



LAUDERDALE MARINE CENTER

FACILITY OPERATIONAL PRACTICE GUIDELINES

Welcome to Lauderdale Marine Center. It is our goal to ensure your stay with us is an exceptional and productive experience. Due to the nature of our business and the work environment, we must outline our operational practices to guarantee a safe and environmentally friendly work environment for all our customers, tenants, outside contractors and employees.

The following is a list of operational practices enforced by Lauderdale Marine Center. Many of these practices are required to maintain our Clean Marina and Clean Boatyard status with the Florida Department of Environmental Protection. We ask your cooperation in helping us keep our facility a clean and safe environment for all to enjoy.

FACILITY

Access: We limit access to the facility to those working or living within the LMC property. The following are the access requirements:

- ◆ Only crew members, vessel owners, vessel management representatives and Lauderdale Marine Center approved contractors will be allowed access to the facility.
- ◆ Vessels must notify security of any vessel guests requesting access with the reason for the visit prior to arrival. Vessel must notify the vessel LMC account manager of any contractors who will be performing work on the vessel. These outside contractors must be on the Lauderdale Marine Center Authorized Contractor list. Any contractor that is not on the authorized list will require LMC certification and approval prior to being granted access and commencement of work.
- ◆ Each vessel will receive facility access cards for each crew member on the crew list at the time of arrival. This access card will allow access through the access card entry lane of the security entrance.
- ◆ Only crew members are authorized to use facility access cards. Use by any unauthorized individual will result in confiscation of card and all future access privileges will be denied to the assigned card holder and the abuser.

Cleanliness: We have made a significant investment in our facility to make the shipyard visit as enjoyable as possible. While the facility features are meant to make for an efficient yard period, we ask that you help us protect our investment by exercising common sense and follow these guidelines at a minimum:

- ◆ Please place all trash in supplied trash receptacles.
- ◆ The area around the vessel should always be kept organized and clean.
- ◆ Failure to keep a clean work area will result in a cleanup charge.

Hazardous Waste Disposal: Vessels and their contractors are responsible for materials they bring into and remove from the LMC facility. Use of hazardous materials and petroleum products, to the extent permissible under the local, state and federal laws and regulations, as well as spills and discharges are the responsibility of vessel. If there is a discharge of hazardous materials or petroleum products in the facility, the responsible vessel will be charged for the cost of its cleanup and removal, which will be in compliance with applicable local, state and federal laws and regulations. Vessels shall not commingle any hazardous wastes with other refuse and shall clearly label any and all hazardous waste for disposal in proper containers and store same in accordance with all applicable Laws. Vessels are responsible for arranging disposal of hazardous waste and must keep a copy of the disposal manifest. The vessel shall always be the generator of the hazardous waste and responsible for all liabilities related thereto.

Parking for Vessel Owner/Crew: Designated parking areas are provided for crew throughout the facility. Please park only in crew designated spaces. Parking in the working yard will be granted for two vessel vehicles only. Vehicles must be parked in the designated spaces in front of the boats only. Vehicles cannot intrude into the yard boat lift travel path outlined by painted lines and under no circumstance, can any vehicle park between boats. Parking in the working yards will be granted by facility patrol officer.

Recycling Program: LMC is environmentally friendly and partners with 4Ocean www.4ocean.com to recycle glass, plastic, cardboard, paper, aluminum and other metals. Blue recycling containers are placed throughout the facility. We use one container for all materials, and it will be sorted by 4Ocean.



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Security: Lauderdale Marine Center provides twenty-four-hour security daily to ensure only individuals who have a business purpose in the facility are granted access. However, based on the size of the facility and the number of individual visitors daily, we recommend that you secure any goods and / or materials with value. Lauderdale Marine Center is not responsible for missing goods and / or materials.

Smoking: There are seventeen (17) designated smoking areas throughout the facility.

- ◆ Smoking is only allowed in one of the designated smoking areas.
- ◆ Each designated smoking area is equipped with ash trays and all cigarette and cigar butts should be discarded in the supplied ash trays.
- ◆ Please do not throw cigarette butts on the ground.

Trash Disposal: Trash receptacles have been provided throughout the facility for your use. Please help us keep LMC clean by properly disposing of trash.

MARINA SLIPS

We ask that you adhere to the following guidelines while moored in the marina slips:

- ◆ Please keep the docks free of obstructions to allow easy access for all customers.
- ◆ Vessel must notify their LMC account manager prior to placing any industrial equipment such as compressors or generators on the docks to ensure we are in compliance with our safety and insurance criteria.
- ◆ Only minor, non-destructive exterior work may be performed on B dock, C dock, D dock or the perimeter dock.
- ◆ Absolutely no fueling or pump out activity may be performed on B dock.
- ◆ Paint work of any kind must be approved by LMC in advance and can only be performed by LMC approved paint contractors.
- ◆ No tenders or equipment should be placed on the docks.

Diving Operations: All diving operations need to be cleared by the Dockmaster. An Alpha flag will be flown from the mast as a visual indicator that a diver is in the water. All engines/generators will be secured and there will be no blowing or venting of tanks or discharges to the water during diving operations. The contracted diver will also place portable signs on the dock at the bow and stern if practical to alert all parties of active diving. Scraping of bottoms is not allowed within LMC marina slips.

Gray / Black Water Pump out: Black and grey water must not be pumped overboard into the marina basin or intercoastal waters. Discharge of these fluids into the waterway violates State and Federal law. Pump out service is available in all slips to remove these fluids. Please contact the Marina Manager to schedule a pump out.

WORKING YARDS / LAYDAY SLIPS

Haul and Launch Process

- ◆ LMC will assign a haul date and time at the acceptance of the reservation to haul the vessel.
- ◆ If the vessel cannot make the original date committed, LMC will assign the first available date to haul the vessel. LMC will make every effort to meet the vessel's request for a new date but will not bump other committed vessels.
- ◆ LMC requires a minimum of 5 days' notice to launch the vessel. Please note that the vessel will be placed in the queue upon notice, but the actual launch date will be based on the current availability.
- ◆ If a vessel will not be able to make a scheduled launch, LMC requires a minimum of 72 hours' notice. Failure to provide the required 72 hours' notice will result in a two-hour boat lift charge at the current hourly rate.
- ◆ Upon launch, the vessel must vacate the haul out slip within a maximum of one hour. If additional time is needed, the vessel must request additional time during the launch request process. Additional time requests may impact the launch date.
- ◆ Survey hauls are scheduled for a maximum of four (4) hours for the 485-ton and 220-ton machines, three (3) hours for the 100-ton machine and two (2) hours for the 75-ton machine. The clock starts at the pre-determined / accepted haul-out time and ends at the exit of haul out slip. Additional time will result in an hourly boat lift charge at the current hourly rate.



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Anchor/tackle: All anchoring equipment must be tagged out and secured in a way that it cannot be released. Vessels on the hard or that are using scaffold have the potential to drop anchor and cause damage and loss of life. This will be verified by the Yard Manager.

Boarding Devices / Ladders: All boarding devices must be contracted through LMC. No other companies will be allowed to provide this service.

Boat Washing: Boat washing of your vessel is only permitted with the use of biodegradable soaps in minimal amounts.

Cooling Towers: Cooling towers must be contracted through LMC. No other companies are authorized to provide this service.

Fluid Transfers and Tank Work: We ask that vessels do not transfer fuel, change oil, or perform any tank work while stored out of the water without coordinating those activities through the Yard Manager.

Grey / Black Water Discharge: Black and grey water must not be pumped overboard on to the concrete. Discharge of these fluids on to the ground violates State and Federal law. Pump Out service is available in all slips to remove these fluids. Please contact the Marina Manager to schedule a pump out.

Portable Waste Tanks: Our shipyard dry dock is not equipped to handle black and gray water discharge. If you require discharge capabilities, you must notify LMC to arrange for waste tank service as no other companies are authorized to perform this service.

Tenders and Jet Skis: Vessels are not to transfer tenders and / or jet skis from the vessel onto the ground utilizing the vessels crane or tender davit without prior approval of the Yard Manager.

CONTRACTORS

We allow vessels to employ LMC Authorized Contractors to perform work on the vessel under the following conditions:

- ◆ Contractors must be listed on the LMC Authorized Contractor list. The LMC Authorized Contractor list is available from the LMC account manager.
- ◆ Contractors who are not listed as approved will be denied access and directed to our Service Office to determine eligibility to work in the facility. This process could take up to 48 hours to gain access.
- ◆ Contractors must meet the LMC minimum insurance requirements.
- ◆ Contractors are required to provide proof of coverage prior to admittance to the facility.
- ◆ While LMC takes steps to verify authorized contractors have required insurance, LMC does not assume a duty to do so. Authorized contractor's insurance can lapse or be cancelled for a number of reasons that are beyond LMC's control. Therefore, it is the Owner's duty to verify contractors have the required insurance when they perform services to Owner's vessel.
- ◆ All contractors must follow the LMC Authorized Contractor Operating Requirements.
- ◆ Contractors may only park in designated contractor parking areas.

DAY WORKERS

We recognize that there are certain maintenance activities that are better performed by day workers. However, in order to gain access to the facility, the day workers must meet the following criteria:

- ◆ The yacht must include these individuals on their crew manifest and must insure them under the vessel's policy.
- ◆ Copies of the insurance policy, listing the day workers must be furnished prior to work commencing.
- ◆ Day workers must enter the facility through an attended security gate.



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SCOPE OF WORK

Boat Washing: Washing of your vessel is only permitted with the use of biodegradable soaps in minimal amounts. These products are available in the ships store. (Continued on Next Page)

Bottom Paint: Bottom painting is only permitted by LMC or its on-site authorized bottom paint contractors. A list of these authorized contractors may be obtained at the LMC account manager.

Exterior Refinishing: All exterior refinish work on vessels must follow the LMC Exterior Refinishing Guidelines. The vessel must inform their LMC account manager of the intent to perform exterior refinishing prior to the commencement to obtain an LMC Exterior Refinishing Permit. Exterior refinishing is only permitted by an LMC Authorized Paint Contractor.

Hot Work: All hot work aboard vessels, including welding, cutting, brazing, grinding, or any other spark or flame producing activity must follow the LMC Hot Work Procedures. The vessel must inform their LMC account manager of the intent to perform the hot work prior to commencement to obtain an LMC Hot Work Permit. Hot work is only permitted by an LMC Authorized Hot Work Contractor.

Tank Pumping / Cleaning / Blasting: LMC allows tank pumping, cleaning and blasting services only by LMC Authorized contractors.

Work Area Containment: Any work involving blasting or cutting of metal requires a containment tent to capture all airborne particles. LMC must inspect the area and approve the containment before work commences. The vessel must inform their LMC account manager of plans to perform any of the work mentioned above.

Work Below the Waterline: Work below the waterline must be communicated to Lauderdale Marine Center before it commences; to ensure proper scheduling. We require the scope of work and the contractor's schedule be communicated to the LMC account manager.

STORAGE

Storage Containers: Upon request a storage container will be supplied for your use. The following applies to storage container rental:

- ◆ A combination lock will be issued upon commencement of the rental.
- ◆ The rental period ends when the lock is returned to the LMC account manager.
- ◆ Crew members are not allowed to use storage containers as industrial spaces to conduct painting or other hazardous work.
- ◆ Storage containers are only for the use of storage of non-flammable items. If you need to store hazardous material, contact your LMC account manager for assistance.
- ◆ Storage containers may be moved periodically so please ensure all contents are secured. It is the vessels responsibility to ensure all contents are secured.
- ◆ Storage containers are not allowed in the rear of any covered slips.

On-site storage for tenders, jet skis, trailers, containers, etc. is limited and must be coordinated through your LMC account manager office prior to bringing any of these items into the facility. Storage prices will apply to all these items based on the current LMC rate card.

FUELING

Fueling Operations: Luk Fuel is the preferred provider of fuel at LMC and no fueling surcharge will apply for vessels using Luk Fuel. However, if another provider is preferred, only authorized fuel providers will be allowed to drop fuel. Furthermore, fueling in Lauderdale Marine Center will require approval at least 24 hours in advance of deliveries. Any fuel trucks attempting to drop fuel without approval will be turned away. Approval requests can be email to fuel@lauderdalemarinecenter.com.



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The fuel drop fee to all companies delivering fuel other than Luk Fuel is as follows:

- ◆ 2,500 gallons or less \$1,000.00
- ◆ 2,501 and over \$2,000.00

MISCELLANEOUS

Bilge Water: Bilge water may never be discharged onto surface waters or on the upland. Turn off your bilge pumps prior to dry docking your boat as necessary. We have lock out equipment available if needed. Spill and contaminant supplies are available if required.

Customs: If the need arises that you need to clear Customs they are located at: Port Everglades, 1800 Eller Dr., Suite 104, Ft. Lauderdale FL 33316, Open 7 Days a week, 8am to 8pm, 954-761-2000

Flares and Marine Pyrotechnic Distress Signals: We do not allow the disposal of flares or marine pyrotechnic distress signals in dumpsters or trash receptacles within LMC property. Flares and marine pyrotechnic distress signals must be disposed of in a method approved by local law enforcement or fire protection agencies.

Hurricane Preparedness Plan: In the event of a Hurricane Watch being issued for this area, all vessels must follow the LMC Hurricane Preparedness Plan (Available at the service office or from your LMC account manager).

Petroleum, Waste Oil and Filters: If you have a need to dispose of waste oil products or waste solvents, please contact your LMC account manager. Waste oil, engine oil, gear oil, transmission oil, hydraulic oil and antifreeze must be disposed of in the proper containers (not in the dumpsters or sewer drains). Oil barrels, pumps or other fueling equipment used on piers must have absorbents under them and be monitored by the boat so as not to stain or damage the pier. There is a disposal fee associated with these activities.

Potable Water: We ask that you conserve potable water while at Lauderdale Marine Center. We do not regulate or meter the potable water outlets in the yard, but Ft. Lauderdale remains in restricted water use status; please use this natural resource with discretion.

Shore Power: Our team will assist the crew in the lay out and connection of the cables to our power source. It will be the crew's responsibility to ensure the boat is online and functioning properly. No entry shall be made in a power panel by any crew member. The use of shore power plugs, wires etc., which are not returned will be charged to the vessel

Spills & Clean up: We are obligated to abide by all USCG and Florida EPA regulations and report spills as required. Clean up activities and USCG fines can be very costly. In the event we find it necessary to perform clean up or containment, charges will be assessed directly to the responsible party.

Storm / Downspout Drains: Liquids and / or waste products of any kind may not be disposed of in the storm drains, gutter downspout drains and / or water collection systems.

Systems and Equipment Flushing: Expended marine descalers such as Barnacle Buster or Trac Ecological, must be disposed of in proper containers, not in the dumpster or sewer. A disposal fee will be assessed by the gallon.

Waste Gasoline: Lauderdale Marine Center will arrange for disposal by local licensed hauler. Please contact your LMC account manager to arrange disposal.

Waste Paints & Solvents: Expended solvents must be disposed of in proper containers, not in the dumpster or sewer. A disposal fee will be assessed by the gallon. Please contact your LMC account manager to arrange disposal.



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Waste Paint Chips & Sanding Spoils: Removed paint chips and sanding debris must be captured and collected. Please contact the Dockmaster or the Yard Manager to arrange removal and disposal. This debris must not be allowed to enter the water or lay on the ground and may not be left where it might be exposed to rainwater.

Customs: If the need arises that you need to clear Customs they are located at:

Port Everglades
1800 Eller Dr. Suite 104
Ft. Lauderdale Fl. 33316
Open 7 Days a week, 8am to 8pm
954-761-2000



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The LMC Service Office is located at 2029 SW 20th Street in Fort Lauderdale, FL 33315
The hours of operation are Monday through Friday from 8:00am to 5:00pm.

Department	Name	Phone	Email
Account Managers	Jake Babich	954-779-9926	jbabich@lauderdalemarinecenter.com
	Sarrah Hearne	954-557-2916	shearne@lauderdalemarinecenter.com
	Mike Monson	954-203-3728	mmonson@lauderdalemarinecenter.com
	Elizabeth Hurley	954-557-2921	ehurley@lauderdalemarinecenter.com
After Hours	West Security Gate	954-463-7934	west@lauderdalemarinecenter.com
Equipment Scheduling (i.e. Crane/Forklift/Lull) & Container Rental	Front Desk	954-713-0333	hello@lauderdalemarinecenter.com
Guest Services	Jennifer Izzo	954-713-0333	jizzo@lauderdalemarinecenter.com
	Sara Allenger	954-713-0333	allengers@lauderdalemarinecenter.com
Health, Safety and Environmental	Pat Kelly	954-873-0295	pkelly@lauderdalemarinecenter.com
Marina Main Number	On Duty Personnel	954-770-9253	anappi@lauderdalemarinecenter.com
	Marina Manager (Secondary Contact)	Amie Nappi	786-797-2643 anappi@lauderdalemarinecenter.com
Portable Waste Tank/Pump Out	General Service (8am-5pm M-F)	954-713-0333	htanks@lauderdalemarinecenter.com
	After-Hours Emergency Service	954-463-7934	htanks@lauderdalemarinecenter.com
LMC Reservations	Main Line	954-713-0333	hello@lauderdalemarinecenter.com
Restaurant (On-Site)	YOT Bar & Kitchen	954-953-9000	www.yotlmc.com
Restaurant Shuttle	West Security Gate	954-463-7934	Dial Telephone Number
Security & Maintenance	Jon Brudzinski	786-412-5562	jonb@lauderdalemarinecenter.com
Yard and Contractor Director	Stan Crooks	561-602-9060	scrooks@lauderdalemarinecenter.com