



STATE OF WASHINGTON
BOARD OF PILOTAGE COMMISSIONERS

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**PROCESS FOR DETERMINING THE NUMBER OF AUTHORIZED
PILOT LICENSES IN THE PUGET SOUND PILOTAGE DISTRICT**

[WAC 363-116-065](#)

Adopted February 19, 2026

Introductory Statement

Per WAC [363-116-065](#) "(1) The board will, from time to time, set the number of pilots to be licensed in each pilotage district of the state that is best calculated to optimize the operation of a safe, fully regulated, efficient, and competent pilotage service. This determination will be made by the board at meetings for which the agenda lists this issue as a topic for resolution. In addition, the board shall plan ahead to ensure, to the extent possible, that pilot trainees enter the training program set forth in WAC [363-116-078](#) so that they complete the training program in a timely manner".

STEP 1

The Board shall affirm the current Target Assignment Level by official action unless the conditions listed below are found to impact it.

Conditions for Considering the Target Assignment Level (TAL)

The conditions for Board review of the Target Assignment Level are described below:

1. A change in rest rules; and
2. Other safety-related issues that impact pilot workload.

Process for Reconsidering Target Assignment Level (TAL)

The Board may refer this topic to the Pilot Safety Committee for in-depth data analysis and recommendation.

STEP 2

Conditions for Reconsidering the Number of Authorized Pilot Licenses (Number of Pilots)

The conditions for Board review of the Number of Pilots are described below:

1. Further to the requirements listed above in WAC 363-116-065, the Board shall decide whether to review the current number of authorized pilots every April, even year, based on the data collected for the trailing 24 months plus confirmed future changes in traffic.
2. A stakeholder may request a review of the Number of Pilots for Board consideration at any time. The Board will assess the request and determine if a full review will be granted.

Process for Reconsidering the Number of Pilots

1. Announcement: The Board will announce, at a Regular Public Meeting of the Board of Pilotage Commissioners, if one or more of the above conditions have initiated a review of the Number of Pilots.
2. Timeline: The Board will provide a timeline for submittals, considerations, and decisions.
3. Written Submittals:
 - a. Format
 - i. Electronic files only via email to Bettina Maki at Bettina.Maki@wsdot.wa.gov by a date to be determined by the Board.
 - b. Parameters
 - i. Submittals may address the factors listed in WAC 363-116-065, including the percentage of callback assignments as it relates to rest needs of pilots, as required by the Board.
 - ii. Submittals may utilize monthly PSP pilotage data and activity reports to support arguments, as determined by the Board.
 - iii. BPC may provide PSP pilotage assignment data and activity reports, as well as BPC summaries of that data and BPC training and licensing data related to number of authorized licenses, as determined by the Board.
 - iv. BPC shall put parameters on the date range for data submittal.
 - c. Late Submittals
 - i. Late submittals will NOT be accepted or considered by the BPC.
 - d. Data Resources
 - i. BPC Staff shall develop dashboards and other graphics. Additional data visualizations will not be developed for stakeholders unless directed by the Board.
 - e. Public Comment
 - i. There will be an opportunity for public comment on this agenda item at each meeting until the process is complete.
- II. Record Keeping
 - a. Website – A record of the submissions and official documents will be available on the BPC website at <https://pilotage.wa.gov/number-of-pilots>.
- III. Documentation Regarding BPC Decision
 - a. BPC Staff will prepare final documentation for BPC decision.
 - b. BPC will provide a final decision document, which will contain rationale for the decision reached. This document will be posted to the online record on a date determined by the Board.