

U.S. Department of  
Homeland Security

United States  
Coast Guard



# CARGO RECORD BOOK

FOR

SHIPS CARRYING

NOXIOUS LIQUID SUBSTANCES

IN BULK

NAME OF SHIP:

\_\_\_\_\_

OFFICIAL NUMBER:

\_\_\_\_\_

IMO NUMBER:

\_\_\_\_\_

GROSS TONNAGE

\_\_\_\_\_

PERIOD FROM:

\_\_\_\_\_

TO:

\_\_\_\_\_

**NOTE:** Every U.S. ship carrying noxious liquid substances in bulk shall have a Cargo Record Book to record relevant cargo/ballast operations. Each Owner/Operator is responsible to maintain and surrender this Cargo Record Book in accordance with MARPOL 73/78, ANNEX II, REGULATIONS 15 and Title 46 Code of Federal Regulations 153.909.

#### OBTAINING A CARGO RECORD BOOK

A Cargo Record Book for Ships Carrying Noxious Liquid Substances in Bulk published by the Coast Guard is available to masters or operations of all U.S. ships subject to 46 CFR 153.490 from any Coast Guard Sector Office or Captain of the Port Office.

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 10 minutes. You may submit comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to COMDT, (CG-5431) U.S. Coast Guard, Washington, D.C. 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (2115-0526) Washington, D.C. 20503





## Introduction

The following pages show a comprehensive list of items of cargo and ballast operations which are, when appropriate, to be recorded in the Cargo Record Book on a tank-to-tank basis in accordance with Title 46 Code of Federal Regulations 153.909 and regulation 15.2 of Annex II 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. When making entries in the Cargo Record Book, 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. Entries are required for operations involving all Categories of NLS substances. All quantities should be consistently recorded throughout the Cargo Record Book as cubic meters (m<sup>3</sup>), gallons (gal), or barrels (bbl).

Each completed operation shall be signed for and dated by the officer or officers in charge and, if applicable, by a surveyor authorized by the competent authority of the State in which the ship is unloading. After all the entries on a page of the Cargo Record Book are completed, and if the person in charge of the ship agrees with the entries, the person in charge of the ship shall sign the bottom of that page.

The person in charge of the ship shall ensure that the Cargo Record Book is on board and readily available for inspection and copying by the U.S. Coast Guard and when the ship is a U.S. ship in the waters of a foreign country whose Administration is signatory to MARPOL 73/78, the authorities of that country.

The ship owner or operator shall ensure that each Cargo Record Book is retained on board the ship for at least 3 years after the last entry.

## LIST OF ITEMS TO BE RECORDED

Entries are required for operations involving all Categories of substances.

### (A) LOADING OF CARGO

1. Place of loading.
2. Identify tank(s), name of substance(s) and Category(ies).

### (B) INTERNAL TRANSFER OF CARGO

3. Name and Category of cargo(es) transferred.
4. Identity of tanks:
  - .1 From:
  - .2 To:
5. Was (were) tank(s) in 4.1 emptied?
6. If not, quantity remaining in tank(s).

### (C) UNLOADING OF CARGO

7. Place of unloading.
8. Identity of tank(s) unloaded.
9. Was (were) tank(s) emptied?
  - .1 If yes, confirm that the procedure for emptying and stripping has been performed in accordance with the ship's Procedures and Arrangements Manual (i.e. list, trim, stripping temperature).
  - .2 If not, quantity remaining in tank(s).
10. Does the ship's Procedures and Arrangements Manual require a prewash with subsequent disposal to reception facilities?
11. Failure of pumping and/or stripping system:
  - .1 Time and nature of failure;
  - .2 Reasons for failure;
  - .3 Time when system has been made operational.

**(D) MANDATORY PREWASH IN ACCORDANCE WITH THE SHIP'S PROCEDURES AND ARRANGEMENTS MANUAL**

12. Identify tank(s), substance(s) and Category(ies).
13. Washing method:
  - .1 Number of cleaning machines per tank;
  - .2 Duration of wash/washing cycles;
  - .3 Hot/cold wash.
14. Prewash slops transferred to:
  - .1 Reception facility in unloading port (identify port)\*;
  - .2 Reception facility otherwise (identify port)\*.

**(E) CLEANING OF CARGO TANKS EXCEPT MANDATORY PREWASH (OTHER PREWASH OPERATIONS, FINAL WASH, VENTILATION ETC.)**

15. State time, identify tank(s), substance(s) and Category(ies) and state:
  - .1 Washing procedure used;
  - .2 Cleaning agent(s) (identify agent(s) and quantities);
  - .3 Ventilation procedure used (state number of fans used, duration of ventilation).
16. Tank washings transferred:
  - .1 Into the sea;
  - .2 To reception facility (identify port)\*;
  - .3 To slops collecting tank (identify tank).

**(F) DISCHARGE INTO THE SEA OF TANK WASHINGS**

17. Identify tank(s):
  - .1 Were tank washings discharged during cleaning of tank(s)? If so at what rate?
  - .2 Were tank washing(s) discharged from a slops collecting tank? If so, state quantity and rate of discharge.
18. Time pumping commenced and stopped.
19. Ship's speed during discharge.

**(G) BALLASTING OF CARGO TANKS**

20. Identity of tank(s) ballasted.
21. Time at start of ballasting.

\* Ship's masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate specifying the quantity of tank washings transferred, together with the time and date of the transfer. The receipt or certificate should be kept together with the Cargo Record Book.

## **(H) DISCHARGE OF BALLAST WATER FROM CARGO TANKS**

22. Identity of tank(s).
23. Discharge of ballast:
  - .1 Into the sea;
  - .2 To reception facilities (identify port) \*.
24. Time ballast discharge commenced and stopped.
25. Ship's speed during discharge.

## **(I) ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGE**

26. Time of occurrence.
27. Approximate quantity, substance(s) and Category(ies).
28. Circumstances of discharge or escape and general remarks.

## **(J) CONTROL BY AUTHORIZED SURVEYORS**

29. Identify port.
30. Identify tank(s), substance(s), Category(ies) discharged ashore.
31. Have tank(s), pump(s), and piping system(s) been emptied?
32. Has a prewash in accordance with the ship's Procedures and Arrangements Manual been carried out?
33. Have tank washings resulting from the prewash been discharged ashore and is the tank empty?
34. An exemption has been granted from mandatory prewash.
35. Reasons for exemption.
36. Name and signature of authorized surveyor.
37. Organization, company, government agency for which surveyor works.

\* Ship's masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate specifying the quantity of tank washings transferred, together with the time and date of the transfer. The receipt or certificate should be kept together with the Cargo Record Book.

**(K) ADDITIONAL OPERATIONAL PROCEDURES AND REMARKS**

38. NLS residue or NLS cargo is transferred from cargo pumproom bilges or transferred to an incinerator. [46 CFR 153.909(a) (11)].
39. A waiver is issued to the ship, ship owner, ship operator, or person in charge of the ship under 46 CFR 153. [46 CFR 153.909(a) (12)].
40. Except where the approved Procedure and Arrangements Manual prescribes a different procedure, the concentration of a Category A or X NLS residue is measured under 46 CFR 153.1120(a). [46 CFR 153.909(a)(13)].
41. Any discharge recording equipment required by 46 CFR 153.481(b)(2) fails. [46 CFR 153.909(a)(14)].



## EXAMPLES

Name of Ship M/V CHEMICAL SHIP

Official Number D901201

IMO Number L7654321

### **CARGO / BALLAST OPERATIONS**

DATE	CODE (letter)	ITEM (number)	Record of operations/signature of officer in charge/ name of and signature of authorized surveyor
3/2/2006	D	12	1 - 5 Port & STBD, Nonylphenol, X
		13.1	2
		13.2	30 min.
		13.3	Hot wash
		14.1	ChemCo., Port Braden, Florida
	K	40	Concentration of Category X NLS residue was measured under 46 CFR 153.1120(a).
			D. Penna, XYZ Surveyor
3/2/2006	A	1	ChemCO., Port Braden, Florida
	A	2	1 - 5 Port & STBD, Sulphuric acid, Y;
			1 - 5 C, Methylbutynol, Z
			B. McGuire, C/M
3/4/2006	B	3	Decanoic acid, X
	B	4.1	From: 11 C
	B	4.2	To: 11 Port & 11 STBD
	B	5	No
		6	200 m <sup>3</sup> retained in 11 C
			B. Singh, 3/M
3/8/2006	C	7	ChemCO., Port Paige, Virginia
	C	8	1 - 5 Port STBD
	C	9.1	Yes, iaw P&A Manual
	C	10	No
	C	11.1	1300, 1 Port pump shut down
	C	11.2	Deep well pump Hydraulic leak on deck.
	C	11.3	1330
			B. McGuire, C/M

Signature of Master: M McGrath

Whoever in any matter within the jurisdiction of executive, legislative 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 USC 1001)





