



**STATE OF WASHINGTON**  
**BOARD OF PILOTAGE COMMISSIONERS**

**STATEMENT OF POLICY**

**REGARDING:      Definitions of Terms**

It is the policy of the Board that it will use the following definitions when interpreting the listed terms whenever used by stakeholders in any verbal or written input provided to the Board. The Board will assume that when the following terms are used in communications with the Board, the drafter intends these definitions unless an alternate definition is provided as part of the communication.

**1. Assignment**

- a. A billable event relating to pilotage services.
  - i. Assignments include cancellations and ship movements, regardless of duration.
  - ii. For purposes of work allocation, an assignment is considered to commence when a pilot is assigned a vessel and concludes upon the pilot's arrival at the pilot station on an outbound assignment or upon the completion of travel for an inbound assignment (or upon Cancellation).

**2. Average Assignment Time Per Ship Movement**

- a. The sum total of time devoted to Assignments during a given period divided by the number of Ship Movements occurring during the same period.
  - i. Assignment Time generally commences when the pilot is assigned to the vessel and concludes upon completion of travel time for inbound assignments or arrival at the pilot station for outbound assignments.
  - ii. Assignment Time includes preparation and travel time (per PSP Operating Rules) plus Bridge Time.

**3. Average Bridge Time Per Assignment**

- a. The sum total of time aboard piloted vessels during a given period divided by the number of Assignments occurring during the same period.
  - i. Bridge Time generally commences concurrent with Order Time and concludes upon the pilot's arrival ashore.
  - ii. Pilots normally arrive on the bridge 30 minutes before the Order Time on outbound assignments.
  - iii. Average Bridge Time Per Assignment does not include Bridge Time for cancelled assignments nor time on the bridge before Order Time of outbound assignments.

#### **4. Average Bridge Time Per Ship Movement**

- a. The sum total of time aboard piloted vessels during a given period divided by the number of Ship Movements occurring during the same period.
  - i. Bridge Time generally commences concurrent with Order Time and concludes upon the pilot's arrival ashore.
  - ii. Pilots normally arrive on the bridge 30 minutes before the Order Time on outbound assignments.
  - iii. Average Bridge Time Per Ship Movement does not include time on the bridge for cancelled assignments nor time on the bridge before Order Time of outbound assignments.

#### **5. Average Time Per Assignment**

- a. The sum total of time devoted to Assignments during a given period divided by the number of Assignments occurring during the same period.
  - i. Assignment Time generally commences when the pilot is assigned to the vessel and concludes upon completion of travel time for inbound assignments or arrival at the pilot station for outbound assignments.
  - ii. Assignment Time includes preparation and travel time (per PSP Operating Rules) plus Bridge Time.

#### **6. Cancellation**

- a. A billable event involving the termination by a carrier (or agent) of a pilotage service request after a pilot has been assigned and before an outbound ship is moved or, in the case of an inbound vessel, the vessel is delayed by more than 6 hours if it occurs within 12 hours of the scheduled arrival time.
  - i. A Cancellation is deemed to occur if a pilot has been assigned and if the service request is cancelled within 12 hours before the scheduled vessel arrival at Port Angeles or, for outbound transits, four (4) hours from scheduled departure from Seattle; five (5) hours from any other port.
  - ii. Under current procedures, a pilot who has not commenced travel to an outbound assignment at time of cancellation remains available for immediate dispatch. A pilot who has commenced travel is removed from dispatch until rest requirements are met.
  - iii. An inbound vessel may be charged a cancellation charge for any delay of more than 6 hours of an arrival time made less than 12 hours before the scheduled arrival if the cancellation charge is lower than the delayed arrival charge that would otherwise apply.

#### **7. Gross Pilotage Revenue**

- a. All revenue under the tariff including transportation and trainee surcharges (stipends).

#### **8. Gross Pilotage Revenue Per Assignment**

- a. Gross Pilotage Revenue generated from all Assignments during a given period of time divided by the number of Assignments during the same period.

#### **9. Job**

- a. *Not an acknowledged or defined term.*

#### **10. Non-Revenue Activities**

- a. A non-billable event in which a pilot, other than the President of PSP, is assigned by PSP to a license upgrade trip or pilotage-related activity not involving a Ship Movement.
  - i. Non-Revenue Activities include education, training, simulation sessions, license upgrade trips, voyage planning sessions, meetings with government agencies and officials (e.g., pilot commission, U.S. Coast Guard, Department of Ecology, legislature, governor, port districts),

testimony, industry events and conferences, marine safety meetings and PSP business and professional meetings.

ii. Non-Revenue Activities are not Assignments and do not accrue towards the fulfillment of the Target Assignment Level.

#### **11. Number of Pilots**

a. The aggregated sum total of the number of days each pilot was on distribution from PSP during a given year divided by 365 (366 in case of leap years).

i. The Number of Pilots includes:

1. Active pilots;
2. The President of PSP; and,
3. Licensed pilots who are inactive, but receiving payment in the form of Comp. Days.

ii. Number of Pilots does not include former pilots who are no longer licensed, but are receiving payment in the form of Comp. Days.

#### **12. Order Time**

a. The vessel's last scheduled departure time (for outbound transits) or last scheduled arrival time (for inbound transits).

#### **13. Revenue Per Assignment**

a. Gross Revenue, excluding transportation charges and trainee surcharges (stipends), generated from all Assignments during a given period of time divided by the number of Assignments during the same period.

#### **14. Ship Movement**

a. An Assignment resulting in a transit or a reposition of a vessel.

i. A Ship Movement involving multiple pilots (other than training or upgrading pilots) is counted as multiple Ship Movements, one for each pilot.

#### **15. Target Assignment Level**

a. A numerical benchmark set by the Board of Pilotage Commissioners (Board) calculated by dividing the annual number of Assignments by the number of pilots. It is used by the Board in making workload decisions, including setting of the number of pilot licenses to be issued.

i. The President of Puget Sound Pilots is not included in the calculation for the Target Assignment Level.