



**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
HARBORS DIVISION  
Oahu District  
700 Fort Street, Pier 11 Gallery  
Honolulu, Hawaii 96813-4808

IN REPLY REFER TO:

HAR-O 5957.17

May 15, 2017

TO: AGENTS

FROM: NEIL M. TAKEKAWA - OAHU HARBORS DISTRICT MANAGER

A handwritten signature in blue ink, appearing to read "Neil M. Takekawa".

SUBJECT: DELETE HARBOR MASTER NOTICE NO. 2-15 - ELECTRONIC (WEB-BASED)  
SCHEDULING OF VESSEL BERTHS BY AGENTS AND VESSEL SCHEDULERS AND  
REPLACED WITH OAHU HARBOR MASTER NOTICE NO. 02-17

**OAHU HARBOR MASTER NOTICE NO. 02-15 IS DELETED AND REPLACED WITH OAHU  
HARBOR MASTER NOTICE NO. 02-17 (May 1, 2017) AS FOLLOWS:**

*"On January 1, 2016, the Oahu District Commercial Harbor adopted the Electronic (Web-Based) Scheduling of Vessel Berths by Agents and Vessel Schedulers to approve requests for a berth on hawaii.portcall.com and 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 including 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 Oahu District Commercial Harbor to revise its procedures and priorities when approving berthing reservations. Effective **May 1, 2017** approvals on hawaii.portcall.com will be based by an agency's performance and harbor traffic as provided below:

**1. Honolulu and Kalaeloa Barbers Point Harbor – General**

- I. *Priorities for approving berths and mooring shall be pursuant to Hawaii Administrative Rule §19-42-6, and §19-42-89.*
- II. *Priority for scheduling of vessel movements shall be pursuant to §19-42-89, and when not specifically governed by rule, at the discretion of the Harbor*

*Master or authorized representative to manage and control the movement of vessels (i.e. arrivals, departures, and priorities, including the availability of tugs to assist with the vessel movement).*

- III. *The Harbor Master or authorized representative will review and Book the request (tentative) not more than forty-five (45) calendar days in advance of the request to berth. Prior to 11:00 a.m. five days before a vessels arrival or as soon thereafter as possible, the berthing assignment shall be confirmed. Prior to 11:00 a.m. the day before arrival, the agency shall submit a final estimated time of arrival. At 2:00 p.m. the day before vessel's arrival, the schedule posted in hawaii.portcall.com shall be considered final.*
- IV. *Berthing assignment changes after 2:00 p.m., the day before the vessel's arrival shall be made on a first-come, first-serve basis, provided there is no interference with the schedule posted on hawaii.portcall.com.*
- V. *Requests to reserve a berth at Honolulu Harbor piers shall be based on the agency's performance and **shall not be first-come, first-serve, except when vessels are arriving and departing at the same hour**, pursuant to §19-42-89(d)(5).*
- VI. *Pursuant to §19-42-4, delegation of authority, the Harbor Master or authorized representative is delegated the authority to approve a request to reserve a berth and Book with due considerations and priority as follows:*
  - i) *Agency's performance measured on hawaii.portcall.com as the "Booking Rate." The "Booking Rate" is the percentage of an agency's "Closed" bookings over the agency's total "Reservation Request" over the previous 365 days as posted and updated on hawaii.portcall.com.*
  - ii) *The date and time when the agency made the reservation request for a berth as documented on hawaii.portcall.com will be considered when approving a request to "Reserve a Berth."*
- VII. *Approval or 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 using hawaii.portcall.com.*

### Definitions:

*“Book” on hawaii.portcall.com is the approved reservation by the Harbor Master or authorized representative of an agency’s request to reserve a berth on 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 on hawaii.portcall.com.*

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

*“Reserve Berth” or “Reservation Request” is the agency’s request using hawaii.portcall.com to reserve a berth at a pier at any of the commercial harbors under the jurisdiction of the Harbors Division on hawaii.portcall.com.*

*“Total Reserve Berths or Total Reservation Requests” is the total of the number of requests an agency submits using hawaii.portcall.com to reserve a berth at any of the commercial harbors under the jurisdiction of the Harbors Division.*

*“Unbook” is the action by the Harbor Master or authorized representative to change an agency’s Booking (approved) to a “Reserve Berth” or “Reservation Request” pending approval (tentative).*

## 3. Honolulu Harbor -

### A. Cargo Vessels

- a) *Priority to piers as provided in Hawaii Administrative Rule §19-42-89.*

- b) *Highest to lowest frequency of direct sailings of regular scheduled container vessels (e.g., the weekly scheduled service has a vessel frequency of 52 voyages. Bi-weekly scheduled services have a vessel frequency of 26 voyages. Agents are informed that vessels with the weekly scheduled voyages will have priority over the vessel with the bi-weekly scheduled service and lower frequency in voyages).*
- c) *Highest to lowest frequency of direct sailings of regular scheduled cargo vessels (e.g., the weekly scheduled service has a vessel frequency of 52 voyages. Bi-weekly scheduled services have a vessel frequency of 26 voyages. Agents are informed that vessels with the weekly scheduled voyages will have priority over the vessel with the bi-weekly scheduled service and lower frequency in voyages).*
- d) *Highest to lowest frequency of non-weekly scheduled cargo.*

**B. Passenger Vessels**

- a) *Priority to a pier as provided in Hawaii Administrative Rule §19-42-89.*
- b) *Terminals*
  - 1) *Turnarounds (e.g. Passengers disembark at the end of a voyage and embark for a new destination)*
  - 2) *Transit (e.g., Passengers engaged in shore excursions)*
- c) *A "Reservation Request" shall not be made more than three (3) years in advance.*

**4. Kalaeloa Barbers Point Harbor -**

- a) *Priority to a pier as provided in Hawaii Administrative Rule §19-42-89.*
- b) *Harbor Master Notice 1-12 provides the priority for vessel movements and scheduling (See <http://hidot.hawaii.gov/harbors/library/harbor-master-notices-oahu-district/>). Priority shall be in accordance with HMN 1-12, Section I, HMN 1-12, Priority 1 through 3.*
- c) *In addition to HMN 1-12, vessel movements with Priority 1 through 3, the Harbor Master or authorized representative will Book Reservation Requests for length of*

*stays as shown on Table 1 (Usual and Customary Duration of Cargo Operations. Allowable Standard Schedule - Booking Period).*

- d) In the event, there is a conflict in scheduling and the conflict is not addressed in HAR §19-42-89 (b) or Harbor Master Notice 1-12, then the Harbor Master or authorized representative will apply priority at KBPH based on Booking Rates.*

Mr. Paul Shimizu and Mr. Joseph Garcia have been delegated the authority as the Oahu Harbor Districts lead Schedulers for [hawaii.portcall.com](http://hawaii.portcall.com). Harbor Division Schedulers have been prepared to assist agents with the transition to the new electronic scheduling procedures.