

New ECAREG report form – User Guide

Purpose

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

ECAREG Zone Reporting

To obtain clearance into eastern Canadian waters, the master of the ship must report to ECAREG Canada or to the nearest Canadian Coast Guard (CCG) Marine Communications and Traffic Services (MCTS) Centre, as per the annual Radio Aids to Marine Navigation (RAMN), section [3.8.2](#).

These reports are submitted by email to HLXECAREG1@INNAV.GC.CA.

New Electronic Form

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

<https://e-navigation.canada.ca/topics/traffic/index-en>

This new ECAREG report form is a Microsoft Excel based document where required information, as per RAMN section [3.8.2](#), will be entered in multiple tabs.

Vessels are requested to attach the completed Excel report to an email when submitting ECAREG clearance requests prior to entering the zone (RAMN [3.8.2.1](#)). Please confirm that the newest version of the form has been completed prior to submission. **ECAREG 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 ECAREG report form is available from ECAREG Canada upon request.

Form at a glance

ECAREG Report Version: 1.3.5

Vessel Identification

A Ship Name: DELTA ECHO MMSI Number: 122451283
 B Call Sign: WPC1234 IMO Number: 9164234
 C Master's First Name: JOHN
 Master's Last Name: DOE

Current Position

D Current Position: Coordinates (Degrees and Minutes)

Latitude	Longitude
44 24.88 N	58 5.48 W

E Time (UTC) of Current Position: 2/19/2023 15:44
 F Cover: 271
 G Speed: 10.3 knots
 H Prevailing Weather Conditions (including ice): VISIB: 10.0 VISIBLITY: 5-10NM ICE: N/A

Destination

I Estimated Time (UTC) of arrival at Eastern Coast, VTS Door: 2/19/2023 15:44
 Address including Vessel Traffic Services name: Halifax Harbour and Approaches
 J Estimated Time (UTC) of departure from berth: [Not required for <24 hour report]

 K Destination (First Port of Call in Canadian Waters): UNLOCODE: CANAL

L Estimated Time (UTC) of arrival at destination: 2/19/2023 15:38
 M Inland Route of the Ship: EASTERN APPROACH

N Last Port of Call: UNLOCODE: RLRTM

O Disposal Dragnet of the Ship: 5.28 meters
 P Name of the Certificate or Validated Status Report (Company Name): FRAM INC.

Caran, dangonan qanar an baard, defestr, dircharqar and certificate expiry date ar in the fallowing tabar.

Canada 150
 Patches of Oceans Canada / Gardes côtières canadienne
 Fisheries and Oceans Canada / Canadian Coast Guard

Vessel and Voyage Information | Cargo On Board | Defects and Discharges | Certificate Expiry Dates | List of UNLOCODEs

The following pages display each of the form's tabs and provide detailed information on how to complete the electronic form, in accordance with RAMN Section [3.8.2](#).

Vessel and Voyage Information

The screenshot shows the ECAREG Report interface. At the top, there is a red header with the Canadian crest on the left and the text "ECAREG Report" in white. Below the header, a "Version" field is circled in red, containing the value "1.3.5". The main content area is divided into sections: "Vessel Identification" and "Current Position".

Vessel Identification

A	Ship Name	<input type="text" value="DELTA ECHO"/>	MMSI Number	<input type="text" value="123456789"/>
B	Call Sign	<input type="text" value="ABC1234"/>	IMO Number	<input type="text" value="3161234"/>
C	Master's First Name	<input type="text" value="JOHN"/>		
	Master's Last Name	<input type="text" value="DOE"/>		

Current Position

D Current Position :

	Degrees	Minutes	
Latitude	<input type="text" value="44"/>	<input type="text" value="24.60"/>	<input type="text" value="N"/>
Longitude	<input type="text" value="50"/>	<input type="text" value="5.40"/>	<input type="text" value="W"/>

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 newest version is downloaded prior to submitting the report. This information can be accessed at: <https://e-navigation.canada.ca/topics/traffic/index-en>

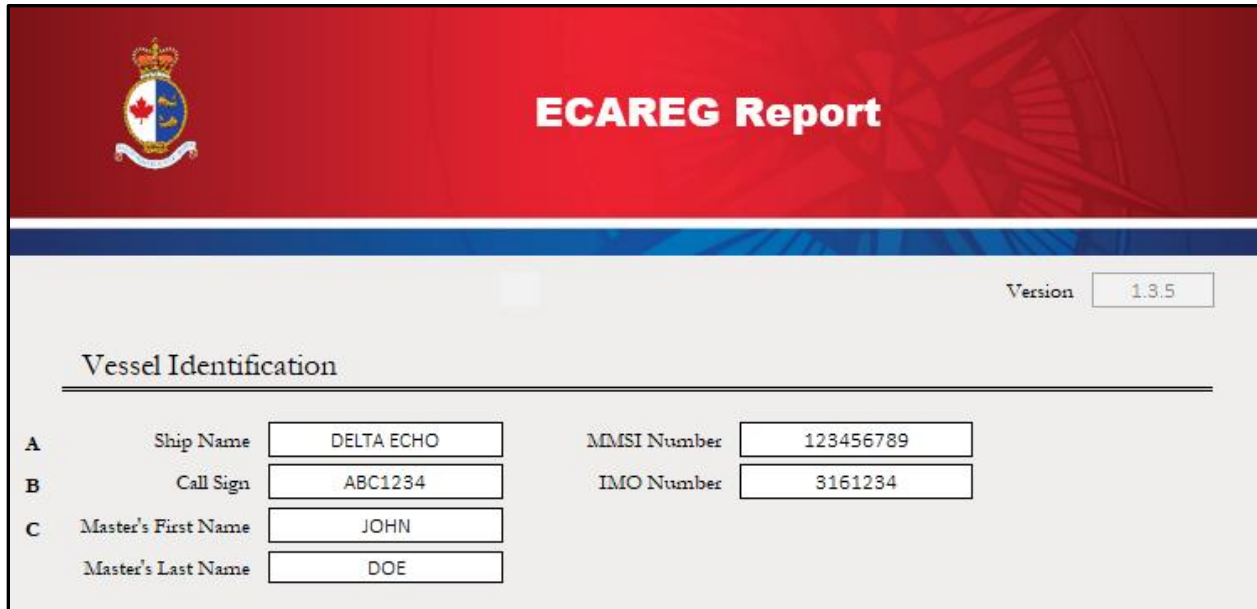
Note: In this example, the latest version of the report is 1.3.5. It is important to note that any report version 1.3.X will be accepted. However, if the newest version is 1.4.1, ECAREG Canada will not be able to accept any report version 1.3.X or lower.

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



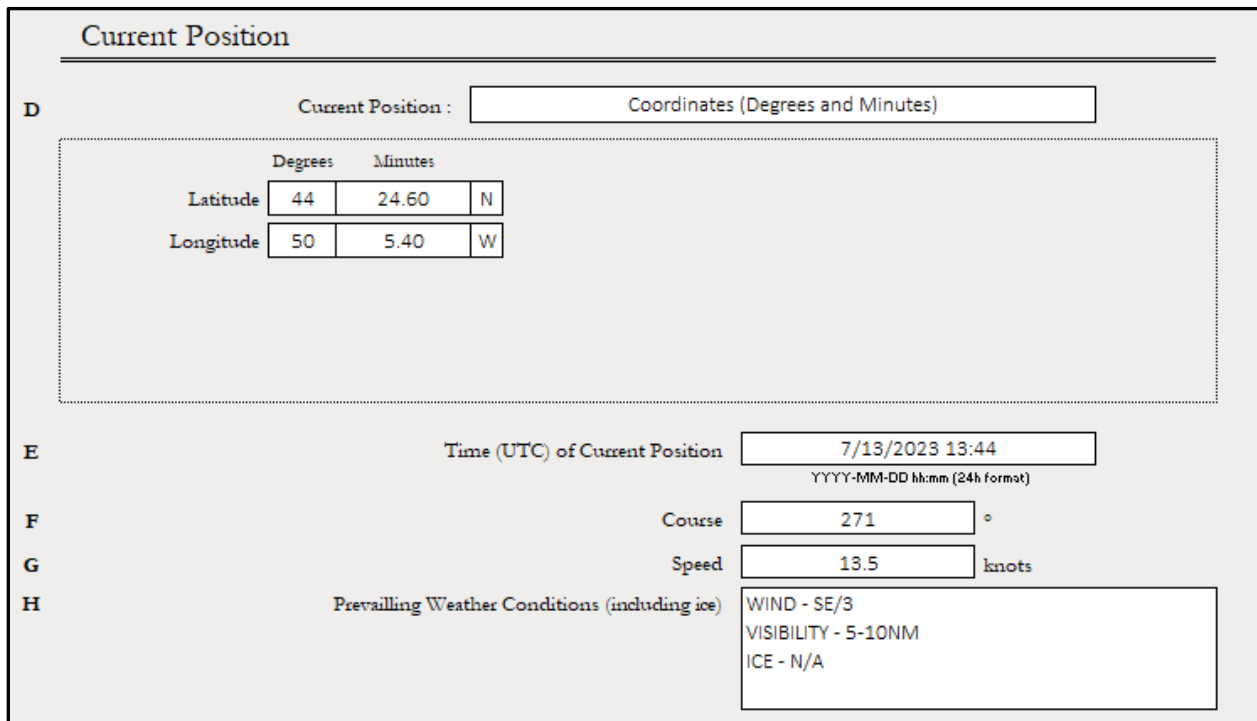
The image shows a screenshot of the ECAREG Report interface. At the top left is the Canadian Coast Guard logo. The title "ECAREG Report" is centered in a red banner. Below the banner, the version number "1.3.5" is displayed in the top right corner. The main section is titled "Vessel Identification" and contains several input fields for ship details.

Label	Field Name	Value	Field Name	Value
A	Ship Name	DELTA ECHO	MMSI Number	123456789
B	Call Sign	ABC1234	IMO Number	3161234
C	Master's First Name	JOHN		
	Master's Last Name	DOE		

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



The image shows a screenshot of the "Current Position" form. It includes a title bar, a main input field for coordinates, a detailed table for latitude and longitude, and several other input fields for time, course, speed, and weather conditions.

Label	Field Name	Value
D	Current Position :	Coordinates (Degrees and Minutes)
	Latitude	44 24.60 N
	Longitude	50 5.40 W
E	Time (UTC) of Current Position	7/13/2023 13:44 <small>YYYY-MM-DD hh:mm (24h format)</small>
F	Course	271 °
G	Speed	13.5 knots
H	Prevailing Weather Conditions (including ice)	WIND - SE/3 VISIBILITY - 5-10NM ICE - N/A

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,
- 3) UNLOCODE, or
- 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>

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.

Note: In a free text field, such as H, press ALT + ENTER to start a new line in the same cell.

DESTINATION

<u>Destination</u>	
I	Estimated time (UTC) of arrival at Eastern Canada VTS Zone <input style="width: 80%;" type="text" value="7/13/2023 13:44"/> <small>YYYY-MM-DD hh:mm (24h format)</small>
	Advise entry into Vessel Traffic Services zone <input style="width: 80%;" type="text" value="Halifax Harbour and Approaches"/>
J	Estimated time (UTC) of departure from berth <input style="width: 80%;" type="text"/> <small>(Not required for a 24 hour report) YYYY-MM-DD hh:mm (24h format)</small>
K	Destination (First Port of Call in Canadian Waters) Destination : <input style="width: 80%;" type="text" value="UNLOCODE"/> <div style="border: 1px dashed gray; padding: 10px; text-align: center;">UNLOCODE <input style="width: 150px;" type="text" value="CAHAL"/></div>
L	Estimated time (UTC) of arrival at destination <input style="width: 80%;" type="text" value="7/14/2023 19:30"/> <small>YYYY-MM-DD hh:mm (24h format)</small>
M	Intended Route of the Ship <input style="width: 80%;" type="text" value="EASTERN APPROACH"/>
N	Last Port of Call : <input style="width: 80%;" type="text" value="UNLOCODE"/> <div style="border: 1px dashed gray; padding: 10px; text-align: center;">UNLOCODE <input style="width: 150px;" type="text" value="NLRTM"/></div>
O	Deepest Draught of the Ship <input style="width: 80%;" type="text" value="3.20"/> meters
T	Name of the Canadian or United States Agent <input style="width: 80%;" type="text" value="MAM INC."/> <small>(Company Name)</small>

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

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

The vessel must also *Advise Entry into Vessel Traffic Services Zone* – the vessel can choose where it intends to enter the Zone from a drop-down menu that includes the following options:

- Not Applicable
- Cape Ray/Cape North
- Strait of Belle Isle
- Strait of Canso and Eastern Approaches

- Bay of Fundy
- Halifax Harbour and Approaches
- Placentia Bay
- St. John's
- Northumberland Strait
- Meridian of 66 W

Estimated time of departure from berth (J) is not required for ECAREG reporting prior to entering the zone. It may be left blank for the purpose of this type of report.

Destination (K) - This section allows vessels to choose one (1) of four (4) position options:

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

***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 required information is to be entered in the remaining tabs.

Cargo on Board

Cargo On Board

P List any cargo or dangerous goods on board or carried on a vessel/barge being towed or pushed, with IMO Class (if applicable) and amount (quantity and unit)

Is there any cargo on the vessel ?

Yes

	Select a Cargo	IMO Class (if applicable)	Quantity	Select a Unit	Remarks
1	[Other Hazardous Cargo]	IMO 2.1 Inflammable gaz	1000.00	Litres	
2	[Other Hazardous Cargo]	IMO 2.2 Compress gas non-inflammable and non toxic	1500.00	Litres	
3	[Other Hazardous Cargo]	IMO 4.1 Inflammable solid	50.00	Kilograms	
4	[Other Hazardous Cargo]	IMO 6.1 Toxic substances	120.00	Units	
5	[Other Hazardous Cargo]	IMO 8 Corrosive substances	25.00	Litres	
6	General Cargo		1000.00	Metric Tons	
7					
8					
9					
10					
11					
12					
13					
14					
15					

This tab gathers information pertaining to **Cargo on Board**, in accordance with item **P** in RAMN, section [3.8.2](#).

Vessels shall list the type and amount of any cargo or dangerous goods 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.

Note: “Other Hazardous Cargo” should be selected for the Dangerous Good type for IMO specific cargo (i.e.. container vessel IMO cargo).

Defects and Discharges

Defects and Discharges (IF APPLICABLE)

S 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.

Are there any discharges or threat of discharge?

If you answered 'Yes', then please specify :

R Any defect in the ship's hull, main propulsion systems or steering systems, radars, compasses, radio equipment, anchors or cables.

Are there any defects on the vessel ?

	Select a Defect	Remarks
1		
2		
3		
4		
5		

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”

Note: 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.

Certificate Expiry Dates

Vessel Certification Expiry Dates

	YYYY-MM-DD	
CLC - International Convention on Civil Liability for Oil Pollution Damage, 1969/1992 *	2025-05-30	
IOPPC - International Oil Pollution Prevention *	<input type="text"/>	
INLSC - International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk	<input type="text"/>	
COF - Certificate of Fitness	<input type="text"/>	
COC - Certificate of Compliance	<input type="text"/>	
ISM-SMC - ISM Safety Management Certificate *	2023-02-20	Expired
ISM-DOC - ISM Document of Compliance *	<input type="text"/>	
CLC-B - International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001	2024-10-12	
WRLC - Certificate of Insurance or Other Financial Security in Respect of Liability for the Removal of Wrecks *	2025-05-30	

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Canada

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canadienne

Fisheries and Oceans
Canada

Canadian
Coast Guard

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		Quebec		Nova Scotia		Newfoundland and Labrador		Northwest Territories		British Columbia		United States of America	
UNLOC	Location	UNLOC	Location	UNLOC	Location	UNLOC	Location	UNLOC	Location	UNLOC	Location	UNLOC	Location
CAAMH	Amblerburg	CAAKV	Akuliik Apt	CAADV	Advocate Harbour	CAALO	L'Anse-au-Loup	CAAKL	Aklavik	CAALB	Alert Bay	CAABL	Baltimore, MD
CAACB	Blackville	CAAPY	Aguajak	CAAPB	Alchira	CAAPC	Amos's Cove	CAAYH	Fort Good Hope (C'ajoo G'ot'ine) Harbour	CAAYB	Fort Good Hope (C'ajoo G'ot'ine) Harbour	CAABE	Bar Harbor, ME
CAABL	Blind River	CAAPD	Baie Comeau	CABAD	Balfout	CABBU	Bay Bulls	CAAPM	Fort McPherson (Teet'Li Zhe) Harbour	CAABM	Barnstable Island	USBBY	Barnes, NJ
CABLV	Belleville	CABUD	Baie-Johan-Betz	CABRV	Bridgewater	CABDY	Bay de Verde	CAAPR	Fort Providence (Zahti Koe) Harbour	CAABM	Barnston	USBOS	Boston, MA
CABEL	Bellfleur	CABSP	Baie-St-Paul	CACAH	Cantao	CABDA	Bull Arm	CAVFL	Fort Reliance	CABEB	Beaubeau Bay	USBUP	Buffalo, NY
CABTH	Beth	CABSN	Bathurst	CACHT	Chatham	CABSA	Burn	CAYPR	Fort Resolution (Denioo Kue) Harbour	CABBY	Blind Bay	USCHS	Chickston, SC
CABTT	Birt	CABEC	Bécanour	CACOH	Country Harbour	CABUO	Burgos	CAFSI	Fort Simpson (Lidli Kue) Harbour	CABCV	Beale Cove	USCLE	Cleveland, OH
CABUZ	Port Burwell	CABER	Berthelville	CADIG	Digby	CABTE	Bea Verre	CAFSM	Fort Smith	CABEA	Beaver Cove	USCPX	Corpus Christi, TX
CABWV	Bloomerville	CABVB	Blaire-Sablon	CABEP	Eastern Passage	CABVD	Boisfort	CAVHT	Haj River	CABEN	Bunard-Belt	USDET	Denick, ME
CACBG	Cobourg	CAYVB	Bonaventure	CAGVB	Guyaborough	CABYR	Bay Roberts	CAVHI	Holman	CABLC	Bella Coola	USEPM	Eastport, ME
CACDN	Cardinal	CABSU	Boucherville	CAHAL	Halifax	CACAT	Carleton	CAVEY	Inuvik	CABRI	Brown Island	USFPD	Freeport, TX
CACLB	Colborne	CACCA	Capoune	CAHPT	Hantsport	CACBC	Come By Chance	CABSD	Luscar/Snowdrift	CABRO	Brownwood Bay	USHOU	Houston, TX
CACOL	Collingwood	CACMS	Cap-aux-Meules	CAING	Ingonish	CACBI	Comer Brook	CAVMD	Mould Bay	CABTF	Butterfly Bay	USMNS	Newport News, VA
CACSN	Charlot	CACAC	Cap-Chat	CALCP	Lockport	CACLE	Clareville	CAVYQ	Norman Veils	CACAM	Campbell River	USMSY	New Orleans, LA
CACTL	Charlott	CACLT	Carlton	CALHA	La Hève	CACMY	Carmarville	CAVPC	Peulavik	CACAU	Caul Harbour	USNYC	New York, NY
CADSR	Deseronto	CACPL	Chaplain	CALIN	Little Narrows	CACRB	Carbonear	CAVYQ	Sachs Harbour	CACCB	Cowichan Bay	USPAB	Palm Beach, FL
CAENE	Ennau	CACHR	Chandler	CALW	Louisbourg	CACTP	Cole's Point	CATUK	Tuktoyaktuk	CACRM	Charmans	USPHL	Philadelphia, PA
CAFAI	Fort Albany	CACH	Chicoutimi (INNAV sheet - CAGAS)	CALOU	Louisbourg	CADL	Dalo	CAZTH	Tuktuyuk/Norman	CACOC	Comox	USPVM	Portland, ME
CAFER	Fort Erie	CALUN	Lunenburg	CAFOR	Fortune	CAFOO	Goose Bay	CAVYV	Virgie (Peechee K)	CACRO	Crofton	USPVD	Providence, RI
CAGNE	Gananoque	CACOC	Comoreau	CAMET	Miramichi	CAFOO	Goose Bay	CAZYL	Yellowknife	CACOH	Vancouver Harbour Water Aprt/Vancouver	USSAV	Savannah, GA
CASBN	Point St	CACSC	Côte-Sainte-Catherine	CAMUL	Miramir	CAGRE	Grand Bay			CACON	Conan Bay	USBLM	Vermegton, NC
CAGOH	Godsch	CACDB	Deception Bay	CANBY	North Sydney	CAHRB	Harbour Breton			CADEL	Delta		
CAHAM	Hamilton	CADCH	Deschallons-sur-Saint-Laurent	CAPAR	Parabro	CAHOD	Holywood			CADSA	Denman Island		
CAKIN	Kingston	CAZEM	East Main	CAPFR	Fort Beaton	CAHRB	Harbour Grace			CADQU	Duncan/Quam		
CAKVL	Kingsville	CAEIN	Étang-de-Nord	CAPGR	Petit-de-Grat	CAHRH	Indian Harbour			CAVEK	Arviat/Esimo Point		
CALIC	Little Current	CAPFR	Forestville	CAPHW	Port Hawkesburg	CALCV	Lower Cove			CABLK	Baker Lake/Kaminthuk		
CALMI	Leamington	CAPRE	Garé	CAPMN	Port Mouton	CALDH	Long Harbour			CABEN	Benam Harbour/No. CB		
CAMAR	Marathon	CAPTO	Godout	CAPTO	Pilot	CALOP	Long Pond			CABRT	Broughton Island/Gilatjuaq		
CAMDB	Midburn Bay	CAPTR	Point Tupper			CALVP	Lewisville			CAVCB	Cambridge Bay/K alukhuk		
CAMFD	Meadow	CASAB	Grand-Pré			CASBR	Main Brook			CABSI	Campan Bay		
CAMID	Midland	CASBU	Shelburne			CAMIG	Miquelon			CAVCS	Charlevoix/InMig/Inuq		
CAMIH	Michigan	CASHH	Shear Harbour			CAMTN	Marystown			CACLR	Clyde River/K angitjuaq		
CAMIS	Missisquoi	CASID	Siding			CASNA	Nain			CACCP	Kugluktuk/C'igimmine		
CAMMO	Moose Factory	CAGEE	Grasse Isle (INNAV - CAGPS)			CANVP	Argentina			CAVZS	Costa Harbour/S'illia		
CAMRU	Mooseport	CAHSP	Havre-Saint-Pierre			CAPBQ	Channel-Port aux Basques			CACVI	Cornwall Is		
CANAN	Nanaimo	CALIC	Île aux Cochons			CAPIB	Pelly Harbour			CAVHI	Olga Haven		
CAOAK	Oakville	CAYPR	Île de la Madeleine			CARAM	Rames			CAVOC	Olus-Food/Kusutuk		
CAOPE	Port Hope	CAYPH	Inukjuak			CAROD	Roddickton			CAHAB	Hall Beach/Santayak		
CAOBI	Oshawa	CAVTK	Inukjuak			CASAT	Saint-Anthony			CANIL	Inukjuak		
CAOSV	Owen Sound	CAYDR	Kangasutjuaq			CASBM	Selsam			CAKVI	King William Is		
CAPCK	Pickering	CAYGK	Kangasutjuaq			CASLJ	Saint-John's			CAVBB	Kugaaruk		
CAPCO	Port Colborne	CAYVJ	Kangasutjuaq			CASLD	Saint-Lawrence			CANMI	Mine Inlet Point		
CARDV	Port Dover	CAYVL	Killing			CASLV	Stephenville			CAVNS	Narsarsuaq		
CAPIC	Pitton	CANOV	Kook-Bag			CATPS	Trepassey			CAVNT	Pangnirtung		
CAPIE	Prescott	CAYVW	Kuujuaq Apt			CATVI	Tulligate			CABFB	Pond Inlet/Mimimatak		
CAFRS	Park Sound	CALBA	La Baie			CAVOB	Voisey's Bay			CAPRT	Rankin Inlet/K angitjuaq		
CAPST	Port Stanley	CALBE	La Grande			CAVBI	Black Table			CABEB	Resolute Bay/Gaunruq		
CASCA	Saint-Catherine	CAZLT	La Tabatière			CAYDE	Paradise River			CAVYH	Talogaq		
CASED	Sadder	CALVR	Lavaterie			CAYDI	Davis Inlet			CAYON	White Court/K angitjuaq		
CASN	Sarnia	CALVF	Leval Bay			CAYMK	Makivik			CAVYF	Pelly Bay/Gaunruq		
CASSM	Sault-Sainte-Marie	CAGLE	Les Escoumins			CAYMT	Moncton						
CACTH	Thunder Bay	CAMHN	Les Méchins			CASAD	Saint-André						
CACTE	Toronto	CALYV	Levis			CASBE	Shediac						
CATTC	Trenton	CALON	Longueuil			CASHP	Shipigan						
CAVEL	Wainland	CALBY	Louiseville			CASBJ	Saint-John						
CAWEN	Wainston	CAMMD	Mandeville										

The vessel may refer to UNLOCODE tabs for information related to destinations or locations in Canadian waters. 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>