



जवाहरलाल नेहरू पोर्ट ट्रस्ट JAWAHARLAL NEHRU PORT TRUST

ISO 9001 : 2008
ISO 14001:2004
ISO 27001:2013
OHSAS 18001: 2007

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CIRCULAR

समुद्री विभाग / MARINE
जाचक सं. / OUTWARD
NO.- 1029
दिनांक / DATE 01/12/16

The Port has formulated "Safety Operating Procedure" for 'Ensuring Statutory Compliance related to Safety and Environment at JNPT- Tank Farm Area and Pipeline Corridors (from Berths to Tank Farm)'. Copy of the Safety Operating Procedure is enclosed for strict compliance with immediate effect.


(Capt. Amit Kapoor)
Dy. Conservator

To,

All Tank Farms of JNPT.

Chief Manager (PPD), Chief Manager (Traffic), Chief Manager (MEE), Harbour Master (Marine).

All HoDs, JNPT.

	<p style="text-align: center;">JAWAHARLAL NEHRU PORT TRUST</p> <p>Procedure for ensuring statutory compliance related to Safety and Environment at JNPT – Tank Farms Area and pipeline corridors (from berths to tank farm)</p>	<p>Eff. Dt.: 01/11/2016 Developed By: IRS Approved By: Chairman</p>
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Objective: The objective of the procedure is to ensure safe handling (unloading/loading/storing) of liquid cargoes at various tank farms in JNPT area, by verifying statutory compliance related to Safety and Environment.

Scope: This procedure is applicable to the following areas:

1. Tank farms in port premises.
2. Pipeline corridors (from berths to tank farm) in port premises, and
3. Loading facilities at the railway sidings in port premises.

Responsibility:

1. Tank farm operators in JNPT area
2. JNPT
3. BPCL
4. ONGC
5. IOTL

Cross Ref.:

1. Procedure for handling (unloading/loading) liquid bulk cargoes through loading arm/flexible hoses from vessels/ships berthed at BPCL liquid jetty.
2. Procedure for handling (unloading/loading) liquid bulk cargoes through flexible hoses from vessels/ships berthed at Shallow water berth.
3. ERDMP of BPCL for Liquid cargo jetty.
4. ERDMP / Emergency Action Plan of individual tank farms as applicable.
5. ERDMP for Shallow Water Berth / Emergency Action Plan / Disaster Management Plan of JNPT.
6. Procedure for loading of crude oil through loading arms/flexible hoses to vessels/ships berthed at BPCL liquid jetty.

Procedure:

1. Applicable statutory requirements and standards related to Safety and Environment are identified. These include Environmental Clearance, Consent to Establish, Consent to Operate, Factory registration, Licence to Import, Export and Storage, Site Notifications and Approvals.
2. The tank farm operators shall submit following approvals/licenses which are required to be obtained before construction/set up of industrial activity for verification and original documents shall be made available for verification on demand.

Sr. No.	Requirement	Applicable statutes	Issuing Authority	Verification by
1.	Environmental Clearance	EIA notification 2006, EP Act 1986 as amended in 1991 & Rules 1986	i) MoEF & CC, ii) State Environment Impact	PPD Dept.

			Assessment authority - Maharashtra	
2.	Consent to Establish (to be obtained by individual tank farm operator)	i) Water (Prevention & Control of Pollution) Act, 1974 as amended in 1988 ii) Air (Prevention & Control of Pollution) Act, 1981 as amended in 1987 and Rules 1982	i) MPCB	PPD Dept.
3.	Consent to Operate (to be obtained by individual tank farm operator) and subsequent Renewal of Consent to Operate	i) Section 28 of Water (Prevention & Control of Pollution) Act, 1974 as amended in 1988, ii) Section 21 of Air (Prevention & Control of Pollution) Act, 1981 as amended in 1987 and Rules 1982, and iii) Rule 6 of Hazardous and Other Waste (Management & Trans boundary Movement) Rules, 2016	i) MPCB	PPD Dept.
4.	Factory Registration	i) Maharashtra Factories Rules, 1963 as amended in 2015	i) DISH	PPD Dept.
5.	i) Approval of Plant Lay out ii) Prior approval of specifications and plans of the premises	i) Maharashtra Factories Rules, 1963 as amended in 2015 ii) Rule 131 of Petroleum Rules, 2002 as amended in 2011	i) DISH ii) PESO	PPD Dept.
6.	Site Notifications and Approvals	i) Rule 7 of MSIHC Rules, 1989 as amended in 2000 (Rules framed under Environment Protection Act, 1986)	i) MPCB ii) PESO iii) CIF, DISH iv) CIDS	PPD Dept.
7.	Approval of Design of pipeline and route of pipelines	i) Rule 89, 90 of Petroleum Rules, 2002 as amended in 2011	i) PESO	PPD Dept.
8.	Hydrostatic testing of pipeline	i) Rule 93 of Petroleum Rules, 2002 as amended in 2011	i) Competent person / PESO	PPD Dept.
9.	Certificate of Electrical Installation	i) Rule 114 of Petroleum Rules, 2002 as amended in 2011	i) Competent person	PPD Dept.
10.	Protection against fire	i) Rule 16 & 117 of Petroleum Rules 2002 as	i) PESO	PPD Dept.

		amended in 2011 and OISD 117 ii) Maharashtra Fire prevention and life safety measures act 2006 and rules 2009	ii) Director Maharashtra Fire service	
11.	Safety reports - HAZOP, Risk Analysis	i) Rule 10 of MSIHC Rules, 1989 as amended in 2000, ii) Rule 44 of Petroleum Rules, 2002 as amended in 2011	i) MPCB, PESO, CIF, CIDS ii) PESO	PPD Dept.
12.	License to Import, Export and Storage. (Amendment, Suspension, Transfer)	i) Petroleum Rules, 2002 as amended in 2011	i) PESO	PPD Dept.
13.	Construction of Storage Tanks	i) Rule 124 of Petroleum Rules, 2002 as amended in 2011	i) PESO	PPD Dept.
14.	Hydro Test, Stability Test Reports of Storage Tanks	i) Rule 126 of Petroleum Rules, 2002 as amended in 2011	i) Competent Person	PPD Dept.
15.	Certificate of Safety	i) Rule 130 of Petroleum Rules, 2002 as amended in 2011	i) Competent person & licensing authority	PPD Dept.
16.	Prior approval of specifications and plans of premises proposed to be licensed	i) Rule 131 of Petroleum Rules, 2002 as amended in 2011	i) PESO	PPD Dept.

3. Compilation of various verifications as per para 2 shall be done by the PPD Department. Any shortfalls/gaps as identified shall be reported to the concerned Tank Farm operator/s for necessary corrective action with time frame. Commissioning of the tank farm operations shall be permitted after compliance of shortfalls/gaps.
4. The tank farm operators shall submit following documents which are required for/during operation industrial activity for verification and original documents shall be made available for verification on demand.

Sr. No.	Requirement	Applicable statutes	Statutory Authority	Verification by
1.	Renewal of Consent to Operate	i) Water (Prevention & Control of Pollution) Act, 1974 as amended in 1988. ii) Air (Prevention & Control of Pollution) Act, 1981 as amended in 1987 and Rules 1982, and	MPCB	Environment Cell

		iii) Hazardous and Other Waste (Management & Trans boundary Movement) Rules, 2016		
2.	Details of ETP	i) Hazardous and Other Waste (Management & Transboundary Movement) Rules 2016 and other relevant rules & acts	MPCB	PPD Dept.
3.	Import of hazardous chemicals	ii) Rule 18 of MSIHC Rules, 1989 as amended in 2000	Chief Controller of Imports & Exports	Traffic Dept.
4.	Hydrostatic testing of pipelines	i) Rule 93 of Petroleum Rules, 2002 as amended in 2011	Competent person / PESO	Marine Dept.
5.	Hydro testing of tanks	i) Rule 126 of Petroleum Rules, 2002 as amended in 2011	Competent person / PESO	Marine Dept.
6.	Safety Audit	i) Maharashtra Factories (Safety Audit) Rules, 2014 ii) Rule 10 to 12 of MSIHC Rules, 1989 as amended in 2000	Certified Safety Auditor	Marine Dept.
7.	i) Preparation and Certification of ERDMP ii) Preparation of Emergency Action Plan	i) PNGRB (Codes of Practices for Emergency Response and Disaster Management Plan Regulations, 2010 ii) Rule 13 of MSIHC Rules, 1989 as amended in 2000	i) Approved agency	Marine Dept.
8.	Mock Drill	i) Regulation 12 of PNGRB (Codes of Practices for Emergency Response and Disaster Management Plan Regulations, 2010 ii) Rule 13 of MSIHC Rules, 1989 as amended in 2000	---	Marine Dept.
9.	Protection against fire - Periodical Inspection	i) Rule 16 & 117 of Petroleum Rules 2002 as amended in 2011 and OISD 117 ii) Maharashtra Fire prevention and life safety measures act 2006 and rules 2009	i) PESO ii) Director Maharashtra Fire service	Marine Dept.
10.	Workmen compensation policy	i) Workmen's compensation act	Insurance Companies	Traffic Dept.
11	Public liability insurance Policy	i) Public Liability Insurance act 1991 as amended in 1992	Insurance Companies	PPD Dept.
12	Furnish information of discharges or emissions in	i) Environment Protection act 1986 (amended - 1991) and Rules 1986	MPCB	Environment Cell

	excess of the prescribed standards, and any accident or untoward event, Submit "Environment Statement" every year			
13	Compliance statement in respect of levelling, packaging and transportation of POL (Tank lorry)	i) Petroleum Rules 2002 as amended in 2011	PESO	Traffic Dept.
14	Loading of POL at Railway siding	i) Railways Red Tariff rules 1960 and subsequent amendments ii) Petroleum Rules 2002 as amended in 2011 iii) Relevant/applicable clauses of OISD 244	Indian Railways for railway infrastructure, PESO	Traffic Dept.
15	Approval of Design of pipeline and route of pipelines - Addition and Alteration in the Pipeline	i) Rule 97 of Petroleum Rules, 2002 as amended in 2011	PESO	PPD Dept.
16	Certificate of Electrical Installation - Repair and Maintenance work	i) Rule 114 of Petroleum Rules, 2002 as amended in 2011	Competent person	M&EE Dept.
17	Site Notifications and Approvals - Updating of the Site Notification	i) Rule 8 of MSIHC Rules, 1989 as amended in 2000 (Rules framed under Environment Protection Act, 1986)	1. MPCB, 2. PESO, 3. CIF, 4. CIDS	PPD Dept.

5. Compilation of various verifications as per para 4 shall be done by the Traffic Department. Any shortfalls/gaps as identified shall be reported to the concerned Tank Farm operator/s for necessary corrective action with time frame failing to which tank farm operations shall be suspended till compliance of all recommendations with due approval of the competent authority.
6. Committee comprising nominated officials from Traffic Department, PP&D Department, M&EE Department, Marine Department and representatives from Tank Farm Operators

shall conduct inspection of tank farms, pipeline corridor, and loading facility at railway siding, twice a year on mutually agreed days. Findings and recommendations shall be submitted to the respective tank farm operator for necessary corrective action with time frame, failing which the tank farm operations shall be suspended till compliance of all recommendations with due approval of the competent authority.

7. All Tanks Farms shall submit half yearly statement of compliance to Traffic Department.
8. In case of any emergency/accident in tank farm area, pipeline corridor and loading facility at railway siding, the concerned Tank farm shall take necessary action as per their ERDMP / Emergency Action Plan under intimation to the Port, BPCL, other tank farms, and other relevant authorities.
9. All incidents/accidents/dangerous occurrences as defined in applicable statutes (like collapse of structures/infrastructure, fire, explosion, spillage and leakages etc.) shall be also reported immediately to the Port Authority telephonically followed by in writing in prescribed format. Also, investigation report shall also be forwarded to the Port Authority.

Sr.	Act / Rule / Regulations	Reporting details	Reporting to	Responsibility
1.	Regulation 91 of the Dock Workers (Safety, Health and Welfare) Regulations, 1990	Report within four hours of the occurrence verbally followed by writing within 72 hours in format Form XII	1. Inspectorate Dock Safety, 2. the relatives of the workers, 3. The officer-in-charge of the nearest Police Station, 4. The District Magistrate or if the District Magistrate by order or directs, the Sub-Divisional Magistrate.	Concerned Tank Farm Operator
2.	Rule 44A of the Indian Electricity Rules, 1956	Report within 24 hours of the knowledge of the occurrence and a written report in the form set out in Annexure XIII within 48 hours.	1. Electrical Inspector, 2. The relatives of the workers , 3. The officer-in-charge of the nearest Police Station, 4. The District Magistrate or if the District Magistrate by order or directs, the Sub-Divisional Magistrate.	Concerned Tank Farm Operator
3.	Rule 200 of the Petroleum Rules, 2002	Report by telephone/fax and also by telegram (telegraphic address - 'Explosive Nagpur') followed within 24 hours by a letter	1. Chief Controller, 2. Officer-in-charge of the nearest police station.	Concerned Tank Farm Operator

4.	Rule 67 of the Gas Cylinders Rules, 2004	Report by telephone/fax and also by telegram (telegraphic address - 'Explosive Nagpur') followed within 24 hours by a letter	1. Chief Controller; 2. Controller in whose jurisdiction accident has taken place; 3. District Magistrate; 4. Officer-in-charge of the nearest police station.	Concerned Tank Farm Operator
5.	Rule 5 of the Manufacture, Storage and Import of Hazardous Chemical Rules, 1989 as amended in 2000 read with Schedule 5	Report within 48 hours in format given in Schedule 6 of the said rules	Appropriate authorities as per Schedule 5 of the said rules	Concerned Tank Farm Operator
6.	Rule 22 of the Hazardous and Other Wastes (Management, & Transboundary Movement) Rules, 2016	Immediately intimate through telephone, e-mail and subsequently report in Form 11	Maharashtra State Pollution Control Board	Concerned Tank Farm Operator
7.	Rule 237 of the Maharashtra Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Central Rules, 2007	Report by telegram, telephone, fax or similar other means including special messenger within four hours in case of fatal accidents and seventy two hours in form XXVII	1. The Assistant Commissioner of Labour, Deputy Commissioner of Labour, 2. The Board with which the building worker involved in accident was registered as a beneficiary; 3. The Chief Inspector; 4. the next in kin or other relative 5. The officer in-charge of the nearest police station; 6. The District Magistrate or if the District Magistrate by order so desires to the Sub-Divisional Magistrate	Concerned Tank Farm Operator
8.	Rule 333 of Railway Red	Report by telephone/ fax and	1. Chief Controller of Explosives;	Concerned operators at

	Tariff Rules, 2000	also by telegram (telegraphic address - 'Explosive Nagpur') followed within 24 hours by a letter	2. Officer-in-charge of the nearest police station.	Railway siding, Railway Staff
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10. In case of any accident of serious nature, spillage, leakage etc. the committee comprising representative from Traffic, M&EE, Marine and PPD Department will carry out investigation in association with the representative of the concerned Tank farm and will submit report to the Chairman JNPT.
11. All expenses towards clean up of the area within port premises and water limits due to spillage of liquid cargoes, fire, port property damage etc. will be recovered from respective tank farm operator along with overhead charges and penalty may also be also imposed as approved by the competent authority.
12. Findings and recommendations shall be submitted to the respective tank farm operator for necessary corrective action to avoid recurrence of the incident with time frame, failing which the tank farm operations shall be suspended till compliance of all recommendations with due approval of the competent authority.
13. Repeated non-compliance of statutory provisions and/or recommendations of the Port and/or statutory authority may lead to suspension of operation of the tank farm with approval of the competent authority.
14. The Port shall not be responsible for any environmental, property damage or loss of life which may have resulted due to non-compliance / violations of statutory provisions by the tank farm operator.

Note:

- I) The statutory requirements as mentioned in the above table are current versions. It is required that same be updated on yearly basis to take account of the latest version.
- II) Verification of the above with statutory requirement will be carried out by concerned departments of JNPT.
- III) The statutory requirements mentioned above are indicative only. In actual all the relevant provisions of the applicable Acts, Rules and Regulations are required to be complied with entirety.
- IV) While all efforts have been put to identify the applicable rules, regulations and standards as included in the above tables, however the detailed requirements as contained within the same are to be addressed by the respective concerned departments.
- V) For all tank farms (inside and outside of JNPT premises) served by JNPT and/or connected through pipeline with the installations within the port area, adequate measures to be in place for preventing back-surge in the pipeline from tank farms.
- VI) Also for all tank farms (inside and outside of JNPT premises) served by JNPT to have system in place to inform immediately of any emergency situation to the port authority.

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Appendix A

Important JNPT Office Contact details

Sr. No.	Details	Contact No.
01	Port Control	022-27245151/27245178
02	JNPT Fire Station	022-27245000/27245100
03	JNPT Hospital	022-27473568
04	CISF Control Room	022-27472264
05	Dy. Conservator	022-27244171
06	Chief Manager (Traffic)	022-27244191
07	Chief Manager (PPD)	022-27244151
08	Chief Manager (M&EE)	022-27244181
09	Harbour Master	022-27244173
10	Manager (LBS)	022-27244671
11	Manager (Environment Cell)	022-27244159
12	Sr. Dy. Chief Medical Officer	022-27473565
13	Dy. Manager (LBS)	022-37244678
14	Dy. Manager (Safety)	022-27245206
15	Asst. Manager (Fire & Safety)	022-27245173
16	Safety Inspector	022-27245184

Appendix B

Incident/Accident reporting format

As per respective Rules/Regulations mentioned in clause 9

Revision History:

Rev. No.	Effective Date	Details