



WASHINGTON STATE DEPARTMENT OF ECOLOGY

Spill Prevention, Preparedness & Response Program

DEPARTMENT OF
ECOLOGY
State of Washington

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

User Guide Overview

This guide helps you successfully enter your vessel or facility 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:

A. To Log-in to the Ant System

1. 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.

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

B. 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.
- 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 you need this publication in an alternate format, please call Spills Program at 360-407-7455. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

- Information is required for each type and quantity (or “parcel”) of oil transferred during the transfer operation. The system is set up so that if the transfer involves more than one type of oil, each parcel is entered separately. This means the system user submits information for one type of oil, and is then offered an opportunity to enter additional parcels. See Section C.4, “Add Another Transfer.”
- Mandatory fields are indicated by an asterisk in Figure 1 below and may not be left blank.
- If “Other” is entered in any field, please enter the correct value in the “Remarks” section.
- Before clicking the “Submit” button, you may clear all fields by clicking the “Clear” button which allows users to start over.
- **Click “Logout”** on the menu at the left of the screen when all transfers or editing have been completed.
- To contact Ecology or to request help by email, click the “Contact Us” button in the menu on the left side of the Advance Notice of Oil Transfer Home Screen. You may also call (360) 407-7483 or (360) 407-6950 during normal working hours.

C. To Enter an Advance Notice of Oil Transfer

1. **Click “New Oil Transfer”** on the menu at the left of the screen.
2. **Enter transfer data** in the fields as follows:
 - **Reporting Party**: Auto-filled from the registration data.
 - **Company**: Enter the Company name of the ***delivering organization*** (not the terminal or location name). In many cases, this will be the same as “Reporting Party.”

Note: The provision of a “Company” separate from the “Reporting Party” is primarily intended for use where the ANT may be entered by other than the delivering company, such as receiving facility or vessel agent.

Note: When selecting a lookup value for the Company or Delivering or Receiving Vessel fields, typing the first 3-4 letters will present a narrower list of choices.

Home > Advance Notice > New Oil Transfer

New Oil Transfer

Reporting Party

Company*

Start Date (mm/dd/yyyy)* Start Time (hhmm)*

Duration(hrs ##.#)*

Berth Location

Anchor Location

City of Transfer* --Select--

Address*

Deliverer Type* Vessel Facility Mobile

Deliverer*

Receiver Type* Vessel Facility

Receiver* Regulated?

Transfer Type* --Select-- Product* --Select--

Quantity* Unit* --Select--

Pre-boomed Yes

Transfer Rate > 500gpm

Remarks

* - Indicates required fields

Figure 1

- **Start Date**: Enter the date the transfer is expected to start in mm/dd/yyyy format.
- **Start Time**: 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.
- **Berth Location**: Select from dropdown list. If the berth location is not listed, leave it blank.
- **Anchor Location**: Select from dropdown list. If the anchor location is not listed, leave it blank.

Note: If the berth or anchor location is not listed in the dropdown list, but the location is designated as a berth or anchorage on the local charts, please notify Ecology to have it added to the list.

Note: If either the Berth or Anchor fields are entered, then the City of Transfer and the Address fields are not required. If the Berth or Anchor fields are not entered, then the City of Transfer and the Address fields are required. Please use the City/Address method only when entering a Berth or Anchor is not possible.

- **City of Transfer:** Select from the dropdown list the city the transfer occurs in, or the nearest city, if the transfer does not occur in a city. If the city is not listed, select “Other” and enter the city name in the “Remarks” Field.
- **Address:** Enter the street address or waterbody of the transferring location, whichever is appropriate.
- **Deliverer Type:** Select Vessel, Facility (fixed), or Mobile as applicable.
- **Deliverer:** Must be selected from the lookup list. 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.
 - **For Vessel Deliverers,** only vessels operated by the party entered in the “Company” field are presented. If the correct vessel is not presented, proceed as follows:
 - Make sure you have selected the Operator of the Delivering Vessel in the Company field.
 - Type the first 2-3 letters of the vessel name in the “Search” box to the right of the “Deliverer” box and click the Search button. A list of candidate vessels will be presented in the “Deliverer” box which overrides the association to the Company as described above. If the “Search” feature is used, please enter the correct vessel name in the “Remarks” field so that we may update our vessel associations.
- **Receiver Type:** Select Vessel or Facility as applicable.
- **Receiver:**
 - **For a Receiving Facility,** select the facility from the lookup list.

Note: If the Receiver Type is selected as “Vessel,” a “Regulated” checkbox will appear next to the “Receiver” box. Please proceed in the following sequence.

➤ For a Receiving Vessel:

- First: With the “Regulated” box checked, select the vessel from the lookup list.

Note: For a Receiving Vessel, it is important that the vessel be indicated as a “Regulated” vessel when appropriate. For most cases, a regulated vessel is one of 300 gross tons or greater, and in commercial use. Public vessels (those owned by a governmental entity), are not regulated – proceed as in the next step.

- Then: if the vessel does not appear in the lookup list, uncheck the “Regulated” box and type in the vessel name in the “Receiver” box.
- **Transfer Type:** Select from dropdown list.
- **Product:** Select from dropdown list. If the product is not listed, select a similar product or select “Other.” If “Other” is entered, please record the actual product in the “Remarks” box.
- **Quantity:** Enter the intended quantity to be transferred.
- **Units:** Select the units from the dropdown list.
- **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** selected, **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.

The submitter may not be able to complete the Boom Report at the time the ANT is submitted. This is OK, but the report should be completed by the time the transfer is started. See section E.3.

- 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

Figure 2

- Incomplete Boom Reports are flagged in the right-hand column of the ANT History page, which may be viewed by clicking on “ANT History” from the menu. To edit a Boom Report, or to change your intentions to pre-boom, follow the steps under Section E.3 following (**Editing a Previously Submitted Advance Notice of Transfer**)
 - **Remarks:** Enter “City” or “Berth” or “Anchor” location as requested above, and any other pertinent information.
3. **Click “Submit”** when all data has been entered. You will see a message that the data has been successfully entered.
 4. **Click “Add Another Transfer”** on the next screen if another parcel is to be transferred continuously between the same deliverer and receiver. The following fields (only) will be cleared for entry of data for the next parcel: *Start date, Start time, Duration, Product, Quantity, and Units.*

Note: If fields other than those specified above are changed (such as a different receiver), then a completely new Advance Notice should be initiated by clicking “New Oil Transfer” from the menu.

Either method will generate a separate ANT with a distinct ANT number. Do not report an additional parcel only by comments in the “Remarks” box unless the parcel is less than 5 barrels in quantity.

5. Click “Logout” from the menu if this is the last transfer to be reported.

D. To Find a Previously Submitted Advance Notice of Oil Transfer

1. Click “ANT History” on the menu at the left of the screen. 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.

		Start Date Time	Duration	Transfer City	Deliverer	Details	Delete	Incomplete Boom Rep
		03/30/2009 06:00	10.00	SEATTLE	Nelson Petroleum	Detail...	Delete	
		03/09/2009 17:00	5.00	SEATTLE	Covich Williams Co Inc	Detail...	Delete	
36396	COVICH WILLIAMS COMPANY, INC.	03/09/2009 12:00	1.00	SEATTLE	Covich Williams Co Inc	Detail...	Delete	
36536	PACIFIC FUNCTIONAL FLUIDS LLC	03/09/2009 09:00	3.00	BREMERTON	Pacific Functional Fluids, LLC	Detail...	Delete	Yes
36607	TESORO REFINING AND MARKETING COMPANY	03/07/2009 06:00	7.00	TACOMA	NANCY JO	Detail...	Delete	
36605	TESORO REFINING AND MARKETING COMPANY	03/07/2009 04:00	6.00	RICHMOND BEACH	PARAMOUNT OF WA RICHMOND BEACH	Detail...	Delete	
36594	OLYMPIC TUG & BARGE, INC.	03/07/2009 03:00	5.00	TACOMA	STODDARD SEA	Detail...	Delete	
36590	U.S. OIL & REFINING COMPANY	03/06/2009 21:00	5.00	TACOMA	U.S. Oil & Refining	Detail...	Delete	
36604	TESORO REFINING AND MARKETING COMPANY	03/06/2009 21:00	4.00	SEATTLE	DUGAN PEARSALL	Detail...	Delete	
36611	OLYMPIC TUG & BARGE, INC.	03/06/2009 20:00	9.00	VANCOUVER	INVESTIGATOR	Detail...	Delete	Yes
36601	TESORO REFINING AND MARKETING COMPANY	03/06/2009 18:00	10.00	TACOMA	SHAUNA KAY	Detail...	Delete	
36606	TESORO REFINING AND MARKETING COMPANY	03/06/2009 17:00	6.00	RICHMOND BEACH	PARAMOUNT OF WA RICHMOND BEACH	Detail...	Delete	
36593	OLYMPIC TUG & BARGE, INC.	03/06/2009 15:00	4.00	TACOMA	STODDARD SEA	Detail...	Delete	
36610	OLYMPIC TUG & BARGE, INC.	03/06/2009 14:00	4.50	LONGVIEW	LILY 101	Detail...	Delete	

Figure 3

- **Select the date range** for the transfers to be viewed from the drop-down list in “View Oil Transfer By” box (see Figure 3).
 - **Clicking a column header**, such as “Start Date” 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.”.
 - **Print:** An individual ANT Detail page may be printed. Click the “Print” button at the bottom of the screen.
 - **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 ANT Search Function** if the options in Section D.1 above do not display the ANTs in which you are interested.
- Click “Search” on the left-side menu Bar. The following search screen will be displayed:

Figure 4

- 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.

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

1. Find the desired ANT as described in Section D above. Click **“Detail”** for that ANT. This will display the complete data entered in the same format as the data entry page (see Figure 5).

Advance Notice Detail:

ANT#: 36590
 Reporting Party: US Oil Trading LLC
 Company: U.S. OIL & REFINING COMPANY

Start Date (mm/dd/yyyy): 3/6/2009 Start Time: 9:00 PM
 Duration (hrs ##.##): 5.00

Berth Location: TACOMA US OIL
 Anchor Location:
 City of Transfer: TACOMA
 Address:

Deliverer Type: Vessel Facility Mobile
 Deliverer: U.S. Oil & Refining

Receiver Type: Vessel Facility
 Receiver: STODDARD SEA

Transfer Type: Cargo Product: BUNKER OIL/HFO
 Quantity: 1650 Unit: Metric Tons

Pre-boomed: Yes
 Transfer Rate: > 500gpm

Remarks:

Inspect Date (mm/dd/yyyy): Inspector:

[Back To History](#)

Figure 5

- Click the “Print” button to print a hardcopy of that particular ANT Detail screen. Click “Back to History” to return to the Summary screen.

2. To Edit an ANT that was previously submitted, click the “Edit” Button. The ANT Detail screen will display an “Update” button at the bottom, as well as displaying the fields needed to submit or update a Boom report.

Advance Notice Detail:

ANT#: 36590

Reporting Party: US Oil Trading LLC

Company: U.S. OIL & REFINING COMPANY

Start Date (mm/dd/yyyy): 3/6/2009 Start Time (hhmm): 2100

Duration (hrs ##.##): 5

Berth Location: TACOMA US OIL

Anchor Location: --Select--

City of Transfer: TACOMA

Address:

Deliverer Type: Vessel Facility Mobile

Deliverer: U.S. Oil & Refining

Receiver Type: Vessel Facility

Receiver: STODDARD SEA Regulated?

Transfer Type: Cargo Product: BUNKER OIL/HFO

Quantity: 1650 Unit: Metric Tons

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:

Inspect Date (mm/dd/yyyy): Inspector: --Select--

[Back To History](#)

Figure 6

- o Make the desired changes. After all desired changes are made, **click “Update”** to record the changes or click “Cancel” to abandon the changes made to the ANT. Click **“Back to History”** when finished.

3. Entering or Updating 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 boxes empty. It will then be necessary to update the Boom Report before the transfer begins. The Boom Report may be edited by either the Deliverer or a Receiving Facility.

- Find the ANT as outline in Sections E.1 and E.2 above.

Note: Incomplete Boom Reports can easily be identified by observing the flag in the right-hand column of the ANT History screen. See Figure 3.

- Click “Detail” on ANT History page for the ANT in question.
- Click “EDIT” button at bottom of the form and update the Boom Report information.
- Click “UPDATE” button when finished. This satisfies the Boom Report requirement.
- If it was initially intended to pre-boom (“Pre-boom” box is checked), and conditions have changed so as to prevent pre-booming:
 - Edit the ANT as described in E.1 and E.2 above.
 - Uncheck the “Pre-boom” checkbox.
 - Enter the Boom Report data as described in this section..
 - Click “UPDATE” button when finished. This satisfies the Boom Report requirement.