

Ballast Water Reporting Form – Microsoft Word Format

Instructions for Use

Any 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 number.

The Coast Guard estimates that the average burden for this report is 35 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to:

Commandant (G-PS0-4), US Coast Guard, 2100 2nd St., SW, Washington DC, 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0069), Washington DC 20593.

Important: Do not attempt to make changes to the structure or display of the Form. Such changes will corrupt the internal coding that allows us to successfully process your data, making your Form unreadable by our systems. If you would like to discuss integrating one of our Ballast Water Reporting Forms into your existing reporting systems, contact us at: nbic@ballastreport.org.

Minimum System Requirements

Windows

Software

- Microsoft Word 2000 or later

Hardware

- PC with a Pentium 75 megahertz (MHz) or higher processor
- Microsoft Windows® 95 or later operating system, or Microsoft Windows NT® Workstation operating system version 4.0 Service Pack 3 or later
 - For Windows 95 or Windows 98:
16 megabytes (MB) of RAM for the operating system, plus an additional 4 MB of RAM for Word
 - For Windows NT Workstation:
32 MB of RAM for the operating system, plus an additional 4 MB of RAM for Word

Note: Opening the Microsoft Word-format Ballast Water Reporting Form in a version of Microsoft Word older than Word 2000 may result in corruptions to the formatting of the Form. In such cases, Sections 1, 2, and 3 appear enlarged and the Form will be spread over 3 pages instead of 2. The Form continues to function properly in these cases, however it is cumbersome to use. For this reason, we recommend using Microsoft Word 2000 or later to open Microsoft Word-format Ballast Water Reporting Forms.

Overview

The Microsoft Word-format Ballast Water Reporting Form is a flexible Reporting solution designed to reduce completion time while transmitting data in a format that complies with our electronic reporting requirements.

Once you have entered information into the form, selecting “Save” or “Save As...” from the File menu will preserve this information. This means you can enter standard data such as Vessel Information only once and have it appear every time you use the Form, significantly reducing completion time.

To assist with record keeping, you can save unlimited copies of the Form on your computer, or print out paper copies.

The following instructions will explain how to use the Form in standard situations and how the Form can be customized to suit specific needs.

How to Download

1. Click on the appropriate link on the NBIC website to download the Microsoft Word-format Ballast Water Reporting Form.
2. When prompted, choose to “Save” the file.
3. Choose a location on your PC where you want to store the Microsoft Word-format Ballast Water Reporting Form.

Entering Data

To enter data, point to a field on the form using your mouse and click once. You can then type your data into the field. Use your mouse to check “Yes” or “No” checkboxes and to select options from lists. You can also use the tab button to move between fields.

While entering information into the Form, please be careful to follow the guidelines in the Ballast Water Reporting Form Completion Instructions (Appendix 1).

Saving Data

Once you have entered information into the fields on the Form, you can save that data so it will appear the next time you open the Form. You can do this as many times as you like, and at any point in the completion process. This means you can fill out part of the form, save your progress, and return later to finish. You can also save multiple copies of the Form, with different information saved in each copy.

There are two different commands for saving data: “Save” and “Save As...”. It is important to understand the differences between them.

The “Save” Command

The “Save” command preserves any changes you have made since you opened your copy of the Form, or since you last ran the command. In most cases, this is the command you should use.

- Choose File > Save.

This action replaces any data you previously saved with what you see on the screen. If you close the Form and then re-open it, it will look exactly as it does now.

The “Save As...” Command

If you want to save a new copy of the Form that includes the data you entered without changing your original copy of the Form, use the “Save As...” command. This command creates a new copy of the Form with all the changes you have made and leaves the original copy unchanged.

- Choose File > Save As...
- Create a new name for your copy, and select a place to save it on your PC.

The data you saved can now be found in the new file. If you open the old file, it will look the same way it did before you added anything to it.

Submitting the Form

When you have saved your data in a copy of the Microsoft Word-format Ballast Water Reporting Form, follow these steps to submit the Form to NBIC:

1. Use your e-mail software to create a new message.
2. Attach the copy of the Ballast Water Reporting Form that contains the data you wish to submit to the message. You may compress the attachment as a ZIP file to reduce transmission time. Please do not use other methods of compression.

Tips for Successful Transmission

- Use only Western characters in the file name.
- Make sure the name of the attached file ends with “.doc” if it is raw or .zip if it is compressed.

3. Send the message to nbic@ballastreport.org.

Customizing the Form

The following instructions explain how to take advantage of the data-saving features of the Microsoft Word-format Ballast Water Reporting Form to meet your specific needs.

Saving Standard Data

One of the advantages to using the Microsoft Word-format Ballast Water Reporting Form is that data entered into fields can be saved. This way the user doesn't have to re-enter standard data (such as Vessel Information) each time he or she submits a Form.

Set up a copy of the Microsoft Word-format Ballast Water Reporting Form with standard information saved:

1. Start with a clean copy of the Microsoft Word-format Ballast Water Reporting Form downloaded from the NBIC website (see How to Download above).
2. Open this copy. The fields should be empty.
3. Fill in the fields whose information is unlikely to change from voyage to voyage, such as the fields in Section 1 (Vessel Information).
4. Select File > Save.
5. Close the file.

Use your copy of the Microsoft Word-format Ballast Water Reporting Form with standard information saved:

1. Open the Form that you entered your standard information into in step 3 above. The information you saved should be visible in the fields.
2. Enter whatever additional, voyage-specific information is necessary.
3. Select File > Save As...
4. Choose a location on your PC to save this completed copy of the Form, and a descriptive name for the file. (Ex: ArrTampa14May04)
5. Submit the completed Form according to the instructions above (see Submitting the Form).

Creating Customized Forms for Common Voyages

If your vessel travels a few standard routes most of the time, or has a few standard ballast water conditions, you might find it efficient to create a customized version of the Microsoft Word-format Ballast Water Reporting Form for each route or condition.

Create a customized version of the Microsoft Word-format Ballast Water Reporting Form:

1. Start with a clean copy of the Microsoft Word-format Ballast Water Reporting Form downloaded from the NBIC website (see How to Download above).
2. Open this copy. The fields should be empty.
3. Fill in the information for one of your standard routes or conditions. Only fill in information that will remain the same between Reports. For instance, you could fill in Arrival Port, Last Port, and Next Port, but you would not fill in Arrival Date.
4. Select File > Save As...
5. Choose a location on your PC to save the Form, and a descriptive name for the file. (Ex: Rio Haina-to-Tampa.doc)
6. Change the information you have entered to reflect the next standard route or condition for which you would like to create a customized Form.
7. Repeat steps 4 and 5. Continue, creating as many forms as you like.

Use your customized Microsoft Word-format Ballast Water Reporting Form:

1. Open the customized Microsoft Word file that corresponds to the voyage you are reporting. The information you saved should be visible in the fields.
2. Enter whatever additional, voyage-specific information is necessary.
3. Select File > Save As...
4. Choose a location on your PC to save this completed copy of the Form, and a descriptive name for the file. (Ex: ArrTampa14May04.doc)
5. Submit the completed Form following the instructions above (see Submitting the Form).

Contact NBIC

Visit the National Ballast Information Clearinghouse on the web at <http://invasions.si.edu/nbic/> to find:

- Information on Ballast Water Reporting
- Latest versions of electronic and paper Ballast Water Reporting Forms
- Frequently Asked Questions about Ballast Water Reporting
- NBIC news and research

Questions and comments should be directed to: nbic@ballastreport.org

Appendix 1

Completion Instructions For Ballast Water Reporting Form

(Please write in English and PRINT legibly.)

Is this an Amended Ballast Reporting Form? Check Yes or No. Amendments should be submitted if there are any differences between actual ballast discharges and discharge information reported in a prior form. Please mark "Yes" if this form amends a previously submitted ballast reporting form.

SECTION 1. VESSEL INFORMATION

Vessel Name: Print the name of the vessel clearly.

IMO Number: Fill in identification number of the vessel used by the International Maritime Organization.

Owner: Write in the name of the registered owner(s) of the vessel. If under charter, enter Operator name.

Type: List specific vessel type. Use the following abbreviations: bulk (bc), roro (rr), container (cs), tanker (ts), passenger (pa), oil/bulk ore (ob), general cargo (gc), reefer (rf). Write out any additional vessel types.

GT: What is the Gross Tonnage of the vessel?

Call Sign: Write in the official call sign.

Flag: Fill in the full name of the country under whose authority the ship is operating. No abbreviations please.

SECTION 2. VOYAGE INFORMATION

Arrival Port: Write in the name of your first port of call after entering the U.S. EEZ or St. Lawrence Seaway. No abbreviations please.

Arrival Date: Fill in the arrival date to the above port. Please use European date format (DDMMYY).

Agent: List agent used for current port.

Last Port: Fill in the last port at which the vessel called immediately before entering the U.S. EEZ. No abbreviations please.

Country of Last Port: Fill in the last country at which the vessel called immediately before entering the U.S. EEZ. No abbreviations please.

Next Port: Fill in the port at which the vessel will call immediately after departing the current port ("Current Port"="Arrival Port" above). No abbreviations please.

Country of Next Port: Fill in the country of "Next Port" at which the vessel will call immediately after current port. No abbreviations please.

SECTION 3. BALLAST WATER

Total Ballast Water on Board:

Volume: What was the total volume of ballast water on board upon arrival into the waters of U.S. EEZ? Do not count potable water.

Units: Please include volume units (m3, MT, LT, ST).

Number of Tanks in Ballast: Count the number of ballast tanks and holds with ballast as vessel enters waters inside the United States EEZ.

Total Ballast Water Capacity:

Volume: What is the maximum volume of ballast water used when no cargo is on board?

Units: Please include volume units (m3, MT, LT, ST).

Total Number of Tanks on Ship: Count all tanks and holds that can carry ballast water (do not include tanks that carry potable water).

SECTION 4. BALLAST WATER MANAGEMENT

Total No. of tanks to be discharged: Count only tanks and holds with ballast to be discharged into waters inside the United States EEZ or into an approved reception facility. Count all tanks and holds separately (e.g., port and starboard tanks should be counted separately).

Of tanks to be discharged, how many Underwent Exchange: Count all tanks that are to be discharged into waters of the United States or into an approved reception facility.

Of tanks to be discharged, how many Underwent Alternative Management: Count all tanks that are to be discharged into waters of the United States or an approved reception facility.

Please specify alternative method(s) used, if any: Specifically, describe methods other than Empty/Refill or Flow-Through used for ballast management.

If no ballast treatment conducted, state reason why not: This applies to all unexchanged tanks and holds being discharged into waters of the United States or into an approved reception facility.

Ballast Management Plan on board?: Is there a written document on board, specific to your vessel, describing the procedure for ballast management? This should include safety and exchange procedures (usually provided by vessel's owner or operator). Check Yes or No.

Management Plan implemented?: Do you follow the above management plan? Check Yes or No.

IMO Ballast Water Guidelines on board?: Is there a copy of the International Maritime Organization (IMO) Ballast Water Guidelines on board this vessel (i.e. "Guidelines for the Control and Management of Ship's Ballast Water to Minimize the Transfer Aquatic Organisms and Pathogens", [Res. A.868(20)])? Check Yes or No.

SECTION 5. BALLAST WATER HISTORY

(Record all tanks to be deballasted in port state of arrival: If none, go to #6)

Tanks/Holds: Please list all tanks and holds that you have discharged or plan to discharge into waters of the United States or into an approved reception facility (write out, or use codes listed below table). Follow each tank across the page listing all source(s), exchange events, and/or discharge events separately. List each tank on a separate line. Port and starboard tanks with identical ballast water histories may be included on same line. Please use an additional page if necessary, being careful to include ship name, date, and IMO number at the top of each. For tanks with multiple sources: list 3 largest sources from last 30 days on separate lines. If more than 3 sources, include a 4th line for the respective tank(s) that indicated "Multiple" in port column and list the remaining tank volume not included in the 3 largest sources (i.e., total tank volume minus volume of the 3 largest sources).

-BW SOURCES-

Date: Record date of ballast water uptake. Use European format (DDMMYY).

Port or latitude/longitude: Record location of ballast water uptake. No abbreviations for ports.

Volume: Record total volume of ballast water uptake, with volume units.

Temp: Record water temperature at time of ballast water uptake, in degrees Celsius (include units).

-BW MANAGEMENT PRACTICES-

Date: Date of ballast water management practice. If exchanges occurred over multiple days, list the day when exchanges were completed. Use European format (DDMMYY).

Endpoint or latitude/longitude: Report location of ballast water management practice. If an exchange occurred over an extended distance, list the end point latitude and longitude.

Volume: Report total volume of ballast water moved (i.e., gravitated and pumped into tanks, discharged to reception facility) during management practice, with units.

% Exchange: (Note: for effective flow through exchange, this value should be at least 300%).

$$\% \text{ Exchange} = \frac{\text{Total Volume Added by Refill or Flow Through}}{\text{Capacity of Ballast Tank or Hold}} \times 100$$

Method: Indicate management method using code (ER = empty/refill, FT = flow through, ALT = alternative method).

Sea Ht. (m): Estimate the sea height in meters at the time of the ballast water exchange if this method was used. (Note: this is the combined height of the wind-seas and swell, and does not refer to water depth).

-BW DISCHARGES-

Date: Date of ballast water discharge. Use European format (DDMMYY).

Port or latitude/longitude: Report location of ballast water discharge. No abbreviations for ports.

Volume: Report volume of ballast water discharged, with units.

Salinity: Document salinity of ballast water at the time of discharge, with units (i.e., specific gravity (sg) or parts per thousand (ppt)).

SECTION 6. TITLE AND SIGNATURE

Responsible officer's name and title (printed) and signature: Print name and title, include signature (Signature not necessary on electronic forms).