Commonwealth of Dominica

Office of the Maritime Administrator

TO: **ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS**

SUBJECT: **INSTRUCTIONS FOR THE KEEPING OF OIL RECORD BOOK (MACHINERY SPACE OPERATIONS and CARGO & BALLAST OPERATIONS)**

PURPOSE: **Provides guidelines and examples of a completed Oil Record Book**

APPLICABILITY: **All ships 400 GT and above & Oil Tankers 150 GT and above**

REQUIREMENTS:

In accordance with the international Convention for the Prevention of Pollution from ships, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78), Oil Record Book, Part I for MACHINERY SPACE OPERATIONS, shall be kept on every ship of 400 gross tonnage and above, and on every oil tanker of 150 gross tonnage and above. (Regulation 20 Annex I). In addition to that an Oil Record Book, Part II for CARGO & BALLAST OPERATIONS shall be kept on every oil tanker of 150 gross tonnage and above.

The use of Oil Record Books is not new to a mariner. Records relating discharge of oil and oily mixtures, escape of oil through damage or leakage have been required to be kept in a specified form by the International Convention for the Prevention of Pollution of the Sea by Oil 1954 as amended in 1969 (OIL POL 54/69).

Such records are necessary for the enforcement of pollution regulations and fulfill the same role as entries in the deck and engine room logs in case of suspected violations. It is therefore very important that all entries are made carefully and precisely.

These instructions have been developed in line with the guidelines provided by the IMO MEPC/Circ.111, bearing in mind that a very common deficiency during the Port State Control Inspections points that on board Oil Record Book has not been properly kept. The Consolidated Edition 2002 of MARPOL 73/78 contains updated and revised Oil Record Book Instructions. Some of the Item Numbers for recording various shipboard operations have been eliminated and

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others have changed. For example, the discharge of bilge water through 15 ppm equipment is now Code “D” Item Number “15.1” instead of the Code “D” Item Number “15.2” previously entered.

It is strongly encouraged that vessel owners and operators start utilizing the revised instructions as soon as possible. Prior to using the revised instructions, an entry should be made in the Oil Record Book to indicate that the new Oil Record Book Instructions are being applied. The existing Oil Record Book Instructions should be retained on board by the Master or the Chief Engineer for use when reviewing Oil Record Book entries made prior to the new instructions.

-End-

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ANNEX

OIL RECORD BOOK INSTRUCTIONS

GENERAL INSTRUCTIONS

1. An Oil Record Book shall be maintained on every vessel in accordance with the provisions of applicable Maritime Regulations.

2. The Oil Record Book must be available at all times for examination by Nautical Inspectors or Inspectors of any port State when within the jurisdiction of that State. The Oil Record Book must be preserved for three years from the date of the last entry.

3. The Oil Record Book must be properly completed. All **machinery space** and **cargo and ballast operations** must be clearly and accurately recorded.

4. Owners and their Legal Advisors, Masters and Officers are reminded that, in addition to statutory requirements concerning maintenance of an Oil Record Book, this record is a valuable means of providing proof that the ship has complied with anti-pollution regulations.

5. Pages 4 thru 12 of this annex show a comprehensive list of items of **machinery space** (Appendix 1) and **cargo and ballast operations** (Appendix 2) which are, when appropriate, to be recorded in the Oil Record Book in accordance with Regulation 20 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78), as amended. The items have been grouped into operational sections, each of which is denoted by a letter code.

6. When making entries in the Oil Record Book, the date, operational letter code and item number shall be inserted in the appropriate columns and the required particulars shall be recorded chronologically in the blank spaces. The Oil Record Book shall be maintained in the English language.

7. Each completed operation shall be signed for and dated by the officer or officers in charge. Each completed page shall be countersigned by the Master of the ship.

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GENERAL INSTRUCTIONS (Continued)

Maritime Regulations.

On every vessel, other than unmanned vessels under tow, there shall be kept and maintained an Oil Record Book approved by the Maritime Administrator. The Oil Record Book shall be readily available for inspection at all reasonable times.

MARPOL 73/78. Annex I. Regulation 20.

(1) Every oil tanker of 150 tons gross tonnage and above and every ship of 400 tons gross tonnage and above other than an oil tanker shall be provided with an Oil Record Book Part I (Machinery Space Operations). Every oil tanker of 150 tons gross tonnage and above shall also be provided with an Oil Record Book Part II (Cargo/Ballast Operations). The Oil Record Book(s), whether as part of the ship's official log book or otherwise, shall be in the form(s) specified in Appendix III to this Annex.

(2) The Oil Record Book shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following operations take place in the ship;

(a) for machinery space operations (all ships);

(i) ballasting or cleaning of oil fuel tanks;
(ii) discharge of dirty ballast or cleaning water from tanks referred to under (i) of the subparagraph;
(iii) disposal of oily residues (sludge);
(iv) discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces;

(b) for cargo/ballast operations (oil tankers):

(i) loading of oil cargo;
(ii) internal transfer of oil cargo during voyage;
(iii) unloading of oil cargo;
(iv) ballasting of cargo tanks and dedicated clean ballast tanks;
(v) cleaning of cargo tanks including crude oil washing;
(vi) discharge of ballast except from segregated ballast tanks;
(vii) discharge of water from slop tanks;
(viii) closing of all applicable valves or similar devices after slop tank discharge operations;
(ix) closing of valves necessary for isolation of dedicated clean ballast tanks from cargo and stripping lines after slop tank discharge operations;
(x) disposal of residues.

(3) In the event of such discharge of oil or oily mixture as is referred to in Regulation 11 of this Annex or in the event of accidental or other exceptional discharge of oil not excepted by that Regulation, a statement shall be made in the Oil Record Book of the circumstances of, and the reasons for, the discharge.

(4) Each operation described in paragraph (2) of this Regulation shall be fully recorded without delay in the Oil Record Book so that all the entries in the book appropriate to that operation are completed. Each completed operation shall be signed by the officer or officers in charge of the operations concerned and each completed page shall be signed by the Master of the ship. The entries in the Oil Record Book shall be in an official language of the State, whose flag the ship is entitled to fly, and, for ships holding an International Oil Pollution Prevention Certificate, in English or in French. The entries in an official national language of the, State whose flag the ship is entitled to fly shall prevail in case of a dispute, or discrepancy.

(5) The Oil Record Book shall be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned ships under tow, shall be kept on board the ship. It shall be preserved for a period of three years after the last entry has been made.

(6) The competent authority of the Government of a Party to the Convention may inspect the Oil Record Book on board any ship to which this Annex applies while the ship is in its port or offshore terminals and may make a copy of any entry in that book and may require the Master of the ship to certify that the copy is a true copy of such entry. Any copy so made which has been certified by the Master of the ship as a true copy of an entry in the ship's Oil Record

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Book shall be made admissible in any judicial proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book and the taking of a certified copy by the competent authority under this paragraph shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

(7) For oil tankers of less than 150 tons gross tonnage operating in accordance with regulation 15(4) of this Annex an appropriate Oil Record Book should be developed by the Administration.

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APPENDIX 1

PART I - MACHINERY SPACE OPERATIONS (ALL SHIPS)

LIST OF ITEMS TO BE RECORDED

(A) **BALLASTING OR CLEANING OF OIL FUEL TANKS**

1. Identity of tank(s) ballasted.
2. Whether cleaned since they last contained oil and, if not, type of oil previously carried.
3. Cleaning process:
   - .1 position of ship and time at the start and completion of cleaning;
   - .2 identify tank(s) in which one or another method has been employed (rinsing through, steaming, cleaning with chemicals; type and quantity of chemicals used);
   - .3 identity of tank(s) into which cleaning water was transferred.
4. Ballasting:
   - .1 position of ship and time at start and end of ballasting;
   - .2 quantity of ballast if tanks are not cleaned;

(B) **DISCHARGE OF DIRTY BALLAST OR CLEANING WATER FROM OIL FUEL TANKS REFERRED TO UNDER SECTION (A)**

5. Identity of tank(s).
6. Position of ship at start of discharge.
7. Position of ship on completion of discharge.
8. Ship's speed(s) during discharge.
9. Method of discharge:
   - .1 Through 15 ppm equipment;
   - .2 To reception facilities.
10. Quantity discharged.

(C) **COLLECTION AND DISPOSAL OF OIL RESIDUES (SLUDGE)**

11. Collection of oil residues.

    Quantities of oil residues (sludge) retained on board at the end of a voyage, but not more frequently than once a week. When ships are on short voyages, the quantity should be recorded weekly'[1]:
    - .1 separated sludge (sludge resulting from purification of fuel and lubricating oils) and other residues, if applicable:
      - identity of tank(s) .....
      - capacity of tank(s) ..... m^3
      - total quantity of retention ..... m^3;
    - .2 other residues (such as oils residues resulting from drainage, leakages, exhausted oil, etc., in the machinery spaces), if applicable due to tank arrangement in addition to .1:
      - identity of tank(s) .....
      - capacity of tank(s) ..... m^3
      - total quantity of retention ..... m^3.
12. Methods of disposal of residue.

    State quantity of oil residues disposed of, the tank(s) emptied and the quantity of contents retained:
    - .1 to reception facilities (identify port)'[2];
    - .2 transferred to another (other) tank(s) (indicate tank(s) and the total content of tank(s));
    - .3 incinerated (indicate total time of operation);
    - .4 other method (state which).

[1] Only in tanks listed in item 3 of Form A and B of the Supplement to the IOPP Certificate

[2] Ship's masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book.

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(D) **NON-AUTOMATIC DISCHARGE OVERBOARD OR DISPOSAL OTHERWISE OF BILGE WATER WHICH HAS ACCUMULATED IN MACHINERY SPACES**

13. Quantity discharged or disposed of.
14. Time of discharge or disposal (start and stop).
15. Method of discharge or disposal:
    - .1 through 15 ppm equipment (state position at start and end);
    - .2 to reception facilities (identify port)[2];
    - .3 transfer to slop tank or holding tank (indicate tank(s); state quantity transferred and the total quantity retained in tank(s)).

(E) **AUTOMATIC DISCHARGE OVERBOARD OR DISPOSAL OTHERWISE OF BILGE WATER WHICH HAS ACCUMULATED IN MACHINERY SPACES**

16. Time and position of ship at which the system has been put into automatic mode of operation for discharge overboard.
17. Time when the system has been put into automatic mode of operation for transfer of bilge water to holding tank (identify tank).
18. Time when the system has been put into manual operation.
19. Method of discharge overboard:
    - .1 through 15 ppm equipment.

(F) **CONDITION OF OIL DISCHARGE MONITORING AND CONTROL SYSTEM**

20. Time of system failure.
21. 21. Time when system has been made operational.
22. Reasons for failure.

(G) **ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGES OF OIL**

23. Time of occurrence.
24. Place or position of ship at time of occurrence.
25. Approximate quantity and type of oil.
26. Circumstances of discharge or escape, the reasons therefore and general remarks.

(H) **BUNKERING OF FUEL OR BULK LUBRICATING OIL**

27. Bunkering:
    - .1 Place of bunkering.
    - .2 Time of bunkering.
    - .3 Type and quantity of fuel oil and identity of tank(s) (state quantity added and total content of tank(s)).
    - .4 Type and quantity of lubricating oil and identity of tank(s)(state quantity added and total content of tank(s)).

(I) **ADDITIONAL OPERATIONAL PROCEDURES AND GENERAL REMARKS**

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SAMPLE MACHINERY SPACE OPERATIONS (ALL SHIPS) O.R.B. ENTRIES

Date	Code (letter)	Item (number)	Record of operations / signature of officer in charge (OIC)
Entries which are to be made every seven (7) days and at the end of the voyage			
08May2003	*C*	*11.1*	*Sludge TK, No.20-Cap: 15 m3-ROB: 8,0 m3*
		11.1	*F.O. Sludge TK, No.25-Cap: 1.54 m3 –ROB: 0.3 m3*
		11.1	*L.O. Sludge TK, No. 18-Cap: 1.07m3 – ROB:0.0 m3*
		11.1	*Incinerator Settling TK, No.37-Cap: 5,5m3-ROB: 3,0m3*
		11.2	*F.O. Drain TK, No. 12 –Cap: 1.0m3- ROB: 4.2 m3*
		11.2	*L.O. Drain TK, No17 – Cap: 1.5m3 – ROB: 0,0 m3*
			08May2003 Sign OIC
And again every seven (7) days:			
15May2003	*C*	*11.1*	*Sludge TK, No.20-Cap: 15 m3-ROB: 8,0 m3*
		11.1	*F.O. Sludge TK, No.25-Cap:1.54 m3 –ROB:1.3 m3*
		11.1	*L.O. Sludge TK, No. 18-Cap:1.07m3 – ROB: 0,0 m3*
		11.1	*Incinerator Settling TK,No.37-Cap:5,5m3-ROB:3,0m3*
		11.2	*F.O. Drain TK, No. 12 –Cap: 1.0m3- ROB: 4.2 m3*
		11.2	*L.O. Drain TK, No17 – Cap: 1.5m3 – ROB: 0,0 m3*
			15May2003 Sign OIC
Entries which are to be made after transferring sludge into another tank:			
18May2003	*C*	*12.2*	*1.3 m3 F.O. Sludge TK, No.25 (1.3m3→ 0.0m3) transferred to*
			Sludge TK, No.20 (8,0m3→ 9.3m3)
			18May2003 Sign OIC
18May2003	*C*	*12.2*	*4.2 m3 F.O. Drain TK, No. 12 (4.2 m3→ 0.0m3) transferred to*
			Sludge TK, No.20 (9,3m3→ 13.5m3)
			18May2003 Sign OIC
Entries which are to be made after burning sludge in incinerator / auxiliary boiler (If applicable)			
19May2003	*C*	*12.3*	*2.6 m3 of Incinerator Settling TK, No. 37 (3.0 m3→0.4m3) incinerated in Auxiliary Boiler from 1100hrs to 2000hrs (total 9hrs)*
			19May2003 Sign OIC
And again at the end of the voyage:			
23May2003	*C*	*11.1*	*Sludge TK, No.20-Cap: 15 m3-ROB: 13,5 m3*
		11.1	*F.O. Sludge TK, No.25-Cap: 1.54 m3 –ROB:0.0 m3*
		11.1	*L.O. Sludge TK, No. 18-Cap: 1.07m3 – ROB:0.0 m3*
		11.1	*Incinerator Settling TK, No. 37-Cap:5,5m3-ROB:0,4m3*
		11.2	*F.O. Drain TK, No. 12 –Cap: 1.0m3- ROB: 0,0 m3*
		11.2	*L.O. Drain TK, No17 – Cap: 1.5m3 – ROB: 0,0 m3*
			23May2003 Sign OIC
Entries which are to be made after disposing sludge (or other oil residues) to reception facilities:			
23May2003	*C*	*12.1*	*13,5 m3 Sludge from Sludge TK, No.20 disposed to Clean Seas*
			Disposal Services- Stockholm Quantity ROB: 0,0 m3
			23May2003 Sign OIC
Entries which are to be made after transferring bilge water into tank (e.g. Bilge-Water Holding-Tank):			
25May2003	*D*	*13*	10m3, from engine room Bilges
		14	*1500hrs-1700hrs*
		15.3	*to Bilge Water Holding TK,No.9, Quant.Transf.10m3 ROB: 12m3*
			25May2003 Sign OIC

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Entries which are to be made after discharge bilge water through OILY-WATER –SEPARATOR:			
26May2003	*D*	*13*	*1.8 m3*
		14	*2100 hrs to 2345 hrs*
		15.1	*Start position N57° 05´, E 06° 15´ End position N 56° 15´, E 06° 02´*
			26May2003 Sign OIC
Date	**Code (letter)**	**Item (number)**	**Record of operations / signature of officer in charge (OIC)**
Entries which are to be made after disposing BILGE WATER to reception facilities:			
27May2003	*D*	*13*	*10.2 m3 Bilge Water Holding Tank,No.9*
		14	*0800hrs-1000hrs*
		15.2	*Rotterdam, to Barge BHARNA*
			27May2003 Sign OIC
Entries which are to be made after BUNKERING OF FUEL OIL			
28May2003	*H*	*27.1*	*Rotterdam*
		27.2	*0600hrs to 0915 hrs*
		27.3	*IFO 380 CST Received 514m3 in:*
			a. F.O.Tank no2(P)(29.9m3+250m3=279.9m3)
			b. F.O.Tank no2(S) (4.4m3 + 264m3= 268.4m3)
			28May2003 Sign OIC
Entries which are to be made after BUNKERING OF BULK LUBRICATING OIL:			
29May2003	*H*	*27.1*	*Rotterdam*
		27.2	*0000hrs-1400hrs*
		27.4	*Chevron Delo Cyl Received 10m3 in:*
			a. Cyl. Oil Storage Tank (5m3+10m3=15m3).
			G/E L.O. Chevron Marine Received 3 m3 in:
			a. G/E L.O. Storage Tank (2m3+3 m3 =5m3)
			29May2003 Sign OIC
And again every seven (7) days:			
30May2003	*C*	*11.1*	*Sludge TK, No.20-Cap: 15 m3-ROB: 5,0 m3*
		11.1	*F.O. Sludge TK, No.25-Cap: 1.54 m3 –ROB: 0.3 m3*
		11.1	*L.O. Sludge TK, No. 18-Cap: 1.07m3 – ROB:0.5 m3*
		11.1	*Incinerator Settling TK, No.37-Cap: 5,5m3-ROB: 0,4m3*
		11.2	*F.O. Drain TK, No. 12 –Cap: 1.0m3- ROB: 0,5 m3*
		11.2	*L.O. Drain TK, No17 – Cap: 1.5m3 – ROB: 0,8 m3*
			30 May2003 Sign OIC
Entries concerning CODE E (OILY BILGE WATER/ AUTOMATIC DISCHARGE) [1] [1] automatic systems starts by e.g. engine-room bilges level indicator or tank level indicator			
01Jun2003	*E*	*17*	*1600hrs to Bilge-Water-Holding Tank,No.9*
		18	*1800hrs*
			01JUN2003 Sign OIC
Or			
02Jun2003	*E*	*16*	*1600hrs N 54° 40´, E 04° 15´*
		18	*2000hrs*
		19.1	
			02JUN2003 Sign OIC
Entries concerning the condition of the Oil Discharge Monitoring and Control System failure			
04Jun2003	*F*	*20*	*1430hrs*
05Jun2003	*F*	*21*	*1120hrs*
		22	Oil content detector of O.W.S. was out of order and replaced with
			a new one by maker at Hamburg.
			05Jun2003 Sign OIC

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Entries concerning additional operational procedures and general remarks note:			
06Jun2003	*I*		*Opened up Bilge overboard Pipe and eductor suction valve*
			for inspection and no oily contaminant was found
			06Jun2003 Sign OIC
06Jun2003	*I*		*Cleaned coalescer of O.W.S at sea*
			06Jun2003 Sign OIC
06Jun2003	*I*		*O.W.S. tested under the presence of PSCO at Rotterdam.*
			everything satisfactory.
			06Jun2003 Sign OIC

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APPENDIX 2

PART II- CARGO AND BALLAST OPERATIONS (TANKERS)

LIST OF ITEMS TO BE RECORDED

(A) **LOADING OF OIL CARGO**

1. Place of loading.
2. Type of oil loaded and identity of lank(s).
3. Total quantity of oil loaded (state quantity added and the total content of tank(s)).

(B) **INTERNAL TRANSFER OF OIL CARGO DURING VOYAGE**

4. Identity of tank(s):
   - .1 from:
   - .2 to: (state quantity transferred and total quantity of tank(s))
5. Was (were) the tank(s) in 4.1 emptied? (If not, state quantity retained.)

(C) **UNLOADING OF OIL CARGO**

6. Place of unloading.
7. Identity of tank(s) unloading.
8. Was (were) the tank(s) emptied? (If not, state. quantity retained.)

(D) **CRUDE OIL WASHING (COW TANKERS ONLY)**

(To be completed for each tank being crude oil washed)

9. Port where crude oil washing was carried out or ship's position if carried out between two discharge ports.
10. Identity of tank(s) washed. [1]
11. Number of machines in use.
12. Time, of start of washing.
13. Washing pattern employed. [2]
14. Washing line pressure.
15. Time washing was completed or stopped.
16. State method of establishing that tank(s) was (were) dry.
17. Remarks. [3]

(E) **BALLASTING OF CARGO TANKS**

18. Position of ship at start and end of ballasting.
19. Ballasting process:
    - .1 identity of tank(s) ballasted;
    - .2 time of start and end;
    - .3 quantity of ballast received. Indicate total quantity of ballast for each tank involved in the operation.

(F) **BALLASTING OF DEDICATED CLEAN BALLAST TANKS (CBT TANKERS ONLY)**

20. Identity of tank(s) ballasted.
21. Position of ship when water intended for flushing, or port ballast was taken to dedicated clean ballast tank(s).
22. Position of ship when pump(s) and lines were flushed to stop tank.
23. Quantity of the oily water which, after line flushing, is transferred to the stop tank(s) or cargo tank(s) in which slop is preliminarily stored (identify tank(s)). State the total quantity.
24. Position of ship when additional ballast water was taken to dedicated clean ballast tank(s).
25. Time and position of ship when valves separating the dedicated clean ballast tanks from cargo and stripping lines were closed.
26. Quantity of clean ballast taken on board.

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[1] When an individual tank has more machines than can be operated simultaneously, as described in the Operations and Equipment Manual, then the section being crude oil washed should be identified, e.g. No. 2 center, forward section.

[2] 1n accordance with the Operations and Equipment Manual, enter whether single-stage or multi-stage method of washing in employed. If multistage method is used, give the vertical arc covered by the machines and the number of times that arc is covered for that particular stage of the program.

[3] If the programs given in the Operations and Equipment Manual are not followed, then the reasons must be given under Remarks.

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(G) **CLEANING OF CARGO TANKS**

27. Identity of tank(s) cleaned.
28. Port or ship's position.
29. Duration of cleaning.
30. Method of cleaning. [4]
31. Tank washings transferred to:
    .1 reception facilities (state port and quantity) [5];
    .2 slop tank(s) or cargo tank(s) designated as slop tank(s) (identify tank(s); state quantity transferred and total quantity).

(H) **DISCHARGE OF DIRTY BALLAST**

32. Identity of tank(s).
33. Position of ship at start of discharge into the sea.
34. Position of ship on completion of discharge into the sea.
35. Quantity discharged into the sea.
36. Ship's spew(s) during discharge.
37. Was the discharge monitoring and control system in operation during the discharge?
38. Was a regular check kept on the effluent and the surface of the water in the locality of the discharge?
39. Quantity of oily water transferred to slop tank(s) (identify slop tank(s). State total quantity).
40. Discharged to shore reception facilities (identify port and quantity involved).

(I) **DISCHARGE OF WATER FROM SLOP TANKS INTO THE SEA**

41. Identity of slop tanks.
42. Time of settling from last entry of residues, or
43. Time of settling from last discharge.
44. Time and position of ship at start of discharge.
45. Ullage of total contents at start of discharge.
46. Ullage of oil/water interface at start of discharge.
47. Bulk quantity discharged and rate of discharge.
48. Final quantity discharged and rate of discharge.
49. Time and position of ship on completion of discharge.
50. Was the discharge monitoring and control system in operation during the discharge?
51. Ullage of oil/water interface on completion of discharge.
52. Ship's speed(s) during discharge.
53. Was a regular check kept on the effluent and the surface of the water in the locality of the discharge?
54. Confirm that all applicable valves in the ship's piping system have been closed on completion of discharge from the slop tanks.

(J) **DISPOSAL OF RESIDUES AND OILY MIXTURES NOT OTHERWISE DEALT WITH**

55. Identity of tank(s).
56. Quantity disposed of from each tank. (State the quantity retained.)
57. Method of disposal:
    .1 to reception facilities (identify port and quantity involved)[3];
    .2 mixed -with cargo (state quantity);
    .3 transferred to (an)other tank(s) (identify tank(s); state quantity transferred and total quantity in tank(s));
    .4 other method (state which); state quantity disposed of.

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[4] Hand-hosing, machine washing and/or chemical cleaning. Where chemically cleaned, the chemical concerned and amount used should be stated.

[5] Ships' masters should obtain from the operator of the reception facilities, which includes barges and tank trucks, a receipt or certificate, detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the oil Record book, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book.

[3] Ship's masters should obtain from the operator of the reception facilities, which includes barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record book, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book.

Inquiries concerning the subject of this Circular should be directed to the Deputy Maritime Administrator
Commonwealth of Dominica 32 Washington Street, Fairhaven, MA 02719 USA
registration@dominica-registry.com

(K) **DISCHARGE OF CLEAN BALLAST CONTAINED IN CARGO TANKS**

58. Position of ship at start of discharge of clean ballast.
59. Identity of tank(s) discharged.
60. Was (were) the tank(s) empty on completion?
61. Position of ship on completion if different from 58.
62. Was a regular check kept on the effluent and the surface of the water in the locality of the discharge?

(L) **DISCHARGE OF BALLAST FROM DEDICATED CLEAN BALLAST TANKS (CBT TANKERS ONLY)**

63. Identity of tank(s) discharged.
64. Time and position of ship at start of discharge of clean ballast into the sea.
65. Time and position of ship on completion of discharge into the sea.
66. Quantity discharged:
    .1 into the sea; or
    .2 to reception facility (identify port).
67. Was there any indication of oil contamination of the ballast water before, or during discharge into the sea?
68. Was the discharge monitored by an oil content meter?
69. Time and position of ship when valves separating dedicated clean ballast tanks from the cargo and stripping lines were closed on completion of deballasting.

(M) **CONDITION OF OIL DISCHARGE MONITORING AND CONTROL SYSTEM**

70. Time of system failure.
71. Time when system has been made operational.
72. Reasons for failure.

(N) **ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGES OF OIL**

73. Time of occurrence.
74. Port or ship's position at time of occurrence.
75. Approximate quantity and type of oil.
76. Circumstances of discharge or escape, the reasons therefore and general remarks.

(O) **ADDITIONAL OPERATIONAL PROCEDURES AND GENERAL REMARKS**

TANKERS ENGAGED IN SPECIFIC TRADES

(P) **LOADING OF BALLAST WATER**

77. Identity of tank(s) ballasted.
78. Position of ship when ballasted.
79. Total quantity of ballast loaded in cubic meters.
80. Remarks.

(Q) **RE-ALLOCATION BALLAST WATER WITHIN THE SHIP**

81. Reasons for reallocation.

(R) **BALLAST WATER DISCHARGE TO RECEPTION FACILITY**

82. Port(s) where ballast waster was discharged.
83. Name or designation of reception facility.
84. Total quantity of ballast water discharged in cubic meters.
85. Date, signature and stamp of port authority official.

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