

PILOT ORDERING INFORMATION

INFORMATION TO HAVE AVAILABLE WHEN ORDERING A PILOT:

At all times when ordering a pilot, the following information shall be provided:

- The name of the individual and the name of the agency requesting a pilot;
- The vessel's ETA or ETD, date and time, and if order is tentative or firm;
- The complete name of the vessel requiring a pilot, as well as the vessel's Lloyds'/IMO Number, type, flag, international gross tonnage, deadweight tonnage, service speed, length overall (meters), extreme breadth (meters) and maximum draft (meters);
- The former name of the vessel, if applicable;
- If the vessel is a tanker, whether or not petroleum cargo is on board, the tanker's Safe Working Load (SWL) for tug escort;
- The place, including port, dock, berth and side-to of the vessel, where the pilot is to board;
- The exact place of destination, including port, anchorage area or terminal, berth, and side-to the pier, if appropriate;
- The vessel's deep draft (meters). If the vessel is down by the head, both forward and aft drafts required;
- The vessel's air draft (meters), when required to move in a waterway;
- The number of tugs which have been ordered and the name of the tug company;
- In the case of a vessel moving to or from an anchorage, the name of the launch service and the point of pick-up or drop-off.
- Last Port of Call prior to Puget Sound if arrival.
- Purchase Order Number if required by the customer;
- Any special information or instructions concerning the movement of the vessel;
- If the pilot order is for sea trials, the start and finish time of the trials;

ORDERING A PILOT

All orders for pilots shall be made directly with dispatchers via telephone in our Seattle office **between the hours of 0800 and 1700** daily, with the hours of lead time for the individual ports, as provided below. If the hours of lead time required for an assignment cannot be properly applied between the hours of 0800 and 1700, then arrangements for that assignment must be made **before 1700** on the day prior. Except in the most unusual of circumstances, **orders for pilots will not be accepted after 1700**. Forgetting to order a pilot will not be considered an unusual circumstance.

Port Angeles: The original request for a pilot at Port Angeles, for either inbound or outbound vessels, shall be made **not later than 24 hours** prior to the vessel's arrival/departure at Port Angeles **and** shall be made **between the hours of 0800 and 1700**. For an ETA/ETD delay greater than 2 hours and less than 6 hours, notice is required at least 6 hours in advance to avoid additional charges. For a delay of 6 hours or more or a cancellation, notice is required at least 12 hours in advance to avoid additional charges. Vessels arriving or departing earlier than their scheduled ETA/ETD at Port Angeles must give 24 hour notice to assure that a pilot is available. In addition to charges specified in the applicable tariff, vessels arriving/departing Port Angeles outside the above parameters may expect delays until a pilot becomes available.

Seattle, Point Wells, Edmonds, or Eagle Harbor: The request for a pilot at the above ports shall be made **at least 4 hours** prior to the pilot being required aboard.

Tacoma, Olympia, Everett, Manchester, Bremerton, Bangor, Port Gamble, DuPont, Port Townsend, or Mukilteo: The request for a pilot at the above ports shall be made **at least 5 hours** prior to the pilot being required aboard.

Anacortes, March Point, Bellingham, Ferndale, or Cherry Point: The request for a pilot at the above ports shall be made **at least 6 hours** prior to the pilot being required aboard.

Canadian Ports of Vancouver, New Westminster, or Ports in the Greater Vancouver Area: The request for a pilot at the

above Canadian ports shall be made **at least 10 hours** prior to the pilot being required aboard.

All other Canadian Ports: The request for a pilot at all other Canadian ports shall be made **at least 24 hours** prior to the pilot being required aboard.

TENTATIVE ASSIGNMENTS

The arranging of a tentative request for a pilot, to be firm by the requestor at a later time, is encouraged so that overall needs for pilots may be anticipated. However, **tentative requests will not be accepted for either inbound or outbound vessels at Port Angeles. Also, it is the policy of the Puget Sound Pilots to not dispatch a pilot to a tentative assignment.** A tentative request for a pilot must be made firm by the requestor prior to the time of pilot dispatch or the dispatch will not be made. **All assignments held as tentative and not made firm between the hours of 0800 and 1700, and prior to normal dispatch times as indicated above, will not have a pilot dispatched to them.**

CHANGE OF PILOT ASSIGNMENT TIME

Except for Canadian Ports, when an order for a pilot has been placed **prior to 1700** for an assignment scheduled to commence between the hours of **2200** that evening and **1400** the following day, one (1) change to a later assignment time without penalty will be permitted; provided that the change is made **at least 5 hours** prior to the original time of assignment. An assignment ordered between the hours of **0800** and **1700** and scheduled to commence between the hours of **1300** and **2200** the same day will be permitted one (1) change to a later assignment time without penalty; provided that the change is made **at least 5 hours** prior to the original time of assignment.

CANCELLATION OF PILOT ASSIGNMENT

For a vessel arriving/departing Port Angeles or arriving inbound to the Port Angeles Pilot Station, cancellation must be made **at least 12 hours** prior to the original time of assignment to avoid cancellation charges.

Except for Port Angeles Pilot Station inbound assignments and Canadian assignments, cancellation of an assignment must be made **at least 5 hours** prior to the original time of assignment to avoid cancellation charges.

STANDBY CHARGES

A vessel arriving Port Angeles and requesting a pilot at a time **more than 2 hours** from the scheduled time, or the scheduled time as amended, shall be assessed a standby charge.

In the event the vessel does not sail, from any port, **within 1 hour** of the time the pilot was requested to be aboard the vessel, standby charges will commence from the original time the pilot was to be aboard.

When a pilot is required to stay aboard a vessel and is not actually engaged in the duties of piloting, he shall be provided a clean,

habitable room and clean sanitary facilities, at least comparable to the accommodations of the vessel's officer personnel. If such facilities cannot be provided, the pilot will not be kept aboard the vessel. If a pilot is kept aboard under any circumstances against his will, appropriate standby charges will be assessed.

SLOWDOWN CHARGES

When a vessel chooses not to maintain its normal speed capabilities for reasons determined by the vessel and not the pilot, and when the difference in arrival time is **1 hour** or greater from the predicted arrival time had the vessel maintained its normal speed, an hourly slowdown charge for the difference in arrival time will be assessed.

ANCHORING STANDARDS OF CARE *A Maritime Safety Advisory*

This advisory is issued by the U.S. Coast Guard Captain of the Port and is applicable for the entire Puget Sound region with additional regulations for Smith Cove East and West in Elliott Bay and for all of Commencement Bay*.

Heavy weather conditions in the Puget Sound Region mandate that all maritime stakeholders exercise increased vigilance and implement additional and appropriate measures to ensure the safety of ships and to protect the environment. The Standards of Training, Certification and Watchkeeping (STCW) Convention and the International Safety Management (ISM) Code direct a ship's complement to effectively coordinate their activities in an emergency situation and in performing functions vital to safety or to prevent pollution. All vessels anchoring in western Washington waters should strictly follow the **Anchoring Standards of Care** established in the Puget Sound Harbor Safety Plan (http://www.pshsc.org/about/harbor_safety_plan).

The following **ACTION ITEMS** should be given special attention:

ALL WEATHER / ALL VISIBILITY:

- Maintain a 24-hour bridge watch by an English-speaking individual.
- Confirm vessel's position and under keel clearance at a minimum of once per hour.
- Provide proper VTS notifications as required by the VTS Users Manual (<http://www.uscg.mil/d13/psvts/>).
- Ensure a second anchor is made ready for letting go.
- During the months of October through March, monitor a VHF-FM radio weather channel.

GALE WARNINGS (sustained winds exceed 34 knots):

All of the above, *PLUS*

- The bridge watch must be maintained by a licensed English-speaking deck officer.
- Maintain a listening watch on the VTS working frequency (channel 05A or 14, as applicable).
- Put the propulsion plant on standby and be ready to provide immediate propulsion and maneuver.

STORM WARNINGS (sustained winds exceed 48 knots):

All of the above, *PLUS*

- Consider increasing the scope of anchor chain as appropriate (use caution due to depth of water).
- Determine the availability and locations of potential standby tugs (with appropriate size and horsepower) that could assist the vessel in holding position.
- Assess the need for a pilot, and get one onboard if necessary.

RESTRICTED VISIBILITY:

- The bridge watch must be maintained by a licensed deck officer.
- Increase assessment of radar contacts.

* **Additional Regulations** for Smith Cove East and West in Elliott Bay and for all of Commencement Bay:

All actions listed above in the "All Weather" section and the "Restricted Visibility" section, *PLUS*

**SMALL CRAFT ADVISORIES:
(sustained winds or frequent gusts between 21-33 knots)**

- The bridge watch must be maintained by a licensed English-speaking deck officer.
- Maintain a listening watch on the VTS working frequency (channel 14).
- Put the propulsion plant on standby and be ready to provide immediate propulsion and maneuver.

**GALE WARNINGS:
(sustained winds or frequent gusts between 34-47 knots)**

All of the above, *PLUS*

- Consider increasing the scope of anchor chain as appropriate (use caution due to depth of water).

- Determine the availability and locations of potential standby tugs (with appropriate size and horsepower), which could assist the vessel in holding position.
- Assess the need for a pilot and get one onboard if necessary.

**STORM WARNINGS:
(sustained winds or frequent gusts exceed 48 knots)**

All of the above, *PLUS*

- Tug(s) of sufficient size and horsepower to control the vessel must be alongside in the anchorage area. One tug may be assigned to more than one vessel in the same anchorage area.
- A pilot shall be dispatched to the vessel. One pilot may be assigned to more than one vessel in the same anchorage area.
- When actual Storm Force Winds are occurring, Master to be in the wheelhouse and vessel ready to get underway.

For additional information or **to report emergencies, contact the Coast Guard Joint Harbor Operations Center on VHF channel 16** or at **(206) 217-6002**. At all times monitor either VHF channel 5A or 14 (as applicable) for USCG VTS and channel 13 for vessel bridge-to-bridge navigation safety communications.

VHF channels for local contacts:

Foss Tugboat Co.	7A	Marine Exchange	20
Crowley Maritime	10	(for Pilot & Agent information)	
Arrow Launch	10		

AIS REQUIREMENTS

AIS (Automatic Identification System for ships) requirements (CFR 33, 164.01) apply to all self-propelled vessels of 1600 GRT or more when operating in the navigable waters of the United States. The requirements for Bridge-to-Bridge radiotelephones (CFR 33, 26.04) also apply to AIS. Included in the requirements for the AIS system is the requirement that there shall be, on each vessel over 1600 GRT, a functioning AIS Pilot Plug. This plug shall be available for pilot use, easily accessible from the primary conning position of the vessel and near 120 volt AC power via a 3-prong receptacle.