



STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
700 FORT STREET
HONOLULU, HAWAII 96813

IN REPLY REFER TO:

October 22, 2014

HARBOR MASTER NOTICE 02-14

SUBJECT: PILOT STATIONS (BOARDING AREAS) FOR STATE OF HAWAII

Purpose: To advise shipping agents of the need for a pilot, and to update on-water coordinates and locations to embark pilots onboard large commercial vessels.

Background: In February 2005, the M/V CAPE FLATTERY grounded off the entrance to Kalaeloa Barber's Point Harbor (KBPH) after failing to take a pilot. Damage to the ship exceeded \$20M and ecologists reported damage to the reef, with sections that were hundreds of years old, as the most severe from a grounding in State history. An ensuing CG investigation found that the ship captain failed to wait for the pilot to come aboard the ship and guide it into port, as required by port rules. The ship arrived at about ten minutes early at the appointed meeting place, but did not stop and wait for its assigned pilot, who was enroute on a tug.

Discussion: A pilot has specialized knowledge of a particular port or harbor. The pilot is needed to direct large ships into a port where there are deep water channels surrounded by shallower flats. Without the services of a pilot, there is a real chance of running aground and damaging the ship and the cargo, with lasting effects to Hawaii's ecologically diverse ecosystem.

Action: The attached "Pilot Station Coordinates for Hawaii's Commercial Harbors," provided by the Hawaii Pilots Association, reflects the locations where pilots board vessels. The locations were selected to ensure a licensed, qualified pilot is afforded the necessary time to accustom themselves with the ship and the bridge team before entering shallow or restricted waters.

- For Honolulu Harbor, under no circumstances shall a visiting ship be north of the "Hotel" buoy without a licensed pilot on the bridge. Pilots embark/disembark south of the sea buoy.
- For Kalaeloa (KBPH) and all other commercial harbors at the Neighbor Islands, no ship shall approach closer than two (2) nautical miles from shore until so directed by a licensed pilot.

This notice supersedes Harbormaster Notice 16-90. If there are questions concerning this notice, please contact the Harbormaster's Office.

A handwritten signature in black ink, appearing to read "Todd Offutt".

Todd Offutt
Oahu Harbormaster /
Commercial Harbors Manager

Att: Pilot Station Coordinates for Hawaii's Commercial Harbors

**PILOT STATION COORDINATES
FOR HAWAII'S COMMERCIAL HARBORS
REVISED 7-25-2013**

HARBOR	PILOT STATION (BOARDING AREA)
BARBERS POINT - KALAELOA	LAT. 21-17.5 N LONG. 158-09.2 W 2 MILES SOUTHWEST OF ENTRANCE BUOYS NORMALLY PORT SIDE PILOT LADDER FOR ARRIVALS
HILO	LAT. 19-45.8 N LONG. 155-04.8 W 1.2 MILES NORTH OF HARBOR ENTRANCE NORMALLY STARBOARD SIDE PILOT LADDER FOR ARRIVALS, WITH SHIP ON COURSE OF 180 DEGREES
HONOLULU	LAT. 21-15.8 N LONG. 157-52.8 W 1 MILE SOUTH OF HOTEL BUOY NORMALLY PORT SIDE PILOT LADDER FOR ARRIVALS
KAHULUI	LAT. 20-56.2 N LONG. 156-28.3 W 2.2 MILES NORTH OF HARBOR ENTRANCE NORMALLY STARBOARD SIDE PILOT LADDER FOR ARRIVALS WITH SHIP STEERING COURSE OF 180 DEGREE
KAWAIHAE	LAT. 20-03.1 N LONG. 155-51.3 W 1.5 MILE WEST NORTH WEST OF HARBOR ENTRANCE NORMALLY PORT SIDE PILOT LADDER FOR ARRIVALS
LAHAINA (ROUGH WEATHER BOARDING AREA FOR KAHULUI)	LAT. 20-51.4 N LONG. 156-41.8 W 1 MILE SOUTHWEST OF "L" BUOY CONTACT PILOT FOR INSTRUCTIONS
NAWILIWILI	LAT. 21-56.5 N LONG. 159-18.8 W 1.5 MILES EAST SOUTH EAST OF NININI PT LIGHTHOUSE NORMALLY PORT SIDE PILOT LADDER FOR ARRIVALS
PORT ALLEN	21-52.3 N 159-35.1 W 1.5 MILES WEST SOUTH WEST OF HARBOR ENTRANCE CONTACT PILOT FOR INSTRUCTIONS

ALL PORTS – CONTACT PILOT 30 MINUTES BEFORE ARRIVAL ON VHF CHANNEL 12. PILOT LADDER SHOULD BE RIGGED 1 METER ABOVE THE WATER AND IN ACCORDANCE WITH SOLAS REG. v/23 AND IMO RES. A.1045(27) <http://www.impahq.org/admin/resources/finalimpapladderposter.pdf>



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IN REPLY REFER TO:

October 22, 2014

HARBOR MASTER NOTICE 03-14

SUBJECT: REPORTING ILLNESS, SERIOUS INJURY & DEATH OF FOREIGN NATIONALS

Purpose: To describe procedures for reporting illnesses, serious injury and deaths of foreign nationals (FNs) who may be working on ships that are visiting Hawaii's commercial ports.

Discussion: U.S. regulations (42 CFR 71.21(a)) require that ships headed to a U.S. port of entry **immediately** report illness or death among crew (or passengers), including those already disembarked or removed. Guides for reporting, contacting the Centers for Disease Control and Prevention (CDC) Quarantine Station at Honolulu International Airport (below), and recognizing symptoms are posted at: <http://www.cdc.gov/quarantine/maritime/federal-regulations-reporting-illness-death-ships-destined-united-states.html>

Additionally, the State Department requires that consulates be notified of any FN death without delay. Requirements are specified in the Consular Notification and Access Manual, posted at: http://travel.state.gov/content/dam/travel/CNAtrainingresources/CNAManual_Feb2014.pdf

State Department also requires notification to consulates in cases where FN's require appointment of a guardian or trustee as the result of physical or mental incapacity while in the U.S.

Typically, shipping agents (or owners) make such notifications—for death or incapacity—to the respective consulates and emergency services. The current Hawaii Embassy and Consulate Guide of contacts is posted at: http://travel-hawaii.com/hawaii_embassy_guide.html

Action: Agents/owners shall notify the CDC (808-861-8530) for illnesses or deaths as prescribed above, and Consulates where serious injury or death result. Agents shall also notify U.S. Federal entities (i.e., CBP, USCG) as circumstances dictate; State Department of Health; City/County (i.e., Medical Examiner/Coroner, Fire/EMS); and arrange transport (ambulance, morgue, etc.)

In the event no agent is assigned to a vessel, or death occurs on land, owners should contact local law enforcement or DOT Harbor Police by calling Aloha Tower Controllers at (808) 587-2076.

This notice supersedes Harbormaster Notice 2-88.

A handwritten signature in black ink, appearing to read "Todd Offutt".

Todd Offutt
Oahu Harbormaster /
Commercial Harbors Manager



STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
700 FORT STREET
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IN REPLY REFER TO:

October 31, 2014

HARBOR MASTER NOTICE 04-14

SUBJECT: PIER 2 PASSENGER SAFETY, SOLICITATION & TRAFFIC CONTROL

Purpose: To describe procedures for motor vehicle carriers regarding commercial passenger pick up and drop off areas during cruise ship operations at Piers 2 in Honolulu Harbor.

Discussion: Cruise ship terminals can be hectic. Visitors in unfamiliar surroundings, ship replenishment, crew changes and general anxiety can complicate efforts to promote safety and maintain security. Order, consistency and predictability—as provided herein—are critical to fostering both goals, and to improving the experience of visitors and service providers alike.

Action: All persons operating a vehicle within the jurisdiction of the Harbormaster pursuant to §19-43-2 shall comply with the lawful order, notice, signal or direction of the State Security Guard and State Law Enforcement Officer (Harbor Police) as provided herein:

1. SOLICITATION IS PROHIBITED. Pursuant to Hawaii Administrative Rules (HAR) §19-42-122, and the no solicitation provision will be actively enforced.
2. PRE-ARRANGED PASSENGER PICK UP: Except for taxi operators, Vehicle Operators shall be restricted to picking up pre-arranged passengers (i.e., with reservations).
3. TAXI OPERATORS: Shall operate in the designated area as described herein (§19-43-23, HAR). Operators shall not block roadways, streets, parking lot, crosswalks, etc.
4. ALL OTHER MOTOR CARRIERS: Vehicle Operators picking up pre-arranged passengers shall park in areas described herein and pursuant to section 6 and 11 of the Motor Carrier's Grant Transportation Permit. Parking is prescribed pursuant to HAR §19-43-23, as follows:
 - a) **Motor Carriers having Exclusive Contracts with Cruise Ships**, with permits issued pursuant to §19-44-53, park in **Stalls 5 to 10**, from 6:30 a.m. to 9:30 a.m. (Stall 8 is reserved for handicapped-equipped vehicles) or at locations or times at the direction of the Harbormaster. Traffic is managed by the Harbormaster, State Security Guards and Harbor Police for efficiency. Greeters are allowed in the terminal to facilitate movement of passengers, but an operator **MUST** remain in the vehicle at **ALL** times.
 - b) **Motor Carriers without Exclusive Contracts**, with permits issued pursuant to §19-44-53(1) and (2) capable of carrying 26 passengers or more, may park in **Stalls 11 to 14** (Stall 14 is reserved for handicapped-equipped vehicles) to park their vehicles or at locations or times at the direction of the Harbormaster. Traffic is managed by the

Harbormaster, State Security Guards and Harbor Police for efficiency. Greeters are allowed in the non-secured areas of the terminal to facilitate movement of passengers from the ship to vehicles, but an operator must be in the vehicle at ALL times.

- c) **First responder vehicles** (including law enforcement) have exclusive use of **Stall 15**. This is reserved and remains so even when no vehicle is parked in the stall.
- d) **Car Rental Shuttles** may park in **Stalls 16 and 17**. Vehicles have no more than 20 minutes to pick up passengers, or for an extended duration, an additional 15 minutes where approved by the Harbormaster, State Security Guard or Harbor Police.
- e) **Vehicle Operators & Greeters of Mini-buses, Vans and Other Vehicles** (i.e., free shuttles) issued permits pursuant to § 19-44-53(3), 19-44-53(4), 19-44-53(5) capable of carrying a maximum of 25 passengers may park in **Stalls 1 to 4**.
 - i) Parking is provided on, a first come first serve basis--only one permitted vehicle is allowed in a stall. The Harbormaster will accept and enforce an alternative written schedule setting forth the times and stalls for pre-arranged passenger pick up agreed to by the parties governed by this section.
 - ii) Greeters assisting an Operator with gathering passengers shall remain in the **Designated Greeter & Passenger Assembly Area**, adjacent to Stalls 1 to 4. Greeters may also stand in the arcade, using conversational level voices inside the blue tape cordon, and use signs directing passengers to the assembly area outside.
 - iii) Motor Carriers' shall: (1) direct their vehicle operator and greeters where to park; (2) ensure their greeters observe designated greeter areas; and (3) inform customers where to locate greeter & pre-arranged vehicles in the course of making reservations.
 - iv) Vehicle operators, greeters, employees, or agents of the motor carrier are NOT permitted to solicit passengers. Absolutely NO solicitation is permitted.
 - v) Vehicle Operators shall park in designated stalls to assemble pre-arranged passengers into vehicles. Vehicles shall depart after no more than twenty minutes (:20). Time begins when the vehicle comes to a stop in the designated parking area.

5. **After 9:30 a.m.**, with prior approval by the Harbormaster or designee, permitted vehicle operators may provide side-by-side loading of baggage (i.e., luggage truck beside shuttle bus) for passenger trips departing the terminal. However, luggage must be kept under positive control at ALL times, and actively loaded. At no time shall there staging, and all loading shall be completed within 20 minutes. Such operators may park in **Stalls 3 to 6**.

On-site Harbors personnel are direct representatives of the Harbormaster and may make exceptions to meet safety, security and operational needs. Failure to comply with this Notice may result in the termination of permits in accordance with the terms of the applicable permits.

This notice supersedes Harbormaster Notice 01-12.

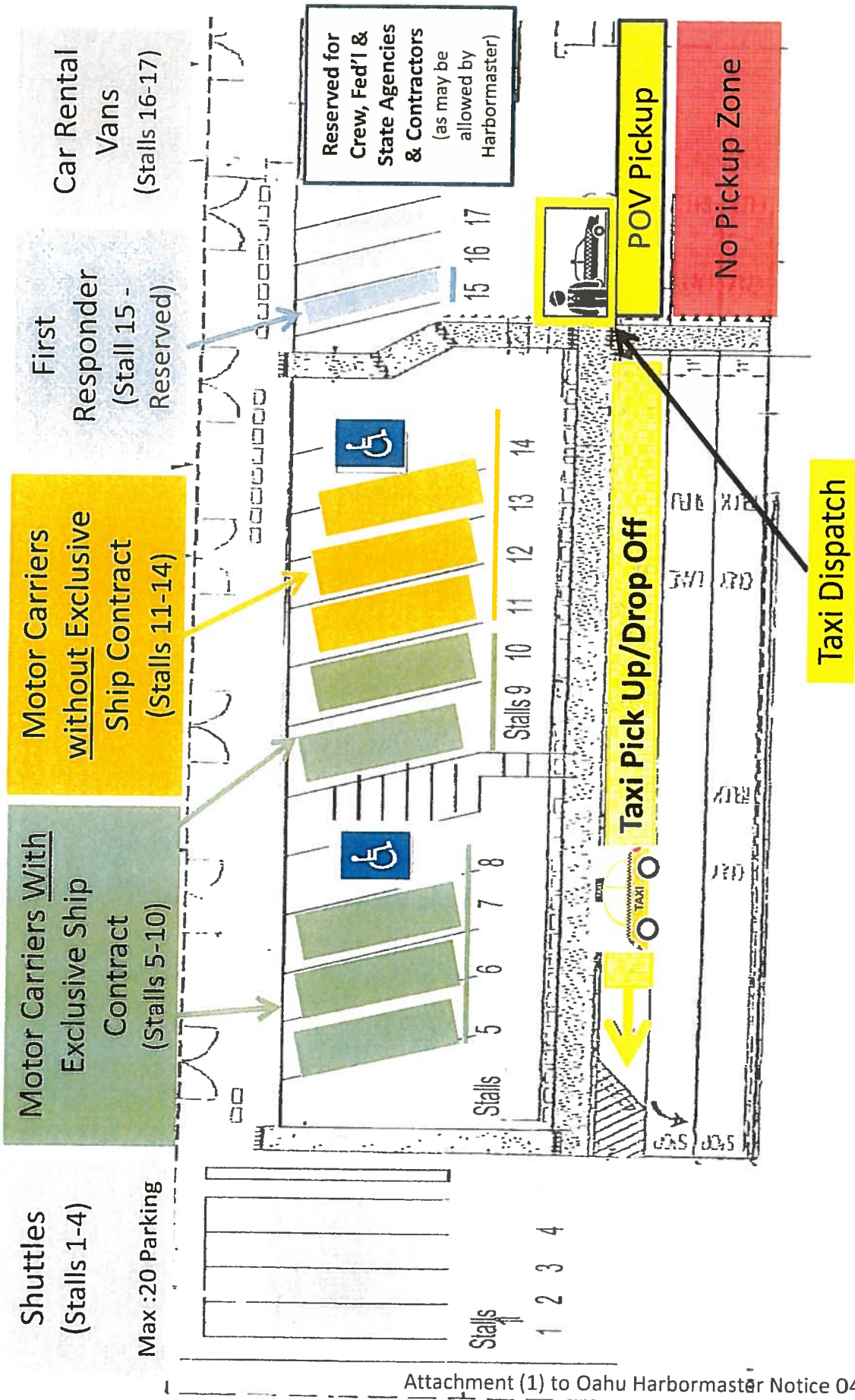

Todd Offutt

Oahu Harbormaster / Commercial Harbors Manager

Att: (1) Map of Designated Parking, Greeter & Assembly Areas

(2) Common Definitions (Excerpts from Hawaii Administrative Rules)

PIER 2 - Map of Designated Parking, Greeter & Assembly Areas



COMMON DEFINITIONS
FOR GROUND TRANSPORTATION OPERATIONS

“Greeter” is any person assisting a Vehicle Operator with the gathering of passengers into the motor vehicle.

“Pre-arranged” means the transaction by the passenger to hire a motor vehicle IN ADVANCE of the passenger’s arrival to a commercial harbor to transport the passenger in such motor vehicle and personal property to a destination from the commercial harbor to a destination away from the commercial harbor. Pre-arranged includes transactions with properly permitted motor carriers that provide airport shuttle services, hotel shuttle services, car rental pickup, and courtesy car services to pick up customers and guests in vehicles owned or leased by the motor carrier with a ground transportation permit. Pick-up of passengers does not include the right for the Vehicle Operator or person employed or acts as an agent of a motor carrier to solicit ground transportation services to any person other than to persons for which ground transportation services have been pre-arranged.

“POV” is a private party vehicle picking up (or dropping off) a passenger, driven by a vehicle owner/operator who is not receiving payment or compensation in any way.

“Shuttle” is a properly permitted vehicle that transports a passenger and personal property from the commercial harbor directly to a destination away from the commercial harbor and does not include transfer of a passenger to another motor vehicle before arriving at a passenger’s destination.

“Taxi” is a vehicle properly licensed by the City and County of Honolulu and properly permitted with the commercial harbor pursuant to Section §19-44-53 of the Hawaii Administrative Rules that is available for passenger hire on demand transport to a final destination.

“Vehicle Operator” is a properly licensed driver who operates a current, properly licensed and permitted motor vehicle, and is in good standing with the conditions of the Department of Transportation, Harbors Division motor carrier ground transportation permit pursuant to §19-44-53 of the rules on Ground Transportation.

SELECT ADMINISTRATIVE RULES
(Not All-Inclusive)

§19-43-2 Jurisdiction of harbor master over vehicles. Any vehicle operating on any state pier or within any state commercial harbor facility shall be subject to the jurisdiction and control of the harbor master. [Harbormaster Notice prescribes role of Harbormaster’s representative].

§19-43-5 Traffic controls. Persons operating vehicles on state piers or within a state commercial harbor facility must comply with any lawful order, notice, signal or direction of any county police officer, state security guard, state law enforcement officer, or special police officer.

§19-43-8 Ground transportation. No person shall operate a vehicle within a state commercial harbor facility as a motor carrier for the purpose of standing, parking, or waiting to pick up passengers at locations other than taxi stalls under lease in accordance with county ordinances, without first securing a permit therefore from the department.



STATE OF HAWAII
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HARBORS DIVISION, OAHU DISTRICT
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MARCH 16, 2015

OAHU HARBOR MASTER NOTICE 01-15

SUBJECT: MAXIMUM ALLOWABLE PIERSIDE DRAFTS AT STATE PIERS

Purpose: To provide ship schedulers, agents and pilots with maximum operational pierside depths at commercial harbors on Oahu. Drafts of berths in Attachment (1) were determined predominantly from soundings conducted alongside a pier at mean lower low water (MLLW). Under special circumstances, exceptions may be considered by the Harbormaster.

Discussion: The limiting draft within the federal project line of Oahu's commercial harbors is 40 feet. However, silting along pier faces can reduce the effective depth of water for vessels calling at the piers. This accumulation of silt, sand and gravel can result from the use of bow thrusters and run-off from mountain streams. With ever larger ships coming into service, and the ecological and economic consequences of a ship grounding in Hawaii's waters—especially constricted harbors—knowledge of available water depth is paramount. The maximum allowed drafts allow for a one foot minimum underkeel clearance.

Action: Agents, vessel operators/masters, and pilots should use the attached in the course of their business, but these depths should not replace judgment of a person actually guiding the vessel if they have information from another source (i.e., depth sounder, etc.) that suggests allowable depth is less. In such cases, that person shall take prudent actions to prevent a grounding or mishap, and report their readings immediately to Aloha Tower Traffic Controllers.

Upon the initial booking request for a pier at a commercial port within the State of Hawaii, vessel agents, masters, owners, or their representatives shall provide (to the Harbors' scheduler) the expected arrival draft for a vessel. Pier assignments will be made that are appropriate for a vessel's length and draft in accordance with this HMN, in addition to other considerations for cargo, bunkering, and/or all other port operations during the time of a vessel's port call.

This notice supersedes Harbormaster Notice 2-97.

To facilitate updates, future changes to depths will be made with revision dates stamped on the attachment. Thank you for your assistance and cooperation.


Todd Offutt
Oahu Harbormaster

Att: (1) Maximum Allowable Pierside Drafts at Oahu's Commercial Harbors

**MAXIMUM ALLOWABLE PIERSIDE DRAFTS
AT OAHU'S COMMERCIAL HARBORS
(As of 12/30/2014)**

HONOLULU HARBOR					
Pier	Maximum Allowable Draft¹	Foot Marker	Pier	Maximum Allowable Draft¹	Foot Marker
1	36'		32	34'	See Note (2)
2	18'	50' to 100'	33	34'	See Note (2)
	32'	100' to 300'	34	34'	See Note (2)
	33' 06"	300' to 600'	35	17'	0' to 100'
	31'	600' to 800'		27' 06"	100' to 600'
	30'	800' to 1150'		31' 06"	600' to 700'
	32'	1150' to 1500'	39 1A	5'	0' to 200'
	34'	1500' to 1850'		12' 06"	200' to 470'
7	14'	Diamond Head side	39A	24'	0' to 200'
	25'	Ewa side		28'	200' to 350'
8	34'			32'	350' to 500'
9	32'		39B	32'	
10	34'		39C	33'	
11	34'		39D	31' 06"	500' to 100'
13	25'		39E	28'	0' to 350'
14	21' 06"			29' 09"	350' to 500'
19	32' 06"	50' to 100'	39F	22'	
	34'	100' to Pier 20	40A	25'	0' to 150'
20	34'			28'	150' to 300'
23	34'	35' At dolphins		32'	300' to 500'
24	23'	50' to 150'	40B	33'	
	30'	150' to 550'	40C	27'	
25	30'		40D	33'	
26	22'	0' to 300'	40E	26'	0' to 250'
	29'	300' to 700'		30'	250' to 500'
27	11' 06"	On dog leg	40F	10'	
	29'		51A	39'	100' Overhang Ewa end permitted.
28	28' 09"	0' to 500'	51B	38' 06"	
29A	28' 09"	500' to 900'	52A	40'	
29	30' 06"	900' to 1295'	52B	40'	
30	34'		53	40'	
31A	34'		TYCO	N/A	Private
31	34'	See Note (2)			

NOTES: (1) Reflects one foot minimal underkeel clearance.
(2) Pier 31-33: MOKIHANA 31' forward & 36-06' aft permitted per Harbors' ltr of 17 May 2013.

KALAELOA BARBER'S POINT HARBOR		
BP1	14'	
BP 5 7	36'	(36'06" on +1' tide)



STATE OF HAWAII
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HARBORS DIVISION, OAHU DISTRICT
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APRIL 7, 2016

OAHU **HARBOR MASTER NOTICE** 02-16

SUBJECT: MEASURES TO MAINTAIN AIR CONDITIONED SPACES AT PIER 2
PASSENGER CRUISESHIP TERMINAL

Purpose: To stipulate controls and measures to preserve air conditioning boundaries at the subject cruise terminal, and to comply with maritime transportation security regulations.

Discussion: In August 2015, terminal operations were evaluated to determine the cause of fluctuating indoor temperatures. Findings revealed insufficient administrative and engineering controls (i.e., gaps in weather stripping, doors propped, etc.) A subsequent spot inspection of air conditioning ductwork revealed deficiencies with non-functioning dampers, missing insulation, etc. Some immediate repairs were completed, but repairs to ductwork will take time. Until then, other measures are being implemented to improve A/C efficiency and reduce system downtime. The measures also bolster physical security by ensuring access doors are properly used.

Action: Henceforth, the following measures are **in-effect**:

- 1) Interior Doors Between the Baggage Re-Claim and Arcade: Shall remain closed until disembarking passengers arrive in the re-claim area. Doors which are used shall **not** be propped open, and shall be closed immediately after passengers exit the reclaim area.
- 2) Crew Access Corridor: The interior door nearest to the large passenger queue area shall remain unlocked, but closed. A lever is mounted atop the door which will close the door. Door stops, cones or blocks shall **not** be used to prop the door open.
- 3) Roll-Up Doors in Baggage Re-Claim: Shall be closed immediately after a majority of baggage has been delivered, and when possible, use limited to only one roll-up door. This should generally occur no later than one hour after baggage arrives to the terminal.
- 4) Swing Doors in Arcade Leading to Taxis: Until such time as air curtains are installed, door stops, cones or blocks shall **not** be used to prop doors open. Those with excessive or rolling baggage should use sliding doors.
- 5) Swing Doors in Arcade Used by Porters: Until such time as air curtains are installed, door stops, cones or blocks shall **not** be used to prop doors open. A guide can direct traffic (or passengers) to nearby swing doors.

April 7, 2016

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The following measures are **recommended**:

- 1) Use of Handheld Radio or Headsets: If the interior doors between the Baggage Re-Claim Area and Arcade are used, ground transportation or assist personnel *should* use radios to prevent the need for opening the doors repeatedly for signals from the awaiting buses. Opening the doors creates a tunnel or vacuum effect that allows cooler air to escape.
- 2) Use of Oversized Box Fans: Should be used in the Arcade to provide a cooling effect to passengers awaiting entry into the screening area. Once disembarking passengers have left the Baggage Re-Claim Area, box fans can then be used to push air from the Re-Claim Area into the Main Passenger Queue/Ticketing Area. [DOT Harbors' fans are stored in between the roll-up doors of the baggage reclaim area or behind the service counters, and should be returned to these locations by facility users at the conclusion of their use.]

This directive is subject to change, based on adherence to—and compliance with—the above directives and recommendations. To gauge the effectiveness of these efforts, a temperature monitoring plan was implemented in October 2015. Readings from those measurements will guide further improvements and measures.

Thank you for your assistance and cooperation. Should you have any questions or recommendations, please contact the Harbormaster's Office.



Todd Offutt

Honolulu Harbormaster / Oahu Commercial Harbors Manager