The Bahamas Maritime Authority

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Ballast Water Management Convention

Notice to ship owners, managers, Masters, Approved Nautical Inspectors, Recognised Organisations and surveyors

This Notice supersedes BMA Information Bulletin No.165

1. Purpose

1.1. This Notice provides the key requirements of the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 ("Ballast Water Management/BWM Convention").

1.2. References to Articles and Regulations in this Notice are references to the BWM Convention unless stated otherwise.

2. Application

2.1. In general, the BWM Convention applies to any ship designed or constructed to carry ballast water.

2.2. Ballast water is defined as water "*taken on board a ship to control trim, list, draught, stability or stresses of the ship*" (Article 1.2). The presence of "ballast water capacity" on a ship triggers the application of the BWM Convention.

2.3. The BWM Convention does not apply to:

i. Ships not designed or constructed to carry ballast water (Article 3.2(a));
ii. Ships operating only in waters under the jurisdiction of their Flag State, unless discharge of ballast water is considered to be a threat to the environment, human health, property or resources, or those of adjacent or other States (Article 3.2(b));
iii. Ships operating only in waters under the jurisdiction of another State which is a Party to the Convention, subject to authorisation of the Coastal State (Article 3.2(c));
iv. Ships operating only in waters under the jurisdiction of another State which is a Party to the Convention and on the high seas, subject to authorisation of the Coastal State (Article 3.2(d));
v. Warships, naval auxiliaries or other ships owned or operated by a State and on governmental non-commercial service (Article 3.2(e)); and

vi. Ships using permanent ballast in sealed tanks, not subject to discharge (Article 3.2(f)).

3. Background

3.1. The BWM Convention entered into force on 08 September 2017 and it has applied to Bahamian ships as of the entry into force date.

3.2. The BWM Convention aims at preventing, minimising and ultimately eliminating the different risks arising from the transfer of harmful aquatic organisms (e.g. Zebra mussels) and pathogens (e.g. microbes such as vibrio cholera). It requires ships to control and manage ballast water and sediments.

3.3. The BWM Convention consists of 22 Articles and supporting regulations. The regulations are divided in to five sections (A to E).

3.4. Section D of the regulations outline the standards for ballast water management and contains the two regulations commonly referred to as the "D-1 standard" and the "D-2 standard":

i. Regulation D-1: Standards for ballast water exchange;
ii. Regulation D-2: Standards for the discharge of treated ballast water (i.e. for ballast water management systems (BWMS)).

3.5. The BWM Convention is supplemented by a set of 14 Guidelines, adopted by the International Maritime Organization (IMO) as Marine Environmental Protection Committee (MEPC) Resolutions. Although recommendatory by nature, these Guidelines were developed to support the uniform implementation of the Convention and are widely implemented. They cover several topics including development of Ballast Water Management Plans (G4[1]) as amended by MEPC.370 (80), ballast water exchange (G6[2]), approval of BWMS (G8[3] & G9[4]) and other subjects.

3.6. In addition to the 14 Guidelines, IMO has issued several resolutions, guidelines and circulars related to the implementation of the BWM Convention.

A list of the current resolutions, guidelines and circulars is available on the IMO website by clicking here[5]; this list is also provided in the Annex 1 to this Notice for reference.

[1] https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/MEPCDocuments/MEPC.127(53).pdf
[2] https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/MEPCDocuments/MEPC.288(71).pdf
[3] https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/MEPCDocuments/MEPC.279(70).pdf
[4] https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/MEPCDocuments/MEPC.169(57).pdf
[5] https://wwwcdn.imo.org/localresources/en/OurWork/Environment/Documents/Compilation%20of%20relevant%20Guidelines%20and%20guidance%20documents%20-%20April%202021.pdf

4. Exceptions, exemptions and equivalent compliance

4.1. While the general scope of application covers virtually any ship provided with ballast tanks, the BWM Convention also provides for possible exceptions, exemptions or equivalent compliance methods, each with specific criteria and conditions to be met.

4.2. Regulation A-3 on Exceptions refers to possible circumstances where the discharge requirements cannot be met, such as:

i. Exceptional situations, such as emergency situations, following damage to the ship or its equipment, or for avoiding or minimising pollution events;
ii. Uptake and discharge on the high seas of the same ballast water;
iii. Discharge of ballast water at the same location where the whole of that ballast water originated (no mixing with waters from different origins).

4.3. Regulation A-4 on Exemptions refers to the possibility for the Administration of a State Party to the Convention to grant exemptions to certain ships, in waters under its jurisdiction. This means that **The Bahamas can only issue exemptions to ships that are in Bahamian waters**[6].

4.4. The following conditions apply to exemptions:

i. The ship operates exclusively between specified ports or locations;
ii. A risk assessment is performed, based on the IMO G7 Guidelines[7], before the exemption request is made;
iii. The exemption can be granted for a maximum of five years, with intermediate review.
iv. An exemption can apply to an individual ship or a group of similar ships.

4.5. Regulation A-5 on equivalent compliance refers to a simplified application of the Convention for pleasure craft used solely for recreation or competition or craft used primarily for search and rescue services, of less than 50 metres in length overall and with a maximum Ballast Water capacity of 8m^3 (see G3[8] Guidelines).

5. Ballast Water Management Requirements

5.1. All ships to which the Convention applies shall only conduct discharge of ballast water that has been exchanged (standard D-1) or treated (standard D-2)

[6] "Bahamian waters" means all areas of water subject to the jurisdiction of The Bahamas, and includes territorial waters, internal waters and archipelagic waters (s.2, Merchant Shipping Act (Ch.268)). See BMA Information Notice 02
[7] https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/MEPCDocuments/MEPC.289(71).pdf
[8] https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/MEPCDocuments/MEPC.123(53).pdf

5.2. BWMS used for compliance with regulation D-2 shall be type approved by a Bahamas Recognised Organisation in accordance with:

i. MEPC.279(70) *2016 Guidelines for approval of Ballast Water Management Systems (G8)* for approvals until 12 October 2019, and installed on board on or after 28 October 2020; or

ii. 2016 MEPC.300(72) *Code for Approval of Ballast Water Management Systems (BWMS Code)*[9].for approvals on or after 13 October 2019 upon the entry into force of the associated amendments to the BWM Convention, and installed on ships on or after 28 October 2020.

5.3. BWMS that have been approved by another Administration, in accordance with the BWMS Code, G8 or G9 Guidelines, will be considered for acceptance by the Bahamas Maritime Authority (BMA) on a case-by-case basis.

5.4. The discharge of untreated ballast water to an adequate reception facility ashore is considered as a compliant method. However, it should be noted that the number of ballast water reception facilities available worldwide is still very limited.

6. Contingency Measures

6.1. Where, owing to malfunction or other unforeseen difficulties, a ship is unable to manage ballast water in accordance with its approved Ballast Water Management plan to meet the D-2 standard, as applicable, the ship shall notify the Port State authorities of the next port of call at the earliest opportunity.

6.2. The conditions under which a ship may be permitted to discharge non-compliant ballast water should be discussed between the ship and port State well in advance of the ship's arrival and the following should be considered as possible contingency measures, as outlined in BWM.2/Circ.62:

i. Actions predetermined in the Ballast Water Management plan of the ship;

ii. discharging ballast water to another ship or to an appropriate shipboard or land-based reception facility, if available;

iii. managing the ballast water or a portion of it in accordance with a method acceptable to the port State;

iv. ballast water exchange carried out to an approved plan in accordance with regulation B-4 to meet the standard in regulation D-1. The ship and the port State should consider the potential disruption to the cargo handling operation plan of the ship and the potential impact on related parties, including port operators and cargo owners; or

[9] https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/MEPCDocuments/MEPC.300(72).pdf

v. operational actions, such as modifying sailing or ballast water discharge schedules, internal transfer of ballast water or the retention of ballast water on board the ship. The port State and the ship should consider any safety issues and avoid possible undue delays.

6.3. Having considered all of the options in paragraph 7.2 above, the ballast water may be discharged in the port or any suitable area, as acceptable to the port State. Port State consideration may include environmental, safety, operational and logistical implications of allowing or disallowing the discharge. The discharge of ballast water is subject to any conditions of the port State.

6.4. The ship is required to do its best to correct the malfunction of the BWMS as soon as possible and submit its repair plan to the port State control authorities and the BMA.

6.5. The Port State will inform the IMO of every occasion where specific contingency measures have been agreed.

7. Surveys, certification and documentary requirements

7.1. Existing and new build ships are required to have the following documents on board:

i. A Ballast Water Management Plan (regulation B-1 and Guidelines G4), approved by the Recognised Organisation which classes the ship;
ii. A Ballast Water Record Book[10] (regulation B-2); and
iii. An International Ballast Water Management Certificate, issued after survey (regulation E-1), for all ships of 400 gross tonnage and above, excluding floating platforms, FSUs and FPSOs (see paragraph 9).

7.2. Ballast water management plans that were approved in accordance with Resolution A.868(20)[11], which was superseded by Resolution MEPC.127(53)[12], as amended, remain valid until the plan requires revision due to the installation of a BWMS (see BWM.2/Circ.40). Ballast water management plans are to be approved by the Recognised Organisation that classes the ship.

7.3. Statutory surveys for the International Ballast Water Management Certificate are to be performed in accordance with the Guidelines in Annex 4 of A.1186(33).

7.4. Bahamas Recognised Organisations shall issue International Ballast Water Management Certificates to Bahamian ships on completion of the first survey under Regulation E-1 that takes place on or after 09 June 2017, as outlined in BWM.2/Circ.40.

[10] Ballast Water Record Books are available for purchase from the BMA - Please see Marine Notice 51
[11] https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/AssemblyDocuments/A.868(20).pdf
[12] https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/MEPCDocuments/MEPC.127(53).pdf

8. BWMS initial commissioning and testing

8.1. All BWMS installed on board Bahamian ships should be adequately tested and verified operational by the Recognised Organisation that classes the ship.

8.2. The BMA recommends BWMS post installation verification as follows:

i. A test confirming that the installed BWMS meets the required performance standard should be conducted to the satisfaction of the attending surveyor, to the extent prescribed in the Annex to IMO Circular BWM.2/Circ.70/Rev.1.

ii. An effluent test confirming the BWMS discharge meets Regulation D-2 standards should be completed in accordance with the maker's recommendations or where appropriate laboratory facilities are available locally. Methodologies and approaches to sampling and analysis testing are provided in the Annex to BWM.2/Circ.42/Rev.2.

8.3. Where commissioning and/or effluent testing cannot be completed immediately following BWMS installation, or where test results are considered erratic or out of expected range, the Recognised Organisation conducting the IBWMC Initial Survey should contact the BMA to agree on follow up actions.

9. FPSOs, FSUs and floating offshore platforms

9.1. The Convention applies to FPSOs, FSUs and offshore platforms. Whilst Regulation E-1 (Surveys) is not applicable to these types of unit, to ensure that the applicable provisions of the Convention are complied with, as required by Regulation E-1.2, The Bahamas requires these units to be surveyed and issued with a Statement of Compliance.

9.2. Paragraph 9.1 does not apply where an exclusion, exception, exemption or equivalence is in place for the unit.

9.3. Article 1.1 of the Convention defines the Administration as the Government of the coastal State for floating platforms engaged in exploration and exploitation of its natural resources, which includes FPSOs and FSUs. Operators of such units are therefore advised to consult the coastal State in which the unit is operating to establish their requirements in respect of the Convention.

9.4. Further guidance on the application of the BWM Convention to mobile offshore units can be found in IMO Circular BWM.2/Circ.46.

10. United States of America

10.1. The United States Coast Guard has issued guidance on the United States' Ballast Water Management Program. Please refer to https://www.dco.uscg.mil/Our-Organization/Assistant-Commandant-for-Prevention-Policy-CG-5P/Commercial-Regulations-standards-CG-5PS/Marine-Safety-Center-MSC/Ballast-Water/.

11. Ballast Water Record Books

11.1. IMO Resolution MEPC.369(80) amended the format of the Ballast Water Record Book, as provided in Appendix II to the BWM Convention, and entered into force on 01 February 2025.

11.2. The revised format of the Ballast Water Record Book expands the items to be recorded and changes the existing item numbers to a code letter and item number, similar to other Record Books.

11.3. The BMA has created new Record Books in the format specified in MEPC.369(80). The new Ballast Water Record Books (V 3.1 dated May 2024) are available for purchase from the BMA publications section. Please refer to BMA Marine Notice 51.

11.3.1. As MEPC.369(80) changes the numbers used to record items in the Ballast Water Record Books, existing Ballast Water Record Books are not compatible with MEPC.369(80). Accordingly, the BMA no longer provides Record Books in the old format.

11.4. In order to reduce waste, existing purchased stocks of Ballast Water Record Books may continue to be used until stock is exhausted, provided that:

i. Existing Ballast Water Record Books are closed, and a line drawn through any unused pages;
ii. A copy of these instructions and the relevant introduction pages as per MEPC.369(80) are printed and attached to the Record Book. These are provided in Annex 2 to this Notice for reference.
iii. A new column is drawn manually on every page to accommodate Code (Letter) entries;
iv. Entries use the Code/Item numbers as specified in the MEPC.369(80) format.

11.5. The use of electronic record keeping systems to record activities is an alternative method to a hard copy record book. Please also refer to BMA Marine Notice MN09 Electronic Record Keeping Systems.

11.6. If a deficiency or observation related to the format of the Ballast Water Record Book is raised by external parties, the Master should show the inspector a copy of this Notice, confirming that previous versions of the BMA Ballast Water Record Book is accepted for continued use by the BMA.

12. Challenging Water Quality (CWQ)

12.1. The new format of the Ballast Record Book does not change anything in the manner of recording of ballast operations, including the new requirements under Challenging Water Quality (CWQ) operations per MEPC.387(81).

12.2. Where the Ballast Water Management Plan has been duly updated to include the references to uptake and discharge of ballast water under CWQ, normal records under code A and B should be produced, citing in p.5 respective provisions within ballast water management plan addressing CWQ operations.

12.3. Where ballast water management plan has not been updated, such records should be produced as exception update and discharge under code E.

12.4. Following CWQ operations, subsequent flushing through and preparation for the affected ballast tank(s) to re-enter to normal mode with D-2 treatment shall be recorded under code G. The BMA recommends to also always produce a cumulative short summary of operations under CWQ under code H to affirm all operations under CWQ having been completed and the entire system returned to normal mode.

12.5. Resolution MEPC.387(81) provides fairly comprehensive guidance on identification of CWQ and their triggers, drawing respective procedures to operate under CWQ and further actions on return of the BWMS and associated systems and tanks to regular operations under discharge conditions per Regulation B-3. All the above points shall be reflected in the amended ballast water management plan on board and duly reviewed and approved by the Recognised Organisation on behalf of the BMA.

12.6. ***Reporting of operations under CWQ***

12.6.1. Where the ballast water management plan has been duly amended and approved to include the CWQ procedures, a simple notification from either the Master or from the Company to the BMA and the Recognised Organisation, as the issuing authority of the International Ballast Water Management Certificate, shall be produced when the ship is unable to utilise the full extent of ballast water treatment owing to CWQ. No specific statutory condition nor conditional certificate are required in these circumstances. That however does not cover situations where the ship is unable to utilise full extent of ballast water treatment owing to a malfunction of the BWMS or associated systems so

a statutory dispensation will always be required in case of D-2 method unavailability owing to a failure.

12.6.2. Similarly, as with previous arrangements where a Master of a ship operated previously under CWQ can reasonably expect the BWMS and associated systems and tanks will not return to conditions to ensure effective discharge under D-2 standard before entering waters under the jurisdiction of another State, a notification to the next Coastal State or Port State authorities where discharge of contaminated/untreated ballast is expected shall be duly submitted before arrival and any specific guidance received followed without fail.

12.6.3. The BMA urges all Companies operating Bahamian ships to ensure ballast water management plans are duly amended at the earliest to include provisions and procedures to address CWQ situations, as per the guidance outlined in MEPC.387(81).

13. Queries

13.1. Any queries on this Notice may be submitted to tech@bahamasmaritime.com or any BMA office.

Revision History

Version	Description of Revision
1.0	First Issue
1.1	Para.5 simplified to reflect full entry into force, Para.11 updated to reflect new format BWRB, new para 12 addressing challenging water quality; Annex renamed as Annex 1 and Annex 2 added

Annex 1 – List of IMO guidelines and guidance documents

GUIDELINES AND GUIDANCE DOCUMENTS RELATED TO THE IMPLEMENTATION OF THE INTERNATIONAL CONVENTION FOR THE CONTROL AND MANAGEMENT OF SHIPS' BALLAST WATER AND SEDIMENTS, 2004

Table 1: Supplemental mandatory instruments

Resolution	Title	Status
MEPC.300(72)	Code for Approval of Ballast Water Management Systems (BWMS Code)	In effect since 13 October 2019

Table 2: List of Guidelines for the uniform implementation of the BWM Convention

Resolution	Title	Status
MEPC.152(55)	Guidelines for sediment reception facilities (G1)	
MEPC.173(58)	Guidelines for ballast water sampling (G2)	
MEPC.123(53)	Guidelines for ballast water management equivalent compliance (G3)	
MEPC.127(53)	Guidelines for ballast water management and development of ballast water management plans (G4)	Amended by MEPC.306(73)
MEPC.153(55)	Guidelines for ballast water reception facilities (G5)	
MEPC.288(71)	2017 Guidelines for ballast water exchange (G6)	Revokes MEPC.124(53)
MEPC.289(71)	2017 Guidelines for risk assessment under regulation A-4 of the BWM Convention (G7)	Supersedes MEPC.162(56)
MEPC.174(58)*	Guidelines for approval of ballast water management systems (G8)	Revokes MEPC.125(53) Superseded by MEPC.279(70)
MEPC.279(70)*	2016 Guidelines for approval of ballast water management systems (G8)	Supersedes MEPC.174(58) Revoked by the BWMS Code
MEPC.169(57)	Procedure for approval of ballast water management systems that make use of active substances (G9)	Revokes MEPC.126(53)
MEPC.140(54)	Guidelines for approval and oversight of prototype ballast water treatment technology programmes (G10)	
MEPC.149(55)	Guidelines for ballast water exchange design and construction standards (G11)	
MEPC.209(63)	2012 Guidelines on design and construction to facilitate sediment control on ships (G12)	Revokes MEPC.150(55)
MEPC.161(56)	Guidelines for additional measures regarding ballast water management including emergency situations (G13)	
MEPC.151(55)	Guidelines on designation of areas for ballast water exchange (G14)	

* Ballast water management systems installed on ships on or after 28 October 2020 should be approved taking into account the 2016 Guidelines (G8) / BWMS Code.

Table 3: Indicative list of other resolutions and guidelines related to the implementation of the BWM Convention

Resolution	Title	Status
MEPC 298(72)	Determination of the survey referred to in regulation B-3, as amended, of the BWM Convention	
MEPC.290(71)	The experience-building phase associated with the BWM Convention	
MEPC.287(71)	Implementation of the BWM Convention	Supersedes A.1088(28)
MEPC.253(67)	Measures to be taken to facilitate entry into force of the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004	
MEPC.252(67)	Guidelines for port State control under the BWM Convention	
MEPC.228(65)	Information reporting on type approved ballast water management systems	Revokes MEPC.175(58)
MEPC.206(62)	Procedure for approving other methods of ballast water management in accordance with regulation B-3.7 of the BWM Convention	
MEPC.188(60)	Installation of ballast water management systems on new ships in accordance with the application dates contained in the ballast water management convention (BWM Convention)	
MEPC.163(56)	Guidelines for ballast water exchange in the Antarctic treaty area	

Table 4: Indicative list of BWM circulars related to the implementation of the BWM Convention

Circular	Title	Status
BWM.2/Circ.70/ Rev.1	2020 Guidance for the commissioning testing of ballast water management systems	Supersedes BWM.2/Circ.70
BWM.2/Circ.69	Guidance on System Design Limitations of ballast water management systems and their monitoring	
BWM.2/Circ.67/ Rev.1	Data gathering and analysis plan for the experience-building phase associated with the BWM Convention	Supersedes BWM.2/Circ.67
BWM.2/Circ.66/ Rev.1	Unified interpretation of Appendix I (Form of the International Ballast Water Management Certificate) of the BWM Convention	Supersedes BWM.2/Circ.66
BWM.2/Circ.63	Application of the Convention to ships operating in sea areas where ballast water exchange in accordance with regulations B-4.1 and D-1 is not possible	
BWM.2/Circ.62	Guidance on contingency measures under the BWM Convention	
BWM.2/Circ.61	Guidance on methodologies that may be used for enumerating viable organisms for type approval of ballast water management systems	
BWM.2/Circ.52/ Rev.1	Guidance on entry or re-entry of ships into exclusive operation within waters under the jurisdiction of a single Party	Supersedes BWM.2/Circ.52
BWM.2/Circ.46	Application of the BWM Convention to Mobile Offshore Units	
BWM.2/Circ.45	Clarification of "major conversion" as defined in regulation A-1.5 of the BWM Convention	
BWM.2/Circ.44	Options for ballast water management for Offshore Support Vessels in accordance with the BWM Convention	

Table 4 (continued)

Circular	Title	Status
BWM.2/Circ.43/ Rev.1	Amendments to the Guidance for Administrations on the type approval process for ballast water management systems in accordance with Guidelines (G8) (BWM.2/Circ.28)	Supersedes BWM.2/Circ.43
BWM.2/Circ.42/ Rev.2	Guidance on ballast water sampling and analysis for trial use in accordance with the BWM Convention and Guidelines (G2)	Supersedes BWM.2/Circ.42/ Rev.1
BWM.2/Circ.40	Issuance of Ballast Water Management Certificates prior to entry into force of the BWM Convention and Ballast Water Management Plans approved according to resolution A.868(20)	
BWM.2/Circ.37	Information that should be made available in proposals for approval of ballast water management systems in accordance with the Procedure for approval of ballast water management systems that make use of Active Substances (G9)	
BWM.2/Circ.34, as revised	List of ballast water management systems that make use of Active Substances which received Basic and Final Approval	Revised annually
BWM.2/Circ.33/ Rev.1	Guidance on scaling of ballast water management systems	Supersedes BWM.2/Circ.33
BWM.2/Circ.32	Applicability of the Ballast Water Management Convention to hopper dredgers	
BWM.2/Circ.29/ Rev.1	Clarification regarding the application dates contained in regulation B-3 of the BWM Convention	Supersedes BWM.2/Circ.29
BWM.2/Circ.27	Framework for determining when a Basic Approval granted to one ballast water management system may be applied to another system that uses the same Active Substance or Preparation	
BWM.2/Circ.21	Engineering Questionnaire on Ballast Water Management Systems	
BWM.2/Circ.20	Guidance to ensure safe handling and storage of chemicals and preparations used to treat ballast water and the development of safety procedures for risks to the ship and crew resulting from the treatment process	
BWM.2/Circ.17	Guidance document on arrangements for responding to emergency situations involving ballast water operations	
BWM.2/Circ.13, as revised*	Methodology for information gathering and conduct of work of the GESAMP-BWWG	
BWM.2/Circ.8	Harmonized implementation of the Guidelines for approval of Ballast Water Management Systems (G8)	
BWM.2/Circ.7	Interim Survey Guidelines for the purpose of the International Convention for the Control and Management of Ships' Ballast Water and Sediments under the Harmonized System of Survey and Certification (resolution A.948(23))	

Note: all tables updated in April 2021. The lists in Tables 3 and 4 are not exhaustive. For a full list of resolutions and BWM circulars, please consult the Index of IMO Resolutions and the publicly available Circulars at IMODOCS.

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* For applicability of revisions, see paragraph 4.1.1 of the reports of GESAMP-BWWG 35 onwards (e.g. GESAMP-BWWG 35/6, attached to document MEPC 72/4/3).

Annex 2 – Ballast Water Record Book Introduction pages per MEPC.369(80)

INTRODUCTION

In accordance with regulation B-2 of the annex to the International Convention for the Control and Management of Ships' Ballast Water and Sediments, a record is to be kept of each ballast water operation. This includes discharges at sea and to reception facilities.

"Ballast water" means water with its suspended matter taken on board a ship to control trim, list, draught, stability, or stresses of a ship. Management of ballast water shall be in accordance with an approved Ballast Water Management Plan and taking into account guidelines developed by the Organization.

The Ballast Water Record Book entries should be completed taking into account any guidelines to be developed by the Organization.

The volume of ballast water on board should be estimated in cubic metres. It is recognized that the accuracy of estimating volumes of ballast is left to interpretation.

ENTRIES IN THE BALLAST WATER RECORD BOOK

Entries in the Ballast Water record book shall be made on each of the following occasions:

(A) When ballast water is taken on board from the aquatic environment (ballasting operation)

.1 Start time and location (port of uptake or latitude/longitude)

.2 Completion time and location (port of uptake or latitude/longitude and minimum depth of water during uptake)

.3 The identity of the tanks affected

.4 Estimated volume of uptake and final total quantity retained in cubic metres

.5 Whether conducted in accordance with the approved Ballast Water Management Plan

.6 Ballast water treatment method

(B) When ballast water is discharged into the aquatic environment (deballasting operation)

.1 Start time and location (port of discharge or latitude/longitude)

.2 Completion time and location (port of discharge or latitude/longitude and minimum depth of water during discharge)

.3 The identity of the tanks affected

.4 Estimated volume of discharge and final total quantity retained in cubic metres

.5 Whether conducted in accordance with the approved Ballast Water Management Plan

.6 Ballast water treatment method

(C) Whenever ballast water is exchanged, treated through internal circulation or treated in tank

1 Ballast water exchange

.1 Start time and location (latitude/longitude)

.2 Completion time and location (latitude/longitude)

.3 Minimum distance from the nearest land and minimum depth of water during the exchange or, if applicable, identify the designated exchange area in accordance with regulation B-4.2

.4 Whether conducted in accordance with the Ballast Water Management Plan and state the ballast water exchange method (Sequential or Flow-through or Dilution) used

.5 The identity of the tanks affected

.6 Total quantity exchanged and final total quantity on board in cubic metres

.7 Treatment method for the incoming ballast water

2 Ballast water internal circulation for treatment or in-tank treatment

.1 Start time

.2 Completion time

.3 The identity of the tanks affected (identifying source and destination tanks if applicable)

.4 Total quantity treated (through circulation or in tank) in cubic metres

.5 Ballast water treatment method

(D) Uptake or discharge of ballast water from/to a port-based or reception facility

.1 Start time and location of uptake/discharge (state facility name)

.2 Completion time

.3 Operation carried out (whether uptake or discharge)

.4 The identity of the tanks affected

.5 Total quantity in cubic metres and final quantity retained on board

.6 Whether conducted in accordance with the approved Ballast Water Management Plan

.7 Onboard ballast water treatment method

(E) Accidental discharge/ingress or other exceptional uptake or discharge of ballast water

.1 Start time and location of ingress/uptake/discharge (port name or latitude/longitude)

.2 Completion time

.3 Operation carried out (whether ingress, uptake or discharge)

.4 The identity of the tanks affected

.5 Total quantity of ballast water in cubic metres

.6 State the circumstances of ingress, uptake, discharge or loss, the reason thereof, any treatment method used and general remarks

(F) Failures and inoperabilities[13] of the ballast water management system

.1 Time and location (port name or latitude/longitude) of failure of the ballast water management system

.2 Operation carried out (state whether uptake or discharge)

.3 Description of the issue (e.g. kind of alarm or other description of circumstances)

.4 Time and location (port name or latitude/longitude) when the ballast water management system has been made operational

(G) Ballast tank cleaning/flushing, removal and disposal of sediments

.1 Time and ship's location on commencement of ballast tank cleaning/flushing, removal or disposal of sediments (port name or latitude/longitude)

.2 Time and ship's location on completion of ballast tank cleaning/flushing, removal or disposal of sediments (port name or latitude/longitude)

.3 Tank(s) identification (name of the ballast tanks as per the Ballast Water Management Plan)

.4 Discharge or disposal to a reception facility (state quantity in cubic metres and name of the facility)

.5 Disposal or discharge to the aquatic environment as per Ballast Water Management Plan (state quantity in cubic metres, minimum distance from the nearest land in nm and minimum depth of water in metres)

(H) Additional operational procedures and general remarks

[13] Failures and inoperabilities include malfunctions, shutdowns or critical alarms indicating a failure of the ballast water management system which may indicate non-compliance with the D-2 standard (except routine information and warnings).