

Instructions for the BWM Online Form

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Smithsonian Environmental Research Center U.S. COASTGUARD

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An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number.

The Coast Guard estimates that the average burden for this report is 35 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (G-PSO-4)), U.S. Coast Guard, 2100 2nd St, SW, Washington, D.C. 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0069), Washington, DC 20593.

(For fax submissions, please write in English and print clearly.)

AMENDMENT

Is this an Amended Ballast Reporting Form? Check "Yes" or "No". Amendments should be submitted if there are any changes to information reported on a prior form. Please check "Yes" if this form amends a previously submitted ballast reporting form.

SECTION 1. VESSEL INFORMATION

Fax Form

FAQ

Equivalent Reporting
Program

(For fax submissions, please write in English and print clearly.)

AMENDMENT

Is this an Amended Ballast Reporting Form? Check "Yes" or "No". Amendments should be submitted if there are any changes to information reported on a prior form. Please check "Yes" if this form amends a previously submitted ballast reporting form.

SECTION 1. VESSEL INFORMATION

Vessel Name: Enter the name of the vessel. For tug and barge combinations, please list both vessel names, separated by a hyphen.

IMO Number: Fill in identification number of the vessel used by the International Maritime Organization. For tug and barge combinations, please list both vessel numbers, separated by a hyphen.

Owner: Enter the name of the registered owner(s) of the vessel. If under charter, enter Operator name.

Type: List specific vessel type. Use the following abbreviations: bulk (bc), ro-ro (rr), container (cs), tanker (ts), passenger (pa), oil/bulk ore (ob), general cargo (gc), reefer (rf). Write out any additional vessel types.

GT: Enter the Gross Tonnage of the vessel.

Call Sign: Enter the official call sign.

Flag: Fill in the full name of the country under whose authority the ship is operating. *No abbreviations please.*

SECTION 2. VOYAGE INFORMATION

Arrival Port: Enter the name of your United States port or place of destination for this voyage, including the City or State, where applicable. *No abbreviations please.*



Arrival Date: Enter the arrival date to the arrival port or place. Use European date format (DD/MM/YYYY).

Agent: List agent used for the Arrival Port.

Last Port: Fill in the last port at which the vessel called, either outside the US EEZ or the previous US port or place the vessel arrived to, including the City or State, where applicable. **No abbreviations please.**

Country of Last Port: Fill in the country of "Last Port". **No abbreviations please.**

Next Port: Fill in the port at which the vessel will call immediately after departing the Arrival Port. **No abbreviations please.**

Country of Next Port: Fill in the country of "Next Port" at which the vessel will call immediately after departing the Arrival Port. **No abbreviations please.**

SECTION 3. BALLAST WATER

Total Ballast Water on Board:

Volume: Enter the total volume of ballast water on board upon arrival into the "Arrival Port" listed in Section 2. Do not count potable water.

Units: *Fill in the correct volume units* (m3, MT, LT, ST).

Number of Tanks in Ballast: Count the number of ballast tanks and holds with ballast as vessel arrives into the "Arrival Port" listed in Section 2.

Total Ballast Water Capacity:

Volume: What is the maximum volume of ballast water used when no cargo is on board?

Units: *Please include volume units* (m3, MT, LT, ST).

Total Number of Tanks on Ship: Count all tanks and holds that can carry ballast water (do not include tanks that carry potable water).

SECTION 4. BALLAST WATER MANAGEMENT

Total No. of tanks to be discharged: Count tanks and holds with ballast to be discharged within the US EEZ, or into an approved reception facility. Count all tanks and holds separately (e.g., port and starboard tanks should be counted separately).

Of tanks to be discharged, how many Underwent Exchange: Count all tanks that are to be discharged within the US EEZ or into an approved reception facility.

Of tanks to be discharged, how many Underwent Alternative Management: Count all tanks that are to be discharged in the port state of arrival or an approved reception facility.

Please specify alternative method(s) used, if any: Specifically, describe methods other than Empty/Refill or Flow-Through used for ballast management.

If no ballast treatment conducted, state reason why not: This applies to *all unexchanged tanks and holds* being discharged in the port state of arrival or into an approved reception facility.



Ballast Management Plan on board?: Is there a written document on board, specific to your vessel, describing the procedure for ballast management? This should include safety and exchange procedures (usually provided by vessel's owner or operator). Check Yes or No.

Management Plan implemented?: Do you follow the above management plan? Check Yes or No.

IMO Ballast Water Guidelines on board?: Is there a copy of the International Maritime Organization (IMO) Ballast Water Guidelines on board this vessel (i.e. "Guidelines for the Control and Management of Ship's Ballast Water to Minimize the Transfer Aquatic Organisms and Pathogens", [Res. A.868(20)])? Check Yes or No.

SECTION 5. BALLAST WATER HISTORY

(Record all tanks to be deballasted within coastal waters (12nm) of the US, either en route to or at the arrival port: If none, go to #6)

Tanks/Holds: Please list *all tanks and holds* that you have discharged or plan to discharge into waters of the United States or into an approved reception facility (write out). Follow each tank across the page listing all source (s), all management events, and all discharge events separately.

List each tank on a separate line. Paired port and starboard tanks with identical ballast water histories may be included on same line. Please use an additional page if necessary, being careful to include ship name, date, and IMO number at the top of each.

For tanks with multiple sources: list 3 largest sources from last 30 days on separate lines. If more than 3 sources, include a 4th line for the respective tank(s) that indicates "Multiple" in port column and list the remaining tank volume not included in the 3 largest sources (i.e. total tank volume minus volume of the 3 largest sources).

-BW SOURCES-

Date: Record date of ballast water uptake. Use European format (DDMMYY).

Port or latitude/longitude: Record location of ballast water uptake. *No abbreviations for ports.*

Volume: Record total volume of ballast water uptake, *with volume units.*

Temp: Record water temperature at time of ballast water uptake, in degrees Celsius (include units).

-BW MANAGEMENT PRACTICES-

Date: Date of ballast water management practice. If exchanges occurred over multiple days, list the day when exchanges were completed. Use European format (DDMMYY).

Endpoint or latitude/longitude: Report location of ballast water management practice. If an exchange occurred over an extended distance, list the endpoint latitude and longitude.

Volume: Report total volume of ballast water moved (i.e., gravitated and pumped into tanks, discharged to reception facility) during management practice, *with units.*

% Exchange: (Note: for effective flow through exchange, this value should be at least 300%).



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$$\% \text{ Exchange} = \frac{\text{Total Volume Added by Empty/Refill or by Flow Through}}{\text{Capacity of Ballast Tank or Hold}} \times 100$$

Method: Indicate management method using code (ER = empty/refill, FT = flow through, ALT = alternative method).

Sea Ht. (m): Estimate the sea height in meters at the time of the ballast water exchange if this method was used, using a number usually between 1 and 5. (Note: this is the combined height of the wind-seas and swell, and does not refer to water depth).

-BW DISCHARGES-

Date: Date of ballast water discharge. Use European format (DD/MM/YYYY).

Port or latitude/longitude: Report location of ballast water discharge. *No abbreviations for ports.*

Volume: Report volume of ballast water discharged, *with units*.

Salinity: Document salinity of ballast water at the time of discharge, *with units* (i.e., specific gravity (sg) or parts per thousand (ppt)).

SECTION 6. TITLE AND SIGNATURE

Responsible officer's name and title (printed) and signature: Print name and title, include signature. A signature is not necessary on electronic forms.

Annotated Sample Form

Annotated Sample Form

[Download a pdf of the Annotated Sample Form](#)

BALLAST WATER REPORTING FORM
 IS THIS AN AMENDED BALLAST REPORTING FORM? YES NO

1. VESSEL INFORMATION
 Vessel Name: ABC DEF LANT
 IMO Number: 000000
 Owner: Lion Shipping, LLC
 Type: Bulk Carrier
 Call Sign: 1234BC
 Flag: USA

2. VOYAGE INFORMATION
 Arrival: BALTIMORE
 Agent: Gray Ship Management
 Port: Bremenhausen, Germany
 Country of Last Port: Germany
 Next Port: New York, USA
 Country of Next Port: USA

3. BALLAST WATER USAGE AND CAPACITY
 Specify Units Below (pt., MT, LT, BT)
 Total Ballast On Board: 20000 m3, 6 No. of Tanks in Ballast
 Total Ballast Water Capacity: 30000 m3, 12 Total No. of Tanks on Ship

4. BALLAST WATER MANAGEMENT
 Total No. Ballast Water Tanks to be discharged: 6
 Of tanks to be discharged, how many: Underwent Exchange: 5, Underwent Alternative Management: 1
 Please specify alternative methods used, if any: Operational time constraints
 Did ballast management plan in place? YES NO Management plan implemented? YES NO
 Did ballast water guidelines on board (per A.9802/07)? YES NO

5. BALLAST WATER HISTORY (Repeat all tanks to be deballasted in port state of arrival. IF NONE, GO TO #6. (Use additional sheets as needed)

Tank No.	Date	BW SOURCE		BW MANAGEMENT PRACTICES				BW DISCHARGE				
		TYPE	ORIGIN	DATE	METHOD	% EXCH	DATE	TYPE	ORIGIN	DATE		
DB P&S	20/04/04	Flow Through	Germany	20/04/04	Flow Through	100	ER	1.0	20/05/04	Baltimore	4430 m3	1,025
DB	20/04/04	Flow Through	Germany	20/04/04	Flow Through	98	ER	1.5	20/05/04	Baltimore	2407 m3	1,025
DB	20/04/04	Flow Through	Germany	20/04/04	Flow Through	100	ER	1.5	20/05/04	Baltimore	2010 m3	1,025
AP	15/02/04	Flow Through	USA	20/04/04	Flow Through	304	FT	1.0	20/05/04	Baltimore	647 m3	1,025
CH	20/04/04	Flow Through	Germany	20/04/04	Flow Through	100	ER	1.5	20/05/04	Baltimore	10170 m3	1,025

6. RESPONSIBLE OFFICER'S NAME AND TITLE, PRINTED AND SIGNATURE:
 Chief Officer John Doe

Released 04-June-2004

Percent Exchange values are calculated using the following equation:

$$\% \text{ Exch} = \frac{\text{Total Volume Added by Refill or Flow Through}}{\text{Capacity of Tank or Hold}} \times 100$$

All dates are listed in DD/MM/YYYY format. This date is interpreted as 03 May 2004.

Marked as "No" indicating that information for this voyage has never been submitted before. The box would be marked "Yes" only if the Form contained amendments (updates) to previously submitted information.

Total Ballast On Board volume should always be greater than or equal to the sum of the discharge volumes listed in Section 5.

This value should match the number of tanks listed in Section 5.

These values should be less than or equal to the Total No. Ballast Water Tanks to be discharged. These values represent the number of discharged tanks that were exchanged or managed.

All tanks listed must include Discharge information and Source information. They must also include any applicable Management information.

Two paired tanks treated identically (same Source Date, same Source Location, same Management Information) can be listed on one line.

This volume is the sum of the two paired tanks' volumes.

