

# Backup procedure



## Vessel call

## 2 Notification Dangerous Goods Port of Rotterdam and Moerdijk

This procedure is generic.

### ▶ The Port Community System (PCS) is unavailable

#### What to do during a malfunction?

You yourself are responsible for verification of receipt of messages sent shortly before the back-up procedure was launched.

#### Notifications to the Port of Rotterdam Authority (HbR):

##### *Dangerous goods, incoming and transit*

All notifications must be submitted directly to the PCC. The 24-hour obligation to report will be reduced to 8 hours for all incoming and transit dangerous goods. You must notify the PCC by e-mail of all incoming and transit dangerous goods 8 hours prior to arrival. This can be done in any reporting format that is available to you.



You yourself are responsible to verify whether the PCC has received your notification.

##### *Outgoing dangerous goods*

All notifications must be submitted directly to the PCC by e-mail. This can be done in any reporting format that is available to you. You yourself are responsible to verify whether the PCC has received your notification.


#### Notifications to the Port of Moerdijk:

All notifications with a berth in Moerdijk must be submitted directly to the Port of Moerdijk, using the form found in annex 1. You yourself are responsible to verify whether the Port of Moerdijk has received the notification.

	System Interface	✓
	Web Interface	✓

### Contact

If you have any questions, please feel free to contact our Service Desk.

 +31 (0)88 625 25 25

 +31 (0)88 625 25 02

 servicedesk@portbase.com


### Legend

 Telephone

 Fax

 E-mail

 Website

 Excel upload

# Backup procedure



## Vessel call

### What to do after the malfunction has been resolved?

#### Notifications to the Port of Rotterdam Authority (HbR):

You will be able to submit your Notification Dangerous Goods using the standard procedure again. Notifications submitted during the malfunction must be submitted to the HbR retroactively via the PCS.

#### Notifications to the Port of Moerdijk:

You will be able to submit your Notification Dangerous Goods using the standard procedure again. Notifications submitted during the malfunction must be submitted to the Port of Moerdijk via the PCS retroactively.

If you have any questions, please contact the Portbase Service Desk.

### **The Port of Rotterdam Authority's (HbR) Port Management System is unavailable**

#### **What to do during a malfunction?**

You yourself are responsible for verification of receipt of messages sent shortly before the back-up procedure was launched.

#### Notifications to the Port of Rotterdam Authority (HbR):



##### *Dangerous goods, incoming and transit*

All notifications must be submitted directly to the PCC. The 24-hour obligation to report will be reduced to 8 hours for all incoming and transit dangerous goods. You must notify the PCC by e-mail of all incoming and transit dangerous goods 8 hours prior to arrival. This can be done in any reporting format that is available to you.

You yourself are responsible to verify whether the PCC has received your notification.


##### *Outgoing dangerous goods*


All notifications must be submitted directly to the PCC by e-mail. This can be done in any reporting format that is available to you. You yourself are responsible to verify whether the PCC has received your notification.

	System Interface	✓
	Web Interface	✓

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## Vessel call

### Notifications to the Port of Moerdijk:

All notifications with a berth in Moerdijk must be submitted directly to the Port of Moerdijk, using the form found in annex 1. You yourself are responsible to verify whether the Port of Moerdijk has received the notification.

### **What to do after the malfunction has been resolved?**

#### Notifications to the Port of Rotterdam Authority (HbR):

You will be able to submit your Notification Dangerous Goods using the standard procedure again. Notifications submitted during the malfunction must be submitted to the HbR retroactively via the PCS.

#### Notifications to the Port of Moerdijk:

You will be able to submit your Notification Dangerous Goods using the standard procedure again. Notifications submitted during the malfunction must be submitted to the Port of Moerdijk via the PCS retroactively.

If you have any questions, please contact the Portbase Service Desk.

## ▶ **The Port of Moerdijk's port management system is unavailable**

A malfunction in the Port of Moerdijk's Port Management System means that messages cannot be processed successfully.



### **What to do during a malfunction?**

All notifications with a berth in Moerdijk must be submitted not just in the PCS to the HbR, but also directly to the Port of Moerdijk by e-mail using the form found in annex 1. You yourself must check whether your notification has been received.

### **What to do after the malfunction has been resolved?**

All notifications with a berth in Moerdijk that have been recorded in the PCS before or during the malfunction and sent to the HbR are processed retroactively by the Port of Moerdijk.

If you have any questions, please contact the Portbase Service Desk.

	System Interface	✓
	Web Interface	✓

### Contact

If you have any questions, please feel free to contact our Service Desk.

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 +31 (0)88 625 25 02  
 servicedesk@portbase.com

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# Back-up procedure

## Vessel call

### ▶ Contactinformatie

#### ⦿ Port of Rotterdam

PCC Rotterdam Duty Officer  
Traffic Planning & Operations

☎ 010 - 252 1000

☎ 010 - 252 1400

✉ [HCC@portofrotterdam.com](mailto:HCC@portofrotterdam.com)

#### ⦿ Port of Moerdijk

☎ 0168 38 8874

✉ [havendienst@portofmoerdijk.nl](mailto:havendienst@portofmoerdijk.nl)

### ▶ Annex 1 Notification to the Moerdijk Harbour Master

#### ⦿ Notification to the Moerdijk Harbour Master

To : Port of Moerdijk Fax. +31 (0)168 380815

# Back-up procedure

## Vessel call

E-mail : havendienst@havenschapmoerdijk.nl

Name of sea-going vessel : Lloyd number:  
Nationality :

Volume : GT  
Length :  
Beam :  
Draught :

Arrival date :  
Departure date :  
Berth in Moerdijk :

Bunkering : yes/no Name of bunkering vessel :  
Particulars :

Cargo information  
Description of materials :

Amount in tonnes : Loading/discharging  
Hazard class : IMO: UN:

dry bulk / wet bulk / general cargo / containers / RORO / LASH – SEABEE etc.

Reported by :  
Telephone  
Fax  
E-mail

Handled by : Agency operations department