

PORT OF
TAURANGA



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Log Handling Procedures



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Purpose and Responsibilities

1 Background

- 1.1 Port Users activities have the potential to adversely affect the environment. All Port Users must ensure that adverse effects and the risk of adverse effects to the environment (**environmental risk**) are managed and mitigated to standards acceptable to the Port of Tauranga Limited (**POTL**).
- 1.2 Activities undertaken at the Port of Tauranga must comply with the Resource Management Act 1991, the National Environmental Standard for Air Quality and Bay of Plenty regional plans. Activities that also require resource consents must comply with those consents.
- 1.3 These Log Handling Procedures (**the Procedures**) address the environmental risk of activities associated to the facilitation of logs through the Port of Tauranga. They stipulate both the “best practice” management and the minimum management and mitigation actions that Port Users must take to manage the environmental risk while operating within the Port of Tauranga Facility.

2 Scope

2.1 These Procedures cover the physical area of the Port of Tauranga Facility and the Port of Tauranga Log Yard Area (as detailed in Schedule 1).

2.2 The Procedures apply to:

All activities associated with log storage and handling within the Port of Tauranga Facility (**Log Operations**), namely:

- The transportation and receipt of logs via train or truck,
- The collection and transfer of logs from train or truck to storage or staging area,
- The storage of logs,
- The movement of logs,
- The loading or unloading of logs onto a vessel,
- The cleaning, movement and operation of equipment used for log handling operations,
- The management and cleaning of land, and
- Any other operation associated with Log Operations.

References in the Procedures to **Log Operators** means any Party undertaking the activities identified above.

2.3 The Procedures detail the Log Operators minimum operational requirements to be used to manage environmental risk during Log Operations. Additional mitigation measures to those detailed in the procedures may be needed. These can be applied in addition to those required by the Procedures, however, can only replace the measures detailed in the Procedures if an exemption is provided by the POTL (as detailed in section 10).

Compliance with the Procedures does not guarantee compliance with additional regulation or resource consents held by Log Operators. If conflict between the Procedures and other regulation that means that both cannot be complied with concurrently, the Log Operator must get an exemption from the respective section of the Procedures (as detailed in section 10).

POTL will monitor and enforce compliance with the Procedures, however POTL is not responsible for the compliance of other Log Operators undertaking Log Operations. This is the responsibility of the Log Operator.

3 Log Operator compliance documentation

3.1 Marshalling and stevedoring companies undertaking Log Operations must have an Environmental Management Plan (EMP) or equivalent document which details how their Log Operations will comply with the Procedures.

3.2 Yard cleaning service operators engaged by the POTL must have an EMP or equivalent document which details how their Log Operations will comply with the procedures, as well as:

- how they will operate to minimise the generation of airborne particulate/dust when undertaking yard cleaning services,
- how they will operate during times of elevated winds,
- how they will operate during times when cleaning areas of high particulate load with high risk of dust generation, and
- How they will prioritise their services to minimise the risk of adverse environmental effects occurring beyond the boundary of the Port of Tauranga Facility, as far as is practicable.

Note: Section 3.1 and 3.2 does not constrain such an EMP or equivalent document from including other environmental risk mitigation measures.

3.3 POTL reserves the right to require any other party undertaking Log Operations or associated activities to hold documentation that sets out how they will comply with these procedures for their activities.

4 Responsibilities of Parties

4.1 POTL will maintain the Procedures and provide access to the current version at <https://www.port-tauranga.co.nz/health-safety/procedures-compliance/>. When significant updates of these Procedures are made, POTL may circulate the proposed changes and seek direct feedback from Marshallers, Stevedores and Cargo Owners. POTL requests that any feedback from other affected parties, such as contracted or sub contracted parties (transport operators, equipment providers, etc) be done through Marshallers, Stevedores and Cargo Owners.

4.2 POTL will provide bark and particulate removal services to in the Port of Tauranga Log Yard to recover bark and particulate material associated to general day to day log handling activities. NB. This excludes the log wharf apron and the excavator park lease areas. All materials recovered are the property and responsibility of the Port of Tauranga or their authorised agent.

Note: *POTL is not responsible for the removal of other materials such as litter, dunnage, wood chip, spilt hydrocarbons or other spilt materials, spill response absorbent materials, which arises in relation to activities not considered general day to day log handling activities.*

- 4.3 All parties undertaking Log Operations must ensure that their activities comply with the Procedures, any applicable Environmental Management Plan required by the procedures and any other applicable regulation or resource consent.
- 4.4 All parties undertaking Log Operations and the Cargo Owners must ensure that their staff and contracted parties are familiar with the sections of the Procedures applicable to their activities and that these activities are supervised and undertaken in compliance with the Procedures.

Rules

5 Log Marshallers

5.1 Log Marshallers shall at all times:

- 5.1.1 Travel at or below the designated speed limits. These are sign-posted and detailed in Schedule 2,
- 5.1.2 Adhere to any applicable traffic management plan,
- 5.1.3 Travel on designated roadway areas (as detailed in Schedule 2) as much as is practicable,

Note: *The intent of rule 5.1 is that travel in areas not designated as roadway (such as berth pre-load/staging areas or storage areas) is avoided. Marshallers are required to travel off designated roadways at times, in these instances Marshallers shall comply with rule 5.2.*

5.2 When Marshallers must operate within an area that is not a designated roadway they shall restrict their speed to avoid generating visible airborne dust, as far as practicable.

Note: *When required to operate mobile plant in areas other than a designated roadway, Marshallers should identify and prioritise travel in areas with less particulate and dust accumulations. Heavy machinery travel through areas that have been swept may still result in airborne dust generation in which case speed reduction is recommended to reduce dust generation.*

5.3 Marshallers may use a designated section of a log storage area as a 'temporary roadway' if:

- 5.3.1 The temporary roadway is well swept by a vacuum sweeper truck to a standard comparable to a designated roadway prior to its use, and
- 5.3.2 Frequent ongoing routine sweeping occurs on the area to ensure it remains well swept for the time that it is used as a temporary roadway,
- 5.3.3 Speeds are reduced, if travel in these areas is generating visible airborne dust, as much as is practicable.

5.4 Marshallers shall cease operations in the berth pre-load areas during the following times to allow for vacuum sweeping of the area by POTL or their authorised agents:

| | | | | | |
|------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Bunk operations stevedored by ISO | 07:30 to 8:00hrs | 11:30 to 12:00hrs | 15:30 to 16:00hrs | 19:30 to 20:00hrs | 23:30 to 00:00hrs |
| Bunk operations stevedored by C3 | 07:00 to 07:30hrs | 11:00 to 11:30hrs | 15:00 to 15:30hrs | 19:00 to 19:30hrs | 23:00 to 23:30hrs |

Note: *Marshallers may opt to undertake more frequent sweeping of the berth pre-load themselves, if excessive airborne dust/particulate generation is occurring from this area.*

5.5 Water shall not be used for dust suppression in the Port of Tauranga Facility unless prior approval from the POTL has been given. Details on how to seek approval to undertake water dust suppression are in Section 10.

5.6 Marshallers shall temporarily cease operations (stand down) following request by POTL, to allow for bark and particulate removal, vacuum sweeping, or other action. This may be in any area of the Port of Tauranga Facility. POTL reserves

the right to require a stand down of an area when there are reasonable grounds to believe that Log Operations or activities in that area may be:

- 5.6.1 Causing or risking non-compliance with any legislation that requires immediate mitigation action, or
- 5.6.2 Causing nuisance or adverse effect within or beyond the Port boundary that POTL regards as unacceptable and requires immediate mitigation action.

Note: *Rule 6.6 does not absolve Marshallers or other port operators from monitoring the effects of their activities and applying appropriate mitigation to minimise environmental risk.*

6 Stevedores

- 6.1 Prior to the commencement of a stevedoring Log Operation, the Stevedore shall ensure that:
 - 6.1.1 The wharf apron is clean and free of any particulate matter/dust or other material, and
 - 6.1.2 A sweeping plan that complies with rule 6.2 is in place for the wharf apron they are using.
- 6.2 The Stevedore shall ensure bark and dirt is removed from all areas of the wharf apron areas much as is practicable, to reduce the generation of airborne dust. The minimum sweeping frequency shall be:
 - 6.2.1 For 'trailer' operations, as required, to ensure the generation of airborne dust is minimised as much as is practicable, and
 - 6.2.2 For 'bunk' operations, at intervals of no greater than four hours throughout an operation. Bark, dirt and other particulate matter/dust from on and around bunk structures must also be removed.
- 6.3 All efforts shall be made ensure that bark and dirt remain within reach of a sweeper truck. Accumulations around fenders, bollards, nib walls must be manually swept into an area accessible to a sweeper truck prior to each run of sweeper truck cleaning.
- 6.4 Where bark piles are formed during cleaning operations, these piles shall be at least fifteen metres from the wharf edge and any storm water entry points
- 6.5 Water shall not be used for dust suppression in the Port of Tauranga Facility unless prior approval from the POTL has been given. Details on how to seek approval to undertake water dust suppression are in Section 10.
- 6.6 Once stevedoring of a Log Operation is complete the Stevedore shall ensure that the wharf apron is clean of particulate matter/dust and other material.

7 Bark recovery and log yard sweeping services

- 7.1 POTL shall engage bark and particulate recovery services (**Yard Cleaning Services**) consisting of bark ploughing, bark collection and subsequent vacuum sweeping in the Port of Tauranga Log Yard area affected by Log Operations.
- 7.2 The **stevedore's working area** and **excavator park lease area** (as detailed in Schedule 3) are the responsibility of the Operators and/or leaseholders to vacuum sweep and maintain in a tidy condition.

7.3 Yard Cleaning Services operators shall at all times:

- 7.3.1 Travel at or below the designated speed limits. These are sign-posted and detailed in Schedule 2.
- 7.3.2 Adhere to any applicable traffic management plan,
- 7.3.3 Travel on designated roadway areas (as defined in Schedule 2), as much as is practicable,

***Note:** Yard Cleaning Service providers are required to operate mobile plant in areas outside of designated roadways as a part of day to day operations. In these instances Yard Cleaning Service providers shall comply with rule 7.4. The intent of rule 7.3 is to ensure that other areas, such as berth pre-load/staging areas or storage areas are not used in the place or as an alternative to travel that could be undertaken on a designated roadway.*

7.4 If a Yard Cleaning Service Provider is required to operate within an area other than a designated roadway, they shall restrict their speed and/or undertake further mitigation measures to minimise the generation of visible airborne dust, as much as is practicable.

***Note:** Yard Cleaning Service providers may use dust mitigation including water suppression plough heads and reduced travel speeds for ploughs or vacuum sweepers to minimise the generation of airborne particulate/dust.*

7.5 Where bark piles are formed during cleaning operations, these piles shall:

- 7.5.1 Be positioned at least fifteen metres from the wharf edge and any storm water entry points.
- 7.5.2 Placed at the edge of a log storage area.
- 7.5.3 Not be moved across roadways.

7.6 Yard Cleaning Services shall meet these levels of service:

| | |
|------------------------------------------------------------|-------------------|
| Minimum vacuum sweeper hours per week | 180 |
| Minimum bark recovery hours (plough/loader/truck) per week | 80 |
| Weekday sweeper presence | 0500 - 2300hrs |
| Saturday sweeper presence | 0600-1800 |
| Sunday sweeper presence | 0600-1800 |
| Target time between plough and sweep (80% of the time) | less than 2 hours |
| Maximum time between plough and sweep | 5 hours |

7.7 Yard Cleaning Service providers shall cease operations if they are causing visible discharge of airborne particulate/dust beyond the boundary of the Port of Tauranga Facility, unless otherwise instructed by the POTL.

7.8 Yard cleaning services shall cease bark ploughing and bark collection services if the activity is causing visible discharge of airborne particulate/dust greater than 20 metres from the area being cleaned.

Note: *If the discharge of airborne particulate/dust at a distance greater than 20 metres or beyond the Port of Tauranga Facility boundary occurs (as per rules 7.6 or 7.7), operators may employ additional mitigation actions in order to continue operations. If additional mitigation actions are not able to achieve compliance with rule 7.6 or 7.7, then the operation is to shut down until compliance can be achieved, unless otherwise instructed by POTL. Such instruction from Port of Tauranga would be made if it was considered that failure to recover the bark and/or particulate/dust material would result in greater adverse environmental effects beyond the Port of Tauranga Facility boundary.*

8 Truck transport operators and all other parties

8.1 Whilst operating in the Port of Tauranga Facility, all other parties/Port Users undertaking Log Operations shall:

8.1.1 Travel at or below the designated speed limits. These are sign-posted and detailed in Schedule 2.

8.1.2 Adhere to any applicable traffic management plan.

8.1.3 Travel on designated roadway areas (as defined in Schedule 2), as far as is practicable, unless entry is required for the loading or unloading of logs or other legitimate purpose

Note: *The intent of rule 5.1 is to ensure that areas such as berth pre-load/staging or storage areas are not used as an alternative to a designated roadway. Some Log Operators are required to travel in areas outside of designated roadways as a part of day to day operations. In those instances, Log Operators shall comply with rule 8.2.*

8.2 If a truck transport operator is required to operate within an area other than a designated roadway they shall restrict their speed as required to prevent the generation of visible airborne dust, as much as is practicable

Note: *When required to operate mobile plant in areas other than a designated roadway, Log Operator should also identify and prioritise travel in areas with less particulate and dust accumulations. Vehicle travel through areas that have been swept may still result in the airborne dust generation in which case speed reduction is recommended to reduce dust generation.*

8.3 Water shall not be used for dust suppression in the Port of Tauranga Facility unless prior approval from the POTL has been given. Details on how to seek approval to undertake water dust suppression are in Section 10.

8.4 Truck transport providers shall only unchain in the designated unchaining zones, as detailed in Schedule 1.

8.5 Truck transport providers shall only sweep bark and particulate material off their trucks and trailers at the designated sweeping area.

9 Compliance

9.1 POTL may undertake monitoring to assess and enforce compliance with these Procedures. This monitoring may be undertaken in the field or remotely including via CCTV.

9.2 Non-compliance may result in action being taken against operators, in accordance with the Port of Tauranga three strike policy,

9.3 POTL may issue warnings or require mitigation actions to be taken by operators whose non-compliant behaviours pose environmental risk.

9.4 POTL reserves the right to take additional action on any non-compliant behaviours on single or multiple occasions.

9.5 POTL reserves the right to take immediate action above and beyond any other warning or the three strike policy if there is:

9.5.1 A significant breach of the Procedures,

9.5.2 Failure to comply with requests for mitigation actions,

9.5.3 Identification of a non-compliance with any regulation, due to adverse environmental effects associated with Log Operations,

9.5.4 Identification of any nuisance or adverse environmental effect within or beyond the Port boundary associated with the Log Operation and is considered by the POTL to be unacceptable.

Note: When taking any immediate action on a party in accordance with section 9.5.3 and 9.5.4, POTL must determine that the party was responsible for the non-compliance or adverse environmental effect based on evidence that meets a 'balance of probabilities' standard.

In these instances, the POTL reserves the discretion to determine what action will be taken.

10 Exemptions and approvals (water suppression, alternative equipment)

10.1 An application for exemption from any section of the Procedures must state what section the exemption is sought from, why, for how long and any additional or alternative mitigation measures proposed instead. Application are to be made to the POTL Manager Operations, Cargo Services Manager or the Environmental Manager.

10.2 POTL reserves discretion to decline any application for an exemption and to apply any reasonable conditions to a granted exemption.

10.3 Any party wishing to utilise new or alternative equipment (type or technology) for any Log Operation activity must seek prior approval from POTL. This includes any alternative to the standard equipment type and technology used on site as of 1 January 2021.

10.4 In assessing if the approval will be granted POTL will consider:

10.4.1 The potential environmental risk within and beyond the Port of Tauranga Facility associated with the equipment or technology,

10.4.2 The degree of environmental risk mitigation provided by the equipment compared to current equipment and technology,

10.4.3 Potential logistical issues associated to the equipment or technology that may directly affect POTL infrastructure, operation or procedure, or the operations and procedures of other Port Users,

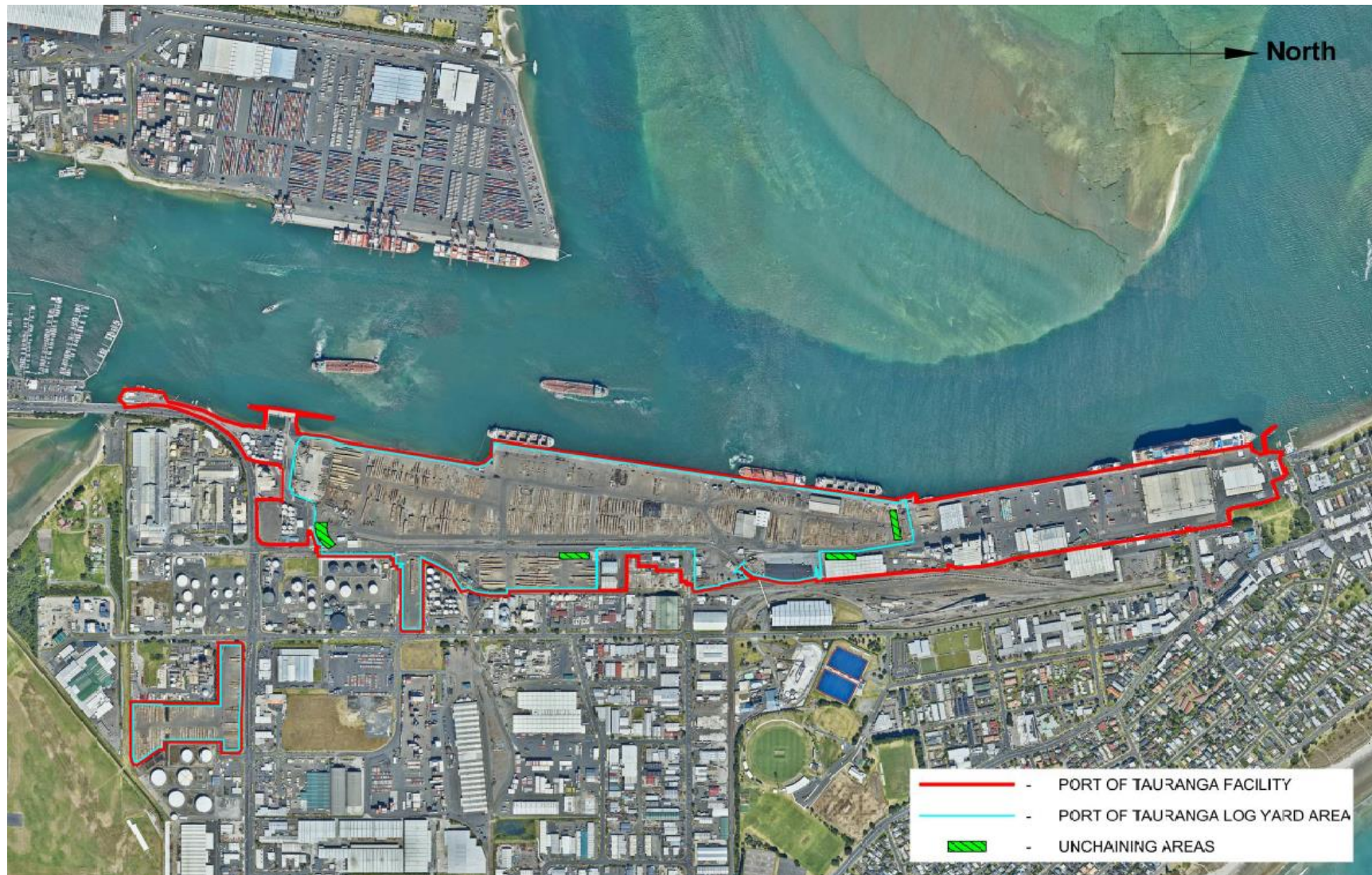
10.4.4 Potential additional infrastructure requirements or constraints that may occur as a result of the new equipment or technology,

POTL reserves the right to decline the request for approval if it is considered that there will be adverse effects/impacts in relation to the matters listed above.

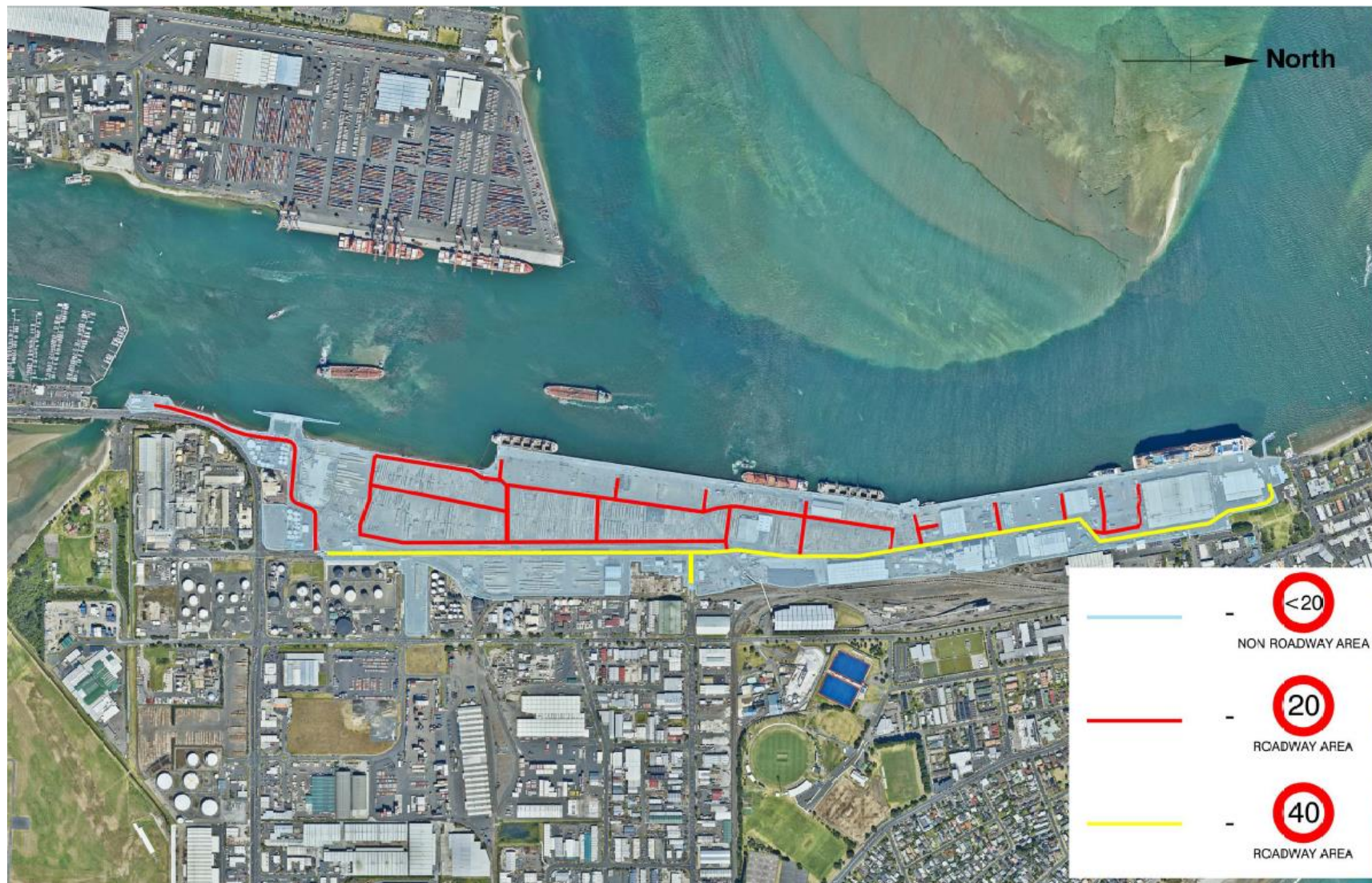
10.5 Any party wishing to use water as a dust suppressant must seek prior approval from POTL. When assessing the application POTL will consider:

- 10.5.1 The location within the Port of Tauranga Facility that will receive the water and the proximity to stormwater system entry points or entry point into the harbour,
- 10.5.2 The application rate of the water,
- 10.5.3 The hydraulic holding capacity of the substrate that the water will be applied to,
- 10.5.4 Mitigation measures proposed, to avoid or minimise the risk of overland flow of water to any stormwater system entry point or the harbour, including training and monitoring programmes for the operators applying the water.
- 10.5.5 The degree of environmental risk mitigation provided by the water dust suppression,
- 10.5.6 Potential logistical issues associated to water dust suppression that may directly affect Port of Tauranga infrastructure, operation or procedure, or the operations and procedures of other Port Users, and the effectiveness of other dust mitigation.

Schedule 1 – Port of Tauranga Facility and Log Yard Area



Schedule 2 – Designated speed limits and roadways



Schedule 3 – Stevedore's work area

