



**The Great Lakes - St. Lawrence Seaway System**  
*Le réseau Grands Lacs - Voie maritime du Saint-Laurent*

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2013 - NOTICE TO SHIPPING N° 2

MAISONNEUVE REGION  
MONTREAL/LAKE ONTARIO SECTION

**Interfaces at locks under MARSEC 1 marine security level**

The following procedures are applicable for a marine security MARSEC level of 1. Changes to procedures will be communicated at the same time as a MARSEC level increase.

It is compulsory to send a completed request, either by fax at (450) 672-3668 or by email at [cdo@seaway.ca](mailto:cdo@seaway.ca) before each interface at our locks, using the attached form. This request will have to be sent enough in advance to permit its being approved by the Marine Services Coordinator on duty if necessary before proceeding with the interface.

As per the Marine Transport Security Regulation, it is compulsory for any person gaining access to our locks to have an identification card with photo. It is also compulsory that the ship consents to the interface. This consent will be obtained by VHF radio communication with the ship by the personnel of the operations center or the lock in question. If the ship does not consent to the interface, it will not take place and the persons and vehicles present for it will have to leave the lock immediately.

It is forbidden to leave packages unattended at our locks. Packages or merchandise must always be watched by their owner or deliverer. It is forbidden to leave packages with our personnel to be delivered or picked up later. Our personnel cannot take possession, transfer or keep packages.

Only the persons who will interface with the ship can access the RESTRICTED AREA that is abreast of the ship while the ship is in the lock. This zone is marked by the yellow line furthest from the ship (5 metres). The persons and vehicles that interface with the ship must remain outside this line until the lock personnel gives permission to enter under their supervision. The permission to enter this zone will only be given when the ship will be properly secured in position. Vehicles must be in position the furthest away possible from the mooring wires.

The interface will be cancelled if health and safety and marine transport security regulations are not respected.

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**The St. Lawrence Seaway Management Corporation**  
**Corporation de Gestion de la Voie Maritime du Saint-Laurent**

**Région Maisonneuve**  
151, rue de l'Écluse  
St-Lambert, Québec  
J4R 2V6

Tél : (450) 672-4115 Fax : (450) 672-8493

**Niagara Region**  
508 Glendale Avenue  
P.O. Box 370  
St-Catharines, Ontario  
L2R 6V8

Tél : (905) 641-1932 Fax : (905) 641-5721



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Persons presenting themselves at our St. Lambert lock must signal their presence to the lock personnel using the telephone at gate n° 2 and wait outside the lock until the ship is secured. When the ship is secured, the lock personnel will let in only the persons and vehicles that have to interface with the ship for control and to proceed with the interface.

Persons presenting themselves at our Cote Ste. Catherine, Beauharnois (locks n° 3 and 4) and Iroquois locks are permitted access to the lock prior to the arrival of their ship for verifications and to wait in a designated zone. Persons and vehicles must remain in this zone only and will not be permitted to circulate outside of it for safety and security concerns. Access to lock buildings is not permitted as these are restricted areas.

### **DELIVERIES OF STORES AT LOCKS:**

**It is not permitted to use cargo boom of ships or store cranes on foreign going ships. Written agreement can be given to use store cranes for domestic fleet ships only.**

**The loading process should not take more than the normal lockage time required for the ship at any lock, so as not to create any delay to other ship, as planned by the Operations Centre and according to the approval of the Marine Services - Coordinator, a longer period may be allowed for taking stores if no delay to other ship is involved.**

The loading operation will continue at the next lock whenever, in the opinion of a Seaway lock crewmember, the loading process cannot be completed in one operation.

Crew members will be required to assist in handling the stores. Please note that seamen and officers in sufficient number have to stand at their respective mooring stations and in the wheelhouse while a ship is secured in a lock chamber, as per Seaway Regulation N° 46.

The goods will have to be contained in proper boxes or containers and be easy to handle manually (less than 25 kilos). All goods that cannot be handled manually (more than 25 kilos) will have to be handled by a boom truck from the lock wall, upon specific request from the Ship-Chandler.

Special permission should be obtained and proper care is used when delivering compressed gas in bottle (oxygen acetylene or any dangerous, hazardous or chemical product). Gas cylinders are to be secured to an acceptable trolley (diagram enclosed). They must be handled by a minimum of two (2) members of the shore personnel and received by two (2) crewmembers aboard the vessel (see note at the end). It will not be permitted to load propane or any flammable product while a ship is in a lock chamber.

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**The delivery of large quantity of compressed gas cylinders will be allowed when and only if it is contained in an appropriate device approved by industrial standards.**

***A boom truck will be used to put the steel container on the deck of the ship. In order not to have a negative impact on the lock operation and ship handling, the exchange of empty cylinders with the loaded ones will take place while the ship is in transit between two locks.***

**The handling of compressed gas cylinders must be done in a safe manner and as per approved industrial rules.**

Appropriate number of personnel, according to volume of stores, should be made available by the Ship-Chandler, contractor or agent to handle the goods. These people should be properly trained and have a good knowledge of the various accesses to Seaway property, familiar with the Seaway safety requirements and physically fit for the job in handling material with or without lifting equipment.

Any vehicle used must remain behind the one meter yellow line until a Seaway officer gives permission to enter the loading area. Permission to enter a loading area will be given only when the ship is fully secured at its final mooring position. Vehicles must be positioned as far as possible from the ship's mooring lines.

Delivery personnel must wear safety headgear and footwear at all times on the lock wall or any other required equipment depending on the goods handled. Please note that Regulations of Canada Labor Code apply to everyone in case of personnel accidents, incidents or injuries on Seaway property. Delivery operations may be stopped if, in the opinion of a Seaway lock crewmember, safety measures have not been taken or safe working practices are not being followed.

There will be no delivery of two hundred (200) liters drums of any petroleum or chemical products during the time a ship is in the lock chamber without prior arrangements and by using proper and approved handling devices.

**When other ships are delayed due to the handling of stores, the ship at fault may be charged a violation for not complying with transit instructions given by the operations centre or any other officer, as per our Regulation N°27.**

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**EMBARKING / DISEMBARKING / VISITS:**

The following information is required in the interface request for embarking / disembarking / visits: date, name of ship, name of ship's captain, fax number of the ship, the agent or delivery company that will transport the persons, the lock where the interface will take place, estimated date and time of arrival at this lock, the names of all the persons who will embark/disembark/visit.

Access to our structures is possible with boarding passes for the Canadian fleet sailors only. These persons must present their passes along with their identification to lock personnel.

**PARKING AT OUR LOCKS:**

No parking is permitted at our locks except in rare cases to permit a person to do work on board necessary for navigation, maintenance or inspection of the ship. These persons must request a parking permit ahead of time and not on the day of the ship's transit. The person must supply coordinates where he can be reached at all times to have there vehicle moved immediately in case of sudden change in marine security level.

**SECURITY NOTE:**

All our locks are considered marine facilities with controlled and restricted areas as designated by Transport Canada. The Seaway uses the three level marine security system set forth by Transport Canada designated as MARSEC. There are three MARSEC marine security levels as per the marine transport security regulations of Transport Canada. These levels are MARSEC 1, MARSEC 2 and MARSEC 3. The MARSEC 1 marine security level means the level for which minimum security procedures are maintained at all times. The MARSEC 2 marine security level means the level for which security procedures additional to those of MARSEC level 1 are maintained for a limited period as a result of heightened risk of a security threat or security incident. The MARSEC level 3 marine security level means the level for which security procedures additional to those of MARSEC level 1 and MARSEC level 2 are maintained for a limited period when a security threat or security incident is probable or imminent regardless of whether the specific target is identified.

The MARSEC level is dictated by Minister of Transport of Canada. The St-Lawrence Seaway Management Corporation may also, at anytime, put in place measures for a superior MARSEC security level due to risks or threats.

Maisonneuve Region  
March 15, 2013

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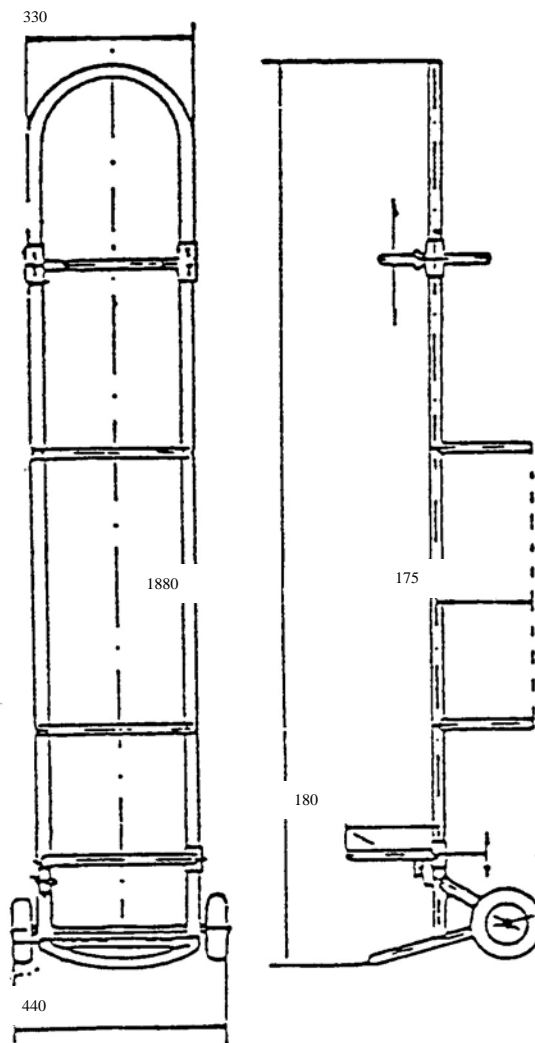


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**MANUTENTION DE PROVISIONS SUR LES PROPRIÉTÉS  
DE LA VOIE MARITIME**

**HANDLING STORE PROVISIONS ON SEAWAY PROPERTY**

**CHARIOT - TROLLEY**



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### Demande d'interface – Interface Request

Remplir, signer et envoyer par télécopieur au Centre d'opérations de la région Maisonneuve au (450) 672-3668  
Complete, sign and send by fax to the Maisonneuve Region Operations Center at (450) 672-3668

Demandé par : Requested by :	Organisme : Organization :
No. tél. : Phone No :	No. télécopieur : Fax No :
Navire : Vessel :	Écluse : Lock : <input type="checkbox"/> SLB <input type="checkbox"/> CSC <input type="checkbox"/> BOH3 <input type="checkbox"/> BOH4 <input type="checkbox"/> IRO
Date d'interface : Interface Date :	HPA d'interface : Interface ETA :

### Livraison de marchandises – Stores Delivery

(Selon la circulation / As per traffic)

Poids ou volume approx. : Approximate weight or volume :	Nombre de personnes requises : Number of persons attending :
DESCRIPTION DES PRODUITS LIVRÉS / DESCRIPTION OF GOODS DELIVERED :	
<p>STOCKAGE DES MARCHANDISES / GOODS STORAGE :</p> <p style="text-align: center;"> <input type="checkbox"/> Boîtes/Boxes      <input type="checkbox"/> Palettes/Pallets      <input type="checkbox"/> Pièces/Parts      <input type="checkbox"/> Autres/Others         </p> <p>Nombre / Number :      _____      _____      _____      _____</p> <p>Description :</p>	
<p>ÉQUIPEMENT DE CHARGEMENT UTILISÉ / LOADING FACILITIES USED :</p> <p> <input type="checkbox"/> Grue / Shore crane      <input type="checkbox"/> Camion grue / Boom truck      <input type="checkbox"/> Panneau élévateur / Trunk elevator  <input type="checkbox"/> Monte-charge / Lifter      <input type="checkbox"/> À la main / By hand      <input type="checkbox"/> Autres / Others _____         </p>	
AUTRES INFORMATIONS REQUISES / ANY OTHER RELATED INFORMATION :	

### Embarquement/Débarquement/Visite – Embarking/Disembarking/Visit

Nom / Name	Embarqu./Embark	Débarqu./Disembark	Visite/Visit
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>