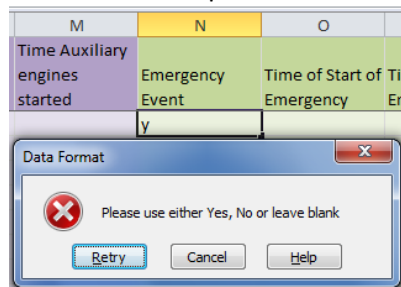


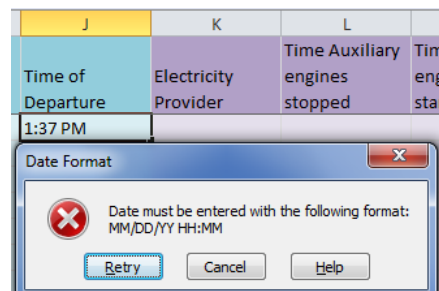
**Shore Power for Ocean-going Vessels**  
**Instructions for the Visit Information Spreadsheet**  
**September 18, 2012**

The following instructions will guide you through filling out the “Visit Information” spreadsheet.

- 1) These instructions are hosted on the **Shore Power website**. Be sure to check the website for updates. (<http://arb.ca.gov/ports/shorepower/shorepower.htm>)
- 2) Download and open the latest version of the **Visit Information** spreadsheet from the shore power website. This spreadsheet was designed for use with Microsoft Word 2010.
  - a. This spreadsheet can be used in Microsoft Excel 2003 and later if “Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint” is installed. (<http://www.microsoft.com/en-us/download/details.aspx?id=3>)
- 3) An **example Visit Information spreadsheet** is available on the Shore Power website.
- 4) The Visit Information spreadsheet contains five color coded sections of information to fill out.
  - a. Ship Information – Colored Orange
  - b. Visit Information – Colored Teal
  - c. ShorePower Information – Colored Purple
  - d. Emergency Information – Colored Green
  - e. Delay Information – Colored Red
- 5) Before entering data, **rename** the Visit Information spreadsheet so it will be easier to find later.
- 6) To help ensure data integrity, this spreadsheet employees **data validation**. You may see errors that indicate the information you entered was in the wrong format. Be sure to re-enter information in the proper format as indicated in the field descriptions.
  - a. In Example A, the following screen capture resulted in an error after “y” was entered in the Emergency Event field. The correct format is to enter “Yes”, “No”, or to leave the field blank.
  - b. In Example B, the following screen capture resulted in an error after “1:37 PM” was entered in the Time of Departure field. A correct response would include the full date and time like “10/24/2013 1:37 PM” or “10/24/2013 13:37”.
  - c. Throughout the rest of the document, you can find the proper data formats (in parentheses) next to the field descriptions.



Example A



Example B

- 7) **Ship information** is color coded orange and contains the following six fields: Fleet, Vessel Name, Lloyd Number, Vessel Type, Power Requirement, and Shore Power Capable. This information must be filled out for every visit. The following is a screen capture of the Ship Information section followed by a description of each field.

	A	B	C	D	E	F
1	Fleet	Vessel Name	Lloyd Number	Vessel Type	Power Requirement	Shore Power Capable
2						

- Fleet:** Name of the ship operator
- Vessel Name:** Name of the ship
- Lloyd Number:** Lloyd's number from the Lloyd's Register Group
- Vessel Type:** Specify Passenger, Refrigerated Cargo, or Container, including the number of TEU
- Power Requirement:** (Number in kW) Power draw of vessel while at port
- Shore Power Capable:** (Yes/No/Blank) Is the ship capable of plugging into shore power?

- 8) **Visit Information** is color coded teal and contains the following four fields: Port, Berth, Time of Arrival, and Time of Departure. This information must be filled out for every visit. Below is a screen capture of the Visit Information section followed by a description of each field.

	G	H	I	J
1	Port	Berth	Time of Arrival	Time of Departure
2				

- Port:** Name of the port ie PoLA, PoLB, PoO
- Berth:** Unique information that represents the dock the ship is at in the port
- Time of Arrival:** (MM/DD/YYYY HH:MM) Enter the time and date the ship arrived at berth.
- Time of Departure:** (MM/DD/YYYY HH:MM) Enter the time and date the ship left berth.

- 9) **ShorePower Information** is color coded purple and contains the following three fields: Electricity provider, Time auxiliary engines stopped, and Time auxiliary engines started. This information must be filled out if the visit included the use of shore power. Below is a screen capture of the ShorePower Information section followed by a description of each field.

	K	L	M
1	Electricity Provider	Time Auxiliary engines stopped	Time Auxiliary engines started
2			

- Electricity Provider:** Local utility or alternative energy provider.
  - If the electricity provider is not a local utility then document that the source of the electricity meets the emission standards in Section 93118.3(d)(1)(H) of the regulation.
- Time Auxiliary engines stopped:** (MM/DD/YY HH:MM) Enter the time and date that the auxiliary engines were turned off or the use of shore power started.
  - If a ship's engine was shut down multiple times during a visit, report only the time the auxiliary engines were first shut down and first restarted. Include spate documentation of and an explanation for all shutdown and restarts when submitting a compliance statement.
- Time Auxiliary engines started:** (MM/DD/YY HH:MM) Enter the time and date that the auxiliary engines were turned back on or shore power use ended.

10) **Emergency Information** is color coded green and contains the following three fields: Emergency Event, Time of Start of Emergency, Time of End of Emergency, and Emergency Explanation. This information must be filled out only if this visit included an emergency event which, as defined in the regulation, can be one of the following three things: an emergency event is any unforeseeable event beyond the control of the master that threatens the safety of the vessel; the utility serving the port cannot provide power as the result of equipment failure, transmission emergency, distribution emergency, stage 3 emergency, or the utility needs to reduce power because of an unforeseeable natural disaster; or the utility notifies the terminal operator to reduce the use of grid-based power in response to a transmission or disruption emergency, a stage 3 emergency or to avoid a stage 3 emergency. Below is a screen capture of the Emergency Information section followed by a description of each field.

	N	O	P	Q
1	Emergency Event	Time of Start of Emergency	Time of End of Emergency	Emergency Explanation
2				

- a. **Emergency Event:** (Yes/No/Blank) If an emergency event occurred, that precluded shore power use, report yes.
- b. **Time of Start of Emergency:** (MM/DD/YYYY HH:MM) Enter the time and date the emergency ended.
- c. **Time of End of Emergency:** (MM/DD/YYYY HH:MM) Enter the time and date the emergency ended.
- d. **Emergency Explanation:** Provide information regarding the emergency event

11) **Delay Information** is color coded red and contains the following four fields: Delayed Event, Time of Start of Delay, Time of End of Delay, and Delay Explanation. This information must be filled out only if this visit included a delay. Delays, as defined by the regulation, are only caused by the following two ways. The initial inspection and clearance of the vessel by the Department of Homeland Security exceeds one hour can cause a valid delay. The auxiliary engines have been put back into service pending departure, and the scheduled departure is delayed by the U.S Coast Guard or Department of Homeland Security. Below is a screen capture of the Delay Information section followed by a description of each field.

	R	S	T	U
1	Delayed Event	Time of Start of Delay	Time of End of Delay	Delay Explanation
2				

- a. **Delayed Event:** (Yes/No/Blank) If an approved delay occurred, report yes
- b. **Time of Start of Delay:** (MM/DD/YYYY HH:MM) Time and date the delay started
- c. **Time of End of Delay:** (MM/DD/YYYY HH:MM) Time and date the delay ended
- d. **Delay Explanation:** Provide information regarding the delay

12) Visit the Shore Power Website for the following instructions:

- a. Instructions for **Importing** Data, **Exporting** Data, and Printing **Compliance Reports**
- b. **Checking and correcting errors** with the Compliance Database Tool