

GUIDANCE ON BALLAST WATER RECORD-KEEPING AND REPORTING

Voluntary tank-by-tank log

1 Introduction

1.1 Tank-by-tank logs are not required by the Convention. However, keeping tank-by-tank logs is recommended as a best practice to assist in:

- .1 completing any BWRB that may be required by a port State;
- .2 demonstrating that entries in the BWRB reflect the actual ballast water situation on board during any inspection; and
- .3 implementing the Ballast Water Management Plan more efficiently through more specific knowledge of current tank contents.

1.2 The tank-by-tank log format in appendix 3 has been developed to efficiently capture the essential information needed to complete the example BWRB set out in this guidance.

2 Completing the tank-by-tank log

2.1 Complete a ballast water log for each tank

2.2 Enter ports using the proper UN/LOCODE for standardization and to avoid errors (<https://unece.org/trade/cefact/unlocode-code-list-country-and-territory>). If UN/LOCODE is not available, write out port, State/province, and country in full. No abbreviation should be used

2.3 Write dates in the dd-MMM-yyyy format (e.g. 01-JUN-2022).

2.4 Enter times using Coordinated Universal Time (UTC).

2.5 Enter ship name, ship identifier, tank identifier and tank capacity in the appropriate fields.

2.6 Record information for each ballast water operation across the page listing the date, location or position, start time, minimum depth (if operations took place outside of port), all applicable volumes under "Volume" in cubic metres, end time, the salinity of the ballast water after ballast operation was completed in PSU, ballast water management method(s) used, and any remarks.

2.7 Record one operation per row in chronological order. Record all applicable volumes associated with one operation in a single row. For example, if approximately 1,000 cubic metres of ballast water are loaded into an empty tank and treated in a single operation then enter a single row with 0 for the initial content, 1,000 for the estimated uptake from the sea, 1,000 for the estimated volume treated and 1,000 for the final content.

