126.27(j)			
- Dangerous cargo stored on the facility, but not intended for use on the facility, must be packaged, marked, and labeled according to 49 CFR parts 171 through 180 (as if cargo was in transportation).	126.27 (k)			
Ammonium Nitrate, Ammonium Nitrate Fertilizers, Fertilizer Mixtures, or Nitro Carbo Nitrate; General Provisions:				
- Outside containers marked with proper shipping name.	126.28(a)(1)			
- Storage building constructed to afford good ventilation.	126.28(a)(2)			

Inspect Waterfront Facility (continued)	33 CFR	Y	N	N/A
- Storage at safe distance from electrical wiring, steam pipes, radiators, or any heating mechanism.	126.28(a)(3)			
- Materials are separated by fire resistant wall or 30 ft from organic materials or other chemicals and substances that could cause contamination.	126.28(a)(4)			
- Materials stored in clean area, upon clean wood dunnage or pallets over clean floor. If stored on concrete, maybe directly on floor if covered with moisture barrier (such as polyethylene sheet or asphaltic laminated paper).	126.28(a)(5)			
- Any spilled material is promptly and thoroughly cleaned up and removed from waterfront facility.	126.28(a)(6)			
- Abundant firefighting water is available.	126.28(a)(7)			
- Open drains, traps, pits, or pockets are eliminated or plugged.	126.28(a)(8)			

Document Inspection Results	Y	N	N/A
Verify no obvious occupational safety issues exist.			
Complete Inspection Report			
Review the report with facility representative			
Explain inspection results/discrepancies			
Discuss possible enforcement options (if necessary)			
Obtain signatures of representative			

Post Inspection Items	Y	N	N/A
Complete all required MISLE entries (as per MISLE user guides)			
Initiate enforcement actions (if necessary)			
Schedule follow-up inspection (if necessary)			
Update Facility File			

DESIGNATED WATERFRONT FACILITY – Inspection Summary

Comments:

CG form 835F shall be used to issue deficiencies observed during examinations on the facility by the appropriately qualified representative of the COTP.