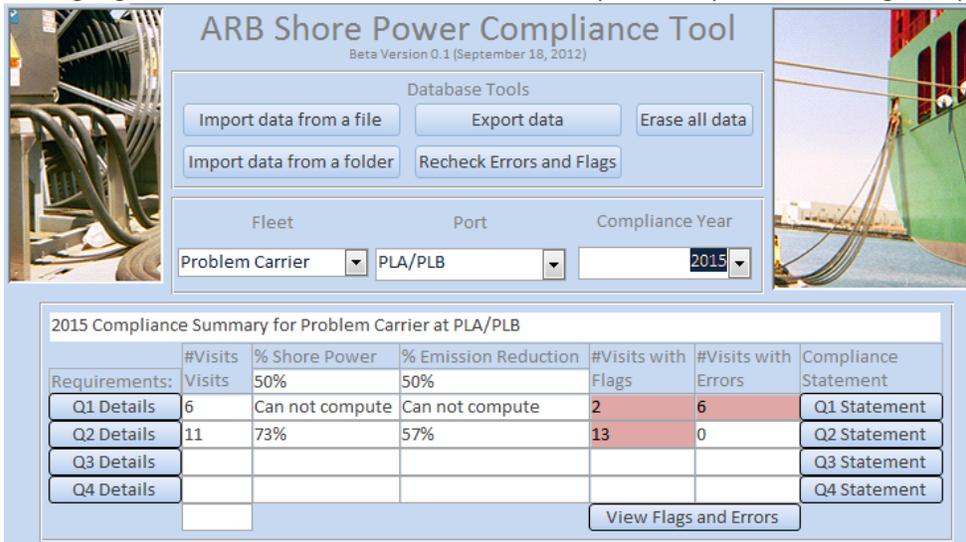


**Shore Power for Ocean-going Vessels**  
**Instructions for Checking and Correcting Errors with the Compliance Database Tool**  
**September 18, 2012**

The following instructions will guide you through checking and correcting errors with the Compliance database Tool.

- 1) These instructions are maintained on the **Shore Power website**. Be sure to check the website for periodic updates. (<http://arb.ca.gov/ports/shorepower/shorepower.htm>)
- 2) These instructions assume that you have a Compliance database Tool already populated with data. Otherwise, visit the Shore Power website for instructions on importing data into the Compliance database Tool.
- 3) After importing data into the Compliance database tool, data is checked for flags and errors. For demonstration purposes, I have imported the examples database. In the screen capture below, Q1 contains two flags and six errors and Q2 contains thirteen flags but no errors. These flags and errors are highlighted red which indicates that there is a potential problem during the quarter.



- 4) A Flag indicates that the data entered for a port visit will be reviewed closely and does not necessarily mean anything is wrong. The Compliance database tool will still try to calculate compliance even with flags. The following is a list of all issues that may be flagged by the Compliance database tool.
  - a. Flags relating to a port visit delay
    - i. This visit includes a delay
    - ii. No documentation for delay
    - iii. Delay longer than 3 hours
    - iv. Delay lacks explanation
  - b. Flags relating to an emergency
    - i. This visit includes an emergency
    - ii. No documentation for emergency
    - iii. Emergency lacks explanation

- c. Flags relating to a visit overlap
    - i. Visit overlaps with another ship
    - ii. Ship appears in more than one dock at the same time
    - iii. Ship visited multiple berth within 2 hours
- 5) An Error indicates that there is a problem with the data. The Compliance database tool will not calculate compliance if an error is detected. The following is a list of all errors reviewed by the Compliance database tool.
- a. Errors relating to the arrival or departure time
    - i. Departure time is before arrival time
  - b. Errors relating to the Auxiliary Engines
    - i. Auxiliary engine start time is before auxiliary engines shut off time
    - ii. Auxiliary engine shut off before arrival
    - iii. Auxiliary engine started after departure
  - c. Errors relating to a Delay
    - i. Delay started after Auxiliary engine shut down
    - ii. Delay longer than time to berth and shut down engines
- 6) The main page of the Compliance Database tool provides an overview of the compliance summary. Click the “View Errors and Flags” button to get a detailed overview list of all visits that contain an error or a flag.

Errors and Flags		Print	Close
Lloyd Number	123456		
Vessel Name	AlwaysError		
Port	PLA/PLB		
Berth	206		
Time of Arrival	1/10/2015 11:00		
error	Check Arrival and Departure Times		
Lloyd Number	123456		
Vessel Name	AlwaysError		
Port	PLA/PLB		
Berth	207		
Time of Arrival	1/20/2015 11:00		
error	Check auxiliary engines shutoff and start time		

- 7) Clicking on the Q1, Q2, Q3, or Q4 details button will open a new window with more detailed information about a specific quarter. On this page, visit information is sorted by the arrival time to the port. However, information may also be sorted by any of the following: Vessel Name, Arrival, Stay (Hr), ShorePower (Hr), Emergency, Delayed, Errors, or Flags.

Quarter Details									Close	
Q1Y2015		Fleet: Problem Carrier at port PLA/PLB								
	Vessel Name	Arrival	Stay (Hr)	ShorePower (Hr)	Emergency	Delayed	Errors	Flags		
Visit Details	AlwaysError	1/10/2015 11:00	-120.0				yes			
Visit Details	AlwaysError	1/20/2015 11:00	120.0	-118.0			yes			
Visit Details	AlwaysError	1/30/2015 11:00	120.0	120.0			yes			

- 8) Clicking on the “Visit Details” button will open the “VisitEvents” window with very specific information about a single port visit. In addition, the right hand side of the screen of the “VisitEvents” window contains a number of tabs with specific information about errors or flags, if there are any.

- 9) When an error has been identified, it can be corrected in two ways.
- a. Errors can be corrected by editing the original Visit Information spreadsheets.
    - i. Before importing corrected data into the Compliance database tool, the database must be reset. From the main view, click the “Erase all data” button. This will delete all records in the Compliance database tool.
    - ii. Since the database is now blank, all the data must be re-imported back into the Compliance database tool.
    - iii. Because this method essentially restarts the compliance tool, it saves time to fix all errors at once.
  - b. Errors can also be corrected through the “Edit Visit Details” button.
    - i. This button will open the Visit Details window which gives direct access to the data in the Compliance database tool. Changes made in this window are immediate and cannot be undone.

- ii. It is possible to fix multiple problems before rechecking the data. Go back to the quarter details window, select a different Visit Event and edit the details.
- iii. When a change is made, the user will need to recheck for any errors and flags. Go back to the main view, and click the “Recheck Errors and Flags” button.