



DEPARTMENT OF THE NAVY
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 3170.1
N00
26 Jan 21

NAVAL BASE SAN DIEGO INSTRUCTION 3170.1

From: Commanding Officer, Naval Base San Diego

Subj: POLICY GOVERNING PORT OPERATIONS AND LAYDOWNS

Ref: (a) NAVFACINST 11010.45
(b) CNRSW HAZWASTE Management Plan, San Diego Metro Area
(c) Regional Solid Waste Management Plan
(d) NAVFAC SOP IWOW-003
(e) OPNAV M-5090.1
(f) NBSD Storm Water Best Management Plan
(g) NBSD Environmental Pier Inspection Checklist W-PIERS-13
(h) NBSD Pier-Side Ships Operation Guide

Encl: (1) Sample Laydown Request and Diagram
(2) Sample Laydown Approval

1. Purpose. To establish policy governing all Port Operations and Laydowns on Naval Base San Diego (NBSD), to include all piers, and quay walls.

2. Applicability. Requestors who use pier space to stage equipment and other materials required to perform contracted work or support mission tasking. These evolutions must be fully coordinated and supervised to prevent pilferage, damage, and environmental or safety incidents. Requestors will include:

- a. Contractors
- b. Shore Activities
- c. U.S. Navy Warships and Auxiliaries
- d. U.S. Coast Guard Vessels
- e. Department of Transportation Vessels
- f. Foreign Visiting Ships

3. Responsibility.

a. The NBSD Commanding Officer (CO) maintains approval authority for all laydown requests, unless designated in writing to the NBSD Port Operations Installation Program Director (IPD).

b. The NBSD Port Operations (Port Ops) IPD will:

(1) Enforce the requirements of this instruction.

(2) Coordinate all laydown areas on the piers, quay walls, and within the security enclaves, as well as direct daily pier inspections. The NBSD Piers Division will work with each Pier Senior Officer Present Afloat (SOPA) and, when required, each unit's Chain of Command to ensure: the areas are in compliance with the laydown request, cleanliness, and housekeeping of the piers. Daily pier inspection results will be published via naval message.

4. Policy. Submission requirements:

a. Sponsors of ship work being performed at NBSD will be responsible for submitting the laydown request. Ship Repair Project Managers, Port Engineers, Alteration Installation Team (AIT), Integration Warfare System (IWS), Commercial Industrial Services (CIS), Program Manager Ships (PMS Code), Naval Air Systems Command (NAVAIR), Naval Surface Warfare Center Port Hueneme (NSWCPH), Naval Surface Warfare Philadelphia (NSWCPD), or Ordering Officers from Southwest Regional Maintenance Center (SWRMC) will submit laydown requests for all contractors working under SWRMC contracts. Any vessel performing work, requiring laydown area on NBSD piers or quay walls, are responsible for submitting laydown request, regardless of whether work is being performed by the involved command or a contractor working for the involved command.

b. Requestors will submit requests for staging and laydown areas on the piers, quay walls, and/or within the security enclaves to the NBSD Port Ops IPD, via NBSD Pier Director, prior to staging. Requestors will submit the Laydown Request to the Pier Director who will route requests to NBSD Safety, Explosive Safety, Public Works, and Environmental for review prior to NBSD Port Operations IPD approval. With the exception of emergent circumstances, requests are required a minimum of 14 working days prior to commencement of staging and laydown activities for any Chief of Naval Operations, Ship Restoration, Post Shake Down (PSA), and Modernization Availabilities. Additionally, allow three (3) working days for Continuous Maintenance Availabilities (CMAV), Planned Maintenance Availabilities (PMAV), and Windows of Opportunity (WOO), with final approving authority from the NBSD Pier Director.

c. Requests for staging and laydown areas on piers and quay walls will be submitted to NBSD CO, via the Port Operations director. Request will be made prior to staging equipment, and no equipment will be staged without an approved laydown request. A pier/berth walk-

through will be conducted 72 hours prior to staging any equipment; on any berth, with the NBSD Pier Director. Submissions are to be emailed to NBSD_PIERS@navy.mil.

5. Pier Guidance

a. Any contracted activity requiring a staging or laydown area on the piers or inside the security enclaves must have a sponsor and an approved request. Laydown requests will be approved upon final walk-through, ensuring all items are met. Laydown markings are color coded green, yellow, and red. The markings are 15 feet from the fire lanes and 15 feet from the edge of the pier. These markings are utilized to ensure all laydown requirements for ship's force/contractors have placed equipment in the proper location. At no time should any items be placed within the fire lane markings, nor between the green marking and edge of the pier. Hoses, leads, and lines will be placed on the pier neatly and parallel to the ship, and must be labelled or tagged with the company's contact information. Additionally, no miscellaneous gear or equipment are to be placed on any berths without approval from the NBSD Port Operations IPD or NBSD Pier Director. Laydown areas on all piers onboard NBSD are between the red and green markings on the Piers. At any time, no equipment is to be placed or staged between the edge of the pier and green markings.

b. Contractors, shore activities, and ships will be authorized to stage equipment along the pier, and within the ship's assigned berthing area. A ship's "fair share" of pier/quay wall laydown area is bounded by their respective side of the pier, from bow to stern. Contractors are not allowed to connect to potable water risers without prior approval from Naval Facilities Engineering Command Southwest (NAVFAC SW) Coastal IPT. For more information, call the NAVFAC SW Coastal IPT Utilities Department at (619) 556-7972. No person will tamper with portable or installed equipment, or create conditions that adversely affect the operation or efficiency of such equipment.

c. Pier SOPAs are required to monitor piers and associated quay walls for cleanliness, unauthorized vehicles, clear fire lanes, clear paths for trash trucks to empty dumpsters, and clear areas around pier shore power bunkers. Ships on each pier are responsible for ensuring laydowns are within the designated area, clean, orderly, and arranged safely. Ships are also to work with Pier SOPAs to ensure unauthorized vehicles are not on the pier and the fire lanes are clear. NBSD Port Operations personnel will address discrepancies daily. It is ultimately the Pier SOPA's, and each ship's, responsibility to maintain laydown areas and correct all discrepancies daily. Failure to comply with laydown requirements will result in the suspension of an authorized laydown request. Shore power mounds, oily waste risers, CHT risers, life rings, and potable water risers will be kept clear by a distance of 10 feet at all times. Personnel and vehicles are to remain clear of all shore power mounds, dedicated lanes to fire alarm pull stations, and all life safety equipment at all times. This also includes access to electrical load centers and emergency pull boxes. Submit requests utilizing enclosures (1) and (2) contained in this instruction. Requests will be specific to a location or ship.

d. Vehicles. For the purpose of this instruction, essential is defined as vehicles that may be physically attached to ships via hoses or cables (e.g., tank trunks, compressors, and generators). Government vehicles parking/staging on the pier must be identified in the laydown request.

(1) Government Vehicles and Essential Vehicles. If essential to ongoing ship maintenance and repair, government and essential vehicles are authorized to park on the pier only for offloading/unloading. The vehicles must be staged in a manner where fire lanes are not obstructed, and keys must be set on the dashboard, in case there is an emergency requiring the vehicle be moved.

(2) Contractor Vehicles. At no time are personal/contractor's vehicles authorized to park on the piers. Other vehicles will be authorized temporary pier access, if they are delivering or picking up parts, equipment, or supplies that cannot be carried by hand. These vehicles must exit the pier as soon as delivery or pick up is completed. These vehicles must be staged in a manner where fire lanes are not obstructed, and keys must be set on the dashboard in case there is an emergency requiring the vehicle to be moved. When feasible, motor vehicles will be parked pointed toward the exit of a pier or wharf, with the motor turned off and the ignition keys on the dash. Any commands or contractors in violation of parking on the piers will be forwarded to NBSD CO, and are subject to loss of vehicle access privileges to the waterfront. Commands and contractors will be required to request permission from NBSD CO for privilege reinstatement.

(3) Large Vehicles. Large vehicles must back down the pier, and will remain parallel to the edge of the pier, facing the direction of the short/foot of the pier in order to support emergency evacuation. Vehicles with restricted or blocked vision are required to use a ground guide or safety spotter. No large vehicle will be left unattended at any time. Major pieces of ship's equipment are to be offloaded and placed on the ship within 24 hours of delivery. After working hours, man lifts and JLGs/Forklifts will be parked on the quay wall and clear of the piers. For special circumstances, please coordinate with the NBSD Pier Director.

(a) Piers 1, 3, 4, 5, 6, and 7 are limited to one Semi-Truck at any given time.

(b) Piers 2, 8, 10, 12, and 13 are limited to two Semi-Trucks at any given time.

(4) Low-Speed Vehicles. Low-speed vehicles, such as golf carts, GEM Carts, Gators, etc., which are local in origin, used to conduct inspections, ship checks, performance monitoring, or similar tasks of short duration are permitted to park on the pier. The keys must be set on the dashboard of the vehicle in case an emergency requiring the vehicle to be moved.

(5) Vehicles will not block refuse or recycling containers at any time. Refuse and recycling containers will not be moved by ship's personnel or contractors. In the case refuse or recycling containers need to be relocated for a short duration and valid reason, the Pier Director will be notified to coordinate the movement.

e. Cranes. While a crane is conducting operations, other cranes must remain at a safe distance on the enclaves, clear of piers, until operations are completed. In the event a crane is positioned so that it protrudes into the fire lane, an alternate travel path will be identified by use of cones and remain unobstructed at all times. At no time should more than two cranes be conducting operations on any pier onboard NBSD. NAVFAC cranes will have priority on piers for ships movements. For special circumstances, please coordinate with the NBSD Pier Director.

f. Materials

(1) Supplies will be stacked clear of fire lanes within the ship's assigned laydown area when delivered and unpacked by the applicable contractor and ship. Supplies are not authorized to remain on the pier overnight and must be removed from the pier within two hours of delivery.

(2) Empty pallets will be staged in designated areas at the head of each pier, Piers Division will collect pallets daily. Pier SOPAs will be responsible for cleanliness of pallet staging areas. Pallets will be stacked neatly and clear of trash, scrap wood, and foreign debris.

(3) Compressed gas bottles will be located in suitable racks or other locations where they can be properly secured. Compressed gas bottles will not be tied off or secured to pier bollards, cleats, riser bumpers, or ship's brow platforms. Empty compressed gas cylinders will not be left on the piers. Contractors, shore activities, and ships are responsible for ensuring their removal. Private vendors are an option for removal of empty cylinders. Ships may contact the Waterfront Environmental Coordinator at (619) 556-6232 for additional guidance.

(4) The prime contractor will coordinate the number and location of Port-O-Potties and hand wash stations within the laydown. Port-O-Potties and hand wash stations will be equipped with drip pans, and trash cans will be covered. The area is to be kept clean, free of debris and trash, and serviced on a daily basis.

g. Environmental Compliance. DoD personnel, ship's force personnel, and contractors conducting work on NBSD piers will abide by the following environmental compliance requirements:

(1) Clean/sweep their area(s) daily. Properly dispose of collected debris, waste, or pollutants. Further information on waste types and disposal can be found in reference (b).

(2) Maintain a hazardous material (HazMat) spill kit on site for the storage of hazardous waste and use of hazardous materials. Report spills immediately in accordance with reference (b). Contact NBSD CDO and CNRSW Port Ops for waterborne spills, and Federal Fire Department for land-based spills.

(3) All support/service equipment on the pier must be parked on secondary containment or use a drip pan in accordance with reference (f). Drips pans, or other form of secondary

containment, will be used underneath leaking vehicles. Any leaking vehicle or piece of equipment without secondary containment will be removed from the pier until the unit is fixed.

(4) All activities and project contractors are required to comply with all references, Occupational Safety and Health Administration standards, and have completed training related to the storage and management of hazardous materials and hazardous waste. All hazardous waste must be stored, labeled, and properly disposed of, in accordance with reference (b), and is required to be removed from the installation within 90 days of generation. In order to meet this requirement, all hazardous waste must be removed from the piers no later than 80 days of generation, and removed from the berth once the ship's availability has been completed.

(5) Secondary containment areas must be maintained clean and free of liquid and/or debris at all times. Any accumulated rainwater or contaminants must be removed within 24 hours.

(6) All pier tenants are required to recycle (metal, glass, plastic, paper, and cardboard), using the base recycling bins, in accordance with reference (c). All generated garbage is to be maintained and disposed of by the responsible party. All trash and recycling bin lids are to remain closed. Contractors utilizing fire/flame retardant woods (FRX) will have a specially designated disposal location for it (on site) during any availability work.

(7) Dumpsters are provided throughout NBSD for the proper disposal of refuse and recyclable material. At no time will dumpsters be emptied by private individuals for personal benefit. Contractors will not have access to or use of the base dumpsters while working on NBSD piers, and will provide their own dumpsters during the timeframe of the stated contract. Use of NBSD dumpsters can and will violate a laydown request. Boxes, crates, and cartons will be broken down and crushed flat before being deposited in the dumpsters. Clean cans of five-gallon capacity and larger will be considered scrap metal and deposited in the scrap metal containers. Dunnage, crating, framing materials, and wood objects too large to lay flat in the containers will be disposed of by stacking neatly on the foot of the pier for pickup by Port Ops. These items will be placed so they do not obstruct the view of the NBSD Pier Sentries on watch. Dumping at other areas is not permitted. Under no circumstances will hazardous waste cans or materials be placed in dumpsters or scrap metal bins. All trash, recycling, and scrap metal bin lids are to remain closed unless in active use. All dumpsters are to be utilized per the following guidelines. No dumpsters will be moved at any time from the marked locations on the pier.

- (a) Green dumpsters are for both wet (no "free liquids") and dry garbage.
- (b) White dumpsters are for flattened cardboard and mixed recyclables.
- (c) Black half-dumpsters are for scrap metal.

h. General

(1) Office or manned trailers are not authorized on any pier onboard NBSD.

(2) All laydown equipment, pallets, gear, or miscellaneous items will be labeled with, at a minimum, the contractor (company/organization) and/or ship's name, a point of contact (POC), Petty Officer in Charge (POIC), POC/POIC phone number, and date item was placed on the pier/end date are required. Prime contractors are responsible for ensuring all their subcontractors have their items labeled. Ship's Maintenance Officers are responsible for ensuring ship's force items labeled. Additional desired information can be placed on labels. An on time delivery and pick up schedule will be instituted to reduce equipment, gear, and miscellaneous items on the pier. No item will remain on the pier for more 24 hours without NBSD Port Ops IPD authorization or while delivering services to a moored ship. All items will be removed from the pier and returned to its place of origin prior to a ship's departure. A pier walk-through will be conducted 72 hours prior and 24 hours prior to underway to ensure pier cleanliness. Ship's force and contractor's laydown areas will remain separate to assist with accountability and responsibility for items.

(3) Pier 6 has various weight restrictions that limit crane size, as well as the amount of equipment that can be staged. Contractors must coordinate with the NBSD Port Ops IPD or NBSD Pier Director prior to accessing Pier 6.

6. Termination of Laydown and Removal Agreements Applicable to Maintenance Availabilities

a. All material and equipment will be removed from staging areas prior to the ship's departure, or within 24 hours of availability completion, unless other arrangements have been previously approved by NBSD IPD or NBSD Pier Director. Under normal conditions, departure of a ship from its assigned berth will be considered termination of the maintenance availability and laydown request.

b. 72 hours prior to a ship's departure, vessels are responsible for removing gear adrift from the pier. Vessels are also responsible for coordinating the removal of water hoses, pallets, HAZMAT, compressed gas bottles, all maintenance-associated equipment, trash, and other items that are considered gear adrift, or miscellaneous equipment, per the pier inspection checklist. Prior to vessel departure, a ship's CDO, Supply Officer, Prime Contractor Project Manager, SWRMC Project Manager, AIT, IWS, CIS, PMS Code, NAVAIR, NSWCPH, NSWCPD, Ordering Officers from SWRMC, or Systems Command Project Manager and NBSD Port Ops will be present to walk the pier to ensure pier cleanliness in accordance with the pier inspection checklist.

c. Material and equipment left behind in the laydown area after termination of an availability, along with any items staged in the enclaves without an approved laydown request, is subject to removal by a private towing/hauling company, at the contractor's expense.

Reinstatement of towed/hailed items will need to be requested through the NBSD CO via the NBSD Port Ops IPD. Access to the base will be revoked for any contractor/repair facility with items left behind, and the contractor/repair facility must submit a reinstatement letter to the NBSD CO to reinstate access to the base.

d. Contractors will not move equipment from an authorized laydown area to other locations onboard NBSD, unless approved to do so. Contractors are responsible for the security of their equipment and the cleanup of the laydown area. While contractors are responsible for their equipment and the removal of their equipment from the pier, ship's personnel, Prime Contractor Project Managers and SWRMC Project Managers are ultimately responsible for the coordination of the removal of contracted items from the pier. Staging areas arranged by tenant commands for contractor equipment are not authorized.

7. Records Management. Records created as a result of this instruction regardless of media and format, will be managed in accordance with SECNAV Manual 5210.1.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the NBSD Port Ops IPD will review this instruction annually, around the anniversary of its issuance date, to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. S. NIESWIADOMY

Releaseability and distribution:

This instruction is cleared for public release and is available electronically only via Naval Base San Diego website, <https://www.cnic.navy.mil/sandiego/index.htm>

(COMMAND LETTER HEAD)

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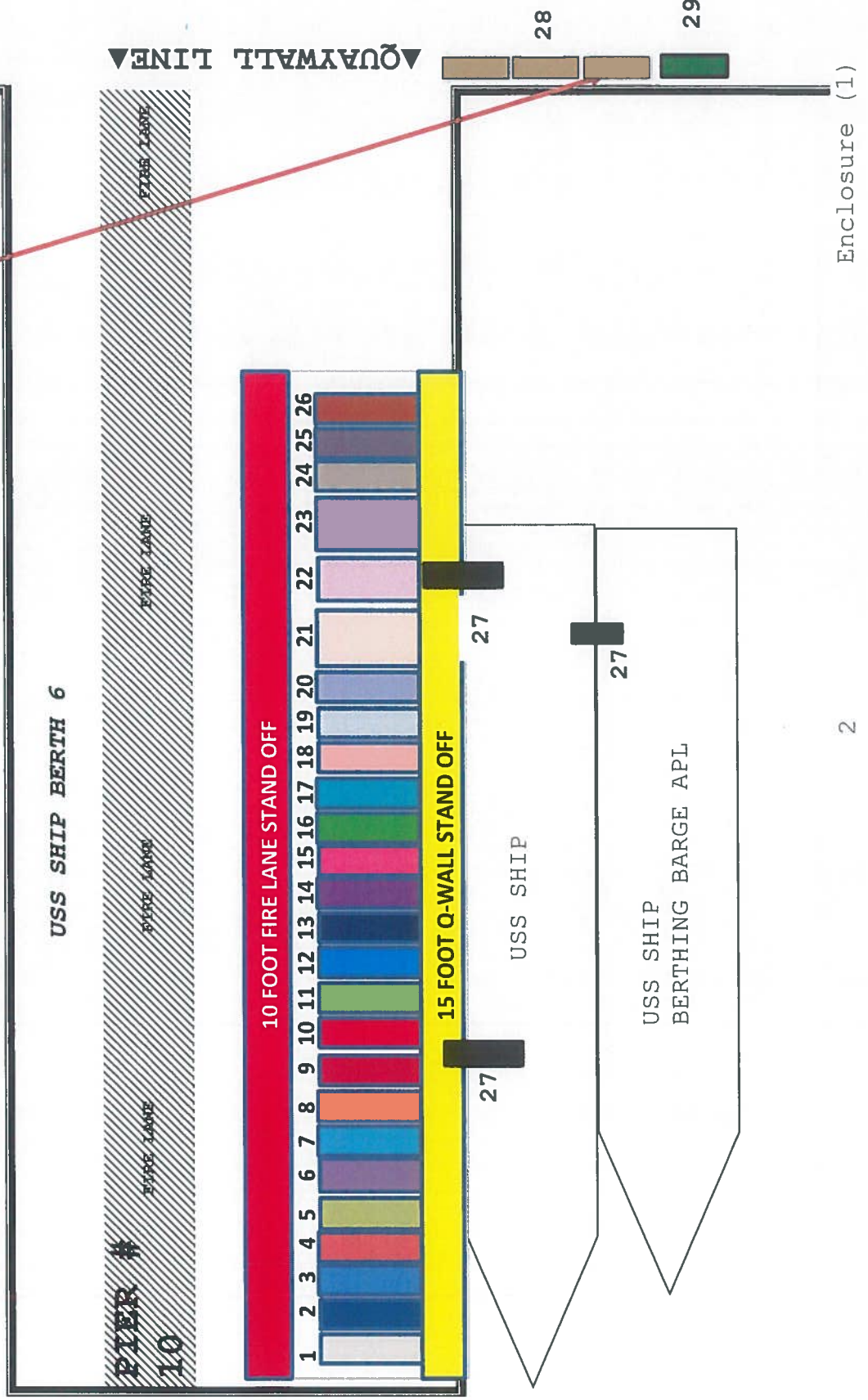
From: Commanding Officer, USS XXXXXXXXXXXX
To: Commanding Officer, Naval Base San Diego (Attn: Installation Program Director)
Subj: LAYDOWN REQUEST FOR PIER XX
Ref: (a) NAVBASESANDIEGOINST 3170.1
Encl: (1) Laydown Diagram

1. Per reference (a), request a laydown area for USS _____, Pier XX Berth XX.
2. The following specific information is required by reference (a):
 - a. Contract Number:
 - b. Project Title:
 - c. Contractor:
 - d. Dates required:
 - e. Completion date:
 - f. Impacts on traffic or parking:

X. X. XXXXXX
By direction/Acting (IF APPLICABLE)

Copy to:
CNRSW Port Ops
NBSD Pier Director

TRASH	1	KTR	9	PIER CORD/GAS/SVC	17	CRANE	25
PORTA POTTIES	2	KTR	10	NAVFAC SHORE PWR HUB	18	AIT	26
KTR	3	KTR	11	KTR	19	BROWS	27
KTR	4	KTR	12	TOOL RM/ TIME STATION	20		
KTR	5	KTR	13	S/F REFERS	21		
KTR	6	KTR	14	S/F STORES	22	Q-WALL OFFICES	28
KTR	7	FIRE PUMPS	15	S/F HAZMAT LKR	23	KTR	28
KTR	8	GENERATORS	16	COMP/DH RCV/GAS	24	AIT (1)	29





DEPARTMENT OF THE NAVY
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO CALIFORNIA 92136-5084

3170
N00

From: Commanding Officer, Naval Base San Diego
To:

Subj: APPROVED LAYDOWN AREA FOR XXXXXXXXXXXXXXXXXXXX

Ref: (a) NAVBASESANDIEGOINST 3170.1

1. Per reference (a), your request for laydown area on Pier XX, Berth XX, is approved for DDMMYYYY-DDMMYYYY. You are directed to ensure contractor(s) maintain compliance with reference (a) for the duration of the approved laydown period. Ships and contractors are NOT allowed to move Port-ops pre-staged equipment, i.e., brows and platforms. Equipment is staged to support ships only. Additionally, the approved Laydown Request, to include the laydown diagram, is to be on hand with the Prime Contractor during the entire laydown operation. For any questions, contact Port Operations at (619)556-3147.

2. Contractors are authorized to stage equipment along the pier within the ship's assigned berthing area (ship's total length). Shore power mounds, oily waste risers, CHT risers, life rings, and pier fresh water outlets will be kept clear by a distance of 10 feet at all times. Personnel/vehicles are to remain clear of all shore power mounds at all times.

4. No vehicles are to be parked on the pier, with the exception of those essential to ongoing ship maintenance and repairs, i.e., tank trucks, dive trucks, and baker tanks. Vehicles must be parked outside of the fire lanes. Additionally, at no time are personal/contractor vehicles authorized to park on the piers. Government and essential vehicles are authorized to park on the pier for the purpose of conducting official government business, and loading/unloading of personnel and/or equipment when it is impractical to carry the equipment by hand. The keys must be set on the dashboard, in case there is an emergency, requiring the vehicle to be moved. Large vehicles must back down the pier and remain clear of the fire lane. No vehicle shall be left unattended.

5. All material and equipment will be removed from staging areas prior to the ship's departure, or within 24 hours of availability completion, unless other arrangements have been previously approved. Under normal conditions, departure of a ship from the assigned berth will be considered termination of the maintenance availability and laydown request.

6. Per reference (a) contractors must ensure laydown areas are kept clean. HAZMAT shall be kept to a minimum and stored in authorized containers. All equipment staged on the pier must be labeled with contractor (company/organization) and/or ship's name, a point of contact (POC), Petty Officer in Charge (POIC), POC/POIC phone number, and date item placed on the pier/end date. Ship or contractor requiring transfer of hazardous liquid materials of ANY kind must contact Port Operations for notification and site approval, prior to transfer, to ensure environmentally safe conditions.

Enclosure (2)

Subj: APPROVED LAYDOWN AREA FOR XXXXXXXXXXXXXXXXXXXX

7. All maintenance-related equipment used in support of ships pier side must be utilized with berm containment IAW environmental safety.

8. For additional information, please contact the Pier Director at (619) 556-5601 or (619) 556-8506; e-mail: NBSD_PIERS@navy.mil.

X. X. XXXXXXXXXXXX

Copy to:
CNRSW Port Ops
NBSD Pier Director