



**CONNECTICUT**  
Port Authority

# Connecticut Port Authority

## Navigable Waters—Marine Pilots Procedures

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## I. TITLE

- (a). Navigable Waters—Marine Pilots Procedures of the Connecticut Port Authority.

## II. DEFINITIONS

- (a). “Administrator” or “Joint Rotation Administrator” means the entity that shall administer the joint rotation system;
- (b). “Authority” means the Connecticut Port Authority.
- (c). “Board” means the Board of Commissioners of Pilots of the State of New York;
- (d). “Connecticut Pilot Commission” has the same meaning as provided in section 15-13c of the Connecticut General Statutes;
- (e). “Connecticut State Marine Pilot” means an individual who is a member in good standing of the Connecticut State Pilots and is licensed by the state of Connecticut under section 15-13 of the Connecticut General Statutes, qualified to safely bring a vessel in from a designated pilot embarkation station to its berth including any intermediate movements such as anchoring, shifting berths within and between ports and returning the vessel from its berth to a designated pilot debarkation station;
- (f). “Full Branch Pilot” means a Connecticut State Marine Pilot or a New York State Marine Pilot qualified and licensed to operate in the waters described in Section II(m) of these Procedures;
- (g). “Joint Rotation System” means the rotation of pilots authorized in section 15-15d of the Connecticut General Statutes, defined by Section XIII of these Procedures and described in the Memorandum of Agreement between the Board of Commissioners of Pilots of the State of New York and Commissioner of Transportation of the State of Connecticut effective January 15, 2004;
- (h). “License” means a piloting license issued by the Authority pursuant to section 15-13 of the Connecticut General Statutes;
- (i). “New York State Marine Pilot” means an individual who is a member in good standing of the New York Pilots and is licensed by the Board of Commissioners of Pilots of the State of New York;
- (j). “Procedures” means the provisions of Sections I through XIII herein.
- (k). “Program” means the Connecticut Apprentice Pilot Selection, Training and Certification Program described in Section III of these Procedures;
- (l). “Senior Pilot” means a Full Branch Pilot with a minimum of five years experience as a Connecticut State Marine Pilot or a New York State Marine Pilot licensed to operate in the waters described in Section II(m) of these Procedures;
- (m). “Waters” means the navigable waters of Long Island Sound - Block Island Sound, including all the boundary waters of the states of Connecticut and New York of Long Island Sound and Block Island Sound and all ports and terminals on such waters, and all ports on tributaries to such waters east of the City Island - Stepping Stones Light line; and

(n). “Pilot of Record” means a pilot assigned to the movement of a vessel by a proper authority who shall receive pilotage fees for that vessel movement.

(o). Acronyms:

1. AIS – Automated Identification System
2. BIS – Block Island Sound
3. BRM – Bridge Resource Management
4. CPC – Connecticut Pilot Commission
5. GPS – Global Positioning System
6. GT – gross tonnage
7. JRA – Joint Rotation Administrator
8. LIS – Long Island Sound
9. MOA – Memorandum of Agreement
10. STCW – Standards for Training, Certification, and Watchkeeping
11. USCG – U.S. Coast Guard

### **III. QUALIFICATIONS, SELECTION AND TRAINING FOR NEW APPLICANTS FOR A LICENSE AS A CONNECTICUT STATE MARINE PILOT**

(a). In addition to other requirements specified in this chapter, each applicant for a Connecticut State Marine Pilot’s license shall:

- 1) Be 21 years of age as evidenced by birth certificate or legal proof of age;
- 2) Have successfully completed 12 years of formal education, as evidenced by a high school diploma or a high school equivalency examination;
- 3) Be in good physical and mental health, as stated in Section VI of these Procedures and evidenced by documentary proof of having satisfactorily passed a complete physical examination within the preceding six (6) months, which examination shall be in compliance with Section VI of these Procedures;
- 4) Possess a federal masters license (near coastal, any gross tons);
- 5) Possess a federal first class pilot’s license of unlimited tonnage issued by the U.S. Coast Guard covering the waters described in Section II(m) of these Procedures;
- 6) Successfully complete the training and certification process detailed in Section III(b) of these Procedures;

7) Fulfill the requirements stated in section 15-13 (a) of the General Statutes of Connecticut (“Connecticut General Statutes”).

(b). When it is determined by the Authority, at the recommendation of the Connecticut Pilot Commission, that one or more licensed Connecticut State Marine Pilots are needed for the Joint Rotation System, individuals seeking to enter the Program shall apply to the Authority in response to a public solicitation made by the Authority for the number of apprentices needed to enter the Program. Applications shall be reviewed and scored by the Authority according to the qualification point system for selection as specified in subdivision (1) and (2) of this subsection to arrive at each applicant’s Preliminary Score and Final Score. Applicants shall provide copies of documents related to education, licenses, endorsements, training and experience referred to in this subsection and subsection (a) of this section in order to receive credit. Failure to submit all documents required shall disqualify the applicant from further consideration.

1) **Preliminary Score:** Applications shall be evaluated by a point system based upon the following criteria:

A. **Education:** (maximum 5 points)

1. Maritime academy graduate - 5 points
2. Military academy graduate - 3 points
3. Accredited college graduate - 2 points

B. **Federal License Grade:** (maximum 5 points)

1. Master greater than 10,000 GT - 5 points
2. Chief Mate greater than 10,000 GT – 4 points
3. Second Mate - 3 points
4. Third Mate - 2 points
5. Master/ Mate; greater than 3,000 GT - 3 points
6. Master Tug and Barge - 2 points
7. Mate of Tug and Barge - 1 point

C. **Endorsements to License:** (maximum 5 points)

1. First Class Pilotage for the waters described in Section II(m) of these Procedures - 5 points
2. Each port First Class Pilotage Unlimited - 1 point per port

D. **Additional Training:** (maximum 5 points)

1. STCW Qualified - 5 points

2. Advanced Ship Handling - 5 points
  3. Ship Handling Simulator Training - 3 points
  4. Basic Ship Handling - 2 points
- E. **Pilotage Experience:** (maximum 5 points)
1. Pilot of Record on vessels greater than 50,000 GT- 5 points
  2. Pilot of Record on vessels greater than 30,000 GT - 3 points
  3. Pilot of Record on vessels greater than 10,000 GT - 1 point
- F. **Written Exam** – Twenty (25) questions 1 point per question (maximum 25 points)
1. Navigational Rules of the Road
  2. Terrestrial Navigation
  3. Charts
  4. Tides and Currents
  5. Ship Handling
  6. BRM
- 2) **Final Score.** Only applicants with a Preliminary Score of 30-50 shall advance to an interview. An Interview Committee consisting of two (2) or more CPC members shall conduct each interview and individually score the applicants according to the scoring set forth in subparagraph (A) of this subdivision. The individual Interview Committee member's scores shall be combined into a total composite interview score for each applicant. The Interview Committee shall add the composite interview score of each applicant to the applicant's Preliminary Score to arrive at a "Final Score" for each applicant. The Interview Committee shall provide a list of applicants in rank order according to each applicant's Final Score to the Authority for consideration to admission into the Program based on the number of apprentices solicited by the Authority's public notice.
- A. Thirty (30) Minute Interview by at least two (2) CPC members - (maximum 10 points total per interviewer):
1. Communications skills (maximum 5 points)
  2. Personal bearing and attitude (maximum 5 points)
- 3) **Pilot Training Program:** Applicant(s) selected by the Authority for the Program ("Apprentice") shall enter the Program under the supervision of currently licensed Senior Pilot(s) and the oversight by the CPC. An Apprentice shall meet all the requirements contained in section 15-13(a) of the Connecticut General Statutes.

**A. Overview.** An Apprentice shall be required to make twelve (12) round trips over each pilotage section of the waters described in Section II(m) of these Procedures. Apprentices shall be trained and instructed by Senior Pilots licensed to operate in the waters described in Section II(m) of these Procedures. Training and instruction shall take place on the bridge of the vessels on which the Apprentice is riding, except as otherwise noted. An Apprentice shall be required to perform the piloting, docking and undocking of the vessels on which he/she is riding, under the guidance of the Senior Pilot in attendance. As part of the Program, the Apprentice shall be required to demonstrate the ability to pilot vessels over 10,000 GT under all weather and sea conditions during both day and night. The Senior Pilot in attendance shall grade trips using the standard evaluation forms provided by the CPC, which shall then be submitted to the CPC after each trip. *Round Trips accomplished prior to acceptance into the apprentice program may qualify as part of the overall round trip total for licensing provided these round trips meet the requirements set forth in this Program.* The CPC shall collect all evaluation forms for each Apprentice. The CPC shall review the evaluations to determine if all elements of subsection (3) have been met. Once reviewed and found to be complete, the CPC shall forward the evaluation forms to the Authority with a summary report including a recommendation for the issuance or denial of a License. An Apprentice shall not receive any compensation for participating in the pilot training program.

**B. Ship Handling.** An Apprentice shall be trained in advanced ship handling techniques including: the effects of speed and vessel rotation on vessel maneuvering; vessel interaction; the effects of tide, current, and under keel clearance while docking/ undocking or underway in all channels within the State's ports and waters; proper use of anchor when anchoring, docking/undocking, and in emergency situations; proper use of bow thrusters and their performance expectations based on power to weight ratio, vessel type, size and draft; and proper main engine use and performance expectations based on power to weight ratio, vessel type, size, weight, type of propeller, and type of rudder. As part of the Program, an Apprentice shall also successfully complete a USCG approved basic ship handling course and a USCG approved emergency ship handling course at a certified training facility, at the Apprentice's sole expense. An Apprentice shall provide proof of completion of such courses to the CPC.

**C. Use of Assist Tugs for Vessel Maneuvering.** An Apprentice shall be trained in: the use of assist tugs, including proper positioning of tug(s) when used on different ship configurations, and under different docking conditions; the use of tug lines(s) under different weather, current, and dock configuration conditions; and the different techniques employed when using single screw, twin screw and tractor tugs.

**D. Weather.** An Apprentice shall be trained in the effects of weather on piloting, vessel maneuverability and on the tides and currents within the ports and waters.

**E. Traffic Management.** An Apprentice shall be trained in proper passing, overtaking and meeting arrangements in dense traffic based on safety,

and “custom and practice” in the port and waters, including ongoing review of the “Rules of the Road” and their practical application to the ports and waters.

**F. Bridge Team Management.** An Apprentice shall be trained in how to conduct a proper master-pilot exchange and how to interact with the bridge team to ensure that engine and rudder orders are carried out correctly and that radar and other electronic navigation equipment are used properly and to maximum efficiency. As part of the Program, an Apprentice shall complete a one (1) week bridge team management course at a USCG certified facility, at the Apprentice’s sole expense. An Apprentice shall provide proof of completion of such course to the CPC.

**G. Local Knowledge and Aids to Navigation.** Upon commencement of the Program, an Apprentice is expected to have an understanding of local knowledge and aids to navigation. The Apprentice shall demonstrate that this knowledge is complete as it pertains to the waters described in Section II(m) of these Procedures. Senior Pilots in attendance during shipboard training shall assist in assuring Apprentice proficiency in this area.

**H. Use of Personal Computer Navigation.** An Apprentice shall be proficient with the use of a laptop computer, navigation software with a direct link to the vessel’s AIS/GPS system, and a wireless GPS back up.

**I. Pilot Boat Operation and Safety.** Pilot boat operation and safety training will occur on various pilot boats and shall include actual operation of pilot boats, proper pilot boat boarding approaches, and use of all on board safety equipment. An Apprentice shall also be trained in proper pilot ladder use, rigging, pilot boarding techniques and safety concerns.

**J. Vessel Traffic Service.** An Apprentice shall make periodic visits to USCG Sector Long Island Sound to become familiar with vessel screening prior to arrival, vessel clearance, vessel operations and monitoring traffic in the Long Island Sound and ports.

**K. Port Safety and Security.** An Apprentice shall be familiar with all port security concerns, both state and federal, as they apply to the duties of a pilot. An Apprentice shall be fully familiar with the USCG “Homeport” website to receive “up-to-date” safety and security notices.

**L. Pilot Apprentice Logbook.** An Apprentice shall document all training activities in a “Pilot Apprentice Logbook.” Entries shall include, but not be limited to, the name, size and flag of a vessel boarded; the date, time and the points of embarkation/ debarkation (by latitude/longitude); the name of the supervising Senior Pilot; and the weather conditions.

(c). Upon completion of the Program as determined by the Authority at the recommendation of the CPC, an Apprentice found to possess the requisite physical and mental standards as specified by Section III(a)(3) of these Procedures, and to possess the required knowledge, aptitude and skills as set forth in Section III(b)(3) of these Procedures and section 15-13(a) of the Connecticut General Statutes shall be issued a License by the Authority pursuant to section 15-13 of the Connecticut General Statutes. Once the license is issued, the newly licensed marine pilot shall work



on the Connecticut side of the rotation under the auspices of the Association of Connecticut State Pilots.

#### **IV. ISSUING OF LICENSES**

(a). All applications for new licenses shall be filed in the office of the Authority or as may be designated. Applications can only be filed upon meeting the qualifications as outlined.

(b). All applications for licenses shall be filed in the office indicated in section (a) on or before October 1 for review. An examination will then be scheduled prior to the date of issuance of a new license on January 1, of the following year.

(c). All licenses are renewable on January 1 of each year and are valid for a twelve (12) month period. All requirements for renewal of licenses defined in these Procedures and statutes will be applicable.

(d). No license shall be issued or person exercise any pilotage services until the Treasurer of the State of Connecticut has received a bond with surety approved by said Treasurer, or a surety bond or a surety company recognized to conduct business in this State, in the penal sum of one thousand dollars (\$1,000.00) conditioned upon the faithful performance of pilotage duties and adherence to the regulations herein set forth.

#### **V. RENEWAL OF LICENSES**

(a). All applications and supporting documentation specified for renewal of licenses shall be in the office indicated in Section IV of these Procedures on or before December 1 for review prior to the date of issuance of license January 1, of the following year.

(b). All licenses are renewable on January 1 of each year and are valid for a twelve (12) month period. All requirements for renewal of licenses defined in these Procedures and Connecticut General Statutes shall be applicable.

(c). No license shall be issued or person exercise any pilotage services until the Treasurer of the State of Connecticut has received a bond with surety approved by said Treasurer or a surety bond or a surety company recognized to conduct business in this State, in the penal sum of one thousand dollars (\$1,000.00) conditioned upon the faithful performance of pilotage duties and adherence to the regulations herein set forth.

(d). Failure to submit the appropriate documentation according to section (a) shall result in a lapse and possible suspension or revocation of license by the Authority.

#### **VI. PHYSICAL EXAMINATION**

(a). All applicants for a state pilot's license shall furnish a medical certificate of examination in support of such application to show they have been examined and approved by a licensed physician for the performance of duties as a pilot.

(b). Pilots renewing their license January 1 of each year valid for one year shall furnish a medical certificate to show they have been examined and approved by a licensed physician for the performance of duties as a pilot. A copy of the certificate shall be presented yearly as part of the renewal application and for request of license.

(c). This medical certificate shall note that the examination covered the use of controlled substances or dangerous drugs.

(d). Physical exams shall include and certify, and the medical certificate shall document, the applicant's ability to climb a thirty (30) foot ladder.

(e). Physical exams shall include a vision test conducted by a licensed physician not more than six (6) months prior to the application. The medical certificate shall include documentation to show that the applicant has a minimum of 20/30 corrected in each eye and is not color blind.

## **VII. REPORTING MARINE INCIDENT**

All collisions, groundings, strandings or other marine perils sustained by vessels on which there was employed a licensed state pilot shall be reported to the office of the Authority as soon as possible but not more than forty-eight (48) hours after the occurrence, provided that this 48-hour period is understood to include one working day of the Authority's office. In addition, a written report shall be submitted to the Authority on forms prescribed by the Authority not more than seven (7) days after the date of the incident, except, however, that any marine accident involving oil spillage, pollution, physical injury requiring more than first aid or death, shall be reported to the Authority's office by telephone or electronic communication immediately or no later than twenty-four (24) hours of the occurrence, in addition to the required written report. When a State pilot is involved in a marine incident outside of Connecticut State waters, the State Pilot shall report the incident to the Authority not more than seven (7) days after the incident.

## **VIII. LICENSE SUSPENSION OR REVOCATION**

(a). The Authority may discipline a pilot or suspend or revoke the license of a state pilot who, after a hearing, has been adjudged unqualified or guilty of the following:

1. Negligence, incompetence, misconduct or infraction against his/her Federal or State license in the performance of piloting duties. Piloting duties commence with preparations for an assignment made by the Joint Rotation Administrator in accordance with Section XIII of these Procedures.

2. Violating a lawful rule promulgated by the Authority or violating a lawful order of the Authority or those of the Federal Government.

3. Using alcohol or any controlled substance or dangerous drug to an extent which impairs the ability to fulfill the obligations as a pilot or which impairs the ability to act as a pilot with skill and safety.

(b). A pilot whose license has been suspended or revoked shall immediately surrender his license to the Authority, who shall retain the license for the period of the suspension and due notification shall be issued to concerned parties that such person has no authority to serve in the capacity of pilot.

(c). Suspension or revocation of a license is a contested case. All proceedings to suspend or revoke a pilot's license are governed by section 15-13 of the Connecticut General Statutes.

## **IX. BOARDING, DEPARTING AND CONDUCT OF PILOTS**

(a). A pilot embarking or disembarking a vessel shall at the time of boarding or departing assure that a lee is provided for the pilot boat and the speed of the vessel is appropriately adjusted. The pilot shall board or depart the vessel on a suitable ladder properly placed and secured.

(b). A pilot's services end and he is entitled to discharge by the master of a vessel when he has brought the vessel to a safe anchorage or to a position off the pier which the vessel is bound, unless the master shall have formally requested the pilot to assist in the docking of the vessel. Whenever formally requested by the master to do so, the pilot of a vessel may assist in either the docking or undocking of such vessel. A pilot shall not turn over the controls or leave a vessel under way unless he shall have first been properly relieved.

(c). A pilot, on boarding a vessel, and if required by the master thereof, shall exhibit his license or a photocopy thereof.

(d). No licensed pilot shall, while on duty prior to meeting a vessel, consume alcohol or any drug that may impair his ability to have the conduct of the vessel.

(e). No licensed pilot shall have the conduct of a vessel.

1. When he knows of any physical or mental disability that prevents him from performing the duties of a pilot.

2. While his license is suspended.

(f). Whenever any pilot shall observe any of the buoys off station or any other aid to navigation not lighted at the proper time or not showing the proper characteristics, he shall report the same to the U.S. Coast Guard via VHF radio or by telephone after returning to shore.

(g). The master of every vessel boarded by a pilot shall give such pilot on boarding, an accurate account of the draft of such vessel, position, heading, wind, and any and all pertinent information.

(h). Vessel measurements, including "overall length," "extreme breadth," and "depth" shall be made available to the pilot by the master or his agent for the computation of pilotage fees.

(i). A state licensed pilot shall conduct himself in a professional manner at all times. Rude, abusive or threatening behavior during the performance of piloting duties is misconduct.

## **X. MANDATED RATES OF PILOTAGE**

No master, agent, owner or consignee shall charge a commission or receive payment directly or indirectly for the assignment of pilotage, nor shall any pilot pay or offer to pay any person any commission for the assignment of pilotage.

## **XI. DEFERMENT OF ADMISSION TO PROGRAM**

The Authority, who is empowered to determine the number of pilots sufficient to meet the demands of commerce and the joint rotation system in the waters described in Section II(m) of these Procedures, shall place the names of those applicants having completed the Apprentice application process and receiving a Final Score by the CPC which he deems to be above the number of pilots sufficient to meet the

demands of commerce and the joint rotation system on file for review and potential admission to the licensing Program for a period of twelve (12) months after the date of initial application.

## **XII. BOARDING AND DISEMBARKING AREAS**

(a). There is established mandated pilot boarding and disembarking areas at the following locations: Point Judith Pilot Station; latitude 41 -17' N, longitude 071 - 30.5' W. Montauk Point Pilot Station; latitude 41 -02' N, longitude 071 -42' W. All Connecticut State Marine Pilots shall board or disembark vessels bound to or from the waters described in Section II(m) of these Procedures in the vicinity of either of the two designated pilot stations, except that no vessel with a draft in excess of 38 feet shall be piloted through Montauk Channel. Pilots utilizing Montauk Channel shall consider draft, sea swell, wind, visibility, current and vessel traffic. When these conditions pose a threat to the safety of any person, vessel prudent navigation or safety of the environment, Montauk Point Pilot Station and Montauk Channel shall not be used. Any Pilot found to be in violation of the foregoing shall be subject to sanctions such as fines, license suspension and license revocation.

(b). The pilot shall notify the master of an inbound vessel in a timely manner of the exact location of where the pilot shall board the vessel.

## **XIII. PILOT ROTATION SYSTEM**

(a). Pursuant to section 15-15d of the Connecticut General Statutes, there shall be established a rotation system among pilots licensed by the State of Connecticut and pilots licensed by the State of New York for the piloting of vessels in the waters described in Section II(m) of these Procedures. The rotation system shall only apply to vessels which are required to take a licensed pilot.

(b). The rotation system shall be administered by the Authority, in consultation with the Connecticut Pilot Commission and the Board. The Authority may utilize the services of an administrator to administer the rotation system. The Authority shall provide notice in the Connecticut Law Journal and a reasonable comment period prior to selection of an administrator.

(c). The rotation system shall be established and conducted in accordance with the governing documents of the rotation system, upon the approval of said governing documents, and any amendments thereto, by the Authority, in consultation with the Connecticut Pilot Commission and the Board. The governing documents shall include a provision which specifies the allocation of pilotage work, including the reasonable accommodation of requests by shipping agents for harbor pilotage assignments. At the commencement of the rotation system, the pilots working on the Connecticut side of the rotation shall receive seventy percent of the pilotage work in the waters and the pilots on the New York side of the rotation shall receive thirty percent of the pilotage work in the waters. The division of work may be amended from time to time by amending the governing documents in accordance with this section. The Authority shall provide notice in the Connecticut Law Journal and a reasonable comment period prior to the approval of the governing documents of the rotation system and any amendments or changes thereto.

(d). Notwithstanding anything in this section to the contrary, a shipping agent may request a certain pilot who is qualified for a specific Connecticut harbor to dock a ship in that harbor. The rotation system administrator shall accommodate such request if at the time of the request, the requested pilot is on call, is able to perform the work and is not otherwise engaged in other pilotage work.

(e). The Authority shall not issue or renew a license to any pilot not participating in the rotation system. Any pilot who holds a license from both the State of Connecticut and the State of New

York shall be allowed to maintain both licenses, but such pilot shall elect, in writing filed with the Authority and the Board, to work in the rotation system under only one of the licenses. Such pilot shall be subject to all of the pilotage rules and regulations of the state under which authority that pilot has elected to work. If the licensing state institutes an investigation of the pilot in accordance with established procedures which causes the pilot's work privileges to be suspended for any reason, the pilot is prohibited from any piloting work in the waters during the period of the investigation and suspension.

(f). The Authority shall recognize the licenses issued by the Board with respect to waters within its jurisdiction.

(g). In addition to any qualifications required under this section and section 15-13 of the Connecticut General Statutes, any pilot operating under the rotation system and docking vessels in Connecticut harbors shall be qualified for a specific Connecticut harbor before being assigned to such harbor in the rotation system. For purposes of this subsection, "qualified for a specific Connecticut harbor" means that the pilot has successfully docked vessels in that specific harbor as required pursuant to section 15-13(a) of the Connecticut General Statutes. Any pilot who, on the effective date of this section, is docking vessels in a certain Connecticut harbor shall be deemed qualified for a specific Connecticut harbor to dock vessels in such harbor. New pilots shall be trained and qualified by the existing pilots.

(h). Any fee charged by pilots, including but not limited to, detention fees, docking and undocking fees, pilot launch fees, safety program fees or training fees, shall be approved by the Authority, in consultation with the CPC. The Authority shall provide public notice in the Connecticut Law Journal and a reasonable comment period prior to the approval of any fee schedule, or change thereto, to be charged by the pilots.

(i). The Authority shall provide public notice when it has been determined that there is a need for applicants to the Program. The public notice shall indicate how many Apprentices are needed.

(j). All other provisions of Sections II through XII, inclusive, of these Procedures shall apply to any pilot licensed by the Authority. The provisions of this section shall only apply to the extent that a rotation system among pilots is in operation between the State of Connecticut and the State of New York.