

## GUIDE FOR USERS OF THE ADVANCE NOTICE OF OIL TRANSFER (ANT) SYSTEM

### User Guide Overview

This guide helps you successfully enter your vessel, facility, or rail Advance Notice of Oil Transfer (ANT) into the state's web-based system, which satisfies federal and state requirements for Advance Notice of Oil Transfer.

The guide provides an overview, describes the transfer form, and walks you through the data input process. It also explains how to view a previously submitted ANT, how to delete an ANT and how to edit a previously entered ANT if information has changed.

You may use this guide after registering and activating your account on the SecureAccess Washington online system. Please see the "Guide to Setting up an Account for the Advance Notice of Transfer System" for information on account activation. The settings chosen while setting up the account determine whether submissions may be entered for transfers to/from vessels, from rail, or both.

### I. TO LOG-IN TO THE ANT SYSTEM

- To use the account to enter or to access Advance Notices of Oil Transfer, go to <https://secureaccess.wa.gov/ecy/ants>.

Note: It may be useful to set up an icon on your desktop for easy access.

- Log-in with the User ID and Password entered during registration.

### II. OVERVIEW

- The Advance Notice of Oil Transfer Form is designed to allow users to quickly enter the required information with dropdown boxes and auto complete fields. Ecology will add information and update the fields on a continuous basis.
- For **transfers over the water to/from a vessel**, the Deliverer (facility or vessel) is responsible for entering the ANT into the web-based system **24 hours** in advance of the transfer, except for emergent transfers which must be entered as soon as possible. Some facilities prefer to make the entries for all transfers occurring at their dock. It is important that these facilities coordinate with delivering vessels to prevent duplicate entries for the same transfer. The system does provide a warning if entries are attempted with the same Deliverer, Receiver, Location, and Product within 24 hours of an existing ANT. If the transfer involves more than one type of oil, all parcels may be entered on the same submission form.

- For **transfers from rail**, the receiving facility is responsible for entering the transfer of crude oil only for transfers scheduled for the succeeding seven day period. For transfers newly-scheduled after the above weekly submission, the transfer must be reported as soon as known and before the shipment enters the state if possible.
- To contact Ecology or to request help by email, click “Contact Us” on the Help Menu. You may also call (360) 407-7483 or (360) 407-6950 during normal working hours.

### III. OIL TRANSFERS TO/FROM A VESSEL

#### A. TO ENTER A NEW ADVANCE NOTICE

1. Click **New Vessel Transfer** on the Vessel menu at the top of the screen. Enter transfer data in the fields as follows. Fields indicated with a red asterisk are mandatory. Mandatory fields are indicated by an asterisk in and may not be left blank. If “Other” is entered in any field, please enter the correct value in the “Remarks” section.
  - Reporting Party and Company Name: Auto-filled from the registration data.

**New Vessel Oil Transfer**

\* - indicates is required

ANT#: \_\_\_\_\_  
Reporting Party: **Jack Barfield**

\* Company Name:

\* Start Date/Time:

\* Duration:  (hrs)

\*\* Transfer Location:  (Berth, Anchor or Business Location)

\*\* Street Address:

\* City:

\* Deliverer Type:

\* Deliverer:

\* Receiver Type:

\* Receiver:   Regulated?

\* Product: NOTE: For multiple product transfer, please click 'Add' to add additional product.

Transfer Type	Product	Quantity	Unit
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#)

Pre-boomed:

Transfer Rate:  >500ppm

NOTE: Rate A deliverers (>500ppm transfer rate) must complete the Boom Report information below. If the information cannot be completed at this time, then you must complete it prior to the transfer via the ANT History screen by clicking the ANT#.

**Boom Report - Environmental and Safety Conditions Summary:**

Wave Height:  (ft)

Sustained Winds:  (knots)

Wind Direction:

Current Velocity:  (knots)

Safety Issue(s):

Other factors:

- **Start Date/Time:** Enter the date the transfer is expected to start in mm/dd/yyyy format. Enter the time the transfer is expected to start. 24-hr clock, no am/pm designation.
- **Duration:** Enter the estimated duration of the transfer in hours and tenths of an hour.
- **Transfer Location:**
  - **For Berth, Anchor or Business Name:** This is an auto-complete field -- typing any 3-4 letters, including the city name, will present a narrower list of choices. Select from the choices presented, or continue typing to enter the berth, anchor, or business name. The street address and city will be autofilled.

The screenshot shows a web application interface for the Department of Ecology, State of Washington. The page title is "New Vessel Oil Transfer (DEV)". A dropdown menu is open for the "Transfer Location" field, displaying a list of terminals: ABERDEEN TERMINAL 1, ABERDEEN TERMINAL 2, ABERDEEN TERMINAL 3, ABERDEEN TERMINAL 4, ANACORTES FERRY TERM GUEMES, BELLINGHAM FAIRHAVEN TERMINAL, BELLINGHAM WHATCOM COUNTY TERMINAL, BURBANK CARGILL GRAIN TERMINAL, CLARKSTON TIDEWATER WILMA TERMINAL, EVERETT NORTON TERMINAL, EVERETT PACIFIC TERMINAL, and EVERETT SOUTH TERMINAL. The "Transfer Location" field contains the text "term". Other fields include "ANT#", "Reporting Party:", "Company Name:", "Start Date/Time:", "Duration:", "Street Address:", and "City:". A note indicates that asterisks (\*) denote required fields.

- **Street Address:** to be entered if the location is not a berth or anchor. This field is a geocode lookup. Start entering the street address and a list of street addresses will be presented (limited to WA, OR, ID addresses). Select from the choices presented, or continue typing to enter the street address. This field must be completed if a berth or anchor location is not selected.
- **City:** should be autofilled if either a berth/anchor or geocoded street address is entered. Otherwise, enter the city from the lookup list provided.

The screenshot shows a web application form with the following fields: "Company Name" (POLAR TANKERS, INC. (PUGET SOUND AGENCY)), "Start Date/Time" (05/23/2016 20:15), "Duration" (2.15 hrs), "Transfer Location" (empty), "Street Address" (1500 marine view), and "City" (1500 Marine View Dr, Tacoma, WA 98422 (United States)). A note indicates that asterisks (\*) denote required fields.

- Deliverer Type: Select Vessel, Facility (fixed), or Mobile as applicable.
- Deliverer: This is an auto-complete field -- typing any 3-4 letters, will present a narrower list of choices. The choices presented depend on whether the Deliverer Type is Vessel or Facility/Mobile
  - For Facility/Mobile Deliverers: all facilities registered in the ANT system are presented. Select from the choices shown.

\* Deliverer Type: Facility

\* Deliverer: phil

\* Receiver Type: Phillips66 Renton

\* Receiver: Phillips66 Tacoma Terminal

Regulated?

- For Vessel Deliverers: all vessels recognized by the ANT system will be presented. Select from the choices shown. If the correct vessel is not presented, continue typing the complete name of the vessel.

**New Vessel Oil Transfer**

\* - indicates is required

ANT#: \_\_\_\_\_

Reporting Party: \_\_\_\_\_

\* Company Name: \_\_\_\_\_

\* Start Date/Time: \_\_\_\_\_

\* Duration: \_\_\_\_\_

\*\* Transfer Location: \_\_\_\_\_ (Berth, Anchor or Business Location)

\*\* Street Address: \_\_\_\_\_

\* City: \_\_\_\_\_

\* Deliverer Type: \_\_\_\_\_

\* Deliverer: pola

POLAR SIRKEL

POLAR BEAR

DP POLAR (SCRAPPED)

STAR POLARIS

C. POLARIS

POLARIS ACE

POLARGAS

POLAR ENDEAVOUR

POLAR RESOLUTION

POLAR DISCOVERY

POLAR ADVENTURE

POLARIS

POLAR ENTERPRISE

AMAPOLA

- Receiver Type: Select Vessel or Facility as applicable.
- Receiver:
  - For a **regulated** receiving facility or vessel, this is an auto-complete field -- typing any 3-4 letters will present a narrower list of choices. Select from the list presented.

\* Receiver Type: Facility

\* Receiver: che

\* Product: CHEVRONTEXACO NORTHWEST TERMINAL PASCO

Regulated?

BP West COAST **Cherry Point Refinery**

CHEVRONTEXACO Pipe Line PASCO

Curt Warner **Chevrolet**

FLC Puget Sound **Manchester**

Lake **Chelan Recreation Inc.**

Roche Harbor Resort

Quantity

Unit

\* Receiver Type: Vessel

\* Receiver: aal

\* Product: AAL HONGKONG

Regulated?

AALBORG (SCRAPPED)

AAL SHANGHAI

AAL KEMBLA

AAL KOBE

AAL SINGAPORE

AAL MELBOURNE

Quantity

Unit

Note: For a Receiving Vessel, it is important that the vessel be indicated as a “Regulated” vessel when appropriate. “Regulated” within this context means self-propelled cargo, passenger, and tank vessels of 300GT or greater which are engaged in commerce and which will receive fuel regulated by the Washington Bunkering Operation regulation (WAC 317-40). Public vessels (those owned by a governmental entity), are not regulated.

Note: if a vessel known to be “Regulated” under the above definition does not appear in the lookup list, it may be because the vessel does not have a current arrival entered in Ecology’s database. In this case, please notify Ecology rather than selecting an unregulated status as above (see the “Contact Us” selection on the Help menu).

- For an unregulated receiving vessel, uncheck the Regulated box and type in the vessel or facility name in the Receiver field. Note that there should be no unregulated receiving facilities.

- **Product:** Multiple products may be entered on a single Advance Notice submission. If the transfer involves only one product, just complete the entries in the fields below. The check box on the left is used only if you wish to delete a product that is already entered.
  - Click the **Add** link only if you wish to add an additional product.

\* **Product:** NOTE: For multiple product transfer, please click 'Add' to add additional product.

	Transfer Type	Product	Quantity	Unit
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#)

- If “Other” is entered for the product, record the actual product in the “Remarks” field.
  - To delete a product that has been entered, check the box to the left on that row and click the **Delete** link.
- **Pre-boom Reporting:**
    - Check the **Pre-boomed** checkbox if the transfer will be pre-boomed.
    - Check the **Transfer Rate** checkbox if the transfer rate will be greater than 500 gals/minute.

Note: If the Transfer Rate **IS** greater than 500 gpm, and pre-booming is **NOT** checked, **AND** the product is **NOT** volatile (gasoline or aviation fuel), fields will be displayed to allow completion of a “Boom Report.” This report is mandatory for transfers at rates greater than 500 gpm that are not pre-boomed (except for gasoline and aviation gasoline)

The Boom Report records reasons why the transfer was not pre-boomed, such as weather or current.

- Complete the appropriate boxes of the Boom Report (see below) to indicate why pre-booming was not accomplished.

Pre-boomed  Yes  
 Transfer Rate  > 500gpm  
 NOTE: Rate A deliverers (>500gpm transfer rate) must complete the Boom Report information below. If the information cannot be completed at this time, then you must complete it prior to the transfer via the ANT History screen by clicking the "Detail" button.

**Boom Report - Environmental and Safety Conditions Summary:**

Wave Height (ft):   
 Sustained Winds (knots) :   
 Wind Direction: --Select--  
 Current Velocity (knots):   
 Safety Issue(s):   
 Other factors:   
 Remarks:

\* - Indicates required fields

Note: Before you click Submit:

- Mandatory fields are indicated by an asterisk and may not be left blank.
- If "Other" is entered in any field, please enter the correct value in the "Remarks" section.
- You may clear all fields by clicking the **Reset** button which allows users to start over.

- Click **Submit** when all data has been entered. You will see a message that the data has been successfully entered.
- Click **Logout** from the menu if this is the last transfer to be reported.
- To enter or edit a Boom Report after submission of the ANT:

Note: The ANT may be submitted well before the conditions that require a Boom Report are known. In this case, the ANT may be submitted with the Boom Report fields empty or incomplete. In this case, the transfer will be flagged in the "Incomplete Boom Report" column of the Vessel Transfer History page, which may be accessed under the "Vessel" menu.

- Click the **ANT#** on the Transfer History page for the ANT in question.
- Click the **Edit** button at the bottom of the form and update the Boom Report information.
- Click the **Save** button when finished.

## B. TO FIND A PREVIOUSLY SUBMITTED ADVANCE NOTICE OF OIL TRANSFER

1. Click **Vessel Transfer History** under the Vessel menu. A summary screen will show only those transfers that have been submitted by the party who logged in, or at that party's facility, with the exception of Ecology and Coast Guard inspector log-ins, who will see all transfers.

Vessel Oil Transfer History								
View Oil Transfer								
By: <input type="text" value="From Past 7-days"/>								
ANT#	Company	Start Date Time	Duration	Transfer City	Deliverer	Receiver	Incomplete Boom Report	
136266	U.S. SHIP MANAGEMENT INC.	05/24/2016 15:00	3.00	ANACORTES	ATB GULF RELIANCE/650-2	Shell Puget Sound Refinery		Delete
136267	BP CHERRY POINT REFINERY	05/24/2016 12:15	3.00	BLAINE	BP West COAST Cherry Point Refinery	POLAR RESOLUTION		Delete
136265	CASCADE MARINE AGENCIES (P)	05/20/2016 22:00	5.00	ANACORTES	LINDSEY FOSS	BARBARA FOSS		Delete

- Select the date range for the transfers to be viewed from the drop-down list in "View Oil Transfer By" box. If "Date Range" is selected, an option to enter the desired date range will be presented.
- Clicking a column header, such as "Start Date Time" or "Transfer City" will sort the entries by that field.
- Delete: An entire ANT may be deleted if the transfer date is within the last seven days or in the future by clicking **Delete**.
- Click **Export to Excel** at the bottom of the summary screen to see all of the fields in an Excel tabular format. The data in this view may be sorted and manipulated by all standard Excel functions.
- Edit: Click the **ANT#** on the History screen and then **Edit** at the bottom of the Detail screen. Any ANT with a transfer date within the last seven days or in the future may be edited. All fields may be edited, and the same functions discussed previously for submitting a new ANT are available. When finished making changes, click the **Save** button.

- Print: An individual ANT Detail page may be printed. Click the **Print to PDF** button at the bottom of the screen.
2. **Use the ANT Search Function** if the options in Section D.1 above do not display the ANTs in which you are interested.
- Click **Search** under the Vessel menu. The following search screen will be displayed:

**Search Vessel Transfer**

---

ANT #:

Company:  Beginning with ▼

Transfer Date:  To:

Region:  ▼

Street Address:  Beginning with ▼

City of Transfer:  ▼

Deliverer:  Beginning with ▼

Receiver:  Beginning with ▼

- ANTs may be searched based on the following filters. Type in the search criteria and click the “Submit” button at the bottom of the screen. Multiple filters may be set – for example the return may be filtered on both Deliverer and Start Date.
  - ANT#
  - Company – type the first few letters of the Company
  - Start Date – duplicates the Start Date Range filter at the top of the ANT History screen
  - City of Transfer – type the first few letters of the city or select from the lookup list.
  - Deliverer and Receiver: type the first few letters of the deliverer or Receiver.

### C. To View or Edit a Previously Submitted Advance Notice of Transfer

1. Find the desired ANT as described in Section D above. Click the **ANT#** for that ANT. This will display the complete data entered in the same format as the data entry page.

### Vessel Oil Transfer Detail

*\* - indicates is required*

ANT#: **136266**  
 Reporting Party: **Kevin Truong**

\* Company Name: U.S. SHIP MANAGEMENT INC.  
 \* Start Date/Time: 05/24/2016 15:00  
 \* Duration: 3 (hrs)

\*\* Transfer Location: MARCH POINT SHELL (FORMERLY EQUILON, TEXACO) (Berth, Anchor or Business Location)  
 \*\* Street Address: 8505 South Texas Road  
 \* City: ANACORTES

\* Deliverer Type: Vessel  
 \* Deliverer: ATB GULF RELIANCE/650-2

\* Receiver Type: Facility  
 \* Receiver: Shell Puget Sound Refinery  Regulated?

\* Product: NOTE: For multiple product transfer, please click 'Add' to add additional product.

	Transfer Type	Product	Quantity	Unit
<input type="checkbox"/>	Cargo	CRUDE OIL	3000	Bbls

Add

Pre-boomed:   
 Transfer Rate:  >500gpm

Remarks: test

Ecology home | Home | Report a Bug  
 ANTS Version: 1.0.0.0

- Click the **Print to PDF** button to print a hardcopy of that particular ANT Detail screen. Click the **Go Back** link at the top right of the screen to return to the Summary screen.
- To Edit an ANT that was previously submitted, click the **Edit** Button
- Make the desired changes. After all desired changes are made, click **Save** to record the changes or click **Cancel** to abandon the changes made to the ANT.

## IV. OIL TRANSFERS FROM RAIL

### A. TO ENTER A NEW ADVANCE NOTICE

1. Click **New Rail Transfer** on the Rail menu at the top of the screen.  
Enter transfer data in the fields as shown below.

NOTE: List all transfers for next 7 day period.

\* Oil Transfer:

Transfer#	Start Date/Time	Region	Route	Product (optional)	Qty (Bbls)	API Gravity
<input type="checkbox"/>	mm/dd/yyyy   hh:mm				0	0.00

[Add](#)

Remarks:

- o Enter all transfers expected to occur within the next 7 day period, or as soon as the shipment information is available. In any event, notification should be made before the shipment enters Washington State.
- o Click the **Add** link only to enter a subsequent row for another transfer.
- o Region is region of origin of the crude oil, as shown on the Bill of Lading.
- o The Route selections are unique to the submitting facility, and is the route taken to the facility within Washington State.
- o Product is optional, but is helpful if submitted.
- o Quantity is in barrels.
- o To delete an entered transfer, click the box on the left side of the row.
- o Click **Submit** when all transfers have been entered. A summary of the transfers entered during this session will be displayed. You can go back and edit any transfer by clicking the Transfer#.

**Thank you for submitting the Oil Transfer Notice.**  
**Below is the summary list of your transfer notice. If you wish to correct any error, please click on the assigned transfer number.**

Reported Date: 08/24/2016 14:55  
 Reported By: Jack\_Test\_071116

Transfer #	Start Date/Time	Region	Route	Product	Qty (Bbls)	API Gravity
37	08/28/2016 12:34	North Dakota	Spokane - Cherry Point UP	BAKKEN	10,000	35.00
38	08/30/2016 12:00	Wyoming	Vancouver - Cherry Point UP	CRUDE OIL	5,000	18.30

Remarks:

- o Click **Logout** or select from the Rail menu on the top menu bar.

## B. TO FIND A PREVIOUSLY SUBMITTED ADVANCE NOTICE OF OIL TRANSFER

1. Click **Rail Transfer History** under the Rail menu. A summary screen will show only those transfers that have been submitted by the facility that is logged in.
  - o To filter the list by Date or Route, make the appropriate selections and click **Submit**.

Rail Oil Transfer History						
View Oil Transfer By: <input type="text" value="Future Date Oil Transfer"/>		Route: <input type="text"/>		<input type="button" value="Submit"/>		
Transfer#	Start Date Time	Region	Route	Product	Qty (Bbls)	API Gravity
34	08/27/2016 11:11	Wyoming	Spokane - Tacoma BNSF	CRUDE OIL	222,222	18.60
39	08/26/2016 11:11	North Dakota	Wishram - Tacoma BNSF	BAKKEN	1,234,567	17.30
33	08/26/2016 00:00	Alberta	Blaine - Tacoma BNSF	BITUMEN OIL (DIL OR SYN)	20,000	15.00
<input type="button" value="Export to Excel"/>						

- o Clicking a column header, such as “Start Date Time” or “Region” will sort the entries by that field.
  - o Click **Export to Excel** at the bottom of the summary screen to see all of the fields in an Excel tabular format. The data in this view may be sorted and manipulated by all standard Excel functions.
2. Use the **Search** Function if the options in Section B.1 above do not display the results in which you are interested.

- o Click Search under the Rail menu. The following search screen will be displayed:
- o Enter your parameters and click **Submit**.

Search Rail Oil Transfer	
Rail Transfer#:	<input type="text"/>
Transfer Date:	<input type="text" value="mm/dd/yyyy"/> To: <input type="text" value="mm/dd/yyyy"/>
Region:	<input type="text"/>
Route:	<input type="text"/>
Product:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

## C. TO VIEW OR EDIT A PREVIOUSLY SUBMITTED ADVANCE NOTICE OF TRANSFER

1. Find the desired transfer as described in Section B above. Click the Transfer# for that ANT. This will display the complete data entered in the same format as the data entry page.

NOTE: List all transfers for next 7 day period.

\* Oil Transfer:

	Transfer#	Start Date	Region	Route	Product (optional)	Qty (Bbls)	API Gravity
<input type="checkbox"/>	82	10/10/2016	Alberta	Spokane - Tacoma B	BAKKEN	99999	25.00
<input type="checkbox"/>	83	10/11/2016	North Dakota	Spokane - Tacoma U	BITUMEN OIL (DIL C)	888888	22.00

Add

Remarks:

- o Click **Edit** and make desired changes to the transfer.
- o Click **Print to PDF** to print the results

2. To delete a transfer:

- o To delete a single row if multiple rows are present:

Click **Edit**, and then check the box to the left of the row to be deleted. Click **Remove** and then click **Save**.

NOTE: List all transfers for next 7 day period.

\* Oil Transfer:

	Transfer#	Start Date	Region	Route	Product (optional)	Qty (Bbls)	API Gravity
<input checked="" type="checkbox"/>	33	08/26/2016	Alberta	Canada- Tacoma BN	BITUMEN OIL (DIL C)	20000	15.00
<input type="checkbox"/>	34	08/27/2016	Wyoming	Spokane - Tacoma B	CRUDE OIL	222222	18.60

Add Remove

Remarks:

- To delete all rows, including when only one row is present:

Click **Delete**.

NOTE: List all transfers for next 7 day period.

\* Oil Transfer:

Transfer#	Start Date	Region	Route	Product (optional)	Qty (Bbls)	API Gravity
<input type="checkbox"/> 49	09/19/2016	North Dakota	Spokane - Tacoma B	BAKKEN	65000	42.50
<input type="checkbox"/> 50	09/20/2016	Alberta	Spokane - Tacoma U	CRUDE OIL	59000	21.00

Add

Remarks: