

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 (SAW) online system. 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.

Accommodation Requests: To request ADA accommodation including materials in a format for the visually impaired, call Ecology at (360) 407-7455. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call TTY at (877) 833-6341.

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I. 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 ANT 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.
- **Transfers over the water to/from a vessel**
 - **Who must submit:** The Deliverer (facility or vessel) is responsible for entering the ANT. The system provides a warning if entries are attempted with the same Deliverer, Receiver, Location, and Product within 24 hours of an existing ANT.
 - **When to submit:** ANT must be entered **24 hours** in advance of the transfer, except for emergent transfers which must be entered as soon as possible.
- **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. Transfers may be updated after receipt of a scheduled crude oil delivery. If a facility chooses to update information, it must be updated within fifteen days after the end of the quarter containing the scheduled crude oil delivery date.
- To contact Ecology or to request help by email, click “Contact Us” on the Help Menu.

III. Oil Transfers to/from a Vessel

A. 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. Mandatory fields are indicated by a red asterisk and may not be left blank. Fields with two red asterisks indicate that at least one of those fields must be filled in. 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: **Rebecca Ames**

* Company Name:

* Start Date/Time:

* Duration: (hrs)

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

** Street Address:

* City:

* Deliverer Type:

* Deliverer:

* Receiver Type:

* Receiver:

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

	Transfer Type	Product	Quantity	Unit	Crude Oil Only
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	

[Add](#)

Remarks:

Transfer Rate: >500gpm

- **Start Date/Time:** Enter the date the transfer is expected to start using the mm/dd/yyyy format. Enter the time the transfer is expected to start. Use the 24-hr clock, no am/pm designation. An ANT is required to be edited if the estimated transfer start time shifts by more than 6 hours.
- **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 a berth, anchor, or business name not on the list. The street address and city will be auto-filled.

The screenshot shows the 'New Vessel Oil Transfer' form from the Department of Ecology, State of Washington. A dropdown menu for 'Transfer Location' is open, displaying a list of terminals and locations. The form fields include: ANT#, Reporting Party, Company Name, Start Date/Time, Duration, Transfer Location (with a dropdown menu), Street Address, and City. The 'Transfer Location' dropdown is currently showing a list of terminals and locations, with 'term' entered in the search box.

- **Street Address:** This field must be completed if the berth or anchor location is not selected in the dropdown list. 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 a street address not on the list.
- **City:** Should be auto-filled if either a berth/anchor or geocoded street address is entered. Otherwise, enter the city from the lookup list provided.

The screenshot shows the 'New Vessel Oil Transfer' form with the following fields filled out: Company Name: POLAR TANKERS, INC. (PUGET SOUND AGENCY); Start Date/Time: 05/23/2016 20:15; Duration: 2.15 (hrs); Transfer Location: (empty dropdown); Street Address: 1500 marine view; City: 1500 Marine View Dr, Tacoma, WA 98422 (United States). The 'Street Address' field has a magnifying glass icon next to it, indicating a geocode lookup.

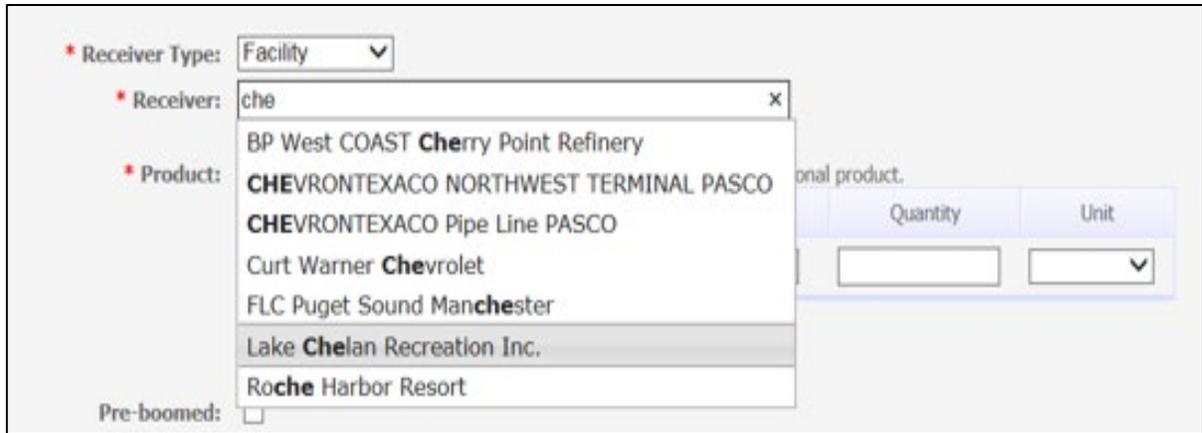
- **Deliverer Type:** Select Vessel, Facility (fixed), or Mobile as applicable.
 - **Deliverer:** This is an auto-complete field -- typing any 3-4 letters will present a narrower list of choices. The choices presented depend on whether the Deliverer Type is Vessel or Facility/Mobile.
 - **For Facility/Mobile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



The screenshot shows a form with four fields. The first field, 'Deliverer Type', is a dropdown menu with 'Facility' selected. The second field, 'Deliverer', contains the text 'phil' and has a dropdown list open showing three options: 'Phillips66 Ferndale Refinery', 'Phillips66 Renton', and 'Phillips66 Tacoma Terminal'. The third field, 'Receiver Type', is empty. The fourth field, 'Receiver', is empty.

- **For Vessel Deliverers:** Vessels recognized by the ANT system will be presented.
 - Begin typing the vessel name and select the appropriate vessel name from the list. DO NOT add a prefix such as FV or MV since this will interfere with the vessel name lookup. If the correct vessel deliverer selection is not presented, continue typing the full name of the deliverer. When complete, tab away from the deliverer box to complete your entry.
 - To assist with selection of the correct vessel, the system shows the vessel type below the vessel name.

- Receiver Type: Select Vessel, Facility (fixed), or Mobile as applicable.
- Receiver: 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 Receiver Type is Vessel, Facility, or Mobile.
 - For Facility/Mobile Receivers: All facilities registered in the ANT system are presented. Select from the choices shown.



- For Vessel Receivers: Vessels recognized by the ANT system will be presented.
 - Begin typing the vessel name and select the appropriate vessel name from the list. DO NOT add a prefix such as FV or MV since this will interfere with the vessel name lookup. If the correct vessel selection is not presented, continue typing the full name of the receiver. When complete, tab away from the deliverer box to complete your entry.
 - To assist with selection of the correct vessel the system shows the vessel type below the vessel name.

- **Product:**
 - Single product transfers: If the transfer involves only one product, simply complete the entries in the fields below.
 - Multiple product transfers: Multiple products should be entered on a single Advance Notice submission. Click the **Add** link for each additional product. For example a tank ship loading multiple products of cargo would have one ANT for those multiple products under the “Cargo” transfer type.

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

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

[Add](#)

- **Entering Transfer Type:**
 - “Fueling” should be entered only for oil transferred to a vessel for propulsion purposes.
 - “Other” should be entered for lube oil and hydraulic oil transfers
- **Entering Product Type:**
 - For Mobile Deliverers and Fueling Transfer Type, the selections presented are restricted to the appropriate products.
 - To delete a product that has been entered, check the box to the left on that row and click the **Delete** link.
 - Crude Oil: When crude oil is selected as the product, the transfer has additional data fields of: Product Name, Region, Gravity, Sulfur Content, and Viscosity. The Product Name field is free text with some auto-populated suggestions; the Region field auto-populates countries based on the text entered; the Gravity, Sulfur, Viscosity fields only allow number entries.

Crude Oil Only	
Product Name:	<input type="text"/>
Region (Country):	<input type="text"/>
Gravity:	<input type="text"/> <input type="text"/>
Sulfur Content:	<input type="text"/> (% by weight)
Viscosity:	<input type="text"/> <input type="text"/>

○ **Pre-boom Reporting:**

- Check the **Transfer Rate > 500 gals/minute** check box if the transfer rate will be greater than 500. This checkbox will be automatically defaulted to unchecked if the Deliverer is a Mobile.
- Check the **Pre-boomed** check box if the transfer will be pre-boomed.
- Check the **Highly Volatile Product:** check box if the transfer involves gasoline, aviation gasoline, ethanol, or nonene.
- The Environmental and Safety Conditions in the Boom Report must be completed if the Transfer Rate is > 500 gals/minute and there is no check in either the Pre-boomed box or the highly volatile product box. The Boom Report records reasons why the transfer was not pre-boomed. Weather conditions entered should reflect conditions experienced at the location of the transfer. Wind speed and wave heights predicted in a weather advisory for open water may not necessarily reflect the conditions experienced at a transfer location in a more sheltered waterway.

Boom Report - Environmental and Safety Conditions Summary:

Pre-boomed:

Highly Volatile Product: (Gasoline, Aviation Gasoline, Ethanol, Nonene)

Wave Height: (ft)

Sustained Winds: (knots)

Wind Direction:

Water Current: (knots)

Safety Issue(s):

Other factors:

- The Boom Report must be resubmitted every 4 hours at anchor and every 6 hours at a terminal if conditions continue to exceed S&E threshold values. NOTE. Facility ANT accounts can add Boom Report Forms to any ANT at their facility regardless of whether they are the deliverer or the receiver.

Multiple Boom Reports can be added to a single ANT by clicking on the 'Add' link in the Boom Report table. Click **Vessel Transfer History** under the Vessel menu to open an active ANT and add another Boom Report.

Report Date/Time	Pre-Boomed	Volatile Product	Wave Height	Sustained Winds	Wind Direction	Water Current	Safety Issues	Other Factors	Add
08/02/2023 03:43	<input type="checkbox"/>	<input type="checkbox"/>	1	2	E	2			
08/02/2023 03:45	<input type="checkbox"/>	<input type="checkbox"/>	4	4		4	4	4	

Note: Before you click Submit on the ANT:

- Mandatory fields are indicated by an asterisk and may not be left blank.
- Fields marked with a double asterisk indicate that one of the two fields must be completed.
- 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.

B. Find a Previously Submitted Advance Notice of Oil Transfer

1. Click **Vessel Transfer History** under the Vessel menu. A summary screen will show the transfers that have been submitted by the current ANT user, transfers that have been submitted by other ANT users associated with current user’s company, and transfers that have been submitted at the current user’s facility. Ecology, Coast Guard, and agency ANT users can see all transfers.

Vessel Oil Transfer History							
View Oil Transfer By: <input type="text" value="Today Oil Transfer"/>							
ANT#	Company ▲	Start Date Time	Duration	Transfer City	Location	Deliverer	Receiver
208561	BP CHERRY POINT REFINERY	09/23/2020 12:00	38.00	BLAINE	BP CHERRY POINT REFINERY	BP Cherry Point Refinery	TORM STRENGTH
208677	CENTERLINE LOGISTICS	09/23/2020 16:00	6.00	TACOMA	TACOMA TOTE MARITIME ALASKAN TERMINAL	BETSY ARNTZ	NORTH STAR
208697	CENTERLINE LOGISTICS	09/23/2020 07:00	6.00	TACOMA	TACOMA SSA MARINE	DR. BONNIE W. RAMSEY	MATSON TACOMA
208698	CENTERLINE LOGISTICS	09/23/2020 18:00	2.00	TACOMA	TACOMA SSA MARINE	DR. BONNIE W. RAMSEY	MOL GATEWAY
208699	CENTERLINE LOGISTICS	09/23/2020 08:00	3.00	SEATTLE	SEATTLE PIER 90	HMS 26-1	NORTHERN JAEGER

- 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.
- 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.
- 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 B.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 #:	<input type="text"/>		
Company:	<input type="text"/>		Beginning with ▼
Transfer Date:	<input type="text" value="mm/dd/yyyy"/>	To:	<input type="text" value="mm/dd/yyyy"/>
Region:	<input type="text" value="▼"/>		
Street Address:	<input type="text"/>		Beginning with ▼
City of Transfer:	<input type="text" value="▼"/>		
Deliverer:	<input type="text"/>		Beginning with ▼
Receiver:	<input type="text"/>		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. Edit or Delete a Previously Submitted Advance Notice of Transfer

1. Find the desired ANT as described in Section B above. Click the **ANT#** for that ANT. This will display the complete data entered in the same format as the data entry page.
2. **Edit**: Any ANT with a transfer date within the last seven days or in the future may be edited. To edit an ANT that was previously submitted, click the Edit Button at the bottom of the Detail screen. When finished making changes, click the Save button. An ANT is required to be edited if the estimated transfer start time shifts by more than 6 hours.
3. **Delete**: An entire ANT may be deleted if the transfer date is within the last seven days or in the future by clicking Delete.

NOTE. Facility ANT accounts can view all transfer at their facility. Facility ANT accounts can add Boom Report Forms to any ANT at their facility regardless of whether they are the deliverer or the receiver.

IV. Oil Transfers from Rail

A. 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#	Transfer Start Date	Region	Route	Volume (Bbls)	API Gravity	Sulfur Content (% by weight)	ASTM 6377 Vapor Pressure (psi)	Product (optional)
<input type="checkbox"/>		mm/dd/yyyy							

[Add](#)

Remarks:

- 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.
- Click the **Add** link only to enter a subsequent row for another transfer.
- Region is region of origin of the crude oil, as shown on the Bill of Lading.
- The Route selections are unique to the submitting facility, and is the route taken to the facility within Washington State.
- Volume is in barrels.
- API gravity is a measure of how heavy or light a petroleum liquid is compared to water.
- Sulfur content is designated as sweet or sour. Sweet crude oil has a sulfur content that does not exceed 0.5 percent by weight. Sour crude oil has a sulfur content greater than 0.5 percent by weight.
- Vapor pressure is the pressure exerted by the vapor of a liquid when in equilibrium with the liquid, and is measured by ASTM Standard 6377.
- Product is optional, but is helpful if submitted.
- 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: 01/21/2021 13:46
 Reported By: Rebecca Ames

Transfer#	Transfer Start Date	Region	Route	Volume (Bbls)	API Gravity	Sulfur Content (% by weight)	ASTM 6377 Vapor Pressure (psi)	Product
4809	01/25/2021	North Dakota	Spokane - Cherry Point BNSF	50,000	43.0	Sweet (<= 0.5%)	13.0	BAKKEN

Remarks:

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

B. 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.

- To filter the list by Date or Route, make the appropriate selections and click **Submit**.

Rail Oil Transfer History									
Disclaimer: Information in this report that is proprietary, commercial, or financial, is exempt from public disclosure, and is prohibited from being released to the public or nongovernmental entity, unless the information is aggregated (RCW 42.56.270, 90.56.565; WAC 173-185-110).									
View Oil Transfer By: <input type="text" value="Future Date Oil Transfer"/> County: <input type="text"/> <input type="button" value="Submit"/>									
Transfer#	Transfer Start Date	Region	Route	Route Segment	Volume (Bbls)	API Gravity	Sulfur Content (% by weight)	ASTM 6377 Vapor Pressure (psi)	Product (Optional)
4806	01/25/2021	North Dakota	Spokane - Cherry Point	1A, 2, 3, 4, 5	50,000	43.0	Sweet (<= 0.5%)	13.0	BAKKEN
4807	01/25/2021	Alberta	Canada - Cherry Point	5	60,000	40.0	Sour (> 0.5%)	11.0	CRUDE OIL
4808	01/25/2021	Saskatchewan	Canada - Cherry Point	5	55,000	39.0	Sour (> 0.5%)	12.0	CRUDE OIL

[Railroad Routes Map](#)

- Clicking a column header, such as “Transfer Start Date” or “Region” will sort the entries by that field.
- 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.

- Click Search under the Rail menu. The following search screen will be displayed:

Search Rail Oil Transfer

Rail Transfer#:

Transfer Date: To:

Region:

Route:

County:

Product:

- Enter your parameters and click **Submit**.

C. Edit or Delete 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#	Transfer Start Date	Region	Route	Volume (Bbls)	API Gravity	Sulfur Content (% by weight)	ASTM 6377 Vapor Pressure (psi)	Product (optional)
<input type="checkbox"/>	4906	01/25/2021	North Dakota	Spokane - Cherry Poi	50000	43.0	Sweet (<= 0)	13.0	BAKKEN

Add

Remarks:

- To edit an ANT that was previously submitted, click the **Edit** Button at the bottom of the Detail screen. Any ANT with a transfer date within the last twenty-one days, or in the future, may be edited. If edits are required more than twenty-one days after the transfer date, contact Eli Seely at eli.seely@ecy.wa.gov or 360-480-3095, or use the Contact Us option under the Help button. [Note: If a facility chooses to edit information in an ANT, it must be updated within fifteen days after the end of the quarter containing the scheduled crude oil delivery date.]
 - When finished making changes, click the **Save** button.
2. To delete an entire ANT, contact Eli Seely at eli.seely@ecy.wa.gov or 360-480-3095, or use the Contact Us option under the Help button.
 - 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#	Transfer Start Date	Region	Route	Volume (Bbls)	API Gravity	Sulfur Content (% by weight)	ASTM 6377 Vapor Pressure (psi)	Product (optional)
<input checked="" type="checkbox"/>	4906	01/25/2021	North Dakota	Spokane - Cherry Poi	50000	43.0	Sweet (<= 0)	13.0	BAKKEN

Add [Remove](#)

Remarks: