



Port of Tauranga

Connecting New Zealand and the World

Log Standard Operating Procedures

17 July 2025

Contents

Purpose and Responsibilities	1
1. Background.....	1
2. Scope	1
3. Log Operator additional documentation.....	2
4. Yard Cleaning - additional documentation.....	2
5. Responsibilities of Parties.....	3
Operating Procedures.....	4
6. Log Marshallers.....	4
7. Stevedores.....	5
8. Yard Cleaning Services	7
9. Truck transport operators and all other parties.....	9
Administration.....	10
10. Exemptions and approvals (water suppression, alternative equipment)	10
Schedule 1 – Port of Tauranga Operational Area	12
Schedule 2 – Stevedore’s Work Areas.....	13
Schedule 3 – Speed Limits within Port of Tauranga Facility.....	14

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Purpose and Responsibilities

1. Background

- 1.1. This document (**the Procedures**) details the standard operating procedures for log handling that Port Users should follow while operating within the Port Operational Area. These procedures form part of the Port Industry Area Dust Management Plan (DMP), as required by Rule AREA2-R1 (Interim Permitted Activity Rule (IPAR) for Existing Activities in the Mount Maunganui Airshed) of the Bay of Plenty Regional Natural Resources Plan.

2. Scope

- 2.1. These Procedures cover the physical area of the Port Operational Area (as detailed in Schedule 1).
- 2.2. The Procedures apply to:

All activities associated with log storage and handling within the Port Operational Area (Log Operations) and Hewlett Road Log Yard.
- 2.3. References in the Procedures to Log Operators means any party undertaking the activities identified below:
 - Transportation and receipt of logs via train or truck
 - Collection and transfer of logs from train, truck or storage areas to storage, staging or berth areas
 - Storage of logs
 - Debarking of logs
 - Loading or unloading of logs onto a vessel
 - Cleaning, movement and operation of equipment used for log handling operations
 - Management and cleaning of land associated to log handling on the berth area, and
 - Any other operation associated with Log Operations.
- 2.4. References in the Procedures to Yard Cleaning (management and cleaning of land associated with log handling other than berth areas) means any Party undertaking the activities identified as Yard Cleaning.
- 2.5. The Procedures detail the Log Operators and Yard Cleaning standard operating procedures that should be followed. Dust Control measures applied in addition to those detailed in the Procedures can only replace the measures

detailed in the Procedures if an exemption is provided by the Port of Tauranga Limited (POTL) (as detailed in Section 10).

- 2.6. POTL will monitor conformance with the Procedures. POTL is not responsible for conformance with the procedures by other Log Operators, this is the responsibility of the Log Operator.
- 2.7. The procedures form part of the Port Industry Area Dust Management Plan (DMP), as required by Rule AREA2-R1 of the Bay of Plenty Regional Natural Resources Plan.

3. Log Operator additional documentation

- 3.1. Marshalling and stevedoring companies undertaking Log Operations may also have an Environmental Management Plan (EMP) or equivalent document which details how their Log Operations will align with the Procedures as well as include any other additional dust control measures that may be employed.
- 3.2. POTL may require a party undertaking Log Operations or associated activities to hold an EMP in respect to their activities.

4. Yard Cleaning - additional documentation

- 4.1. Yard cleaning service operators engaged by the POTL may also have an EMP or equivalent document which details how their operations will align 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 Industry Area, as far as is practicable.

Note: Section 4.1 does not constrain an EMP or equivalent document from including other environmental risk mitigation measures.

- 4.2. POTL may require Yard Cleaning Service operators to hold an EMP in respect to their activities

5. Responsibilities of Parties

- 5.1. POTL will maintain the Procedures and DMP and will provide access to the current version at <https://www.port-tauranga.co.nz/health-and-safety/procedures-and-compliance/>
- 5.2. POTL will provide bark and particulate removal services to recover bark and particulate material associated to general day to day log handling activities in the Port of Tauranga Log Yard. All materials recovered are the property and responsibility of the POTL or their authorised agent. This excludes:
 - The Stevedores Work Area (See Schedule 2) which is the responsibility of the stevedore
 - The excavator park lease areas (see Schedule 2) which is the responsibility of the lease holders.
- 5.3. Litter, dunnage, wood chip, spillages (hydrocarbons or other materials), spill response absorbent materials, are not considered to be associated with general day to day log handling activities. Recovery of these materials is the responsibility of the party whose activity they are associated.
- 5.4. All parties undertaking Log Operations including marshallers, stevedores, and transport providers must monitor their activities for conformance with the Procedures and any Environmental Management Plan required by Section 3.2 and undertake actions to correct non-conformances should they be identified.
- 5.5. All parties undertaking Yard Cleaning must monitor their activities for conformance with the Procedures and any Environmental Management Plan required by Section 4.2 and undertake actions to correct non-conformances should they be identified.
- 5.6. All parties undertaking Log Operations and Yard Cleaning must train their staff and contracted parties so that they are familiar with any EMP required by Section 3.2 and 4.2 and the sections of the Procedures applicable to their activities.
- 5.7. POTL will undertake routine monitoring of Log Operations and Yard Cleaning Services to check for non-conformances with the Procedures (in addition to the supervision of the parties undertaking the activities, detailed in Section 5.4). This may be achieved by in field observations (where possible) and via CCTV. If POTL identify non-conformances, actions should be taken by POTL to address the non-conformance.



Operating Procedures

6. Log Marshallars

6.1. Log Marshallars should at all times:

- a) Travel at or below the designated speed limits. These are sign-posted on site and detailed in Schedule 3.
- b) Adhere to the traffic management plan
- c) Travel on designated roadway areas (as detailed in Schedule 3) as much as is practicable,

Note: The intent of Section 6.1 is to avoid travel in areas not designated as a roadway (such as berth pre-load/staging areas or storage areas) Marshallars required to travel off designated roadways should undertake this work as per Section 6.3.

6.2. When Marshallars must operate within an area that is not a designated roadway they should restrict their speed as per Schedule 3 to minimise the generation excessive visible airborne dust.

Note: When required to operate mobile plant in areas other than a designated roadway or a temporary roadway (as detailed in Section 6.3), Marshallars should identify and prioritise travel in areas with less particulate and dust accumulations where practicable. Heavy machinery travel through areas both swept and un- swept may result in airborne dust generation. Speed reductions should be applied when operations cause excessive quantities of airborne dust.



FIGURE 1. EXAMPLE OF EXCESSIVE VISIBLE AIRBORNE DUST

- 6.3. Marshallers may use a section of a storage area as a “temporary roadway” if:
- a) The temporary roadway is swept to a standard that is visually comparable to a designated roadway prior to its use, and
 - b) Frequent sweeping occurs on the area to ensure it remains visually comparable to designated roadways for the time that it is used as a temporary roadway,
 - c) Speeds are reduced if travel in these areas is generating excessive visible airborne dust.
- 6.4. Water should not be used for dust suppression within the Port Operational Area unless prior approval from POTL has been given, using the Section 10 approval process. Water use by Yard Cleaning services (vacuum sweeper trucks, bark ploughs and bark collection trailers) to suppress dust generated by their operations is approved in its current form as of July 2024.
- 6.5. On request by POTL, Marshallers should temporarily cease operations (stand down), to allow for bark and particulate removal, vacuum sweeping, or other action. POTL may require stand-down in any area of the Port of Tauranga Operational Area or Hewletts Road Log Yard.

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

- a) Causing or risking non-compliance with regional rules, as assessed by POTL, or
- b) Causing nuisance or adverse effect within or beyond the Port Industry Area or Hewletts Road Log Yard that POTL regards as requiring immediate mitigation action.

Note: Section 6.5 is in addition to Marshallers or other port operators responsibilities to monitor the effects of their activities and applying appropriate dust control measures to minimise environmental risk.

7. Stevedores

- 7.1. Prior to the commencement of a stevedoring Log Operation:
- a) The Stevedore should ensure that the Stevedores Work Area is of a ‘clean state’ and free of any particulate matter/dust or other material. Examples of what is considered a ‘clean state’ and free of foreign particulate matter is demonstrated in Figures 2 and 3 below.

- b) The Stevedore should have a sweeping plan in place that complies with Section 7.2.



FIGURE 2. EXAMPLE OF A 'CLEAN STATE' WHARF APRON AND FENDER AREA

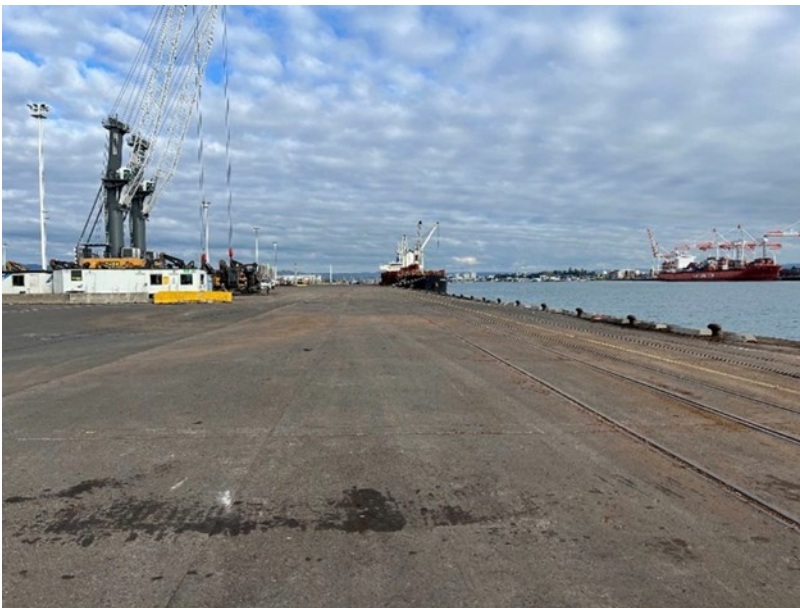


FIGURE 3. EXAMPLE OF A 'CLEAN STATE' WHARF APRON

- 7.2. The Stevedore should ensure bark and dirt is removed from the Stevedores Work Area that they are using (refer to Schedule 2) including via vacuum sweeping.

The minimum vacuum sweeping frequency should be:

- For 'trailer' operations, once every 12 hours, and
- For 'bunk' operations, once every four hours throughout an operation.

Bark, dirt and other particulate matter/dust from on and around bunk structures must also be removed.

- 7.3. Water should not be used for dust suppression in the Port Operational Area unless prior approval from the POTL has been given using the Section 10 approval process.
- 7.4. Once stevedoring of a Log Operation is complete the Stevedore should ensure that the Stevedores Work Area apron is of a 'clean state', as demonstrated above in figures 2 and 3.
- 7.5. Ploughing bark shall only be undertaken by the yard cleaning service providers unless:
 - The ploughing is being undertaken on a log berth to enable sweeping to occur, and
 - It is also outside of operational times for the yard cleaning service providers ploughing service.

Note: _____ Ploughing bark using a log ("log ploughing") is not permitted in the log yard areas. The wharf apron may be ploughed using log ploughing during night shift only to remove large debris prior to sweeping. Log ploughing in all other areas is prohibited at all times.

8. Yard Cleaning Services

- 8.1. POTL engages Yard Cleaning Services that remove bark and particulate by bark ploughing, bark collection and vacuum sweeping in the Port of Tauranga Log Yard area affected by Log Operations.
- 8.2. The Stevedore's working area and excavator park lease area (as detailed in Schedule 2) are the responsibility of the Operators and/or leaseholders to vacuum sweep and maintain in a tidy condition.
- 8.3. Yard Cleaning Services operators should:
 - a) Travel at or below the designated speed limits. These are sign-posted on site and detailed in Schedule 3.
 - b) Travel on designated roadway areas (as defined in Schedule 3), as much as is practicable,



Note: *Yard Cleaning Service mobile plant operating in areas outside of designated roadways as a part of day-to-day operations should follow Section 8.4. The intent of Section 8.3 is to advise 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.*

- 8.4. Yard Cleaning Service Providers should restrict their speed to under 10 km/h for vacuum sweeper trucks and 15 km/h for bark ploughs when actively recovering bark and particulate materials.
- 8.5. Where bark piles are formed during cleaning operations, these piles should:
- Be placed out of the way of log yard operations, where practicable.
 - Not be moved across roadways, where practicable.
- 8.6. Yard Cleaning Services should meet the below levels of service:

Minimum vacuum sweeper hours per week	180
Minimum bark recovery hours (plough/loader/truck) per week	80
Weekday sweeper presence	0500 – 2300 hrs
Saturday sweeper presence	0600 – 1800 hrs
Sunday sweeper presence	0600 – 1800 hrs

Note: *At times of reduced log handling, such as at Christmas to New Year, these levels may reduce.*

- 8.7. Yard Cleaning Service providers should cease operations if they are causing visible discharge of airborne dust beyond the boundary of the Port Industry Area, unless otherwise instructed by the POTL.

Note: *If airborne dust is visible beyond the Port Industry Area boundary (as per Section 8.7), operators may reduce speed, in order to reduce dust and continue operations. If speed reduction actions are not able to achieve compliance with Section 8.7, then the operation is to shut down until compliance can be achieved, unless otherwise instructed by POTL. Such instruction from POTL 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.*

9. Truck transport operators and all other parties

9.1. Whilst operating in the Port of Tauranga Facility, all other parties/Port Users undertaking Log Operations should:

- a) Travel at or below the designated speed limits. These are detailed in Schedule 3 and sign posted on site.
- b) Adhere to traffic management plans in place.
- c) Travel on designated roadway areas (see Schedule 3), as far as is practicable, unless entry is required for the loading or unloading of logs or other legitimate purpose.

Note: The intent of Section 9.1 is to avoid unnecessary travel in areas not designated as roadway (such as berth preload/staging or storage areas). 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 Section 9.2.

9.2. If a truck transport operator is required to operate within an area other than a designated roadway they should restrict their speed (as defined in Schedule 3) as required to prevent the generation of excessive 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 generation of airborne dust in which case speed reduction is recommended to reduce dust generation.

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

9.4. Truck transport providers should only sweep bark and particulate material off their trucks and trailers at the designated sweeping area of the trailer hoisting facility.



Administration

10. Exemptions and approvals (water suppression, alternative equipment)

- 10.1. An application for exemption from any part of the Procedures must state what paragraph/section the exemption is sought from, why, for how long and any additional or alternative dust control measures proposed instead. Applications are to be made to the POTL Environmental Manager prior to operations commencing.

POTL reserves discretion to apply any reasonable conditions to a granted exemption, or to decline it.

10.2. Water suppression

- a) An application to use water suppression must state which section/paragraph the exemption is sought from, why, for how long and any additional or alternative mitigation measures proposed. Applications are to be made to the POTL Environmental Manager prior to operations commencing.
- b) POTL reserves discretion to apply any reasonable conditions to a granted exemption, or to decline it.

10.3. Changes to equipment

- a) Any party wishing to use 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 in the 12-months ending on 12 February 2024.
- b) In assessing the proposal POTL will consider:
 - The degree of mitigation of environmental effects provided by the equipment compared to current equipment;
 - Potential environmental effects both within and beyond the Port Industry area associated with the equipment or technology, including potential impacts on compliance with any relevant legislation or regulation;
 - Potential logistical issues associated with the equipment or technology that may directly affect POTL infrastructure, operation or procedure, or the operations and procedures of other port users, and



- Any potential additional infrastructure requirements or constraints that may occur as a result of the new equipment or technology.

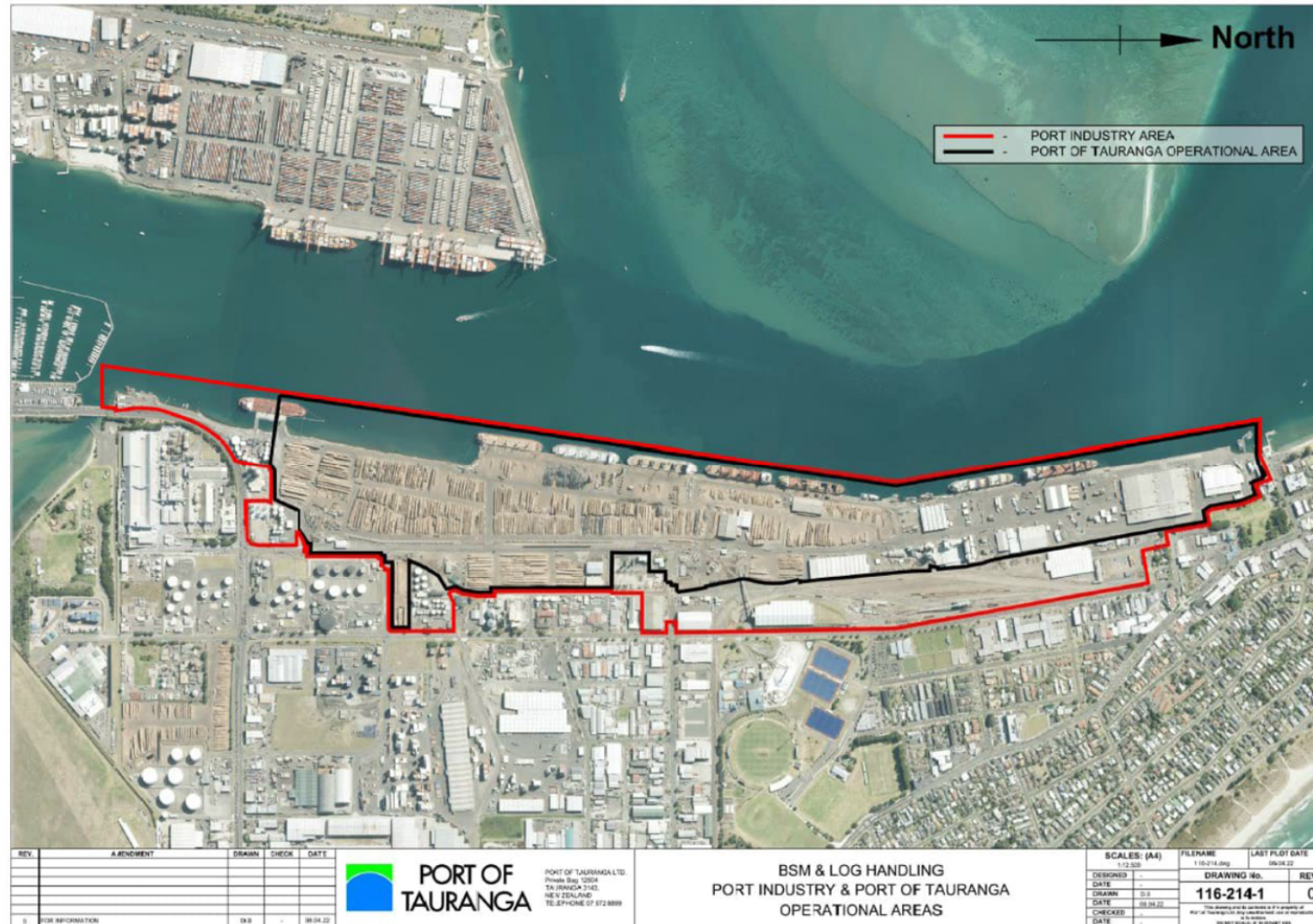
10.4. The assessment will be recorded in Vault (or similar)

10.5. POTL reserves the right to apply any reasonable conditions to such proposals or to decline the request for approval if it is considered that the effects/impacts outweigh the benefits for the matters listed above.

Note: Logistical aspects that are relevant are the effects on: site weight limits/ wharf loadings, equipment transport, cleaning, operational and storage space requirements, space or timing effects on services to other Port Users



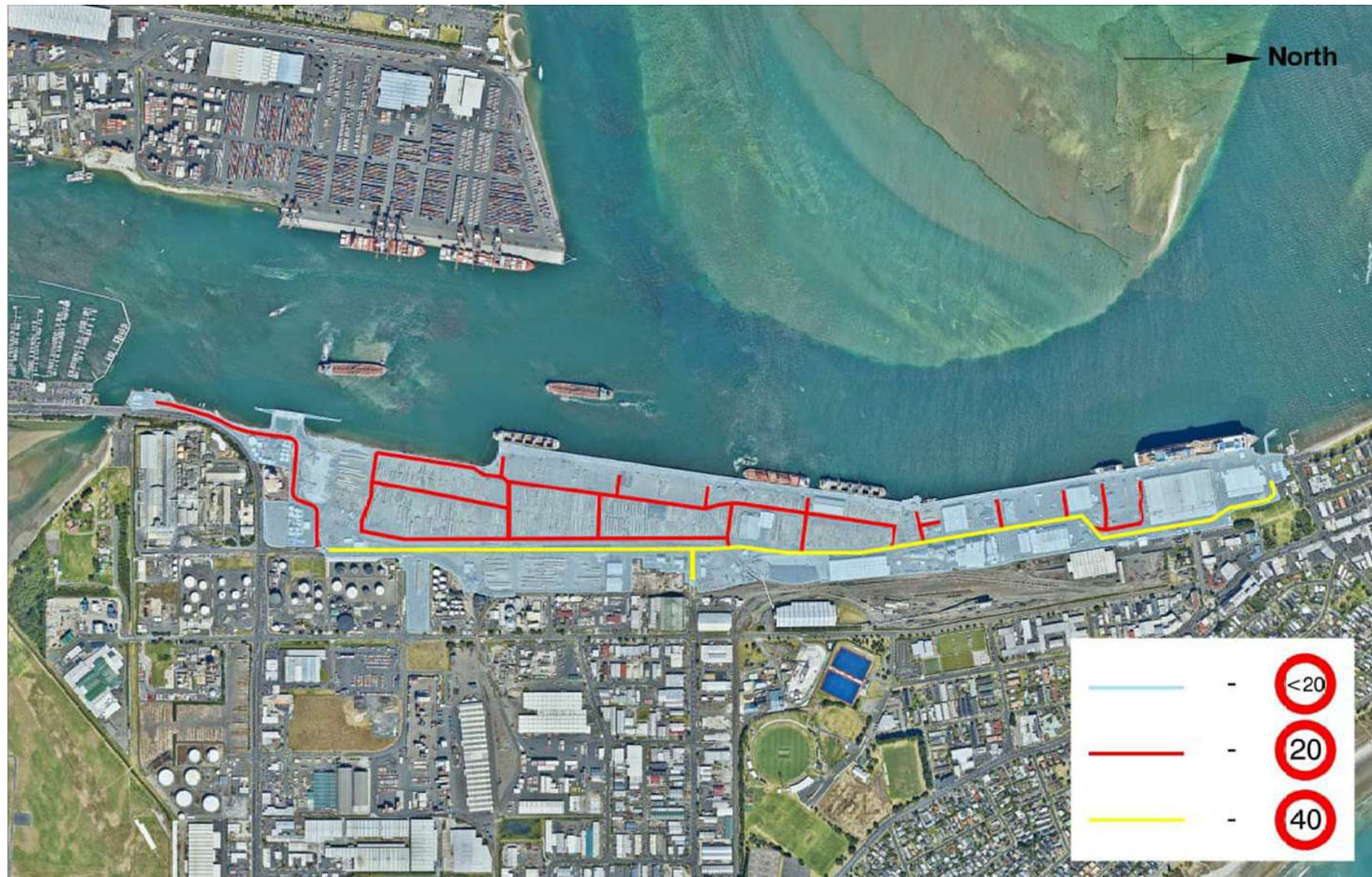
Schedule 1 – Port of Tauranga Operational Area



Schedule 2 – Stevedore’s Work Areas



Schedule 3 – Speed Limits within Port of Tauranga Facility



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