



SOUTHEAST ALASKA POWER AGENCY (SEAPA)

Swan Lake Hydroelectric Project

SOP
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Author: SEAPA
Power System Specialist

SWAN LAKE DOCK FACILITY

STANDARD OPERATING PROCEDURES (SOP)



1.0 Introduction:

The Southeast Alaska Power Agency ('SEAPA' or 'Agency'), owner of the Swan Lake Hydroelectric Project, has a floatplane and marine boat dock facility (depicted below) which is available for unloading and loading of passengers from aircraft and vessels. SEAPA owns, operates, and maintains the dock facility which includes designated moorage for public use.



These Standard Operating Procedures shall serve as a guide to ensure safe and consistent protocols are in place for use of the dock facility. It is the intent of SEAPA to provide the safest possible atmosphere for its employees, contractors, and other guests visiting the Swan Lake Facility. Failure to abide by these Standard Operating Procedures could result in Agency review and action.

2.0 Federal Energy Regulatory Commission License

The Southeast Alaska Power Agency operates the Swan Lake Hydroelectric Project under Federal Energy Regulatory Commission License No. P-2911. As the Licensee, under Article 49(a) and (b) of the license, SEAPA shall:

" (a) ... have the authority to grant permission for certain types of use and occupancy of project lands and waters and to convey certain interests in project lands and waters for certain other types of use and occupancy, without prior Commission approval. The Licensee may exercise the authority only if the proposed use and occupancy is consistent with the purposes of protecting and enhancing the scenic, recreational, and other environmental values of the project. For those purposes, the Licensee shall also have continuing responsibility to supervise and control the uses and occupancies for which it grants permission, and to monitor the use of, and ensure compliance with the covenants of the instrument of conveyance for, any interests that it has conveyed, under this article. If a permitted use and occupancy violates any condition of this article or any other condition imposed by the Licensee for protection and enhancement of the project's scenic, recreational, or other environmental values, or if a covenant of a conveyance made under the authority of this article is violated, the Licensee shall take any lawful action necessary to correct the violation. For a permitted use or occupancy that action includes, if necessary, cancelling the permission to use and occupy the project lands and waters and requiring the removal of any non-complying structures and facilities.

(b) The Types of use and occupancy of project lands and waters for which the Licensee may grant permission without prior Commission approval are: (1) landscape plantings; (2) non-commercial piers, landings, boat docks, or similar structures and facilities ... "

All air carriers and vessel owners utilizing the Agency's Swan Lake Dock Facility must operate in accordance with all applicable Federal, State, and Local Rules and Regulations and SEAPA's Standard Operating Procedures¹.

3.0 Swan Lake Dock Location and Protocol

The Swan Lake Hydroelectric Facility is located approximately 22 air miles northeast of Ketchikan, Alaska at the mouth of Falls Creek in Carroll Inlet. The floatplane and marine vessel dock facility is available on Carroll Inlet along the north end of the Swan Lake Project's tideland facilities. A sign is posted at the small dock pier describing the facility layout and the following:

¹ SEAPA's Swan Lake Aircraft Standard Operating Procedures are available on SEAPA's website at:
www.seapahydro.org/Swan_Lake_Hydro_Facility.php

DOCK PROTOCOL

- NO VESSELS MAY BE MOORED AT THE SWAN LAKE DOCK UNATTENDED WITHOUT PRIOR AUTHORIZATION FROM THE SWAN LAKE FOREMAN
- Vessel owners seeking moorage at the Swan Lake dock must call the Foreman for authorization at 907.225.6135 twenty-four (24) hours in advance of arrival and provide the following:
 - vessel registration number
 - size of vessel
 - length of time requested for moorage
 - purpose of stay
- The vessel registration number and validation decals must be appropriately displayed on the outside of the vessel
- Vessel owners receiving prior authorization for moorage must contact Swan Lake Operators upon arrival to notify of their arrival and acknowledge receipt of Dock Protocol. A phone in a water-tight enclosure with instructions to contact Swan Lake Operators is located at the end of the dock pier.
- Vessel moorage space is designated at the Swan Lake dock. The yellow section is reserved for SEAPA vessel moorage only and the unpainted section is public moorage
- Guests utilizing the Swan Lake dock are responsible for their own safety, including the use of appropriate Personal Floatation Devices (PFDs) while on the dock
- Recreational swimming within 150 feet of the dock is prohibited
- Running, riding bicycles, or any other such activity on the dock is prohibited
- The following is strictly prohibited at the Swan Lake Dock and Ramp (as applicable):
 - firing of firearms at or within 500 yards of Swan Lake
 - unattended crabbing or fishing
 - fueling of vessels
 - open fires
 - discharging of marine waste systems
 - overboard pumping of any sewage, oils, contaminated bilge water, or any other pollutants
 - emptying of porta-johns
- No trash may be deposited at Swan Lake and waste shall not be left on the dock facility
- The Swan Lake Hydroelectric Facility, including the dock facility, is a Dry Camp. This means "absolutely no Alcohol or Drugs are permitted" (including Marijuana in any form). Abuse of this rule could subject the vessel owner to immediate removal from SEAPA's facility
- The Swan Lake Facility is in operation 24/7
- No lighting, water, electrical or other services are provided at the dock

4.0 U. S. Coast Guard Float Plan

Like the flight plans filed by pilots, boaters use float plans to provide critical information to those who will try to assist them in case of trouble. SEAPA requires any boaters leaving their vessel

overnight or longer at its dock facility, as authorized, to complete a "Float Plan", a copy of which is attached to this SOP as **Appendix A**. The Float Plan shall be retained by the Swan Lake Foreman in the event of an emergency.

5.0 Weather and Water Conditions

All air carriers or flight contractors must be aware of local hazards at or near the navigable water and airspace in the vicinity of the Swan Lake Facility which include, but are not limited to, power transmission lines, river shoals, frequent migratory water fowl traffic, ice, snow, sudden wind and weather changes, and mountainous terrain.

Alaska's waterways are an everchanging environment. As such, vessel operators must be aware of weather conditions, estimated wind direction and severity, whitecapping, abnormal tides or currents, and debris, logs, etc. at or near the navigable waters in the vicinity of the Swan Lake Facility.

6.0 Boating Operations

Alaska has one of the highest boating fatality rates in the nation. Because nearly all boating-related mishaps involve operator-controllable risk factors, most are both predictable and preventable. All boating entails some risk, and safe and enjoyable boating depends on effective risk management. Boat operators are expected to utilize sound, conservative judgment in the operation of their vessels in the vicinity of Swan Lake and when using its dock facility, and are encouraged to download and review the "Alaska Boater's Handbook (Alaska Boating Safety Program) at:

www.dnr.alaska.gov/parks/boating/pdf/alaskaboaterhandbook062012.pdf

7.0 Standard Operation Procedure Deviations

Any deviation from this SOP that may be dictated by conditions, or other circumstances, must be reported by the Swan Foreman or his designee to SEAPA Management at 907.228.2281, who must be thoroughly briefed in writing, if necessary, and understood by all Swan Lake Operators.

8.0 Amendments and Corrections

- 8.1 Amendments, additions, deletions, or corrections to this SOP may be initiated by SEAPA Management as conditions warrant.
- 8.2 This Dock SOP supersedes and cancels all previous Dock SOPs that may have been published for SEAPA.
- 8.3 The SOP Change Table attached as **Appendix B** and made a part hereof shall be maintained and updated with each amendment, addition, deletion, or correction to this SOP and attached to each new version of the SOP issued by SEAPA.



SOUTHEAST ALASKA POWER AGENCY ('SEAPA') FLOAT PLAN

Please fill out and read carefully (writing must be legible). This document explains your risk.

Step 1: Vessel Operator Information

First and Last Name: _____
 Company Name (if applicable): _____
 Address: _____
 Phone Number(s): _____ Email Address: _____
 Vessel Description: _____
 How long do you plan to be away from Vessel? _____
 Brief description of your planned activity: _____
 How many people in your party? _____ (If any minors, fill out their names and ages in Step 4 below.)
 Contact Name/Phone # in the event of an Emergency: _____

Step 2: Read and understand the risks and our Rules

- I have checked the current weather and water conditions and I am aware of any related risks during my expected activity.
- If I, or anyone in my party, is injured, I authorize SEAPA to call for medical help on my behalf and I will pay for all transportation and medical fees related to any such injury.
- If I, or anyone in my party, damage SEAPA's property, I agree to pay the replacement value.
- I have a basic understanding of maritime rules of the road. There are certain elements of risk associated with boating and the outdoors. I acknowledge that some of these risks, including weather conditions, may cause boating or outdoor activities to be difficult and dangerous.
- SEAPA is not responsible for lost, stolen or damage personal items. Personal items should be left behind in a secure location.
- I have read, understand, and will obey all safety rules and boundaries.
- I certify that I am in good health and can perform any strenuous activity required to operate my Vessel or participate in the outdoor activity which I or my ward(s) plan to engage in.

Step 3: Please read, understand, and initial

	I have read, understand, and accept all of the above items in Step 2.
	I understand that I am responsible to wear my lifejacket properly fastened while on the dock at all times.
	I understand that I am operating my vessel and engaging in an outdoor activity or other business while away from my Vessel at my own risk. I understand that assistance by anyone will be on the basis of the Alaska Good Samaritan Law. I further understand that if any SEAPA employee can see that I need assistance, they may assist me but are under no obligation to do so.

Step 4: Sign stating your understanding of our agreement

I have read and understand the above statements and sign this statement voluntarily. I have the authority to sign on behalf of any persons who I bring on my Vessel, as I am a parent or legal guardian.

Signature (parent/legal guardian): _____ Date: _____

List the Minors for whom you have the authority to sign. If you have more than three (3) please fill out another form.

First Name: _____ Last Name: _____ Age: _____
 First Name: _____ Last Name: _____ Age: _____
 First Name: _____ Last Name: _____ Age: _____

**APPENDIX B
TO
SWAN LAKE DOCK FACILITY
STANDARD OPERATING PROCEDURE (SOP)**

SOP CHANGE TABLE

Date of Change	SOP Version	Page Changed	Reason for Change