

U.S. Department of
Homeland SecurityUnited 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:

Gross Tonnage:

Owner:

Period From:

To:

Official Number:

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

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.

An Oil Tanker of 150 gross tons or above must maintain Parts I and II of the Oil Record Book; Machinery Space Operations (Part I), and Cargo/Ballast Operations (Part II). A ship of 400 gross tons or above, other than an oil tanker, and any other ship required by 33 CFR Part 151 must maintain Machinery Space Operations (Part I) in the Oil Record Book.

A non-tanker that carries more than 200 cubic meters of oil must fill in the Oil Record Book used for oil tankers. (Reference: MARPOL 73/78, Regulation 2.2).

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-3PCV), U.S. Coast Guard, Washington, DC 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (2115-0526), Washington, DC 20503.

Extract of MARPOL 73/78 Regulations

MARPOL 73/78 Annex I: Chapter 3, Regulation 15

Requirements for Machinery Space Operations-Part I

Control of discharge of oil

(1) Subject to the provisions of regulation 4 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 the oily mixture is processed through an oil filtering equipment meeting the requirements of regulation 14 of this Annex;²
- .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 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.

NOTES:

¹ Regulation 4 is titled "Exceptions."

² Regulation 14 is titled "Oil Filtering Equipment."

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 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.

OIL RECORD BOOK ENTRY REQUIREMENTS, PART I- MACHINERY SPACE OPERATIONS

MARPOL 73/78 Annex I: Chapter 3, Regulation 17

(1) Every oil tanker of 150 gross tons and above and every ship of 400 gross tons 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 (sludge and other oil residues);
- .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.

OIL RECORD BOOK PART I-MACHINERY SPACE OPERATIONS

INSTRUCTIONS FOR ALL SHIPS

Introduction

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 in accordance with regulation 17 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). 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 chronologically in the blank spaces.

Each completed operation shall be signed for and dated by the officer or officers in charge. The master of the Ship shall sign each completed page.

The Oil Record Book Part I contains many references to oil quantity. The limited accuracy of tank Measurement devices, temperature variations and clingage will affect the accuracy of these readings. The entries in the Oil Record Book Part I should be considered accordingly.

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 at least in English, French or Spanish. Where entries in official 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.

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 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 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.

CODE AND ITEM NUMBER TO BE RECORDED FOR ALL SHIPS 400 GROSS TONS AND ABOVE and OIL TANKERS 150 GROSS TONS OR ABOVE

(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 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 m³);
 - .3 Identify 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, in m³;

(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 m³.

(C) COLLECTION AND DISPOSAL OF OIL RESIDUES (SLUDGE and OTHER OIL RESIDUES)

11. Collection of oil residues

Quantities of oil residues (sludge and other oil residues) retained on board. The quantity should be recorded weekly¹: (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)..... m³
- .3 - total quantity of retention m³

12. Methods of disposal of residue.

State quantity of oil residues disposed of, the tank(s) emptied and the quantity of the contents retained in m³:

- .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).

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

13. Quantity discharged or disposed of, in cubic meters.³

14. Time of discharge or disposal (starts 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 the total quantity retained in tanks(s), in m³).

(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, 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.⁴

20. Time when system has been made operational.

21. Reasons for failure.

NOTES:

¹ Only in tanks listed in item 3.1 of Form A and B of the Supplement to the IOPP Certificate used for sludge.

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

³ 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.

⁴ The condition of the oil filtering equipment covers also the alarm and automatic stopping devices, if applicable.

(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 therefore and general remarks.

(H) BUNKERING OF FUEL OR BULK LUBRICATING OIL

- 26. Bunkering:
 - .1 Place of bunkering;
 - .2 Time of bunkering;
 - .3 Type and quantity of fuel oil and identity of tank(s) (state quantity added, in metric tons and total content of tank(s)).
 - .4 Type and quantity of lubricating oil and identity of tank(s) (state quantity added, in metric tons and total content of tank(s)).

(I) ADDITIONAL OPERATIONAL PROCEDURES AND GENERAL REMARKS

EXAMPLES

Name of Ship
Official Number

M/V NOT AN OIL TANKER
413567

CARGO/BALLAST OPERATIONS (Oil Tanker) /

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: BALLASTING/CLEANING FUEL TANKS
10/07/2006	A	1	No. 5 DB Port and Stbd
	A	2	Yes
	A	3.1	49°56' N x 30°00'W - Start 1605 50°00' N x 29°58'W - Stop 1730
	A	3.2	No. 5 DB Port and Stbd, Rinsing through
	A	3.3	Collecting tank
	A	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
			EXAMPLE: VOYAGE/WEEKLY SLUDGE REPORT
10/11/2006	C	11.1	Max. Cap R.O.B
			Sludge Tank #6 67.4m ³ 21.7m ³
			Sludge Tank #12 5 m ³ 4.4m ³
			Total Retained on Board 26.1m ³
			M.A. Carroll
			EXAMPLE: SLUDGE REPORT
11/10/2006	C	12.1	Providence, RI- Landed 3 drums with a total of .5m ³ Sludge from manual tank cleaning of #4 Collection tank.
			R.O.B 00.00 m ³
			M. Walter

John Cate
Signature of Master

EXAMPLES

Name of Ship
Official Number

M/V NOT AN OIL TANKER
413567

CARGO/BALLAST OPERATIONS (Oil Tanker) /

MACHINERY SPACE OPERATIONS

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: BILGE WATER DISPOSAL # 1
05/06/2006	D	13	14 m ³ bilge water
	D	14	Start 1000 - Stop 1200
	D	15.3	To collecting tank, 14 m ³ transferred, 30 m ³ retained in tank.
			Z.L. Hughes
			EXAMPLE: BILGE WATER DISPOSAL # 2
05/06/2006	D	13	14 m ³ bilge water
	D	14	Start 0000 - Stop 0300
	D	15.1	50°00' N x 29°58'W - Start 49°56' N x 30°00'W - Stop
			K. Brennan
			EXAMPLE: FAILURE OF MONITORING/CONTROL
05/06/2006	F	19	Stop due to failure 1000
	F	20	Item repaired, Started 1130
	F	21	Recirculation valve opening prematurely, Cleaned lens; all in apparent good order.
			L. Kowalzy
			EXAMPLE: BUNKERING
05/17/2006	H	26.1	Boston, Mass. USA
	H	26.2	Start 0910 - Stop 1235
	H	26.3	Bunkered 600 m ³ Fuel oil IFO 380 as follows:
			F.O. Tank #4 Added 50 metric tons; 53 tons
			F.O. Tank #5 Added 75 metric tons; 79 tons
			F.O. Tank #6 Added 38 metric tons; 45 tons
			M. Broughton

John Cate
Signature of Master

Extract of MARPOL 73/78 Regulations

MARPOL 73/78 Annex I: Chapter 4, Regulation 34

Requirements for the cargo area of oil tankers-Part II

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;
- .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; and²
- .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.³

(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*.

(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.⁴

NOTES:

¹ Regulation 4 is titled "Exceptions."

² Regulation 1 is titled "Definitions."

³ Regulation 29 is titled "Slop tanks."

Regulation 31 is titled "Oil discharge monitoring and control system."

⁴ Regulation 32 is titled "Oil/water interface detector."

* Refer to regulation 38.6 (Regulation 38 is titled "Reception facilities.")

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.

OIL RECORD BOOK ENTRY REQUIREMENTS, PART II- CARGO/BALLAST OPERATIONS

MARPOL 73/78 Annex I: Chapter 4, Regulation 36

(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 II-CARGO/BALLAST OPERATIONS

ADDITIONAL INSTRUCTIONS FOR OIL TANKERS

Introduction

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 of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78). The items have been grouped into operational section, 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 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.

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.*

The Oil Record Book Part II contains many references to oil quantity. The limited accuracy of tank Measurement devices, temperature variations and clingage will affect the accuracy of these readings. The entries in the Oil Record Book Part II should be considered accordingly.

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 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 a dispute or discrepancy.

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 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 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.

** This sentence should only be inserted for the Oil Record Book of a tanker engaged in a specific trade.*

CODE AND ITEM NUMBER TO BE RECORDED FOR TANKERS

(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 m³ at 15°C and the total content of tank(s), in m³).

(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 m³).
5. Was (were) tank(s) in 4.1 emptied? (If not, state the quantity retained, in m³).

(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 m³).

(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 m³.

(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 m³.
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 m³.

(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, in m³);⁵ and
 - .2 Slop tank(s) or cargo tank(s) designated as slop tank(s) (Identify tank(s); state quantity transferred and total quantity, in m³).

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.

⁴ This includes hand hosing, machine washing and/or chemical cleaning. Where chemically cleaned, state the chemical concerned and amount used.

⁵ 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.

(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 m³.
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 m³).
40. Discharged to shore reception facilities (identify port and quantity involved, in m³).⁵

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

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 m³ and rate of discharge, in m³/hour.
48. Final quantity discharged, in m³ and rate of discharge, in m³/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.
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, in m³).
57. Method of disposal:
 - .1 To reception facilities (identify port and quantity involved);⁵
 - .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), in m³); and
 - .4 Other method (state which); state quantity disposed of, in m³.

(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?

NOTES:

⁵ 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.

(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 m³:
 - .1 Into the sea; or
 - .2 To reception facility (identify port).⁵
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.

(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 m³, 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 cubic meters.
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 cubic meters.
85. Date, signature and stamp of port authority official.

NOTES:

⁵ 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.

EXAMPLES

Name of Ship
Official Number

M/V OIL TANKER
703393

CARGO/BALLAST OPERATIONS

MACHINERY SPACE OPERATIONS (All Ships)

Date	Code	Item	Record of Operations/signature of officers in charge
EXAMPLE: LOADING CARGO			
3/2/2006	A	1	Port Shaw, California
	A	2	Heavy fuel oil 1-5 C, 1-5 STBD, and 1-5 P
	A	3	238 m ³ loaded, 1010 m ³ Total aboard.
			N. Ely
EXAMPLE: INTERNAL TRANSFER OF CARGO			
3/4/2006	B	4.1	2C
	B	4.2	5C 70 m ³ transferred, 127m ³ total quantity.
	B	5	No, 158 m ³ retained in 2C
			S. Williams
EXAMPLE: UNLOADING CARGO			
3/8/2006	C	6	Port Pine, Texas
	C	7	1C, 3C, and 5C
	C	8	Yes
			T. Colton
EXAMPLE: BALLASTING CLEAN BALLAST TKS			
3/17/2006	F	20	#3 Port
	F	21	49°56' N x 30°00'W
	F	22	49°54' N x 30°00'W
	F	23	77 m ³
	F	24	49°53' N x 30°00'W
	F	25	49°52' N x 29°58'W - 1730
	F	26	200 m ³
			S. Keep

Thomas Carroll
Signature of Master

EXAMPLES

Name of Ship
Official Number

M/V OIL TANKER
703393

CARGO/BALLAST OPERATIONS

MACHINERY SPACE OPERATIONS (All Ships)

Date	Code	Item	Record of Operations/signature of officers in charge
			EXAMPLE: CLEANING CARGO TANKS
3/29/2006	G	27	No. 5 port
	G	28	Rodeo, California
	G	29	3 Hours (1300-1600)
	G	30	Machine wash
	G	31.2	No. 1 Slop Tank, 7.9 m ³ transferred, 87 m ³ total.
			S. Bliss
			EXAMPLE: DISCHARGE OF WATER FROM SLOP
3/29/2006	I	41	No. 2 Slop Tank
	I	42	36 Hours
	I	44	1330 49°52' N x 29°58'W
	I	45	7 feet
	I	46	15 feet
	I	47	87 m ³ discharged at 6.813 m ³ /hour
	I	48	37 m ³ discharged at 2.271 m ³ /hour
	I	49	1530 49°53' N x 30°00'W
	I	50	Yes
	I	51	3.048 meters
	I	52	22 knots
	I	53	Yes
	I	54	All piping secured.
			J. Leigh
			EXAMPLE: RESIDUE DISPOSAL
4/27/2006	J	55	# 1 Slop Tank
	J	56	65 m ³ discharged to reception facility, 00 m ³ R.O.B.
	J	57.1	Dave's Oil Company, Rodeo, California.
			B. Cooley

Thomas Carroll
Signature of Master

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
Reformats
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 <i>or</i> .003785 m ³
1 barrel (42 gal.) =	158.98 liters <i>or</i> .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]

