

SOUNDINGS

Safe ♦ Responsible ♦ Reliable ♦ Efficient

January 2010

January Holidays

- 1st - New Years Day
(HMS Offices will be closed)
- 18th - Martin Luther King Jr. Day
(HMS Offices will be closed)

Thumbs Up

- ♦ Thumbs Up to Kurt Zaverson Dennis Rovin, Chris Diecks, Doug Liedberg, Ron Starheim, John Munson, Guy Larsen and the entire Hunter D crew for all their extra efforts on the David 120 voyage from Portland to Los Angeles. The success of this voyage helped with month end and year end numbers for Olympic Tug & Barge. Thank you, Seattle Dispatch.
- ♦ Thumbs Up to Brian Kelly for his dedication to making the Harley Marine NY operation and working environmentally safe and efficient.
- ♦ Thumbs Up to Captain Dan Morrison, Orion Steele and Tom Larsen for all of their hard work and efforts preparing the Z-5 for Alaska. Thank you for all of the hard work.
- ♦ Thumbs Up to Jonathan Mendes, Dan Morrison and Tom Larsen for all the long hours they put in preparing the Z-5 for it's trip to Kodiak. They were great to meet and work with. Thanks! Larry McCormick

Starlight Marine Assists *SS Cape Gibson*

The *SS Cape Gibson* has left the reserve fleet in Suisun Bay to take on a new role as the Texas Maritime Academy training ship. Pictured below you can see two of our Starlight Marine tugs assisted her out of her anchored position in Suisun Bay to begin her journey. The *SS Cape Gibson* was the former *SS President Jackson* and prior to that, the *SS Indian Mail*. The *Indian Mail* is one of five C-5 Mailiner sister ships built in the late '60's. At 605 feet in length, the ships were at that time the largest and finest general cargo ships in the industry.

Information provided by Randy Sautner through the PNW Cal Maritime Alumni Newsletter



Safe Computer Usage Aboard Vessels

As a leading provider of marine transportation, Harley Marine Services knows what an important tool technology can be to fuel growth and ease growing pains. As we extend our computer technology initiatives out of the office and onto the tugs and barges the safe and appropriate use of these technical tools is more important than ever. Like any task aboard the tug or barge, appropriate care should be taken at all times to ensure crewman are only operating the computers at safe operating times when their use will not distract or cause any sort of compromised operating conditions.



The use of the computer or cell phone aboard the tug or barge should only be commenced if the following are true:

1. The use of the computer is not distracting the captain or other crewman from their primary objective: the safe operation of the vessel.
2. The lighting around the computer or lighting created through the computer monitor during night conditions will not create a distraction in the wheel house or otherwise impair the crewman's vision.
3. The computer is being used for business related purposes and not for entertainment audibly or visually in a way that could further distract crewman.
4. The computer or phone is within a short distance and I do not need to physically move into a spot where my monitoring of my primary job duties may be compromised.

If you cannot answer yes to all four guidelines above, it is not an appropriate time to use the computer or cell phone aboard your vessel. As an alternative to entering information directly into the computer or instantly responding to that e-mail, making a quick written note on a scratch paper and then following-up when safe is a great idea I think we all can support.

Safety is all of our jobs from the operations personnel to human resources and even the information technology department; we want you and all of our crew members to be safe, responsible operators. Please only use technology when safe and appropriate.

Matt Godden
Director of Information Technology
Harley Marine Services

Q-Factor**#1 Safety Tenet - Follow Policies and Procedures**

By Dione Lee, Director of Quality, Safety & Environmental Protection

For the next 10 months we will be reviewing each one of our Safety Tenets – “Top 10 Things I Can Do for Safety” to achieve: Zero Spills, Zero Incidents. The first safety tenet is “Follow Policies and Procedures”.

Why do we have Policies and Procedures?

Policies and procedures communicate expectation (say what we do) in order to ensure everyone is performing operations in a consistent manner for quality assurance, operational excellence and regulatory compliance purposes.

What is the difference between a Policy and Procedure?

Typically, policies define what is expected and procedures define how it is expected to be accomplished. More specifically:

Policy: The overall intentions and direction of an organization related to a specific area as formally expressed by top management.

Procedure: Specified way to carry out an activity or process.

What is a Safety Tenet?

A safety belief or truth that is agreed upon by an organization, usually determined by top management. In this case, HMS believes that these safety tenets, if applied, will help us reach our goal of *Zero Spills, Zero Incidents*.

Who is responsible for our Company’s Policies and Procedures?

All employees are responsible for familiarizing themselves with procedures that affect them and providing feedback on the Marine Operations Manual.

How Do we Ensure Policies and Procedures are being followed?

To ensure we do what we say, inspections and audits are conducted on a regular basis.

Where are our Policies and Procedures Located?

Overall Company Policies are located in our Quality Systems Manual (QSM).

Operational specific policies and procedures are located in the Marine Operations Manual (MOM).

How often should we review the MOM?

The entire MOM should be reviewed annually.

What do we do if a Policy or a Procedure needs to be revised?

Submit a Master’s Review or a Corrective/Preventive Action Request.

What do we do if we see someone is not following a Policy or Procedure?

1. Discuss it with the individual if appropriate.
2. Report it to your immediate supervisor.
3. Report it to a Designated Person Ashore.
4. If their action is creating a safety hazard then stop the operation until the unsafe act can be corrected.



Brian Healy, Seattle Dispatcher and Internal Auditor reviewing the Marine Operations Manual (MOM)

January Birthdays**Harley Marine NY**

Raymond Churchill—1/15
James Mulhern—1/19

Harley Marine Services

Deka Sheikh—1/1
Stephen Parry—1/8
Michelle Belben—1/9

Millennium Maritime

Matthew Hathaway—1/10
Bob Castagnola—1/19
Grant Hedley—1/21
Jennifer Beckman—1/24

Olympic Tug & Barge

Thaddeus Gale—1/1
Mark Sanders—1/1
Rosalio Castro—1/5
Bryon Fletcher—1/6
Larry Gladsjo—1/6
Gary St. Luise—1/9
Steven Eggleston—1/10
Stuart Gonder—1/10
Henry Torgramsen—1/10
William Eckler—1/19
Christopher Diecks—1/20
Garri Ferguson—1/20
Matthew Hammond—1/21
Zachary Farmer—1/22
Eric Boardman—1/25
Richard Middleton Jr.—1/26
Robert Higa—1/27

Public Service Marine

Doug Montgomery—1/5

Starlight Marine Services

Daniel Porschien—1/11
Jack Matievich—1/12
Jason Lorenz—1/12
Hal Elzroth II—1/18

Westoil Marine Services

Andre Nault—1/12
Eric Distefano—1/19
Marshall Novack—1/25

License and MMD Renewals

(Re-printed from the April 2009 Soundings edition)

As you may have heard, all Coast Guard License and MMD renewals are being centralized at the National Maritime Center in West Virginia. The result of the centralization has been a much longer processing time. On average, it has taken three months to process a renewal or upgrade that does not require any changes. If a revision to your application is necessary, this processing time can be pushed out even further. There have been mariners who have waited three months only to find out that there is an issue that needs to be addressed before they can receive their documentation. To prevent this, mariners need to start the application process much earlier to ensure credentials are up to date.

The requested processing time for a sea service letter through Harley Marine Services is one month. In order to ensure that you receive your sea service letter well enough in advance to present with your application, please make sure to submit your PAF request as early as possible. While HR sends out monthly reports, it is ultimately your responsibility to keep track of your documentation and the expiration dates. As a courtesy, HR makes every effort to complete requests prior to the one month processing time. However, due to the high volume of requests, it may take the full month. Please be sure to plan your request accordingly to avoid delays in renewing your credentials.

Human Resources Department

WELCOME TO THE FAMILY**“Elsa Jane Harmeling”**

Birth Date: 12/3/09 at 19:52
Weight: 7lbs. 9 oz.
Length: 21"
Parents: Andrea and
Robert Harmeling
(OTB)

“She’s happy and healthy, as is her mother. Thanks for the support and best wishes from the Harmeling family.”



Z-5 to Kodiak, Alaska

The Z-5 will depart San Francisco early in January to Kodiak, Alaska, to perform ship assists for Horizon Lines of Alaska. Horizon Lines is removing one of its regular Alaska vessels for dry docking and upgrading. While this vessel is out of service, Horizon Lines will be bringing in another of their vessels, the Horizon Consumer, to take its place. This vessel is not equipped with either bow or stern thrusters so will require additional assistance to berth in Kodiak. The Z-5 will remain in Kodiak until the return of the regularly scheduled vessel, which will be approximately March 20, 2010.



Managing Your 401(k) Account

Recently Harley Marine Services provided two web-conferences on our 401(k) program. The web conferences discussed the concept of saving for retirement in a 401(k) program and the specifics of our program. Information was provided on the investment funds available and the recent fund changes to the program. We encourage all employees to learn more about the 401(k) program.



A video of the recent web-conference on December 8th is available in the PAF system. Access the video by clicking on "Employee Training" and then "401k Live Meeting"

Contacts for additional 401(k) plan information and assistance are as follows:

Contact G. Russell Knobel & Associates, our 401(k) Plan Administrators, to change your existing investment portfolio and/or reallocate future contributions by going to the 401(k) plan web site at www.moranknobel.com or by calling 800-822-9205. Additional assistance may be obtained by calling 800-959-9074.

Contact Kibble and Prentice, our 401(k) Plan Investment Advisors, to discuss any investment-related questions you may have. You may reach Melody Prescott, Educational Specialist, by calling 206-676-7421 or 800-767-0650.

January Anniversaries

Harley Marine NY

Raymond Churchill—3 years
Elijah Collins—3 years
Shane Harris—3 years
Rexford Nunemaker—3 years

Harley Marine Services

Amy Ryker—10 years
Mike Coon—3 years
Christine Mershon—3 years

Millennium Maritime

Marco Vuoso—9 years

Olympic Tug & Barge

Andy Borowski—18 years
Kirk Bonnin—15 years
Jeff Rickard—13 years
Derrick Hobbs—3 years
Johnny Parckys—3 years
David Cougher—2 years

Pacific Terminal Services

Burton Nye—20 years

Starlight Marine Services

Jack Matievich—5 years

Westoil Marine Services

Phil Roberts—17 years
Aaron Wells—17 years
Brian Vartan—11 years
Matthew Drake—9 years
Jason Rittgers—9 years
Joshua Bobic—3 years
Brent Ralph—3 years
Ryan Voci—3 years
Craig Pope—1 year
Michael Traugher—1 year

Harley Marine Services, Inc.

Payroll Schedule

**Please note that the 1-15-2010 payroll is scheduled to be paid out on 1-25-2010 due to The Martin Luther King Jr. holiday. Employees with direct deposit should have their funds available on 1-23-2010 depending on their bank. However, the payroll department will do their best to try to get payroll processed in time for a pay date of 1-22-2010.

Payroll Department: payroll@harleymarine.com

PPE	Pay Date	Companies
12-31-2009	01-08-2010	ALL
01-15-2010	01-25-2010**	ALL
01-31-2010	02-05-2010	ALL
02-15-2010	02-22-2010	ALL
02-28-2010	03-05-2010	ALL
03-15-2010	03-22-2010	ALL
03-31-2010	04-07-2010	ALL
04-15-2010	04-22-2010	ALL
04-30-2010	05-07-2010	ALL
05-15-2010	05-21-2010	ALL
05-31-2010	06-07-2010	ALL
06-15-2010	06-22-2010	ALL
06-30-2010	07-08-2010	ALL
07-15-2010	07-22-2010	ALL
07-31-2010	08-06-2010	ALL
08-15-2010	08-20-2010	ALL
08-31-2010	09-08-2010	ALL
09-15-2010	09-22-2010	ALL
09-30-2010	10-07-2010	ALL
10-15-2010	10-22-2010	ALL
10-31-2010	11-05-2010	ALL
11-15-2010	11-22-2010	ALL
11-30-2010	12-07-2010	ALL
12-15-2010	12-22-2010	ALL
12-31-2010	01-10-2011	ALL



HARLEY MARINE NY EMPLOYEES AS THEY PARTICIPATE IN A 24 HOUR HAZWOPER TRAINING CLASS CONDUCTED BY TIM KLINE, OUR PNW AND NY SAFETY MANAGER.

Harley Marine Services, Inc.

910 SW Spokane Street
Seattle, WA 98134
(206) 628-0051

www.HarleyMarine.com

Editor: Stephanie Wright
swright@harleymarine.com

DECEMBER EMPLOYEE OF THE MONTH

Olympic Tug & Barge Leah Nelson, Dispatch

The December employee of the month for Olympic Tug & Barge is Leah Nelson. Leah has been with Olympic Tug & Barge since July 2007 as a dispatcher. Since then she has done a great job dispatching, dealing with crews, scheduling and maintaining a strong relationship with our customers. She is always available when needed and willing to jump in and help with special projects. Leah played a key role in completing the final drafts of the vessel specific fuel transfer procedures for OTB. Thank you for all you do and keep up the great work!

Westoil Marine Services Phil Roberts, Tankerman

The December employee of the month for Westoil is Phil Roberts. Phil has a great work ethic and we appreciate his dedication and hard work. Over the past month, Phil has come in multiple times on his days off to cover the work. We appreciate Phil for being a team player and getting the work done when it is needed. Phil is a long time employee of Westoil and has many years of experience in the industry. We never hear it can't be done from Phil, he always finds a way to make it happen. Great job Phil and keep up the good work.

Starlight Marine Services Jonah Petrick, Deckhand

The December employee of the month for Starlight Marine Services is Jonah Petrick. He has been working with Starlight Marine Service since last year after he graduated from California Maritime Academy. His work ethic is great as he has been able to fill every job that has been asked of him and has done so with quality workmanship. He has worked with most of the Captains at SMS and they all agree that he is a stand-up shipmate and goes beyond the call of duty. Thank you!

Starlight Marine Services Mike Limon, Engineer-Deckhand

The December employee of the month for Starlight Marine Services is Mike Limon. He performs his job well at all times. Recently, he canceled his vacation to work on the Royal Melbourne to complete necessary yard work. During this period he saved the company money because of his technical abilities. Mike looks after his shipmates and has good common sense onboard the vessels. He also has a great sense of humor, which makes sailing with him fun.

EMPLOYEE OF THE QUARTER

Pacific Coast Maritime Steve Osberg, Mate

The employee of the quarter for Pacific Coast Maritime is Steve Osberg. Steve started with PCM early last year as the Deckhand/Crane Operator. Steve came to us with many years of experience operating a crane and also had his Mate's license. He completed his first 75 day tour of duty and completed his duties above and beyond our expectations. He has returned to the Gyrfalcon on his second tour of duty as Chief Mate. Since returning, he has performed these duties exceptionally well. He is a great leader works very well with his fellow crewmembers. Congratulations Steve and thank you for all you do!

