











Soundings

Safe ♦ Responsible ♦ Reliable ♦ Efficient

Co-Worker Appreciation Week

10/29 – 11/2/2007

As we are celebrating Co-Worker Appreciation Week, this issue is dedicated to all of the people in the Harley Marine Services family of companies. Co-workers have been able to show their appreciation in many ways at all of our companies:

-  Colorful leis have been available to buy for one another at any port for one dollar. The proceeds will go towards their choice of Cystic Fibrosis or the Red Cross (California fires)
-  Festive decorations have been around the offices where people could write notes of appreciation on signs for departments, groups, and individuals
-  There have been interactive activities such as HMS Trivia and gratitude note passarounds
-  A buddy up, where co-workers showed their appreciation as they saw fit
-  Candy bars with individual thank you wrappers for the maintenance and engineering staff
-  A favorite meal was brought in for the California dispatch team
-  Dispatch areas and the OTB shop had special decorations;
-  Special treats
-  Pizzas were brought out to barge crews where it was possible
-  A pot luck has been planned on Friday for all ports.

All of the HMS departments and groups had their own day of recognition, including all Administrative departments; Dispatch and Terminal; Maintenance and Engineering; Barge Crews and Tug Crews. Desiree Otsuka, was the team leader for this event. The team of regional leaders were Stephanie Wright and Courtney Wickens (Seattle), Bryon Fletcher and Kevin Buffum (Portland), Lauren Ranes and Jonathan Mendes (No-Cal), Johni Komisak (So-Cal), Brian Kelly, Helen Sun, and John Walls (New York). They did a fantastic job organizing the entire week.

Thank you everyone for actively participating to make this first annual event a memorable and meaningful week!

Deborah Franco

Vice President - Human Resources / Administration



Co-Worker Appreciation Week 2007

NOVEMBER HOLIDAYS

4TH—DAYLIGHT SAVINGS TIME ENDS

6TH—ELECTION DAY

11TH—VETERAN'S DAY

22ND—THANKSGIVING DAY

HMS OFFICES CLOSED:

12TH—IN OBSERVANCE OF VETERAN'S DAY

22ND—IN OBSERVANCE OF THANKSGIVING

23RD—IN OBSERVANCE OF THANKSGIVING

THUMBS UP

- *Thumbs Up to the crews of the Eagle, Lela Joy, and Lucy Franco for all of your help on the Bernie 112 on the night of 23rd. Thanks, Sven Christensen*
- *Thank you Courtney and Desiree for everything you have coordinated this week in Seattle for Co-Worker Appreciation Week. We all appreciate it!*
- *We've got a big thumbs up for Pacific Terminal Services' Bruce Stanart for catching a valve sealed in the open position on the bottom of a rail car. Bruce was in the process of attaching the discharge hose to the bottom of the rail car. While removing the cap he noted oil seeping at the threads. He stopped unscrewing the cap, closed the valve and proceeded safely. This is a great example of how attention to past incidents or near misses makes our workplace safer. We don't trust rail car valves to be closed. Operators now actively look for oil seeping when removing bottom caps from the rail cars. Bruce's attention to detail avoided a big mess. Nice catch Bruce!*
- *Many thanks to Anthony Lobro, just a few hours before his son was born, Anthony took time with me on the phone to discuss details, concerns and plans for an emergency job on the C.F.STARLIGHT. Thanks also to Marco Vuoso who was the 'dispatch glue' who brought all the elements together to ensure HMS satisfied unexpected customer needs. He had the barge on the job within two hours after the first emergency call from the customer. Don Meberg*

November Birthdays**Birthstone:** Topaz or Citrine**Flower:** Chrysanthemum**Harley Marine Services**

Jim Caspers—28th

Harley Marine NY

Elijah Collins—2nd

Millennium Maritime

Grant Hedley—1st

Don Shundo—3rd

Olympic Tug & Barge

Ron Eriksen—1st

Josh Stevens—1st

Ron Echeverio—6th

John Munson—8th

Alan Ryan—15th

Steve Springman—17th

Adam Churchill—21st

Matthew Barron—28th

Ben Lussier—30th

Pacific Coast Maritime

Troy Lynch—8th

Chris Starkenburg—23rd

Starlight Marine Services

John Murphy—22nd

Edgar Martinez—27th

Westoil Marine Services

Ivan Moreno—4th

Tony Danelo—11th

Virgil Arbogast—13th

Morris Debenion—16th

Timothy Johnson—16th

Nelson Munoz—23rd

Plentiful food and libations, Starlight Marketing Coordinator Lauren Raney
Expert navigation and smooth sailing, Starlight Captain Martin Miller
Safe travel and chaperoning, Millennium Falcon Crew
Spending a beautiful day on the water in great company, priceless!



Some things can't be ensured; for everything else there's Starlight Marine Services.

At this year's fleet week excursion, Starlight was greeted with familiar and new faces, plenty of sunshine, and literally a sea of big boats, small boats, ferry boats, sail boats, and everything in between. The Blue Angels performed along with parading naval ships as guests enjoyed delectable treats and great conversation. Fleet Week is our biggest and most treasured event of the year and this year was as good, if not better, than any we've had in years prior. Thank you to everyone that made the journey, not only enjoyable, but one for the books.

Lauren Raney, Marketing Coordinator

TWIC: Transportation Worker Identification Credential

What is TWIC?

TWIC is a common identification credential for all personnel requiring unescorted access to secure areas of MTSA-regulated facilities and vessels, and all mariners holding Coast Guard-issued credentials. TSA will issue workers a tamper-resistant "Smart Card" containing the worker's biometric (fingerprint template) to allow for a positive link between the card itself and the individual.

Who needs a TWIC?

Company, vessel, and facility security officers and personnel responsible for security duties are required to obtain a TWIC. Individuals who frequently access secure areas in the course of their employment will also need to obtain a TWIC.

These populations include but are not limited to:

- All mariners in vessel crew
- Longshoreman
- Facility employees who work in a secure area
- Truckers bringing/picking up cargo at a facility
- Surveyors

What are secure areas?

A secure area is defined as the area on board a vessel, at a facility or outer continental shelf facility over which the owner/operator has implemented security measures for access control in accordance with a Coast Guard approved security plan. However, it does not include passenger access areas, employee access areas, or public access areas.

November Anniversaries***Harley Marine Services***

Deborah Franco—2 years

Harley Marine NY

Brian Kelly—1 year

Millennium Maritime

Stephen Higgins—1 year

Paul Tokuda—1 year

Olympic Tug & Barge

Ben Latham—20 years

Don Vakulich—12 years

Mike Harley—8 years

Ron Rustad—8 years

Dan Colvin—4 years

Ahmet Gumusyazici—2 years

Brian Healy—2 years

Doug Liedberg—2 years

Brian Bamer—1 year

Christian Barron—1 year

Stephen Mickelson—1 year

Public Service Marine

Dean Draper—10 years

Carl Fessler—5 years

Pacific Terminal Services

Gary Bucknum—15 years

Starlight Marine Services

Michael Hannegan—1 year

Tom Larsen—1 year

Westoil Marine Services

Mario Amalfitano—8 years

Carlo Orlando—8 years

Michael Castagnola—2 years

Bryan Thebodeau—2 years

Timothy Johnson—1 year

***Happy Anniversary to
all of you. Your dedication
and hard work is greatly
appreciated.***

COMPANY NEW HIRES**Harley Marine NY**

Charles McCauley, Mate

Scott O'Donnell, Mate

Timothy Virgin, Deckhand

Olympic Tug & Barge

Matthew Barron, Mate

Vincent Kucera, Deckhand

Richard LaBlond, Mate

Patrick Warga, Mate

Starlight Marine Services

Holger Emeneth, Tankerman

Stephen Johnson, Engineer

John Murphy, Engineer

Westoil Marine Services

John Brignac, Deckhand

**New HMS Baby!!*****Matthew John Lobro***

- Birth date—10/26/07 at 4:42 PM
- Weight—7 lbs. 5 oz.
- Length—19.75 inches
- Parents—Anthony and Jeanie Lobro

Anthony is the barge scheduler for Westoil Marine Services.
Congratulations from your Harley Marine Family!

It never rains in Southern California...

While I was driving to work a couple weeks ago on a rainy day (just before the fires), I started thinking about the beginning phases of the season change. Shorter days with less daylight is the obvious change, but the difference in weather patterns is also very important. Rain and wind always bring an added chance of an accident, making it necessary to take extra precautions to ensure our jobs are completed safely.

Here in SOCAL, I feel fortunate to live in an area of the Country where this type of weather is the exception rather than the rule. However, this also can lull us into complacency. Daily routine can dull our senses so much that we can become off guard, and that is when someone has the potential to get hurt.

Slips, trips, and falls are one type of accident that increase when these rainy, windy, and dark conditions of this time of year occur. Slips, trips, and falls are second only to automobile accidents in causing personal injury. Statistics show that industrial falls cause over 1000 deaths each year across the country. Many factors can cause a slip, some of the most obvious include oil, water, cleaning or hydraulic fluids, and other slippery substances. However, something not so obvious may be flooring or deck that is missing non-skid or an employee that is not wearing proper shoes.

Below are a few tips on how to prevent slips.

- If at all possible, avoid walking in areas which pose slipping hazards.
- Watch out for slippery tires or dock surfaces.
- Always promptly clean up spills of slippery substances.
- If non skid is worn, replace it.
- If interior flooring is a problem, replace it or coat it with a non-slip surfacing material.
- Always follow our safe shoe policy-non slip oil impervious soles.

Most importantly, try to prevent the spills that can cause a slip in the first place. If an area is a chronic problem, re-route foot traffic in order to avoid the slipping hazard.

The main cause of tripping is obvious, something in a walkway that could cause someone to trip. Culprits may include an object which projects into the walkway, perhaps material stored low on a shelf, cleats and pipes on deck, un-stowed lines, uneven walking surfaces, or poor lighting. There are many tripping hazards found on the decks of the equipment. If these hazards are not marked, ask the maintenance department for paint and mark them!

Prevention of trips is simple but does require diligence.

- Keep objects that could cause someone to trip out of the way.
- Repair uneven flooring and install proper lighting if required.
- Keep loose items picked up and stowed properly.
- In situations where good lighting is not available, make sure you have your flashlight with you and that it is in good working order.

Improper use of ladders and scaffolding can result in a fall, usually a very serious one. Falls also happen when people climb on objects without using fall protection equipment. If you are working on a ladder, scaffold, aloft in the rigging, or on other elevated platforms, make sure you know the requirements for using them safely. Always use fall protection equipment when it is required. Don't climb onto or off of barges or between vessels with out having someone there to assist you. Don't risk serious injury by taking shortcuts.

Slow down, take your time and get it done safely. Your family is counting on you to come home safe and sound.

Andre Nault, Safety and Compliance Manager

Q - Factor by Captain Jim Caspers
Director of Quality Systems
Harley Marine Services, Inc.

Records

The ISM and ISO Codes set forth requirements for record keeping. Log books, drills, training, safety meetings and preventative maintenance are a few examples of important records. These document our compliance with applicable laws, rules and regulations. They help measure and gauge effectiveness, efficiency, profitability and safety. We often call these records “metrics,” which are invaluable to the management of business.

Preventative maintenance records allow engineering to monitor lifespan of components and service intervals of equipment to minimize failures. When the average lifespan of a component is known or observed it can be replaced prior to failure. The cost savings of time loss, catastrophic failures and accidents are well worth the effort.

The mention of records or more aptly “paperwork” will elicit groans from many of you. They are a time consuming distraction from the task of driving a tug, yet very important. It is imperative that record keeping be standardized so that all vessels are using the same forms and storage system. This is essential as crews often move between vessels.

There are a number of specialized notebooks to store completed forms and records. The Masters Review Notebook, Drills Meetings and Inspections, Important Papers Binder and Engineers Duties Checklist are provided for maintaining vessel records. The web based eMaint system will provide records of past maintenance and maintenance coming due.

Should you have any questions, feel free to contact me.
See you on the water!

QSMS - Q & A

How long must records be kept?

See the Marine Operations Manual 02-040 attach B “Record Retention List”

Where do I find official HMS Forms?

All vessel forms are aboard the tugs in the QSMS Vessel Form Book

Are there any recent form revisions?

Yes, the Barge Inspection Form rev. 8-20-2007

Is it permissible to modify forms for your needs?

No, forms may only be published through Document Control

SHIRLEY A. MARTIN

October 15, 2007

*Megan Schmidt, Event Director
Patrons of Cystic Fibrosis
520 Pike Street, Suite 1075
Seattle, Washington 98101*

*Ref.: "Cruise for a Cure"
Tugboat Cruise &
Dinner at Salty's*

Dear Megan,

I want to express to you what a wonderful time Dale & I and his law firm had on the Tug boat cruise and dinner at Salty's on Alki Point last Saturday. We purchased this at the 2006 Cystic Fibrosis Gala.

Don Meberg, and Olympic Tug & Barge, was very accommodating, and Stephanie, the event director for Olympic Tug, was wonderful. Stephanie and the crew made a tremendous effort in setting up lovely tables, hors d'oeuvres, and helping-out in every way. They even were able to order a beautiful evening of sun, sunset, and Seattle skyline lights. Our guests were fascinated by the tug boat experience, and how nice Stephanie, and the crew were.

Equally, the dinner for 22 at Salty's at Alki Point was fabulous. They were very accommodating, and the service was impeccable, not to mention the wonderful food.

We definitely would bid on this item again!

Sincerely,

Shirley Martin
Dale and Shirley Martin

We received this letter from one of our distinguished Charity Cruise bidders. One little reason why we will continue to give back to the communities that we live in and especially notable charities such as Cystic Fibrosis Foundation.

Harley Marine Services
Cruisin' For a Cure

SIX SAFE HABITS (FOR EVERYONE!)

1. **Stretch Your Back Every Day**--In many parts of the US (and other "modern cultures") you are NOT normal if you don't experience back pain. Stretching is one of the simplest and incredible inexpensive ways to avoid this modern epidemic.
2. **Get Help or Make Two Trips**-- Overexertion, which also can lead to back problems, is a leading cause of injury in most industries. Dividing loads and getting help are the easiest ways to prevent this painful problem.
3. **Read Instructions**--Men tend to have more of a problem with this habit (as many a comedian has pointed out) than women do. Even if you have a general idea how to do something or have done a job before, reading the instructions may make you aware of a hazard you forgot about or didn't know was there in the first place.
4. **Take A Break When You Start To Get Aggravated**--This applies to any job, anywhere, being worked by anyone. There has been much debate over the years about whether there is such a thing as an "Accident Prone" person (sometimes referred to as the "Charlie Brown" syndrome). I don't know. What I do know is that there is such a thing as "Accident Causing Behavior" which is stimulated by aggravation and other aggressive emotions. The old "count to ten when you get mad" advice still applies. Countless injuries, severe and minor, have started with a bit of aggravation. When you start to get upset, chill for a bit. Then get on with the job.
5. **Work Neat**--This habit isn't just about housekeeping. It also will help reduce aggravation. Whenever I visit a plant or construction site my first indication that the company has an excellent safety program is how neat everything is. Ladders and tools are put away. Hoses are wound up when not in use and there is a general tidiness about the place. At home too, work as neat as you can. Besides reducing hazards and aggravation you'll likely get the work done faster.
6. **Be Early**--Though this applies to work, it is especially a great safe habit for drivers. Speeding and rushing are two of the strongest villains in the fight against pain and anguish. Give yourself more time than you think you need for tasks and travel and you'll not only greatly reduce the stress in your life but you'll tend to slow down to a safer and more enjoyable pace.

Courtesy of Richard Hawk

www.makesafetyfun.com



Pictured to the left is Brian Kelly, the Harley Marine NY Operations Manager, with their new anchor that will be used with a buoy for their new mooring system. The mooring location will hold fast the tugs and barges in their fleet.

HMNY finally has a place in the harbor to call home!

October Employee of the Month

Vince Kucera

Olympic Tug & Barge

The Employee of the Month for October is Vince Kucera. Vince is a fairly new member to Olympic Tug & Barge, coming to us from Dunlap Towing. He is currently working on the Lucy Franco as a deckhand and training as a tankerman. Since he has been aboard he has given 110% everyday, shown a dedication to Olympic Tug & Barge, and recently his quick and decisive actions helped prevent a relatively minor incident that could have turned into a potentially disastrous situation. For his actions, Olympic Tug & Barge would like to award Vince the Employee of the Month. Thank you for your efforts!

Captain Chuck Holmes

Millennium Maritime

Employee of the month for MMI is Captain Chuck Holmes. Captain Holmes has been a ship assist Captain in the Port of LA for years. His career started back with Wilmington Transportation Tug Company before it was sold to Foss. Chuck continued working for Foss until about a year ago when we were fortunate enough to draft him for our team. Chuck is always willing to go wherever we need him. Over the last year he has helped us in New York, San Francisco, boat deliveries and outside tows. We thank Chuck for being very flexible and versatile.

Eric Ocasio

Starlight Marine Services

Eric has well deserved some recognition. His fortitude in keeping the equipment looking good and operating has been wonderful. He is a great asset to SMS and is often bounced around on the equipment without complaining. He is always willing to jump right in and help on whichever piece of equipment he lands on. He has also proven himself as a loyal and competent tankerman. Thank you Eric!

Congratulations to all of you, keep up the good work!



***St. Andrews as
she enters the NY Harbor
to join the HMNY fleet.***

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