

Welcome

California Air Resources Board (CARB) does not require the use of this reporting template but it is provided for your convenience in understanding and reporting the information required by the Commercial Harbor Craft regulation (Cal. Code Regs. Tit. 17, § 93118.5). Use of this CARB template is optional, entities can submit their own form if preferred.

All commercial harbor craft that operate in Regulated California Waters are subject to the regulation. The facility owners or operators should keep a copy of the report for their own records.

Please read the **Instructions** before filling out the templates. Instructions pertaining to each piece of requested information is provided.

Print and fill out the **Facility Information** template (posted at <https://ww2.arb.ca.gov/our-work/programs/commercial-harbor-craft/chc-reporting-templates>) for your facility. You will only fill this out once, and include it in your reporting package.

Print and fill out the **Vessel Information** template (posted at <https://ww2.arb.ca.gov/our-work/programs/commercial-harbor-craft/chc-reporting-templates>) for each vessel tenant that have use agreements for your facility. If you only have one vessel to report, print this once only. If you have more than one vessel to report, you will need to print a new copy for each additional vessel.

**Please complete as much information as possible.
If you are uncertain as to an answer, please enter your best estimate.**

TEMPLATE UPDATED 04/21/2023

Please do not hesitate to contact the Air Resources Board staff for assistance at:

Email: harborcraft@arb.ca.gov

Thank you for your help reducing diesel particulate matter and NOx pollutants.

**FINAL REGULATION ORDER EFFECTIVE January 1st, 2023
2023 AMENDED COMMERCIAL HARBOR CRAFT REGULATION**

Annual Reporting of California Harbor Craft Facilities

Annual Reporting of California Harbor Craft Facilities. Beginning January 1, 2023, facility owners or operators must submit the information required annually by July 1st of each year.

Note to users of the electronic Excel version of this template: (hover your cursor over this cell)

The supporting information for each field appear as comments on the Excel spreadsheet template. An example is also provided in the third row of each tab.

Placing the cursor over the red corner of a cell will open the comment pertaining to the information in the cell. This cell has a comment attached to demonstrate the use of comments. Note the red corner in the upper right of the cell -- it indicates that there is a comment. When the cursor hovers over the red corner of this cell, the comment will appear with the text of this note.

File Name Instruction.

Please rename the file name by adding the company name (facility name if there is only one facility), primary listed contact and the submittal date to the file name of the reporting template. For example, "CHC Report-ABC Company-Joe Smith-1-31-2023.xlsx", or "CHC Report-FV Pacific Facility-Joe Smith-1-31-2023.xlsx".

Submittal of Documents.

All documents required under this regulation must be submitted to the Executive Officer either electronically or by hard copy (you are not required to do both), as follows:

Electronically by email:

harborcraft@arb.ca.gov

Hard copy by mail:

Chief, Transportation and Toxics Division
California Air Resources Board
C/O Commercial Harbor Craft
1001 I Street, Sacramento, CA 95814

**Explanations of each element of the facility reporting template
(numbers correspond to columns on the report template)**

Facility Information

Information in boxes 1-14 pertains to Facility Information.

- (1) Enter the Facility ID associated with Facility Contact if available. You may contact CARB for the Facility ID. If this number has not been assigned by CARB, leave it blank. Facility ID is used to synchronize entries on the other templates.
- (2) Enter the date this report is being submitted to the CARB Executive Officer.
- (3) Enter the year for which the Facility operating information applies.
- (4) Select the Facility Type in the drop-down. Facility type includes port, marine terminal, oil terminal, marina, harbor, and land with docks for allowing CHC to dock, moor, or otherwise conduct commerce.
- (5) Enter the name of Facility.
- (6) Enter the address of Facility.
- (7) Enter the Lat/Long GPS Coordinates of Facility. If you use another projection system, please specify.
- (8) Enter the property owner name.
- (9) Enter Facility Owner/Operator First Name
- (10) Enter Facility Owner/Operator Last Name
- (11) Enter the address of Facility Owner or Operator

- (12) Enter the Phone Number of Facility Owner or Operator
- (13) Enter the email address of Facility Owner or Operator
- (14) Enter the number of vessel visits in the previous calendar year, if fewer than 50 visits.

This is used to determine the 50 vessel visits per year threshold for Facility Infrastructure Requirements under 93118.5(i). A vessel visit is defined as a period of time lasting between one and 24 hours during which period a vessel idles its main engines or operates any auxiliary engines at a Facility.

Vessel Information

Information in boxes 15-28 pertains to Vessel Information.

- (1) Facility ID is used to synchronize entries on the other templates.
Enter the Facility ID associated with each Facility on the Excel forms. This number is the same as the Facility ID in the Facility Information tab. If this number has not been assigned by CARB. leave it blank.
- (15) Enter the name of vessel owner or operator company
- (16) Enter the address of vessel owner or operator company
- (17) Enter the primary contact of vessel
- (18) Enter the phone number of vessel owner or operator
- (19) Enter the email address of vessel owner or operator
- (20) Enter the name of each harbor craft using your facility
- (21) Enter the type of each harbor craft using your facility
- (22) Enter the CARB Unique Vessel Identifiers (UVI). Beginning January 1, 2024, all harbor craft operating in Regulated California Waters are required to have a UVI displayed on their vessel.
- (23) Enter the identification number assigned by the U.S. Coast Guard if no CARB UVI is available. Enter NA if Not Applicable.
- (24) Enter the vessel IMO number if no CARB UVI is available. Enter NA if Not Applicable.
- (25) Enter DMV Commercial Fishing Number if no CARB UVI is available.
- (26) Enter the start date of Facility Use Agreement
- (27) Enter the end date of a use agreement If applicable, indicating when a vessel has left the facility.
- (28) Enter which dock, berth, or slip location where a vessel docks at the Facility