New VTS Offshore report form – User Guide

Purpose

The intent of this document is to provide vessel masters with information related to completing the new VTS Offshore report form. VTS reporting regulations have not changed.

VTS Offshore Zone Reporting

To obtain clearance into western Canadian waters, the master of the ship must report to Prince Rupert Marine Communications and Traffic Services (MCTS) Centre or to the nearest Canadian Coast Guard (CCG) MCTS Centre, as per the Radio Aids to Marine Navigation (RAMN) 2023, section 3.8.1.

These reports are submitted by email to vts.rupert@innav.gc.ca.

New Electronic Form

Mariners are advised that all requests for vessel clearances into western Canadian waters must be submitted to Prince Rupert MCTS using the new electronic form available on the Canadian Coast Guard's e-Navigation portal at:

https://e-navigation.canada.ca/topics/traffic/cvms/vtsoffshore-en

The new VTS Offshore report form is a Microsoft Excel based document where required information, as per RAMN section 3.8.1, will be entered in multiple tabs.
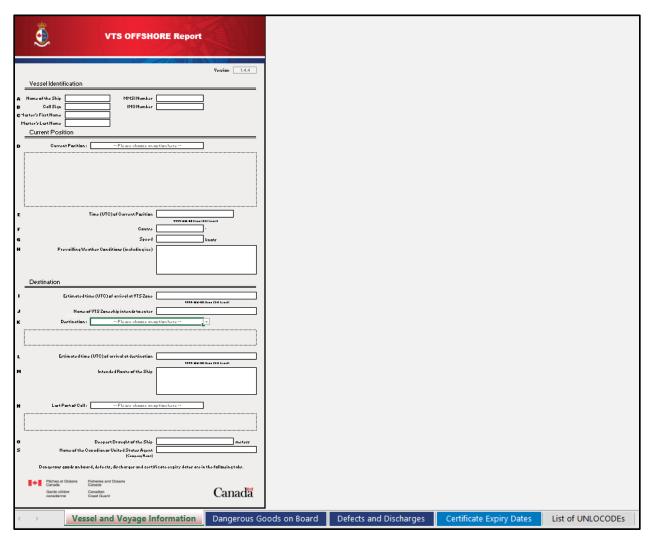
Vessels are requested to attach the completed Excel report to an email when submitting VTS Offshore clearance requests prior to entering the zone (RAMN 3.8.1.1). Please confirm that the newest version of the form has been completed prior to submission. **Offshore reports submitted in an old format or an incorrect version of the new form will be returned and the vessel will be asked to resubmit in the new format and/or newest version.**

Note –This Excel form **should never** be saved as or converted to a PDF, image, or any other file type. It must only be saved in an Excel (.xlsx) format.

Information related to this change is available in RAMN, Part 3: Vessel Traffic Services.
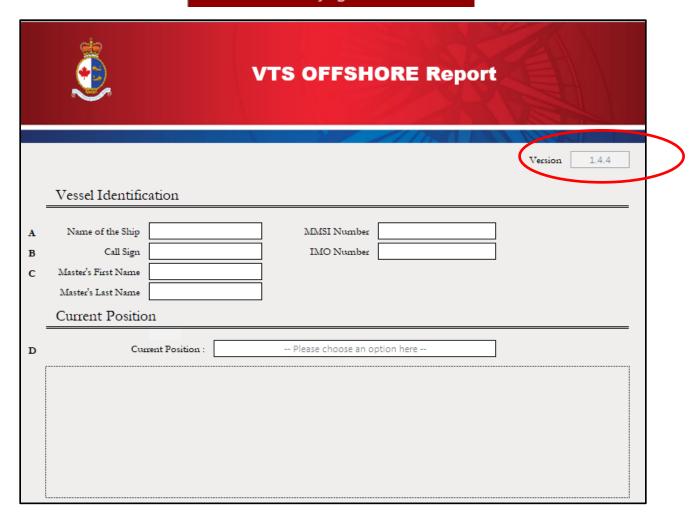
Additional information related to the new VTS Offshore report form is available from Prince Rupert MCTS upon request.

Form at a glance

The following pages displays each of the form's tabs and provides detailed information on how to complete the electronic form, in accordance with RAMN Section 3.8.1.

Prior to entering vessel information, it is important to verify the version of the form, located at the top of the report.

Users should ensure that the latest version of the form is downloaded prior to completing the report. This information can be accessed at: Western Canada (VTS Offshore) - Advance Reporting Requirements

Note: In this example, the latest version of the report is 1.4.4. It is important to note that any report version 1.4.X will be accepted. However, if the latest version is 1.5.0, Prince Rupert MCTS will no longer be able to accept any report version 1.4.X or lower.

Vessels may download the latest copy of the report from the above link, or obtain it from their agents.

After verifying the *Version*, the first tab of the report contains vessel and voyage information, which is divided into 3 sections:

- Vessel Identification,

- Current Position, and

- Destination.

Vessel Identification

This section provides fields to capture the *Ship Name*, *Call Sign*, and *Master's first* and *last name* (A-C). Fields for *MMSI* and *IMO* numbers are also included.
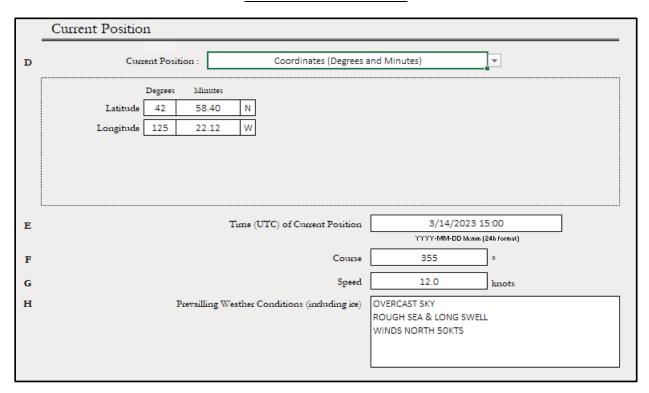
Note: The form may not allow direct copy and paste of information into the fields; however, information can be copied and pasted into the Excel formula bar.

Current Position

Current Position (D) – This section allows vessels to choose one (1) of four (4) position options:

1) Latitude/Longitude Position using Degrees and decimal minutes,
2) Latitude/Longitude Position using Degrees, Minutes, Seconds; or
3) UNLOCODE
4) Location Name

UNLOCODE is a five-character code system used to identify all named geographic places related to international trade. UNLOCODEs are used by most major shipping companies and the manufacturing industry around the world.

Note: **When completing this form, the use of UNLOCODEs , where applicable, is preferred to ensure accuracy with the MCTS vessel voyage management system.**

More information about UNLOCODEs can be found here:

https://unece.org/trade/cefact/unlocode-code-list-country-and-territory

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Time of the Current Position (E) must be entered in the format as shown.

YYYY-MM-DD hh:mm (24 hour format)

Course, *Speed*, and *Prevailing Weather Conditions*, including ice, are to be entered into fields F-H.

DESTINATION

Destination		
I	Estimated time (UTC) of arrival at VTS Zone	3/28/2023 22:30
		YYYY-MM-DD hh:mm (24h format)
J	Name of VTS Zone ship intends to enter	Prince Rupert South
K	Destination :	UNLOCODE
	UNLOCODE	CAVAN
L	Estimated time (UTC) of arrival at destination	3/31/2023 8:35
		YYYY-MM-DD hh:mm (24h format)
M	Intended Route of the Ship	ARRIVING FROM SOUTH. WILL FOLLOW JUAN DE FUCA TSS TOWARDS VICTORIA PILOT
N	Last Port of Call :	UNLOCODE
	UNLOCODE	USLAX
O	Deepest Draught of the Ship	7.20 meters
S	Name of the Canadian or United States Agent (Company Name)	MONTSHIP INC.

The vessel's *Estimated time of arrival at the Western Canada VTS Zone* (I) must be entered in the format shown:

YYYY-MM-DD hh:mm (24 hour format)

The vessel must also provide the *Name of VTS Zone* that the ship intends to enter (J). This can be done by clicking on the field and selecting from the drop-down menu between the following options:

- Prince Rupert North
- Prince Rupert South

Destination (K) should be the vessel's First Port of Call in Canadian Waters. Users may choose one (1) of the options for destination:

1) UNLOCODE
2) Location Name

Note: **A List of UNLOCODEs, located on tab 5 of the report, also includes a quick reference to Canadian and US locations**.

Estimated time of arrival at Destination (L) should be provided in the format as shown:

YYYY-MM-DD hh:mm (24 hour format)

Intended Route of the Ship (M) is a free text field.

Last Port of Call (N) can be entered as a UNLOCODE or a Location Name.

Note: **UNLOCODEs will be the preferred method for providing Last Port of Call, however the Location Name can be used if required.**
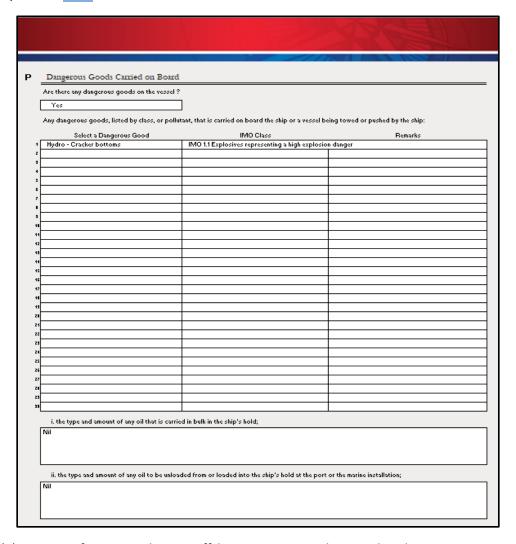
The *Deepest Draught of the Ship* (O) is to be provided in meters.

The *Name of the Canadian or United States Agent* (T) should be the company name (not a contact/ individual person's name).

Additional report information is found in the remaining tabs.

Dangerous Goods on Board

This tab gathers information pertaining to **Dangerous Goods Carried on Board,** in accordance with item **P** in RAMN, section 3.8.1.

All three (3) sections of Item **P** in the VTS Offshore Report must be completed.

At the top of the page, a vessel shall first indicate if dangerous goods are carried by selecting *Yes* or *No* to the question "*Are there any dangerous goods on the vessel*?"

If *No* is selected, the table will remain greyed out and no entry is required.

If *Yes* is selected, vessels shall list the type and amount of any dangerous good on board or carried on a vessel/barge being towed or pushed. If carrying dangerous goods, the *IMO Class* field must also be completed using the drop-down menu. Any additional information can be entered in the free-text *Remarks* field.

Item P (i) asks a vessel to provide "*the type and amount of any oil that is carried in bulk in the ship's hold*". If the question does not apply, enter Nil or N/A.

Item P (ii) asks a vessel to provide "*the type and amount of any oil to be unloaded from or loaded into the ship's hold at the port or the marine installation*". If the question does not apply, enter Nil or N/A.

Defects and Discharges

Defects and Discharges (R,S) – information shall be provided as per RAMN:

"*any defect in the ship's hull, main propulsion systems or steering systems, radars, compasses, radio equipment, anchors or cables;*"

"*any discharge, or threat of discharge, of a pollutant from the ship into the water, and any damage to the ship that may result in the discharge of a pollutant from the ship into the water*"

<u>*Note*</u>*:* **Please ensure that both Defects (R) and Discharges (S) are completed on this tab.**

If Defects are to be reported, check yes and include them in the report by using the "Select a Defect" drop-down menu with remarks.

Discharges must be indicated by selecting "Yes" and including any additional information.

If there are no defects or discharges to report, the vessel must indicate "No" for each of these options.

Vessel Certification Expiry Dates

	YYYY-MM-DD	
CLC - International Convention on Civil Liability for Oil Pollution Damage, 1969/1992 *		
IOPPC - International Oil Pollution Prevention *		
INLSC - International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk *		
COF - Certificate of Fitness		
COC - Certificate of Compliance		
ISM-SMC - ISM Safety Management Certificate *	2023-02-20	Expired
ISM-DOC - ISM Document of Compliance *		
CLC-B - International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001	2025-02-20	
WRLC - Certificate of Insurance or Other Financial Security in Respect of Liability for the Removal of Wrecks *	2025-02-20	

Pêches et Océans Canada — Fisheries and Oceans Canada

Garde côtière canadienne — Canadian Coast Guard

Canada

Vessel Certification Expiry Dates (U)

All applicable certificate expiry information shall be included based on the type of vessel.

If the vessel provides an incorrect or out of date expiry for a certificate, the form will indicate "Expired" to the right of the date.

MCTS may request a copy of certificates on behalf of Transport Canada when required.

List of UNLOCODEs

Ontario

UNLOC	Location
CAAMH	Amherstburg
CABCK	Brockville
CABLR	Blind River
CABLV	Belleville
CABRL	Burlington
CABTH	Bath
CABTT	Britt
CABU2	Port Burwell
CABVV	Bowmanville
CACBG	Cobourg
CACDN	Cardinal
CACLB	Colborne
CACOL	Collingwood
CACSN	Clarkson
CACVL	Cornwall
CADSR	Deseronto
CAENE	Erieau
CAFAL	Fort Albany
CAFER	Fort Erie
CAGNE	Gananoque
CAGNN	Rockport
CAGOH	Goderich
CAHAM	Hamilton
CAKIN	Kingston
CAKVL	Kingsville
CALIC	Little Current
CALMN	Leamington
CAMAR	Marathon
CAMDB	Meldrum Bay
CAMFD	Meaford
CAMID	Midland
CAMIH	Michipicoten
CAMIS	Mississauga
CAMOO	Moose Factory
CAMOU	Moosonee
CANAN	Nanticoke
CAOAK	Oakville
CAOPE	Port Hope
CAOSH	Oshawa
CAOVS	Owen Sound
CAPCK	Pickering
CAPCO	Port Colborne
CAPDV	Port Dover
CAPIC	Picton
CAPRE	Prescott
CAPRS	Parry Sound
CAPST	Port Stanley
CASCA	Saint-Catharines
CASCD	Scudder
CASNI	Sarnia
CASSM	Sault-Sainte-Marie
CATHD	Thorold
CATHS	Thessalon
CATHU	Thunder Bay
CATOR	Toronto
CATTC	Trenton
CAVEL	Welland
CAVEN	Wellington

Quebec

UNLOC	Location
CAAKY	Akulivik Apt
CAYPJ	Aupaluk
CABCO	Baie Comeau
CABJV	Baie-Johan-Beetz
CABSP	Baie-St-Paul
CABSN	Batiscan
CABEC	Bécancour
CABER	Berthierville
CAYBX	Blanc-Sablon
CAYVB	Bonaventure
CABOU	Boucherville
CACCA	Cacouna
CACMS	Cap-aux-Meules
CACAC	Cap-Chat
CACLT	Carleton
CACPL	Champlain
CACHR	Chandler
CACHI	Chicoutimi (INNAV sheet - CAGAE)
CAYKU	Chisasibi
CACOC	Contrecoeur
CACSC	Côte-Sainte-Catherine
CADEB	Deception Bay
CADCH	Deschaillons-sur-Saint-Laurent
CAZEM	East Main
CAETN	Etang-du-Nord
CAFRV	Forestville
CAGPE	Gaspé
CAGBT	Godbout
CAGEE	Grande Rivière
CAGVA	Grande-Vallée
CAGRS	Grindstone
CAGOI	Grondines
CAGCA	Gros Cacouna
CAQEE	Grosse Isle (INNAV - CAGRI)
CAHSP	Havre-Saint-Pierre
CAIXC	Ile Aux Coudres
CAYGR	Iles de la Madeleine
CAYPH	Inukjuak
CAYIK	Ivujivik
CAXGR	Kangiqsualujjuaq
CAYWB	Kangiqsujuaq
CAYKG	Kangirsuk
CAZKG	Kegaska
CAXBV	Killineq
CAKQY	Kovik Bay
CAFCM	Kuujjuaq
CAYYP	Kuujjuaq Apt
CALBA	La Baie
CAYGL	La Grande
CAZLT	La Tabatière
CALVR	Lavaltrie
CAXLF	Leaf Bay
CAQLE	Les Escoumins
CAMHN	Les Mechins
CALEV	Lévis
CALON	Longueuil
CALSV	Louiseville
CAMGD	Magdalen Is

Nova Scotia

UNLOC	Location
CAADY	Advocate Harbour
CAARI	Arichat
CABAD	Baddeck
CABRW	Bridgewater
CACAH	Canso
CACHT	Chéticamp
CACOH	Country Harbour
CADIG	Digby
CAEPG	Eastern Passage
CAGYB	Guysborough
CAHAL	Halifax
CAHPT	Hantsport
CAINIG	Ingonish
CALCP	Lockeport
CALHA	La Have
CALIN	Little Narrows
CALIV	Liverpool
CALOU	Louisbourg
CALUN	Lunenburg
CAMET	Meteghan
CAMUL	Mulgrave
CANSY	North Sydney
CAPAR	Parrsboro
CAPBI	Port Bickerton
CAPGR	Petit-de-Grat
CAPHW	Port Hawkesbury
CAPMN	Port Mouton
CAPTO	Pictou
CAPTU	Point Tupper
CAPUG	Pugwash
CASBU	Shelburne
CASHH	Sheet Harbour
CASYD	Sydney
CAVEY	Weymouth
CAXKV	Sackville
CAYRH	Yarmouth
CAYSA	Sable Island

New Brunswick

UNLOC	Location
CABAT	Bathurst
CABEH	Beaver Harbour
CABEL	Belledune
CABLH	Black's Harbour
CABST	Bayside
CACAQ	Caraquet
CACHN	Chatham
CACOM	Campbellton
CACPT	Caraport
CADHS	Dalhousie
CAMNT	Moncton
CANCT	Newcastle
CARBT	Richibucto
CASAD	Saint-Andrews
CASHE	Shediac
CASHP	Shippegan
CASJB	Saint-John

Newfoundland and Labrador

UNLOC	Location
CAALO	L'Anse-au-Loup
CAARC	Arnold's Cove
CABBU	Bay Bulls
CABDV	Bay de Verde
CABUA	Bull Arm
CABUI	Burin
CABUO	Burgeo
CABVE	Baie Verte
CABWD	Botwood
CABYR	Bay Roberts
CACAT	Catalina
CACBC	Come By Chance
CACBK	Corner Brook
CACLE	Clarenville
CACMV	Carmanville
CACRB	Carbonear
CACYP	Coley's Point
CADIL	Dildo
CAFOR	Fortune
CAGOO	Goose Bay
CAGRB	Grand Bank
CAHDD	Holyrood
CAHRE	Harbour Grace
CAIHR	Indian Harbour
CALCV	Lower Cove
CALOH	Long Harbour
CALOP	Long Pond
CALVP	Lewisporte
CAMBR	Main Brook
CAMIQ	Miquelon
CAMTN	Marystown
CANAI	Nain
CANIvP	Argentia
CAPBQ	Channel-Port aux Basques
CAPHB	Petty Harbour
CARAM	Ramea
CAROD	Roddickton
CASAT	Saint-Anthony
CASEM	Seldom
CASJF	Saint-John's
CASLW	Saint-Lawrence
CASPD	Springdale
CASTV	Stephenville
CATPS	Trepassey
CATVI	Twillingate
CAVOB	Voisey's Bay
CAVHH	Whiffen Head
CAYBI	Black Tickle
CAYDE	Paradise River
CAYDI	Davis Inlet
CAYMN	Makkovik
CAYRF	Cartwright
CAYRG	Rigolet
CAYSV	Saglek
CAYWM	Williams Harbour
CAZBL	Conception Bay South

Northwest Territories

UNLOC	Location
CAAKL	Aklavik
CAYGH	Fort Good Hope (K'asho Got'ine) Harbour
CAZFM	Fort McPherson (Teet'Lit Zheh)
CAFPR	Fort Providence (Zhahti Koe) Harbour
CAYFL	Fort Reliance
CAYFR	Fort Resolution (deninoo Kue) Harbour
CAFSI	Fort Simpson (Liidli Kue) Harbour
CAFSM	Fort Smith
CAYHY	Hay River
CAYHI	Holman
CAYEV	Inuvik
CAYSG	Lutselke/Snowdrift
CAYMD	Mould Bay
CAYYQ	Norman Wells
CAYPC	Paulatuk
CAYSY	Sachs Harbour
CATUK	Tuktoyaktuk
CAZFN	Tulita/Fort Norman
CAYWY	Wrigley (Pedzeh Ki)
CAYZF	Yellowknife

Nunavut

UNLOC	Location
CAARB	Arctic Bay/Ikpiarjuk
CAYEK	Arviat/Eskimo Point
CABLK	Baker Lake/Qamanituak
CABBN	Bernard Harbour/Pin CB
CABRT	Broughton Island/Qikiqtarjuaq
CAYCB	Cambridge Bay/Ikaluktutiak
CACDD	Cape Dorset/Kingait
CAYCS	Chesterfield Inlet/Igluligaarjuk
CACLR	Clyde River/Kangiqtugaapik
CACOP	Kugluktuk/Coppermine
CAYZS	Coral Harbour/Salliq
CACVI	Cornwallis Is
CAYHK	Gjoa Haven
CAYGZ	Grise Fiord/Ausuittuq
CAHAB	Hall Beach/Sanirajak
CAIGL	Igloolik
CAIQL	Iqaluit
CAKVI	King William Is
CAYBB	Kugaaruk
CAMNI	Milne Inlet Port
CANVK	Nanisivik
CAPNT	Pangnirtung
CAPDI	Pond Inlet/Mittimatalik
CAFIT	Rankin Inlet/Kangiqliniq
CAREB	Resolute Bay/Qausuittuq
CAYSK	Sanikiluaq
CAYYH	Taloyoak
CAYXN	Whale Cove/Tikirarjuaq
CAYLC	Kimmirut/Lake Harbour
CAYUF	Pelly Bay/Kugaaruk

Manitoba

UNLOC	Location
CACHV	Churchill
CAPNE	Port Nelson

British Columbia

UNLOC	Location
CAAAL	Alert Bay
CAANB	Andys Bay
CAANI	Annacis Island
CABAM	Bamberton
CABBB	Blubber Bay
CABBY	Blind Bay
CABCV	Beale Cove
CABEA	Beaver Cove
CABIN	Burrard Inlet
CABLC	Bella Coola
CABNI	Bowen Island
CABRD	Brentwood Bay
CABTF	Butterfly Bay
CACAM	Campbell River
CACAU	Coal Harbour
CACCB	Cowichan Bay
CACHM	Chemainus
CACOX	Comox
CACRO	Crofton
CACXH	Vancouver Harbour Water Apt/Vancouver
CADCN	Duncan Bay
CADEL	Delta
CADSA	Denman Island
CADUQ	Duncan/Quam
CAEBY	English Bay
CAESQ	Esquimalt
CAFRR	Fraser River
CAFSD	Fraser-Surrey Docks
CAFVS	Fraser Wharves
CAFYB	Fanny Bay
CAGG3	Gibsons
CAGGS	Ganges
CAGIB	Gibsons
CAGOR	Gold River
CAHAT	Hatch Point
CAHFB	Halfmoon Bay
CAHMC	Harmac
CAHVS	Howe Sound
CAIAM	Indian Arm
CAILB	Mill Bay
CAIOC	Ioco
CAJEI	Jervis Inlet
CAKNIV	Knights Inlet
CAKTM	Kitimat
CALAD	Ladysmith
CALAZ	Lazo
CALDN	Ladner
CALIB	Lions Bay
CAMEB	Menzies Bay
CAMIE	Mayne Island
CANAF	North Arm Fraser
CANKA	Nootka
CANNE	Nanoose Bay
CANNO	Nanaimo
CANWE	New Westminster
CAOBY	Oak Bay
CAOFA	Ocean Falls
CAPAB	Port Alberni

United States of America

UNLOC	Location
USBAL	Baltimore, MD
USEHB	Bar Harbor, ME
US8BY	Bayway, NJ
USBOS	Boston, MA
USBUF	Buffalo, NY
USCHS	Charleston, SC
USCLE	Cleveland, OH
USCRP	Corpus Christi, TX
USDET	Detroit, MI
USEPM	Eastport, ME
USFPO	Freeport, TX
USHOU	Houston, TX
USNMS	Newport News, VA
USMSY	New Orleans, LA
USNYC	New York, NY
USPAB	Palm Beach, FL
USPHL	Philadelphia, PA
USPvM	Portland, ME
USPVD	Providence, RI
USSAV	Savannah, GA
USILM	Wilmington, NC

The vessel may refer to UNLOCODE tabs for information related to destinations or locations in Canadian waters or in the United States. Some common United States last port locations have also been included.

Using the UNLOCODE may reduce misspelled location names, using the wrong location with a similar name, or using a location of the same name but in a different province or territory.

More UNLOCODEs can be found online at:

https://unece.org/trade/cefact/unlocode-code-list-country-and-territory