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STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HARBORS DIVISION  
HAWAII DISTRICT  
80 Kuhio Street, Hilo, Hawaii 96720

IN REPLY REFER TO:  
HAR-H 20.17

April 7, 2017

TO: AGENTS

FROM:  JEFF HOOD, HAWAII DISTRICT COMMERCIAL HARBOR MASTER

SUBJECT: DELETE HARBOR HAWAII MASTER NOTICE NO. 01-16 - ELECTRONIC SCHEDULING PROCEDURES AND REPLACED WITH HAWAII DISTRICT COMMERCIAL HARBOR MASTER NOTICE NO. 01-17, APRIL 7, 2017

**HAWAII HARBOR MASTER NOTICE NO. 01-16 IS DELETED AND REPLACED WITH HAWAII DISTRICT COMMERCIAL HARBOR MASTER NOTICE NO. 01-17 (APRIL 7, 2017) AS FOLLOWS:**

*"On January 1, 2016, the Hawaii District (Hilo & Kawaihae Harbors) adopted Electronic Scheduling Procedures to approve requests for a berth through Hawaii.portcall.com. As of midnight January 1, 2016, the Hawaii Harbor District stopped accepting paper berthing requests submitted on Vessel Booking Sheets."*

*"With a year's experience and an upgrade to hawaii.portcall.com, in response to agents who asked for system enhancements, the Harbors Division released upgrades to hawaii.portcall.com released system upgrades for submitting recurring reservation requests; include vessel profiles to improve their workflow when preparing and submitting a berthing request; to inform agents of conflicts when reserving a pier; and, aid agents with design information regarding a berthing a vessel."*

The enhancements require the Hawaii District Commercial Harbor to revise its procedures and priorities when approving berthing reservations. Effective May 1, 2017 approvals through hawaii.portcall.com will be based on an agency's performance and harbor traffic as provided below:

**1. Harbors Division, Hawaii District (Hilo & Kawaihae Harbors) – General**

- a. *Priorities for approving berths and mooring shall be pursuant to Hawaii Administrative Rule §19-42-6, and §19-42-89, as applicable.*

- b. *Requests to Reserve a Berth at Hawaii District (Hilo & Kawaihae Harbors) piers shall be based on the agency's performance and shall not be first-come, first-serve, except when vessels arriving and departing at the same hour.*
- c. *The date and time when the agency's made the reservation request for a berth as documented in hawaii.portcall.com will be considered in approving a requests to Reserve a Berth.*
- d. *Approval to Book a request to Reserve a Berth shall be at the sole discretion of the Harbor Master or authorized representative as authorized pursuant to Hawaii Revised Statutes §266-1 and §266-2, and the applicable Hawaii Administrative Rule*

## 2. Authority

*Pursuant to Hawaii Administrative Rules §19-41-4, Delegation of Authority, §19-41-5, Implied Agreement, §19-42-1 Harbor Master; general authority, §19-42-6, Vessel Arrival and Departure schedules; and Hawaii Revised Statutes §266-1 and §266-2*

*Pursuant to Hawaii Administrative Rule §19-42-1(b), Harbor Master; general authority, the Harbor Master orders agencies to submit their requests to Reserve a Berth through hawaii.portcall.com.*

### *Definitions:*

*"Book" in hawaii.portcall.com is the confirmed reservation by the Harbor Master or authorized representative to approve an agency's request to Reserve a Berth in hawaii.portcall.com.*

*"Cancel Reservation" is the action by the agency or Harbor Master or authorized representative to remove a request to Reserve a Berth in hawaii.portcall.com.*

*"Closed" is actual date and time the vessel ties its first line to the assigned pier as recorded and entered into hawaii.portcall.com by the Harbor Master or authorized representative.*

*"Revoke" is the action by the Harbor Master or authorized representative to change or cancel an agency's Booking. The term will be changed to "Unbooked."*

*"Reserve Berth" or "Reservation Request" is the agency's request through hawaii.portcall.com to reserve a berth at a pier at any of the commercial harbors under the jurisdiction of the Harbors Division through hawaii.portcall.com.*

*"Total Reserve Berths or Total Reservation Request" is the total of the number of requests an agency submits through hawaii.portcall.com to Reserve a Berth at any of the commercial harbors under the jurisdiction of the Harbors Division.*

*"Unbooked" is the action by the Harbor Master or authorized representative to change or cancel an agency's Booking (approved reservation) to a "Reserve Berth" or Reservation Request (pending approval.)*

3. Harbors Division, Hawaii District (Hilo & Kawaihae Harbors) – Priority for Approving and to Book a Reservation Request

a. *Priority for approving a request to Reserve a Berth and mooring.*

*Priority in approving an agency's request to Reserve a Berth and mooring shall be pursuant to Hawaii Administrative Rule §19-42-6 and §19-42-89, as applicable.*

b. *With the modification to the first come first serve practice when approving berthing requests, the Harbor Master or authorized representative is delegated the authority pursuant to §19-42-4, Delegation of authority to approve a request to Reserve a Berth and Book with due considerations and priority as follows:*

a. *Agency's performance measured in Hawaii.portcall.com as the "Booking Rate." The "Booking Rate" is the percentage of an agency's "Closed" bookings over the agency's total "Request for Reservations" over the previous 365 days as posted and updated in Hawaii.portcall.com.*

b. *Priority to vessels not governed by Hawaii Administrative Rules §19-42-89 shall be managed and controlled pursuant to this Harbor Master Notice through the Harbor Master or authorized representative pursuant to Hawaii Administrative Rule §19-41-4, §19-41-5, §19-42-1 and §19-42-6, and consideration and priority shall be as provided herein.*

3. *At the discretion by the Harbor Master or authorized representative to manage and control the movement of vessels (e.g. arrivals, departures) and effective use of a passenger terminal (turnaround ship where passengers unload at the end of a trip and reloads for the next trip as compared to a non-turnaround ship.)*
4. *A request for a berth reservation or to Reserve a Berth shall not be more than three (3) years in advance of the requested berth."*

Mr. Russell Moore and Mr. Elton Sukanuma have been our project leaders with implementing *hawaii.portcall.com*. Harbor Division Schedulers [e.g. Harbor Masters, General Professionals, and Marine Cargo Specialists) have been prepared to transition agents to the new electronic scheduling procedures.