FORM APPROVED
OMB No. 1625-0009

U.S. Department of Homeland Security

United States Coast Guard

OIL RECORD BOOK FOR SHIPS

CHECK ONE: ☐ This book is for Machinery Space Operations (Part I-All Ships)

☐ This book is for Cargo/Ballast Operations (Part II - Oil Tankers)

Name of Ship: _____ Official Number: _____

Owner: _____ IMO Number: _____

_____ Gross Tonnage: _____

_____

_____

Period From: _____ To: _____

THIS BOOK MUST BE MAINTAINED ABOARD THE SHIP FOR AT LEAST THREE YEARS FOLLOWING THE "TO" DATE LISTED ABOVE.

As per 33 Code of Federal Regulations (CFR) 151.25, this record book is issued by the Secretary of Homeland Security and is distributed by the United States Coast Guard to ships of American registry. It remains the property of the United States Government and each owner/operator is responsible to maintain and surrender it in accordance with the Secretary's regulations. Note that the Oil Record Book is *one* book with two parts; Machinery Space Operations is under Part I and Cargo/Ballast Operations is under Part II.

Each oil tanker of 150 gross tons and above, every ship of 400 gross tons and above other than oil tankers, and manned fixed or floating drilling rig or other platform shall maintain an Oil Record Book Part I (Machinery Space Operations). An oil tanker of 150 gross tons and above or a non oil tanker that carries 200 cubic meters or more of oil in bulk, shall also maintain an Oil Record Book Part II (Cargo/Ballast Operations).

Oil Record Books printed by the U.S. Government are available to the masters or operators of all U.S. ships subject to 33 CFR 151.25, from any Coast Guard Sector Office, Marine Inspection Office, or Captain of the Port Office.

Privacy Act Statement

Authority: 33 U.S.C. §1321, §1903; 46 U.S.C. §6101; and 33 CFR 151.25.

Purpose: The Coast Guard will use this information to inspect ships and enforce compliance with MARPOL 73/78 and 33 CFR 151 Subpart A.

Routine Uses: The information will be used by and disclosed to authorized Coast Guard personnel to determine that evidence of compliance is on board, the condition of the ship and its equipment corresponds substantially with the vessel's particulars, whether a vessel has discharged any oil or oily mixtures in violation of MARPOL 73/78 and 33 CFR 151 Subpart A. Any external disclosures of data within this record will be made in accordance with the DHS/USCG-013, Marine Information for Safety and Law Enforcement (MISLE) System of Records Notice, 74 Federal Register 30305, (June 25, 2009).

Disclosure: Furnishing this information is mandatory; failure to furnish the requested information may result in appropriate enforcement measures by the agency conducting the inspection, and possible restriction on the operation of the vessel.

Table of Contents

Disclaimer:
Selected excerpts of MARPOL 73/78 and 33 CFR 151 regulations pertaining to oil discharge and oil record book standards are provided in the following pages. These selected excerpts reflect the regulations at the time of this book's publication. While the excerpts are provided to give vessel owners and operators readily available reference to certain oil discharge and Oil Record Book regulations, they do not stand in place of the actual regulations. Vessel owners and operators shall consult the actual regulations as these references may have been updated after the publication date of this Oil Record Book.

The Code of Federal Regulations (CFR's) may be viewed on the web at http://www.ecfr.gov.

A copy of MARPOL Consolidated Edition 2011 is available from the International Maritime Organization, 4 Albert Embankment, London, SE1, SR7, England. (www.imo.org)

Extract of 33 CFR 151.25 - Oil Record Book

(a) Each oil tanker of 150 gross tons and above, every ship of 400 gross tons and above other than an oil tankers, and manned fixed or floating drilling rig or other platform shall maintain an Oil Record Book Part I (Machinery Space Operations). An oil tanker of 150 gross tons and above or a non oil tanker that carries 200 cubic meters or more of oil in bulk, shall also maintain an Oil Record Book Part II (Cargo/Ballast Operations).

(b) An Oil Record Book printed by the U.S. Government is available to the masters or operators of all U.S. ships subject to this section, from any Coast Guard Sector Office, Marine Inspection Office, or Captain of the Port Office.

(c) The ownership of the Oil Record Book of all U.S. ships remains with the U.S. Government.

(d) Entries shall be made in the Oil Record Book on each occasion, on a tank to tank basis if appropriate, whenever any of the following machinery space operations take place on any ship to which this section applies--

(1) Ballasting or cleaning of fuel oil tanks;
(2) Discharge of ballast containing an oily mixture or cleaning water from fuel oil tanks;
(3) Disposal of oil residue;
(4) Discharge overboard or disposal otherwise of bilge water that has accumulated in machinery spaces;
(5) Bunkering of fuel or bulk lubricating oil; and
(6) Any failure, and the reasons for, of the oil filtering equipment.

(e) Entries shall be made in the Oil Record Book on each occasion, on a tank to tank basis if appropriate, whenever any of the following cargo/ballast operations take place on any oil tanker to which this section applies--

(1) Loading of oil cargo;
(2) Internal transfer of oil cargo during voyage;
(3) Unloading of oil cargo;
(4) Ballasting of cargo tanks and dedicated clean ballast tanks;
(5) Cleaning of cargo tanks including crude oil washing;
(6) Discharge of ballast except from segregated ballast tanks;
(7) Discharge of water from slop tanks;
(8) Closing of all applicable valves or similar devices after slop tank discharge operations;
(9) Closing of valves necessary for isolation of dedicated clean ballast tanks from cargo and stripping lines after slop tank discharge operations;
(10) Disposal of oil residue; and
(11) Any failure, and the reasons for, of the oil discharge monitoring and control system.

(f) Entries shall be made in the Oil Record Book on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following operations take place on a fixed or floating drilling rig or other platform to which this section applies--

(1) Discharge of ballast or cleaning water from fuel oil tanks; and
(2) Discharge overboard of platform machinery space bilge water.

(g) In the event of an emergency, accidental or other exceptional discharge of oil or oily mixture, a statement shall be made in the Oil Record Book of the circumstances of, and the reasons for, the discharge.

(h) Each operation described in paragraphs (d), (e) and (f) of this section 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 person or persons in charge of the operations concerned and each completed page shall be signed by the master or other person having charge of the ship.

(i) The Oil Record Book shall be kept in such a place as to be readily available for inspection at all reasonable times and shall be kept on board the ship.

(j) The master or other person having charge of a ship required to keep an Oil Record Book shall be responsible for the maintenance of such record.

(k) The Oil Record Book for a U.S. ship shall be maintained on board for not less than three years.

(l) This section does not apply to a barge or a fixed or floating drilling rig or other platform that is not equipped to discharge overboard any oil or oily mixture.

(m) This section does not apply to a fixed or floating drilling rig or other platform that is operating in compliance with a valid National Pollutant Discharge Elimination System (NPDES) permit.

Extracts of MARPOL 73/78 Regulations

MARPOL 73/78 Annex I: Chapter 3, Regulation 15 – Control of discharge of oil

1. Subject to the provisions of regulation 4[1] of this annex and paragraphs 2, 3, and 6 of this regulation, any discharge into the sea of oil or oily mixtures from ships shall be prohibited. [1]

A. Discharges outside special areas

2. Any discharge into the sea of oil or oily mixtures from ships of 400 gross tonnage and above shall be prohibited except when all the following conditions are satisfied:

.1 the ship is proceeding *en route*; [2]

.2 the oily mixture is processed through an oil filtering equipment meeting the requirements of regulation 14 of this Annex; [3]

.3 the oil content of the effluent without dilution does not exceed 15 parts per million;

.4 the oily mixture does not originate from cargo pump room bilges on oil tankers; and

.5 the oily mixture, in case of oil tankers, is not mixed with oil cargo residues.

B. Discharges in special areas

3. Any discharge into the sea of oil or oily mixtures from ships of 400 gross tonnage and above shall be prohibited except when all of the following conditions are satisfied:

.1 the ship is proceeding *en route*; [2]

.2 the oily mixture is processed through an oil filtering equipment meeting the requirements of regulation 14.7 of this Annex;

.3 the oil content of the effluent without dilution does not exceed 15 parts per million;

.4 the oily mixture does not originate from cargo pump room bilges on oil tankers; and

.5 the oily mixture, in case of oil tankers, is not mixed with oil cargo residues.

4. In respect of the Antarctic area, any discharge into the sea of oil or oily mixtures from any ship shall be prohibited.

5. Nothing in this regulation shall prohibit a ship on a voyage only part of which is in a special area from discharging outside a special area in accordance with paragraphs 2 of this regulation.

C. Requirements for ships of less than 400 gross tonnage in all areas except the Antarctic area

6. In the case of a ship of less than 400 gross tonnage, oil and all oily mixtures shall either be retained on board for subsequent discharge to reception facilities or discharged into the sea in accordance with the following provisions:

.1 the ship is proceeding *en route*; [2]

.2 the ship has in operation equipment of a design approved by the Administration that ensures that the oil content of the effluent without dilution does not exceed 15 parts per million;

.3 the oily mixture does not originate from cargo pump room bilges on oil tankers; and

.4 the oily mixture, in case of oil tankers, is not mixed with oil cargo residues.

D. General requirements

7. Whenever visible traces of oil are observed on or below the surface of the water in the immediate vicinity of a ship or its wake, Governments of Parties to the present Convention should, to the extent they are reasonably able to do so, promptly investigate the facts bearing on the issue of whether there has been a violation of the provisions of this regulation. The investigation should include, in particular, the wind and sea conditions, the track and speed of the ship, other possible sources of the visible traces in the vicinity, and any relevant oil discharge records.

8. No discharge into the sea shall contain chemicals or other substances in quantities or concentrations which are hazardous to the marine environment or chemicals or other substances introduced for the purpose of circumventing the conditions of discharge specified in this regulation.

9. The oil residues which cannot be discharged into the sea in compliance with this regulation shall be retained on board for subsequent discharge to reception facilities.

NOTES:

[1] Regulation 4 is titled "Exceptions."

[2] *En route* means that a ship is underway at sea on a course or courses, including deviation from the shortest direct route, which, as far as practicable for navigation purposes, will cause any discharge to be spread over as great an area of the sea as is reasonable and practicable (MARPOL Annex I Unified Interpretation 28).

[3] Regulation 14 is titled "Oil Filtering Equipment."

MARPOL 73/78 Annex I: Chapter 3, Regulation 17 – Oil Record Book, Part I – Machinery space operations

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

2. The Oil Record Book Part I shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following machinery space operations takes place in the ship:

.1 ballasting or cleaning of oil fuel tanks;

.2 discharge of dirty ballast or cleaning water from oil fuel tanks;

.3 collection and disposal of oil residues (oil residue (sludge);

.4 discharge overboard or disposal otherwise of bilge water which has accumulated

in machinery spaces; and
.5 bunkering of fuel or bulk lubricating oil.

3. In the event of such discharge of oil or oily mixture as is referred to in regulation 4 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 Part I 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 Part I, so that all 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 ship. The entries in the Oil Record Book Part I, for ships holding an International Oil Pollution Prevention Certificate, shall be at least in English, French or Spanish. Where entries in an official national language of the State whose flag the ship is entitled to fly are also used, this shall prevail in case of a dispute or discrepancy.

5. Any failure of the oil filtering equipment shall be recorded in the Oil Record Book Part I.

6. The Oil Record Book Part I, 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.

7. The competent authority of the Government of a Party to the present Convention may inspect the Oil Record Book Part I 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 Book Part I shall be made admissible in any judicial proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book Part I 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.

MARPOL 73/78 Annex I: Chapter 4, Regulation 34 – Control of discharge of oil

A. Discharges outside special areas

1. Subject to the provisions of regulation 4 of this Annex and paragraph 2 of this regulation, any discharge into the sea of oil or oily mixtures from the cargo area of an oil tanker, shall be prohibited except when all the following conditions are satisfied: [1]

.1 the tanker is not within a special area;
.2 the tanker is more than 50 nautical miles from the nearest land;
.3 the tanker is proceeding *en route*;[2]
.4 the instantaneous rate of discharge of oil content does not exceed 30 liters per nautical mile;
.5 the total quantity of oil discharged into the sea does not exceed for tankers delivered on or before 31 December 1979, as defined in regulation 1.28.1, 1/15,000 of the total quantity of the particular cargo of which the residue formed a part, and for tankers delivered after 31 December 1979, as defined in regulation 1.28.2, 1/30,000 of the total quantity of the particular cargo of which the residue formed a part; and[3]
.6 the tanker has in operation an oil discharge monitoring and control system and a slop tank arrangement as required by regulations 29 and 31 of this Annex.[4]

2. The provisions of paragraph 1 of this regulation shall not apply to the discharge of clean or segregated ballast.

B. Discharges in special areas

3. Subject to the provisions of paragraph 4 of this regulation, any discharge into the sea of oil or oily mixture from the cargo area of an oil tanker shall be prohibited while in a special area.[5]

4. The provisions of paragraph 3 of this regulation shall not apply to the discharge of clean or segregated ballast.

5. Nothing in this regulation shall prohibit a ship on a voyage only part of which is in a special area from discharging outside the special area in accordance with paragraph 1 of this regulation.

C. Requirements for oil tankers of less than 150 gross tonnage

6. The requirements of regulations 29, 31 and 32 of this Annex shall not apply to oil tankers of less than 150 gross tonnage, for which the control of discharge of oil under this regulation shall be effected by the retention of oil on board with subsequent discharge of all contaminated washings to reception facilities. The total quantity of oil and water used for washing and returned to a storage tank shall be discharged to reception facilities unless adequate arrangements are made to ensure that any effluent which is allowed to be discharged into the sea is effectively monitored to ensure that the provisions of this regulation are complied with.[6]

D. General requirements

7. Whenever visible traces of oil are observed on or below the surface of the water in the immediate vicinity of a ship or its wake, the Governments of Parties to the present Convention should, to the extent they are reasonably able to do so, promptly investigate the facts bearing on the issue of whether there has been a violation of the provisions of this regulation. The investigation should include, in particular, the wind and sea conditions, the track and speed of the ship, other possible sources of the visible traces in the vicinity, and any relevant oil discharge records.

8. No discharge into the sea shall contain chemicals or other substances in quantities or concentrations which are hazardous to the marine environment or chemicals or other substances introduced for the purpose of circumventing the conditions of discharge specified in this regulation.

9. The oil residues which cannot be discharged into the sea in compliance with paragraphs 1 and 3 of this regulation shall be retained on board for subsequent discharge to reception facilities.

NOTES:

[1] Regulation 4 is titled “Exceptions.”

[2] *En route* means that a ship is underway at sea on a course or courses, including deviation from the shortest direct route, which, as far as practicable for navigation purposes, will cause any discharge to be spread over as great an area of the sea as is reasonable and practicable (MARPOL Annex I Unified Interpretation 28).

[3] Regulation 1 is titled “Definitions.”

[4] Regulation 29 is titled “Slop tanks.”
Regulation 31 is titled “Oil discharge monitoring and control system.”

[5] Refer to regulation 38.6 (Regulation 38 is titled “Reception facilities.”)

[6] Regulation 32 is titled “Oil/water interface detector.”

MARPOL 73/78 Annex I: Chapter 4, Regulation 36 – Oil Record Book, Part II - Cargo/ballast operations

1. Every oil tanker of 150 gross tonnage and above shall be provided with an Oil Record Book Part II (Cargo/Ballast Operations). The Oil Record Book Part II, whether as a part of the ship's official logbook or otherwise, shall be in the Form specified in appendix III to this Annex.

2. The Oil Record Book Part II shall be completed on each occasion, on a tank-to-tank basis if appropriate, whenever any of the following cargo/ballast operations take place in the ship:

.1 loading of oil cargo;
.2 internal transfer of oil cargo during voyage;
.3 unloading of oil cargo;
.4 ballasting of cargo tanks and dedicated clean ballast tanks;
.5 cleaning of cargo tanks including crude oil washing;
.6 discharge of ballast except from segregated ballast tanks;
.7 discharge of water from slop tanks;
.8 closing of all applicable valves or similar devices after slop tank discharge operations;
.9 closing of valves necessary for isolation of dedicated clean ballast tanks from cargo and stripping lines after slop tank discharge operations; and
.10 disposal of residues.

3. For oil tankers referred to in regulation 34.6 of this Annex, the total quantity of oil and water used for washing and returned to a storage tank shall be recorded in the Oil Record Book Part II.

4. In the event of such discharge of oil or oily mixture as is referred to in regulation 4 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 Part II of the circumstances of, and the reasons for, the discharge.

5. Each operation described in paragraph 2 of this regulation shall be fully recorded without delay in the Oil Record Book Part II so that all 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 ship. The entries in the Oil Record Book Part II shall be at least in English, French or Spanish. Where entries in an official language of the State whose flag the ship is entitled to fly are also used, this shall prevail in case of dispute or discrepancy.

6. Any failure of the oil discharge monitoring and control system shall be noted in the Oil Record Book Part II.

7. 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.

8. The competent authority of the Government of a Party to the Convention may inspect the Oil Record Book Part II 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 Book Part II shall be made admissible in any judicial proceedings as evidence of the facts stated in the entry. The inspection of

an Oil Record Book Part II 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.

9. For oil tankers of less than 150 gross tonnage operating in accordance with regulation 34.6 of this Annex, an appropriate Oil Record Book should be developed by the Administration.

OIL RECORD BOOK
PART I - Machinery Space Operations
(All Ships)

INSTRUCTIONS FOR ALL SHIPS

Each oil tanker of 150 gross tons and above, every ship of 400 gross tons and above other than oil tankers, and manned fixed or floating drilling rig or other platform shall maintain an Oil Record Book Part I (Machinery Space Operations). (From 33 CFR 151.25 (a))

The following pages of this section show a comprehensive list of items of machinery space operations which are, when appropriate, to be recorded in the Oil Record Book Part I (Machinery Space Operations) in accordance with regulation 17 of Annex I to MARPOL 73/78 and implemented in 33 CFR 151.25. The items have been grouped into operational sections, each of which is denoted by a letter Code.

When making entries in the Oil Record Book Part I, the date, operational code, and item number shall be inserted in the appropriate columns and the required particulars shall be recorded in chronological order as they have been executed on board. Each operation shall be fully recorded without delay so that all the entries in the book appropriate to that operation are completed. Each operation should be dated in the dd-MONTH-yyyy format (e.g. 20- JAN-2011). **Each Completed operation shall be entered and signed by the officer/person or officers/persons in charge of the operations concerned and each completed page shall be signed by the master of the ship.**

Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.

Do not leave any full lines empty between successive entries. If a wrong entry has been recorded in the Oil Record Book (ORB), it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new corrected entry following.

Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention (IOPP) Certificate.

The Oil Record Book Part I contains many references to oil quantity. The limited accuracy of tank measurement devices, temperature variations and c1ingage will affect the accuracy of these readings. The entries in the Oil Record Book Part I should be considered accordingly. **All quantities should be consistently recorded throughout the Oil Record Book as cubic meters (m^3), gallons (gals), or barrels (bbls).**

In the event of accidental or other exceptional discharge of oil, statement shall be made in the Oil Record Book Part I of the circumstances of, and the reasons for, the discharge.

Any failure of the oil filtering equipment shall be noted in the Oil Record Book Part I.

The entries in the Oil Record Book Part I for ships holding an IOPP Certificate shall be in English.

Recording of quantities retained in bilge water holding tanks listed under section 3.3 of the IOPP Certificate is voluntary and not required by the Convention. The recording of general maintenance of items pertaining to the OWS remains voluntary and is not required to be recorded in the ORB.

The Oil Record Book Part I 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.

The competent authority of the Government of a Party to the Convention may inspect the Oil Record Book Part I on board any ship to which Annex I 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 Oil Record

Book Part I shall be made admissible in any juridical proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book Part I 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.

LIST OF ITEMS TO BE RECORDED

PART I - Machinery Space Operations

(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, in m^3, gals., or bbls);
.3 identity of tank(s) into which cleaning water was transferred and the quantity in m^3, gals., or bbls.
4 Ballasting:
.1 position of ship and time at start and end of ballasting;
.2 quantity of ballast if tanks are not cleaned, in m^3, gals., or bbls.

(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, in m^3, gals., or bbls.

(C) COLLECTION, TRANSFER AND DISPOSAL OF OIL RESIDUES (SLUDGE AND OTHER OIL RESIDUES)

11 Collection of oil residues (sludge).
Quantities of oil residues (sludge) retained on board. The quantity should be recorded weekly[1]: (this means that the quantity must be recorded once a week even if the voyage lasts more than one week):
.1 identity of tank(s)
.2 capacity of tank(s) in m^3, gals., or bbls.
.3 total quantity of retention in m^3, gals., or bbls.
.4 quantity of residue collected by manual operation in m^3, gals., or bbls.
(Operator initiated manual collections where oil residue (sludge) is transferred into the oil residue (sludge) holding tank(s).)

12 Methods of transfer or disposal of oil residues (sludge).
State quantity of oil residues transferred or disposed of, the tank(s) emptied and the quantity of contents retained in m^3, gals., or bbls:
.1 to reception facilities (identify port);[2]
.2 to another (other) tank(s) (indicate tank(s) and the total content of tank(s));
.3 incinerated (indicate total time of operation with time of start and stop);
.4 other method (state which).

NOTES:
[1] Only those tanks listed in item 3.1 of Forms A and B of the Supplement to the IOPP Certificate used for oil residues (sludge).
[2] The ship's master 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 Part I, may aid the master of the ship in proving that the ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.

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

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

(E) AUTOMATIC STARTING OF DISCHARGE OVERBOARD, TRANSFER 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, through 15 ppm equipment.
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.

(F) CONDITION OF THE OIL FILTERING EQUIPMENT

19 Time of system failure.[3]
20 Time when system has been made operational.
21 Reasons for failure.

*(If a failure does occur then a code 'I' entry should also be made indicating that the overboard valve was sealed shut due to non working Oil Filtering Equipment or Oil Content Meter.)

*(When operation is restored, a code 'I' entry should also be made indicating that the overboard valve was unsealed since the operation of the Oil Filtering Equipment or Oil Content Meter has been restored.)

(G) ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGES OF OIL

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

(H) BUNKERING OF FUEL OR BULK LUBRICATING OIL

26 Bunkering:
.1 Place of bunkering.
.2 Start and stop date and time of bunkering.
.3 Type and quantity of fuel oil and identity of tank(s) (state quantity added, in tons, m^3, gals., or bbls., and total content of tank(s)).
.4 Type and quantity of lubricating oil and identity of tank(s) (state quantity added, in tons, m^3, gals., or bbls., and total content of tank(s)).

(I) ADDITIONAL OPERATIONAL PROCEDURES AND GENERAL REMARKS

NOTES:
[1] In case of discharge or disposal of bilge water from holding tank(s), state identity and capacity of holding tank(s) and quantity retained in holding tank.
[2] The ship's master 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 Part I, may aid the master of the ship in proving that the ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.
[3] The condition of the oil filtering equipment covers also the alarm and automatic stopping devices, if applicable.

EXAMPLES

Name of Ship *M/V ALL SHIPS*
Official Number *413567*

CARGO/BALLAST OPERATIONS (Oil Tanker) / MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge		
			BALLASTING/CLEANING FUEL TANKS		
07-OCT-2010	A	1	No. 5 DB Port and Stbd		
		2	No, Fuel oil IFO 380		
		3.1	49°56' N x 30°00'W - Start 1605		
			50°00' N x 29°58'W - Stop 1730		
		3.2	No. 5 DB Port and Stbd, Rinsing through		
		3.3	No. 1 Collecting tank		
		4.1	Start ballast 50°00' N x 29°58'W at 1730		
			End ballast 50°04' N x 29°56'W at 2357		
			J. Brennan		
			DISCHARGE FROM CLEANED OIL TANKS		
10-OCT-2010	B	5	No. 1 Collecting tank		
		6	Jets Oil Contractors, New York, NY		
		7	Jets Oil Contractors, New York, NY		
		8	0 kts		
		9.2	Reception Facility		
		10	52.5 m^3		
			J. Brennan		
			EXAMPLE: VOYAGE/WEEKLY SLUDGE REPORT		
				Capacity	Ret.
11-OCT-2010	C	11.1 / 11.2	Sludge Tank #6	67.4m^3	21.7m^3
		11.1 / 11.2	Sludge Tank #12	5.0 m^3	4.4m^3
		11.3	Total Retained on Board		26.1m^3
		11.4	Weekly Total of Manual Transfers		0.68m^3
			M.A. Carroll		

John Cate
Signature of Master

EXAMPLES

Name of Ship *M/V ALL SHIPS*
Official Number *413567*

CARGO/BALLAST OPERATIONS (Oil Tanker) / MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: RECORDING OF OIL RESIDUE (SLUDGE) COLLECTED BY MANUAL OPERATION & TRANSFERRED INTO AN OIL RESIDUE (SLUDGE) TANK
11-OCT-2010	*C*	*12*	*1.5 gal collected from galley deep fat fryer*
		12.4	*Transferred to Sludge Tank #6, Ret. 23.2m³*
			M.A. Carroll
11-OCT-2010	*C*	*12*	*0.5 m³ collected from #2 air compressor sump tank*
		12.4	*Transferred to Sludge Tank #6, Ret. 23.7m³*
			M.A. Carroll
11-OCT-2010	*C*	*12*	*0.5 m³ collected from turbo charger sump*
		12.4	*Transferred to Sludge Tank #6, Ret. 24.2m³*
			M.A. Carroll
			EXAMPLE: SLUDGE TRANSFER
11-OCT-2010	*C*	*12*	*0.5 m³ (3 drums) sludge from cleaning*
			#4 Collection Tank, Ret.: 0.00 m³
		12.1	*Landed, Providence, RI*
			M. Walter
			EXAMPLE: SLUDGE TRANSFER
11-OCT-2010	*C*	*12*	*2.6 m³ from HFO Sludge Tk, Ret.: 0.1 m³*
		12.2	*To no 1 Waste Oil Tk, Ret.: 9.1m³*
			M. Walter

John Cate
Signature of Master

EXAMPLES

Name of Ship *M/V ALL SHIPS*
Official Number *413567*

CARGO/BALLAST OPERATIONS (Oil Tanker) / MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: INCINERATION OF SLUDGE
11-OCT-2010	*C*	*12*	*0.8 m³, Incinerator Sludge TK, Ret.: 0.2 m³*
		12.3	*Incinerated, 4 hrs: 1200hrs - 1600hrs*
			M. Walter
			EXAMPLE: EVAPORATION OF WATER
11-OCT-2010	*C*	*12*	*0.2 m³ Water from Incinerator Sludge TK, Ret.: 0.8 m³*
		12.4	*Evaporated to Atmosphere*
			J. Brennan
			EXAMPLE: BILGE WATER DISPOSAL (OWS)
06-DEC-2010	*D*	*13*	*14 m³ oily bilge water from bilge Hldg Tk, Capacity: 9.1m³, Ret: 1.1m³*
		14	*Start 0000 - Stop 0300*
		15.1	*50°00' N x 29°58'W - Start*
			49°56' N x 30°00'W - Stop
			K. Brennan
			EXAMPLE: OILY BILGE WATER TO RECEPTION FACILITIES
06-JAN-2011	*D*	*13*	*16.3 m³ Oily Bilge Water from bilge Hldg Tk, Capacity: 9.1m³, Ret: 0.1m³*
		14	*Start 1000hrs - Stop 1430hrs*
		15.2	*To Shell Oil Refinery, Anacortes, WA*
			Z.L. Hughes
			EXAMPLE: OILY BILGE WATER TRANSFER
06-JAN-2011	*D*	*13*	*16.3 m³ Bilge Water from P/S Bilge Wells*
		14	*Start 1000hrs - Stop 1430hrs*
		15.3	*To Bilge Holding Tk, Ret: 10.1 m³*
			Z.L. Hughes

John Cate
Signature of Master

EXAMPLES

Name of Ship *M/V ALL SHIPS*
Official Number *413567*

CARGO/BALLAST OPERATIONS (Oil Tanker) / MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: PLACING BILGE PUMP IN AUTO
06-JAN-2011	*E*	*17*	*0820 hrs to Bilge Holding Tank*
			K. Brennan
			EXAMPLE: PLACING BILGE PUMP IN MANUAL
06-JAN-2011	*E*	*18*	***1630 hrs***
			K. Brennan
			EXAMPLE: FAILURE OF MONITORING/CONTROL
06-JAN-2010	*F*	*19*	*Stop due to failure 1000*
		20	*Item repaired, Started 1130*
		21	*Recirculation valve opening prematurely,*
			Cleaned lens; all in apparent good order.
			L. Kowalz
			EXAMPLE: ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGES OF OIL
24-JAN-2010	*G*	*22*	*1500*
		23	*Poland Ave Warf, New Orleans, LA*
		24	*0.2 m^3 No. 2 Diesel oil fuel*
		25	*Ruptured bunkering hose*
			L. Kowalz

John Cate
Signature of Master

EXAMPLES

Name of Ship *M/V ALL SHIPS*
Official Number *413567*

CARGO/BALLAST OPERATIONS (Oil Tanker) / MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: BUNKERING
17-JAN-2010	H	26.1	Boston, Mass. USA
		26.2	Start 17JAN2010 at 2210 - Stop 18JAN2010 at 0130
		26.3	600 m^3 of IFO 380 Fuel oil 3.0% Sulfur Bunkered in tanks:
			F.O. Tank #4 Added 50m^3 ; Ret: 220m^3
			F.O. Tank #5 Added 210m^3; Ret: 230 m^3
			F.O. Tank #6 Added 340m^3; Ret: 402 m^3
			M. Broughton
			EXAMPLE: TESTING OF OIL WATER SEPARATOR
21-JAN-2010	I		Test operated OWS for USCG
			Discharged processed water to bilge
			From Bilge Holding Tank, Ret: 13.2 m^3
			OWS overboard valves remained closed and no water was processed overboard
			Z.L. Hughes
			EXAMPLE: ENTRY PERTAINING TO AN EARLIER MISSED OPERATIONAL ENTRY
22-JAN-2011 (1)	I		Entry pertaining to an earlier missed operational entry
24-JAN-2011 (2)	C	12	2.6 m^3 from HFO Sludge Tk, Ret.: 0.1 m^3
		12.3	To no 1 Waste Oil Tk, Ret.: 9.1m^3
			Signed(1): M. Broughton
			Signed(2): Z.L. Hughes

John Cate
Signature of Master

EXAMPLES

Name of Ship *M/V ALL SHIPS*
Official Number *413567*

CARGO/BALLAST OPERATIONS (Oil Tanker) / MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: PUMPING OILY BILGE WATER FROM A CARGO HOLD BILGE HOLDING TANK TO A TANK LISTED UNDER ITEM 3.3 IN THE SUPPLEMENT TO THE IOPP CERTIFICATE
24-FEB-2013	*I*		*10 m³ oily bilge water from Cargo Hold bilge holding tank*
			To STBD Wash Water Tank
			Z.L. Hughes
			EXAMPLE: De-bunkering of Fuel oil
25-JUN-2013	*I*		*xxxx MT of ISO-xxxxx HFO x.x % S de-bunkered from tanks:*
			xxxx MT removed from [Tank Name & Designation] now containing xxx MT
			De-bunkered to Joes Shore facility in Port of New Orleans, LA
			Start 25-JUN-2013; 13:15 *Stop 25-JUN-2013; 14:00*
			Z.L. Hughes

John Cate
Signature of Master

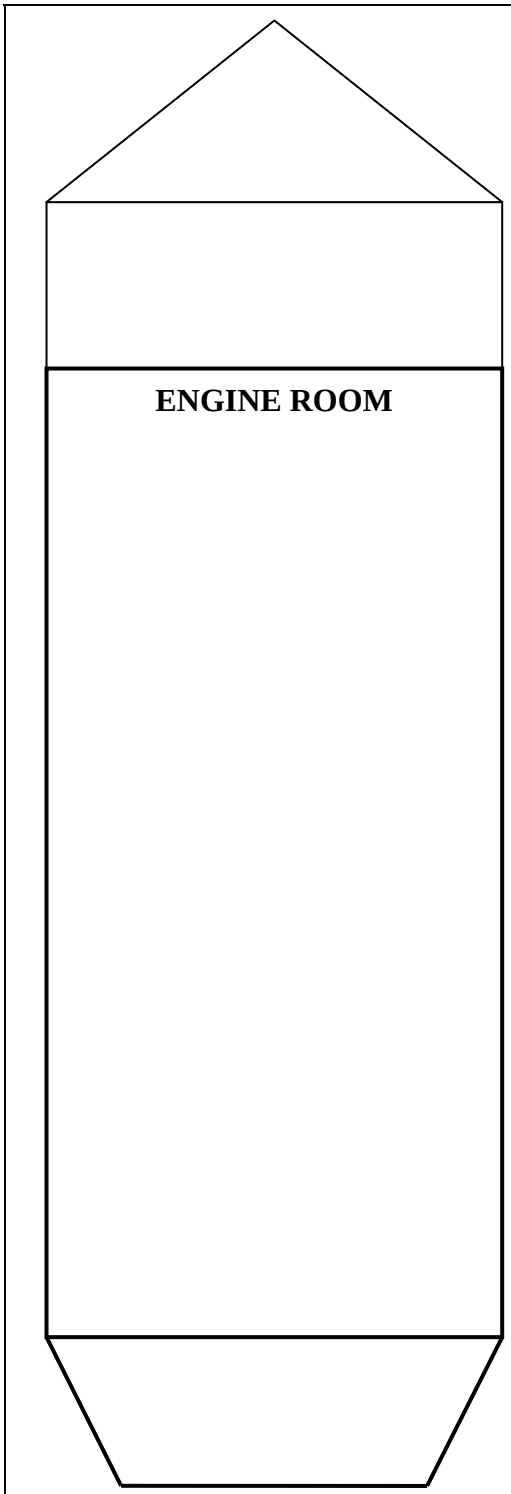
IDENTIFICATION OF SHIP'S TANKS

Name of Ship_____

Official Number _____

Plan View of Engine Room Holding Tanks

(to be completed on board)



Identification of Ship's Tanks	Capacity

OIL RECORD BOOK
PART II – Cargo / Ballast Operations
(Oil Tankers)

ADDITIONAL INSTRUCTIONS FOR OIL TANKERS

Each oil tanker of 150 gross tons and above or a non oil tanker that carries 200 cubic meters (m^3) or more of oil in bulk, shall also maintain an Oil Record Book Part II (Cargo/Ballast Operations) in addition to an Oil Record Book Part I. 33 CFR 151.25 (a)

The following pages of this section show a comprehensive list of items of cargo and ballast operations which are, when appropriate, to be recorded in the Oil Record Book Part II in accordance with regulation 36 of Annex I to MARPOL 73/78 and implemented in 33 CFR 151.25. The items have been grouped into operational sections. each of which is denoted by a code letter.

When making entries in the Oil Record Book Part II, the date, operational code and item number shall be inserted in the appropriate columns and the required particulars shall be recorded chronologically in the blank spaces. Each operation shall be fully recorded without delay so that all the entries in the book appropriate to that operation are completed. Each operation should be dated in the dd-MONTH-yyyy format (e.g. 20- JAN-2011). **Each Completed operation shall be entered and signed by the officer/person or officers/persons in charge of the operations concerned and each completed page shall be signed by the master of the ship.**

Do not leave any full lines empty between successive entries.

In respect of the oil tankers engaged in specific trades in accordance with regulation 2.5 of Annex I of MARPOL 73/78, appropriate entry in the Oil Record Book Part II shall be endorsed by the competent port State authority. (This sentence should only be inserted for the Oil Record Book of a tanker engaged in a specific trade.)

The Oil Record Book Part II contains many references to oil quantity. The limited accuracy of tank measurement devices, temperature variations and c1ingage will affect the accuracy of these readings. The entries in the Oil Record Book Part II should be considered accordingly. **All quantities should be consistently recorded throughout the Oil Record Book as cubic meters (m^3), gallons (gals), or barrels (bbls).**

In the event of accidental or other exceptional discharge of oil, a statement shall be made in the Oil Record Book Part II of the circumstances of, and the reasons for, the discharge.

Any failure of the oil discharge monitoring and control system shall be noted in the Oil Record Book Part II.

The entries in the Oil Record Book Part II, for ships holding an IOPP Certificate, shall be in English.

The Oil Record Book Part II 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.

The competent authority of the Government of a Party to the Convention may inspect the Oil Record Book Part II on board the ship to which Annex I 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 Oil Record Book Part II shall be made admissible in any juridical proceedings as evidence of the facts stated in the entry. The inspection of an Oil Record Book Part II and 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.

LIST OF ITEMS TO BE RECORDED

PART II – Cargo / Ballast Operations

(A) LOADING OF OIL CARGO

1. Place of loading.
2. Type of oil loaded and identity of tank(s).
3. Total quantity of oil loaded (state quantity added, in m^3, gals., or bbls. at 15°C and the total content of tank(s) in m^3, gals., or bbls.).

(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), in m^3, gals., or bbls.).
5. Was (were) tank(s) in 4.1 emptied? (If not, state the quantity retained, in m^3, gals., or bbls.).

(C) UNLOADING OF OIL CARGO

6. Place of unloading.
7. Identity of tank(s) unloaded.
8. Was (were) tank(s) emptied? (If not, state quantity retained, in m^3, gals., or bbls.).

(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 in m^3, gals., or bbls.

NOTES:

[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] In accordance with the Operations and Equipment Manual, enter whether single-stage or multi-stage method of washing is employed. If multi-stage 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, give the reasons under Remarks.

(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 are flushed to slop tank.
23. Quantity of oily water which, after line flushing, is transferred to the slop tank(s) or cargo tank(s) in which slop is preliminarily stored (identify tank(s)). State the total quantity, in m^3, gals., or bbls.
24. Position of ship when additional ballast water was taken into 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 in m^3, gals., or bbls.

(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.[1]
31. Tank washings transferred to:
    .1 Reception facilities (state port and quantity, in m^3, gals., or bbls.);[2] and
    .2 Slop tank(s) or cargo tank(s) designated as slop tank(s) (Identify tank(s); state quantity transferred and total quantity, in m^3, gals., or bbls.).

(H) DISCHARGE OF DIRTY BALLAST

32. Identity of tank(s).
33. Time and position of ship at start of discharge into the sea.
34. Time and position of ship on completion of discharge into the sea.
35. Quantity discharged into the sea, in m^3, gals., or bbls.
36. Ship's speed(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, in m^3, gals., or bbls.).
40. Discharged to shore reception facilities (identify port and quantity involved, in m^3, gals., or bbls.).[2]

NOTES:

[1] This includes hand hosing, machine washing and/or chemical cleaning. Where chemically cleaned, state the chemical concerned and amount used.

[2] Ships' 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 Part II, may aid the master of the ship in proving that this ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part II.

41. Identify slop tank(s).
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, in m^3, gals., or bbls. and rate of discharge, in m^3/hour, gal/hour, or bbl/hour.
48. Final quantity discharged, in m^3, gals., or bbls. and rate of discharge, in m^3/hour, gal/hour, or bbl/hour.
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, in meters or feet.
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) COLLECTION, TRANSFER AND DISPOSAL OF RESIDUES AND OILY MIXTURES NOT OTHERWISE DEALT WITH

55. Identity of tank(s).
56. Quantity transferred or disposed of from each tank. (State the quantity retained, in m^3, gals., or bbls.).
57. Method of transfer or disposal:
    .1 Disposal to reception facilities (identify port and quantity involved); (identify port and quantity involved in m^3, gals., or bbls.);[1]
    .2 Mixed with cargo (Including transfer from machinery space oil residue (sludge) and oily bilge water tanks (identify tank(s); state quantity transferred and total quantity in tank(s),) (state quantity in m^3, gals., or bbls.);
    .3 Transferred to or from (an)other tank(s) including transfer from machinery space oil residue (sludge) and oily bilge water tanks (identify tank(s); state quantity transferred and total quantity in tank(s), in m^3, gals., or bbl);
    .4 Other method (state which); state quantity disposed of, in m^3, gals., or bbls.

(K) DISCHARGE OF CLEAN BALLAST CONTAINED IN CARGO TANKS

58. Position of Ship at start 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, in m^3, gals., or bbls.:
    .1 Into the sea; or
    .2 To reception facility (identify port).[1]
67. Was there any indication of oil contamination of the ballast water before or during the 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.

NOTES:
[1] Ships' 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 Part II, may aid the master of the ship in proving that this ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part II.

(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, in m^3, gals., or bbls., and type of oil.
76. Circumstances of discharge or escape, the reasons therefore and general remarks.

(O) ADDITIONAL OPERATIONAL PROCEDURES AND GENERAL REMARKS

ADDITIONAL CODES FOR 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 m^3, gals., or bbls.
80. Remarks.

(Q) REALLOCATION OF BALLAST WATER WITHIN THE SHIP

81. Reasons for reallocation.

(R) BALLAST WATER DISCHARGE TO RECEPTION FACILITY

82. Port(s) where ballast water was discharged.
83. Name or designation of reception facility.
84. Total quantity of ballast water discharged in m^3, gals., or bbls.
85. Date, signature and stamp of port authority official.

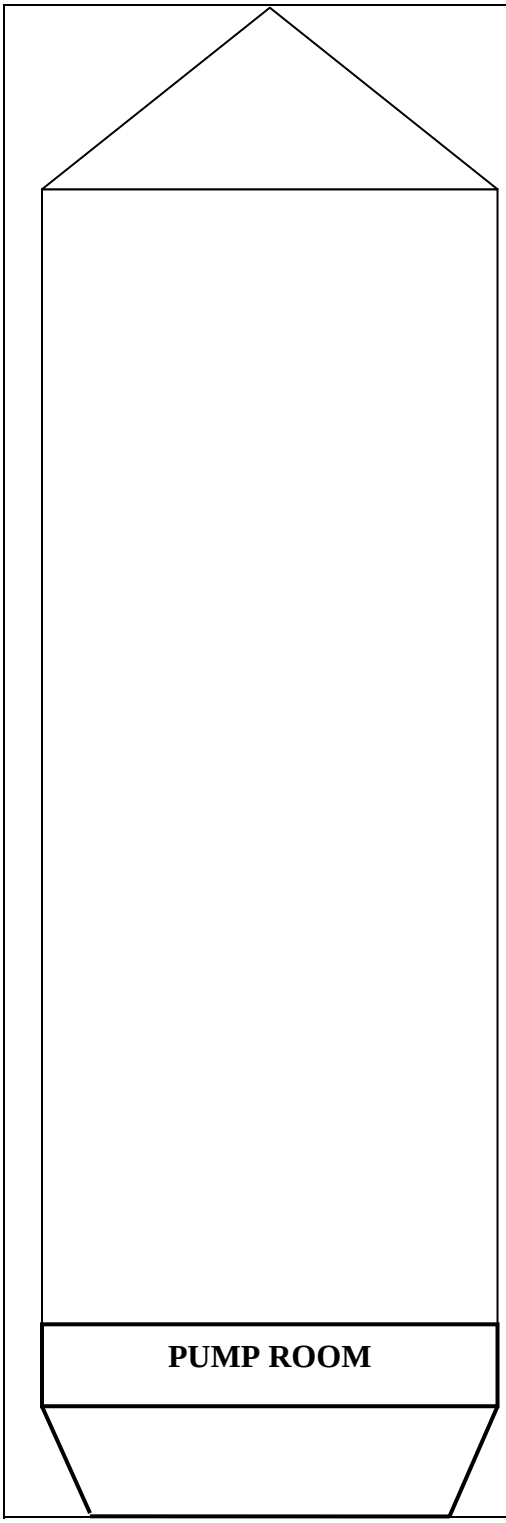
IDENTIFICATION OF SHIP'S TANKS

Name of Ship_____

Official Number _____

Plan View of Cargo and Slop Tanks

(to be completed on board)



Identification of Ship's Tanks	Capacity
Depth of slop tank(s):	
(Give the capacity of each tank and the depth of slop tank(s))	

EXAMPLES

Name of Ship *M/V OIL TANKER*
Official Number *703393*

CARGO/BALLAST OPERATION / MACHINERY SPACE OPERATIONS (All Ships)

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: LOADING CARGO
05-OCT-2009	*A*	*1*	*Port Shaw, California*
		2	*ANS Crude Oil: 1-5 C, 1-5 STBD, and 1-5 P*
		3	*238 m^3 loaded, 1010 m^3 Total aboard.*
			N. Ely
			EXAMPLE: INTERNAL TRANSFER OF CARGO
20-OCT-2009	*B*	*4.1*	*2C*
		4.2	*5C: 70 m^3 transferred, 127m^3 total*
		5	*No, 158 m^3 retained in 2C*
			S. Williams
			EXAMPLE: UNLOADING CARGO
03-NOV-2009	*C*	*6*	*Port Pine ,Texas*
		7	*1C, 3C, and 5C*
		8	*Yes*
			T. Colton

Thomas Carroll
Signature of Master

EXAMPLES

Name of Ship *M/V OIL TANKER*
Official Number *703393*

CARGO/BALLAST OPERATIONS / MACHINERY SPACE PERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: CRUDE OIL WASHING
18-NOV-2009	*D*	*9*	*Shell NW, Anacortes, WA*
		10	*1P*
		11	*4*
		12	*0815*
		13	*Multi-Stage, Top Wash -40º -150º -40º* *Bottom Wash -40º -0º -40º -0º*
		14	*9.5 Bar*
		15	*1115*
		16	*Hermetic Hand Tape, Suction Loss, SAAB*
		17	*None*
			S. Williams
			EXAMPLE: BALLASTING OF CARGO TANKS
22-NOV-2009	*E*	*18*	*Start: 49°56' N x 30°00'W*
			Stop: 49°54' N x 30°00'W
		19.1	*No. 3 C Cargo Tank*
		19.2	*Start: 1600 Hrs, Stop: 1830 Hrs*
		19.3	*3957m³, 3957m³*
			S. Keep
			EXAMPLE: BALLASTING CLEAN BALLAST TKS
24-NOV-2009	*F*	*20*	*#3 Port*
		21	*49°56' N x 30°00'W*
		22	*49°54' N x 30°00'W*
		23	*STBD Slop Tank, 77 m³*
		24	*49°53' N x 30°00'W*
		25	*1730 - 49°52' N x 29°58'W*
		26	*200 m³*
			S. Keep

Thomas Carroll
Signature of Master

EXAMPLES

Name of Ship *M/V OIL TANKER*
Official Number *703393*

CARGO/BALLAST OPERATIONS / MACHINERY SPACE PERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: CLEANING CARGO TANKS
26-NOV-2009	*G*	*27*	*No. 5 port*
		28	*Rodeo, California*
		29	*3 Hours (1300-1600)*
		30	*Machine wash*
		31.2	*No. 1 Slop Tank, 7.9 m^3 transferred,*
			87 m^3 total.
			S. Bliss
			EXAMPLE: DISCHARGE DIRTY BALLAST TO SEA
04-DEC-2009	*H*	*32*	*3P*
		33	*Start: 1330 - 49°52' N x 29°58'W*
		34	*Stop: 1530 - 49°53' N x 30°00'W*
		35	*3,625 m^3*
		36	*14 Kts by GPS & ODME*
		37	*Yes*
		38	*Yes*
		39	*321 m^3 to Port Slop Tank, Ret.: 826 m^3*
			S. Keep
			EXAMPLE: DISCHARGE DIRTY BALLAST TO RECEPTION FACILITY
10-DEC-2009	*H*	*32*	*4S*
		40	*TCR Texas City, TX, 4,529 m^3*
			S. Williams

Thomas Carroll
Signature of Master

EXAMPLES

Name of Ship *M/V OIL TANKER*
Official Number *703393*

CARGO/BALLAST OPERATIONS / MACHINERY SPACE PERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: DISCHARGE OF WATER FROM SLOP
15-DEC-2009	*I*	*41*	*No. 2 Slop Tank*
		42	*36 Hours*
		44	*1330 - 49°52' N x 29°58'W*
		45	*7 feet*
		46	*15 feet*
		47	*87 m^3 discharged at 6.813 m^3/hour*
		48	*97 m^3 discharged at 2.271m^3/hour*
		49	*1530 49°53' N x 30°00'W*
		50	*Yes*
		51	*3.048 meters*
		52	*22 knots*
		53	*Yes*
		54	*All piping secured.*
			J. Leigh
			EXAMPLE: RESIDUE DISPOSAL
18-DEC-2009	*J*	*55*	*# 1 Slop Tank*
		56	*65m^3, Ret.: 0.0m^3*
		57.1	*Dave's Oil Company, Rodeo, California, 65 m^3*
			B. Cooley
			EXAMPLE: OILY RESIDUES MIXED WITH CARGO
02-JAN-2010	*J*	*55*	*From Engine Room No.1 Waste Oil Tank*
		56	*12.0 m^3, Ret.: 0.0 m^3*
		57.2	*To 3P, 12.0 m^3, Ret.: 4,123.0 m^3*
			B. Cooley

Thomas Carroll
Signature of Master

EXAMPLES

Name of Ship *M/V OIL TANKER*
Official Number *703393*

CARGO/BALLAST OPERATIONS / MACHINERY SPACE PERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: OILY RESIDUES TO PORT SLOP TANK
08-JAN-2010	*J*	*55*	*From Engine Room No.1 Waste Oil Tank*
		56	*23.6 m^3, Ret.: 0.4 m^3*
		57.3	*To Port Slop Tank, 23.6 m^3, Ret.: 263.9 m^3*
			S. Williams
			EXAMPLE: OILY RESIDUES TO BARGE
15-JAN-2010	*J*	*55*	*From Port Slop Tank*
		56	*263.6 m^3, Ret.: 0.3m^3*
		57.4	*To Xiang Long Barge No.2, 263.6 m^3*
			S. Williams
			EXAMPLE: FAILURE OF ODME
18-JAN-2010	*M*	*70*	*0830 Hrs*
		71	*1045 Hrs*
		72	*Loss of Power Supply*
			B. Cooley
			EXAMPLE: ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGE OF OIL
20-JAN-2010	*N*	*73*	*2015 Hrs*
		74	*TCR, Port Arthur, TX*
		75	*1.5m^3 IFO 380 Bunker Fuel*
		76	*Incorrect alignment of loading arm with manifold valve at start-up of fueling operation. Corrected alignment, cleaned area, and commenced fueling.*
			EXAMPLE: TEST OPERATION OF ODME
22-JAN-2010	*O*		*Performed Routine Testing of ODME*
			S. Williams

Thomas Carroll
Signature of Master

Supplementary Information
LIST OF OILS*
(Appendix I to Annex I of MARPOL 73/78)

Asphalt Solutions:
Blending stocks
Roofers flux
Straight run residue

Oils:
Clarified
Crude oil
Mixtures containing crude oil
Diesel oil
Fuel oil No. 4
Fuel oil No. 5
Fuel oil No. 6
Residual Fuel oil
Road oil
Transformer oil
Aromatic oil (excluding vegetable oil)
Lubricating oils and Blending stocks
Mineral oil
Motor oil
Penetrating oil
Spindle oil
Turbine oil

Distillates:
Straight run
Flashed feed stocks

Gas Oil:
Cracked

Gasoline Blending Stocks:
Alkylates - fuel
Reformates
Polymer - fuel

Gasolines:
Casinghead (natural)
Automotive
Aviation
Straight run
Fuel oil No. 1 (kerosene)
Fuel oil No. 1-D
Fuel oil No. 2
Fuel oil No. 2-D

Jet Fuels:
JP - 1 (kerosene)
JP-3
JP-4
JP - 5(kerosene, heavy)
Turbo fuel
Kerosene
Mineral Spirit

Naptha:
Solvent
Petroleum
Heartcut Distillate oil

*This list of oils is not meant to be comprehensive, but suggest the most common types of oil carried.

COMMON METRIC AND UNITED STATES LIQUID MEASURE CONVERSIONS

U.S. UNIT	METRIC UNIT
1 gallon =	3.7854 liters *or* .003785 m^3
1 barrel (42 gals.) =	158.98 liters *or* .15898 m^3
0.26417 gallon =	1 liter
1 cubic foot =	0.028317 m^3
35.315 cubic feet =	1 m^3
Other Conversions	
1 foot =	0.3048 m
2204 pounds =	1 ton [metric]

Name of Ship_____

Official Number _____

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Master Signature: _____

Whoever in any matter within the jurisdiction of executive, legislative, or judicial branch of the Government of the U.S. knowingly and willfully falsifies, conceals or covers up by any trick scheme or device a material fact, or makes any false, fictitious or fraudulent statement or representation or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry shall be fined under this title or imprisoned not more than 5 years or both (18 U.S.C. 1001).

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Official Number _____

(Circle one)
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