

POLICIES AND PROCEDURES

TO: Operations Division Heads Chief of Security		SUBJECT: Water and Services	
POLICY MEMO NO. 79-11	EFFECTIVE DATE: MAY 24 1979	REVISION DATE:	
APPROVED BY: GREGORIO C. SANCHEZ, General Manager			
<p><u>POLICY</u></p> <p>The Port Authority of Guam will provide water and services to all visiting vessels accompanied by an accurate meter recording verified by the requesting agent for the proper billing and charging purposes.</p> <p><u>GENERAL</u></p> <p>All requests of this nature will be accommodated upon or after the receipt of an official service request forwarded from the Operations office. These requests will define the services to be performed.</p> <p><u>SPECIFIC</u></p> <p>Categories:</p> <p>A. All requests will afford the Operations office adequate time for the proper planning of manpower requirements and needed support equipment.</p> <p>B. All requests which are not scheduled due to lack of notification time from the requesting agents.</p> <p><u>RESPONSIBILITY</u></p> <p>A. Requesting Agents will:</p> <p>Provide the Port Authority with information on visiting vessels requesting water and services:</p> <ol style="list-style-type: none">1. Before 1500 hours of the same day.2. Before 1500 hours on Friday for anticipated calls of vessels. <p>NOTE: Agents should refer to PAG Tariff as to the disposition of cancelled service requests.</p> <p>Verify recording of the water and services provided the vessel.</p> <p>Accept the signature of the vessel's Senior Officer's verification of the recording of the water and services provided the vessel.</p>			

Water and Services Policy and Procedure
Page 2

B. Port Authority will provide:

Services to accommodate the request as specific by the agent.

An accurate billing charge for services performed.

NOTE: All Category A requests will be performed by the Port Maintenance Group. All Category B requests will be performed by the Port Maintenance Group or if the situation warrants it, the Security Force of the Port Authority will accommodate the request.

There will be available at the Port Security Office, two water servicing units which includes:

1 each meter
1 each hose 25 feet

Also located at the Security Office is a receipt booklet, of which a receipt must be presented to the agent or the Senior Office of the vessel for verification of services received.

NOTE: It should be noted that due to the configuration of these meters, the vessel will have to be positioned in the proximity of a water hydrant available at different locations along the pier.