



**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
HARBORS DIVISION, OAHU DISTRICT  
700 FORT STREET  
HONOLULU, HAWAII 96813

DECEMBER 24, 2015

OAHU HARBOR MASTER NOTICE 02-15

**SUBJECT: ELECTRONIC (WEB-BASED) SCHEDULING OF VESSEL BERTHS BY AGENTS AND VESSEL SCHEDULERS**

**Summary:** Effective January 1, 2016, Harbors' will adopt electronic scheduling procedures through *Hawaii.PortCall.Com* to reserve berths at Hawaii's commercial ports. As a result, Oahu District will not accept *Vessel Bookings* by phone or fax as of January 1, 2016. On Oahu, with the use of Aloha Tower Traffic Control, the procedures will not apply to workboats, commercial fishing vessels, and certain small vessels listed in Hawaii Administrative Rule 19-42-21.

**Purpose:** Under the authority of Hawaii Revised Statutes 266-3, DOT Harbors has adopted *Hawaii.PortCall*, a web-based vessel scheduling system, to replace hard copy booking sheets. This modernizes scheduling procedures through an Internet portal, and enhances transparency to agents making berth requests for cruise ships and other vessels up to four (4) years in advance. *Hawaii.PortCall* allows agents to search for open berths, and submit reservation requests online to the Harbor Master office for approval and booking. The web-based vessel scheduling system also improves situational awareness of vessels in port, which is especially useful for emergency management when evacuating vessels due to a tsunami, approaching hurricane, or other events.

The Harbor Master office retains authority to approve berth requests based on vessel priorities as provided in Hawaii Administrative Rule Chapter 19-42 and Chapter 19-43 and the date and time Agents submitted its request for a berthing reservation, subject to the vessel's berthing priority.

**Background:** Since September 2015, DOT Harbors' has been working with vessel agents and port users to implement an online ship scheduling system.

## **1. Implementation**

Prior to January 1, 2016, Harbors' will accept fax and phone requests, and will continue to assist agents in making the transition to electronic reservation requests through *Hawaii.PortCall*. As always, the Harbor Master reserves the authority to resolve conflicts between for berthing requests submitted on *Vessel Booking Sheets* submitted through December 31, 2015, and those requests submitted through *Hawaii.PortCall*.

**A. Scheduling.** Effective January 1, 2016, no Harbors District will accept *Vessel Booking Requests* by fax or phone, except as noted below. The Harbor Master will continue to assist agents with submitting reservation requests through *Hawaii.PortCall*. However, effective January 1, 2016, Harbors will only accept reservation requests through *Hawaii.PortCall*.

**B. Authority.** Pursuant to HAR §19-42-89(d) [Honolulu and Kalaeloa Barbers Point Harbors], the Harbor Master's Office is adopting electronic scheduling procedures to manage traffic and berthing priorities and to minimize scheduling conflicts.

**C. Adjustments, Changes or Cancellations**

Adjustments, changes, or cancellations to reservation requests shall be made through *Hawaii.PortCall*. Pursuant to HAR §19-42-6, agencies are responsible to notify the Harbor Master's Office immediately of any changes in arrival or departure times. Any adjustments, changes or cancellations on *Hawaii.PortCall* will constitute such notification.

- During weekdays: Monday to Friday (0745-1630), on the day for which it was scheduled, notification by phone to the Harbor Master's office is acceptable.
- During weekends, holidays, or after-business hours: Notification must be made to, and approval granted from, the Harbors Operations Supervisor (HOS) on duty. Communication and approval by phone, in these instances, is acceptable.

**D. Advance Reservations, Limitations**

For operational and practical reasons, requests beyond four (4) years will not be reviewed.

**E. Exceptions**

The system design of *Hawaii.PortCall* does not adequately address scheduling complexities of PUC regulated/recurring schedules, complexities of intra-berth movements for connecting vessels, and coordination of specialized stevedoring services dockside (i.e. heavy lifts, crane operations). Therefore, the Harbor Master's Office will continue to accept berth requests at Piers 51-53, and Piers 39-40 from Vessel Booking Sheets by fax OR through *Hawaii.PortCall*.

Requests for berths at common use piers at all other harbors will only be accepted through *Hawaii.PortCall*.

For operational security reasons, U.S. military vessels are not required to use *HawaiiPort.Call*, but should typically contact the Harbor Master's Office in advance to schedule their arrival, then contact Aloha Tower Traffic Control to gain clearance to enter the harbors.

**F. Support for *Hawaii.PortCall.Com***

The Marine Cargo Specialist II at Oahu District has been assigned as the DOT Harbors' liaison with users to implement *Hawaii.PortCall*. This position will provide you with the support for access and training on *Hawaii.PortCall*.

*Phone number:(808) 587-2315*

INTERNET POSTING (12/24/2015)

/s/

Todd Offutt

Honolulu Harbormaster