## **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 BWRF 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 BWRF 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.

	Ballast Water Log													
Ship name:  IMO Number: (if not applicable, Distinctive Numbers / Letters, Call Sign or MMSI):				This voluntary log allows for tank-by-tank recording of all operations concerning ballast water in order to facilitate the completion of the ballast water report form that may be requested by port States. Further information on completing this log is available in the Guidance on ballast water record-keeping and reporting of the International Maritime Organization						Tank ID:  Tank capacity:				
	Record of operations													
Date (dd/MMM/yyy y)	Location / Position (Port UN/LOC ODE or	Time starte d (UTC)	Minimum depth in metres (if outside	Initial content	Estimated uptake from sea,	Estimate d intake from reception facility,	Estimated circulated or treated,	Estimated discharged into sea,	Estimated discharged to port reception	Final conten	Time compl eted (UTC)	Any BW manage ment method(s ) (DE, SE, FE, SWF,	Remark s	
	Lat./Lon g. at sea)	(010)	port)*	Content	where applicable	where applicabl e	where applicable*	where applicable	facility, where applicable	t	(010)	OT, PBU, PRF, NM)		

Enter positions in degrees, minutes and seconds in the format: 00 00 000 N or 00 00 000 S (latitude) and 000 00 000 W or 000 00 000 E (longitude)

Methods: DE = Dilution exchange, SE = Sequential exchange, FE = Flow-through exchange, SWF = Saltwater flushing, OT = Onboard treatment, PBU = Uptake from port-based facility, PRF = Discharge to port reception facility, NM = No management Complete columns with (\*) only if exchange or flushing was conducted