



# Technical Circular

No.: 007/2023

Date: 18<sup>th</sup> April 2023

## **Subject: Guidance for recording entries in the Ballast Water Record Book.**

1. Ships to which Ballast Water Management Convention (BWMC) apply, must have onboard a Ballast Water Record Book (BWRB) in accordance with Regulation, B-2 of the BWM Convention.
2. Ballast Water Record Book may be an electronic record system, or may be integrated into another record book or system, **which shall at least contain the information specified in Appendix II of BWM Convention.**
3. Ballast Water record book entries are to be maintained on board the ship for a minimum period of two years after the last entry has been made and thereafter in the Company's control for a minimum period of three years.
4. In order to have a uniform standard and consistency in record-keeping of ballast water operations onboard, Liberian Administration has issued Marine Advisory 01/2023 providing guidance when making entries in the BWRB.
5. Owners/operators and masters are advised to be guided by above and ensure that the BWRB onboard is in accordance with Appendix II of the BWM Convention and are filled in correctly and records maintained.

### **Enclosure:**

1. Liberian Marine Advisory 01/2023.



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. While we have taken utmost care to be as factual as possible, readers/ users are advised to verify the exact text and content of the Regulation from the original source/ issuing Authority.

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**January 05, 2023**

**Marine Advisory: 01/2023**

**Subject: Guidance for recording entries in the ballast water record book (BWRB)**

**Reference:** (a) Appendix II of Ballast Water Management (BWM) Convention  
(b) Liberian BWRB (RLM-124)

**To: Shipowners/Operators/Inspectors/Masters:**

### **Purpose**

The purpose of this Marine Advisory is to inform shipowners, operators, inspectors and masters of a revision to the Liberian BWRB (RLM-124) related to the guidance for recording entries in the BWRB.

### **Background**

Regulation B-2 of the BWM Convention requires that a ship shall have onboard a BWRB which shall at least contain the information specified in Appendix II to the Convention (Form of Ballast Water Record Book). The report on the experience-building phase associated with the BWM Convention indicated that the most frequently reported deficiencies by port States and port State control MOUs were related to the entries in the BWRB.

At MEPC 79 in December 2022, the Committee approved draft amendments to the Form of Ballast Water Record Book, with a view to adoption by MEPC 80 in 2023 and entry into force in 2024.

### **Guidance**

Until entry into force of the amended Form of Ballast Water Record Book and in order to provide a uniform standard and consistency in record-keeping of ballast water operations onboard Liberian registered ships, shipowners, operators and masters are encouraged to implement the guidance below, when making entries in the BWRB.

Questions regarding this guidance should be referred to [RegsandStandards@lisrc.com](mailto:RegsandStandards@lisrc.com) or telephone +1-703-790-3434.

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## GUIDANCE FOR RECORDING ENTRIES IN THE BALLAST WATER RECORD BOOK

| DATE<br>(dd-MMM-yyyy)  | ITEM<br>(number) | Record of operations/signature of officer in charge of operation concerned  |
|--|------------------|---|
| <b>Example #1: Ballasting in port without BWMS (untreated Ballast Water)</b>   |                  |   |
| dd-MMM-yyyy  | 3.1.1            | dd-MMM-yyyy, hh:mm to dd-MMM-yyyy, hh:mm at [name of port]  |
|  | 3.1.2            | Uptake: XXX M <sup>3</sup> , Total quantity retained: YYY M <sup>3</sup>  |
|  | 3.1.3            | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |
| Notes:   |                  |   |
| <ol style="list-style-type: none"> <li>1. Total quantity retained is total quantity on board and not in any individual tank/cargo hold</li> <li>2. If bypassing the BWMS (ports with challenging water quality or in-operational BWMS) item 3.6 entry needs to be made explaining why BWMS was bypassed, with notifications to flag and coastal States. Refer to guidance in Marine Notice POL-014.</li> </ol> |                  |   |
| <b>Example #2: Ballasting at sea without BWMS (untreated Ballast Water)</b>  |                  |   |
| dd-MMM-yyyy  | 3.1.1            | dd-MMM-yyyy, hh:mm at Lat: ....., Long: ..... to dd-MMM-yyyy, hh:mm at position Lat: ....., Long: ....., Min. distance from nearest land XXX NM. Min. depth of water – YYY meters     |
|  | 3.1.2            | Uptake: XXX M <sup>3</sup> , Total quantity retained: YYY M <sup>3</sup>  |
|  | 3.1.3            | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |
| Note: Total quantity retained is total quantity on board and not in any individual tank/cargo hold   |                  |   |
| <b>Example #3A: Ballast water exchange without BWMS (untreated Ballast Water) - Flow Through Method</b>  |                  |   |
| dd-MMM-yyyy  | 3.2.1            | dd-MMM-yyyy, hh:mm at Lat: ....., Long: ..... to dd-MMM-yyyy, hh:mm at Lat: ....., Long: .....  |
|  | 3.2.2            | XXX m <sup>3</sup> exchanged using [Flow-through], Total quantity retained: YYY M <sup>3</sup>  |
|  | 3.2.3            | Yes/No (As applicable) Min. distance from nearest land - XXX NM, Min. Depth of water - YYY meters.  |
|  | 3.2.4            | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |
| <b>Example #3B: Ballast water exchange without BWMS (untreated Ballast Water)- Sequential (Empty/Refill) Method</b>  |                  |   |
| dd-MMM-yyyy  | 3.3.1            | dd-MMM-yyyy, hh:mm at Lat: ....., Long: ..... to dd-MMM-yyyy, hh:mm at Lat: ....., Long: .....  |
|  | 3.3.2            | Total quantity discharged XXX m <sup>3</sup> , Total quantity retained: YYY M <sup>3</sup>  |
|  | 3.3.3            | Yes/No (As applicable) Min. distance from nearest land - XXX NM, Min. depth of water - YYY meters.  |
|  | 3.3.4            | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |
| dd-MMM-yyyy  | 3.1.1            | dd-MMM-yyyy, hh:mm in position Lat: ....., Long: ..... to dd-MMM-yyyy, hh:mm in position Lat: ....., Long: ....., Min. distance from nearest land: XXX NM, Min. depth of water: ..... |
|  | 3.1.2            | Uptake: XXX M <sup>3</sup> , Total quantity retained YYY m <sup>3</sup> ,   |
|  | 3.1.3            | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |

Notes:

1. In case 3.2.3 is “No”, item 3.6 entry needs to be made explaining why operation was not conducted in accordance with approved BWM Plan
2. For sequential method at least 95% volumetric exchange is required.
3. For pumping-through method, at least 3 times the volume of each ballast tank/cargo hold is required. Pumping less than three times may be accepted provided the ship can demonstrate that at least 95% volumetric exchange is met
4. National regulations of coastal States should be referred to for special requirements in certain areas under regulation C-1

**Example #4: Ballasting in port or at sea with BWMS (treated Ballast Water)**

|             |       |   |
|-------------|-------|---|
| dd-MMM-yyyy | 3.1.1 | dd-MMM-yyyy, hh:mm to dd-MMM-yyyy, hh:mm at [ name of port]/[ Lat:....., Long: ..... to Lat: ....., Long: .....], depth of water if outside port: |
|             | 3.1.2 | Uptake: XXX M <sup>3</sup> , Total quantity retained: YYY M <sup>3</sup>  |
|             | 3.1.3 | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |
| dd-MMM-yyyy | 3.2.1 | dd-MMM-yyyy, hh:mm to dd-MMM-yyyy, hh:mm at [ name of port]/[Lat: ....., Long: ..... to Lat: ....., Long: .....], depth of water if outside port  |
|             | 3.2.2 | Uptake: XXX M <sup>3</sup> treated at uptake through BWMS, Total quantity retained: YYY M <sup>3</sup>  |
|             | 3.2.3 | Yes   |
|             | 3.2.4 | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |

**Example #5: Ballast Water discharge in port or at sea with or without BWMS**

|             |       |   |
|-------------|-------|---|
| dd-MMM-yyyy | 3.3.1 | dd-MMM-yyyy, hh:mm to dd-MMM-yyyy, hh:mm at [ name of port]/[Lat:....., Long: ..... to Lat: ....., Long: .....] |
|             | 3.3.2 | Discharged: XXX M <sup>3</sup> , Total quantity retained: YYY M <sup>3</sup>                                    |
|             | 3.3.3 | Yes/No (As applicable)  |
|             | 3.3.4 | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |

**Example #6: Ballast Water Exchange(BWE) using BWMS (untreated Ballast Water exchanged with treated Ballast Water) – BWE + BWT (ballast water treatment)**

|             |       |   |
|-------------|-------|---|
| dd-MMM-yyyy | 3.2.1 | dd-MMM-yyyy, hh:mm at Lat: ....., Long: ..... to dd-MMM-yyyy, hh:mm at position Lat: ....., Long: .....   |
|             | 3.2.2 | XXX M <sup>3</sup> of ballast water [name of tanks] exchanged with ZZZ M <sup>3</sup> of treated ballast using sequential method. Total quantity retained: YYY M <sup>3</sup> |
|             | 3.2.3 | Yes/No (As applicable)  |
|             | 3.2.4 | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |

Notes:

1. Refer to guidance in Marine Notice POL-014 for guidance on BWE + BWT
2. Item 3.6 entry needs to be made with reference to reason for carrying out BWE + BWT and applicable reference to approved BWM plan

| <b>Example #7: Exceptional uptake of Ballast Water in cargo tanks of tankers</b>   |       |   |
|--|-------|---|
| dd-MMM-yyyy  | 3.5.1 | dd-MMM-yyyy, hh:mm to dd-MMM-yyyy, hh:mm  |
|  | 3.5.2 | [ name of port]/[Lat: .....,Long: .....to Lat: ....., Long: .....]                |
|  | 3.5.3 | Uptake: XXX m3 in cargo tanks [identity of tanks]                                 |
|  | 3.5.4 | Circumstance of uptake, the reason therefore & general remarks                    |
|  | 3.5.5 | Yes/No (As applicable)  |
|  | 3.5.6 | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                              |
| Note:  |       |   |
| 1. Additional entry to be made in ORB Part II or CRB as relevant   |       |   |
| <b>Example #8: Accidental or Exceptional discharge of Ballast Water</b>  |       |   |
| dd-MMM-yyyy  | 3.5.1 | dd-MMM-yyyy, hh:mm to dd-MMM-yyyy, hh:mm  |
|  | 3.5.2 | [ name of port]/[Lat: ....., Long: ..... to Lat: ....., Long: .....]              |
|  | 3.5.3 | XXX m3Ballast Water discharged  |
|  | 3.5.4 | Circumstance of discharge, escape or loss, the reason therefore & general remarks |
|  | 3.5.5 | Yes/No (As applicable)  |
|  | 3.5.6 | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                              |
| Note:  |       |   |
| 1. If Ballast Water is discharged from cargo tanks of tankers, additional entry to be made in ORB Part II or CRB as relevant |       |   |
| 2. If 3.5.5 is 'No', explain why. Example: Heavy weather ballast discharged through ODME, see ORB Part II                    |       |   |
| <b>Example #9: Ballast Water taken from a reception facility</b>   |       |   |
| dd-MMM-yyyy  | 3.4.1 | dd-MMM-yyyy, hh:mm at [location of uptake]  |
|  | 3.4.2 | NA  |
|  | 3.4.3 | [Name of Port or Facility]  |
|  | 3.4.4 | XXX m3 ballasted in [identity of tanks/cargo hold]                                |
|  | 3.4.5 | Yes/No (As applicable)  |
|  | 3.4.6 | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                              |
| <b>Example #10: Ballast Water discharged to a reception facility</b>   |       |   |
| dd-MMM-yyyy  | 3.4.1 | NA  |
|  | 3.4.2 | dd-MMM-yyyy, hh:mm at [location of discharge]                                     |
|  | 3.4.3 | [Name of Port or Facility]  |
|  | 3.4.4 | XXX m3 discharged from [identity of tanks/cargo hold]                             |
|  | 3.4.5 | Yes/No (As applicable)  |
|  | 3.4.6 | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                              |

**Example #11: Ballast Water exchange in accordance with regulations B-4.1 and D-1 is not possible due to distance from nearest land and water depth restrictions**

|             |     |   |
|-------------|-----|---|
| dd-MMM-yyyy | 3.6 | Ballast Water exchange in accordance with regulation B-4.1 was not conducted as   |
|             |     | at all times during the voyage the minimum criteria of at least 50 NM from the    |
|             |     | nearest land and at least 200 meters water depth could not be complied without    |
|             |     | deviating from the intended voyage and port State at next port has not designated |
|             |     | areas for Ballast Water exchange  |
|             |     | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                              |

Note: This only applies until the ship is required to meet the D-2 Ballast Water performance standard in accordance with regulation B-3 and where the port State at the next port has not designated areas for Ballast Water exchange

**Example #12: Ballast Water exchange in accordance with regulations B-4.1 and D-1 is not possible due to threat to the safety or stability of the ship**

|             |     |  |
|-------------|-----|--|
| dd-MMM-yyyy | 3.6 | Ballast Water exchange in accordance with regulation B-4.1 was not conducted         |
|             |     | because of threat to the safety/stability of the ship/crew/passengers due to adverse |
|             |     | weather/ship design or stress/equipment failure/ other extraordinary condition.      |
|             |     | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                                 |

Note:

1. Applies where the master reasonable decides complying with such Ballast Water exchange under regulation B-4.1 or B-4.2 would threaten the safety or stability of the ship/crew/passengers because of adverse weather/ship design or stress/equipment failure/other extraordinary circumstance.
2. This only applies until the ship is required to meet the D-2 Ballast Water performance standard in accordance with regulation B-3.

**Example #13: Removal and disposal of Sediment from Ballast Water Tanks to Sea**

|             |     |   |
|-------------|-----|---|
| dd-MMM-yyyy | 3.6 | XX M3 of Sediment removed from [identity of Ballast Water tanks] and disposed   |
|             |     | to Sea from dd-MMM-yyyy, hh:mm, in position [Lat: ....., Long: .....] to        |
|             |     | dd-MMM-yyyy, hh:mm, in position [Lat: ....., Long: .....]                       |
|             |     | Maximum distance from nearest land: XX NM and Minimum Depth of water: XX meters |
|             |     | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                            |

**Example #14: Removal and disposal of Sediment from Ballast Water Tanks to Reception Facility**

|             |     |   |
|-------------|-----|---|
| dd-MMM-yyyy | 3.6 | XX M3 of Sediment removed from [identity of Ballast Water tanks] and disposed               |
|             |     | to [Name of Reception Facility] at [Location] from dd-MMM-yyyy, hh:mm to dd-MMM-yyyy, hh:mm |
|             |     | Receipt #:  |
|             |     | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy  |

Note: Master should obtain a receipt for sediment disposal from the reception facility with quantity of sediment disposed and date/time. Receipt should be kept along with the BWR book.

**Example #15: Sea Water Flushing of Ballast Tanks**

|             |     |  |
|-------------|-----|--|
| dd-MMM-yyyy | 3.6 | [Identity of Ballast Tanks] flushed with sea water and XX M <sup>3</sup> discharged from |
|             |     | dd-MMM-yyyy, hh:mm, in position [Lat:....., Long: .....] to                              |
|             |     | dd-MMM-yyyy, hh:mm, in position [Lat: ....., Long:.....].                                |
|             |     | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                                     |

**Example #16: Bypass due to Failure of BWMS**

|             |     |  |
|-------------|-----|--|
| dd-MMM-yyyy | 3.6 | BWMS in-operational from dd-MMM-yyyy, hh:mm due to [reason]            |
|             |     | Flag State Administration informed                                     |
|             |     | [Name of Port State Authority] informed                                |
|             |     | [Contingency measures in accordance with approved BWM plan implemented |
|             |     | in agreement with flag State and port State]                           |
|             |     | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                   |

**Example #17: Bypass of BWMS due to Challenging Water Quality in Port**

|             |     |   |
|-------------|-----|---|
| dd-MMM-yyyy | 3.6 | BWMS by-passed at [name of port]/ [Location] due to [high level of turbidity] [high |
|             |     | level of total suspended solids] [other valid reason exceeding BWMS operational     |
|             |     | limitation] from dd-MMM-yyyy, hh:mm to dd-MMM-yyyy, hh:mm                           |
|             |     | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                                |

Note: Low salinity of port water should not be considered a valid reason to by-pass the BWMS

**Example #18: Rectification of BWMS failure**

|             |     |   |
|-------------|-----|---|
| dd-MMM-yyyy | 3.6 | BWMS made operational on dd-MMM-yyyy at hh:mm by [explain action taken] |
|             |     | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy                    |

**Example #19: Recording a Missed Entry**

|                          |       |  |
|--------------------------|-------|--|
| dd-MMM-yyyy <sup>1</sup> | 3.6   | Entry pertaining to a missed operational entry                               |
| dd-MMM-yyyy <sup>2</sup> | 3.1.1 | dd-MMM-yyyy, hh:mm in position [Lat:....., Long: .....] to                   |
|                          |       | dd-MMM-yyyy, hh:mm in position [Lat:....., Long: .....],                     |
|                          |       | Min. distance from nearest land XXX NM, Min. Depth of water – YYY meters     |
|                          | 3.1.2 | Uptake: XXX.X M <sup>3</sup> , Total quantity retained: XXX.X M <sup>3</sup> |
|                          | 3.1.3 | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy <sup>1</sup>            |

Notes:

<sup>1</sup> dd-MMM-yyyy to be date of making entry in the log book

<sup>2</sup> dd-MMM-yyyy to be date of operation when recording of entry was missed out

**Example #20: . Use of ballast tank for non-ballast purpose/ sealing of ballast tank valves**

|             |     |  |
|-------------|-----|--|
| dd-MMM-yyyy | 3.6 | XXX m <sup>3</sup> of FW/SW transferred from [Tank name], retained YYY m <sup>3</sup> to WB Tank |
|-------------|-----|--|



|  |  |  |
|--|--|--|
|  |  | [Tank name] for [purpose] , retained ZZ.Z m3         |
|  |  | WB tank overboard discharge valve sealed (seal #)    |
|  |  | Signed: (Officer-in-charge, Name & Rank) dd-MMM-yyyy |

Note: This entry may be used for transferring clean drains on tankers fitted with IBTS to a WB tank for tank cleaning

**Example #21: Sampling and Testing of Ballast Water Sample**

|             |     |   |
|-------------|-----|---|
| dd-MMM-yyyy | 3.6 | Ballast Water sample collected by [name of entity] and landed to [name of |
|             |     | laboratory]   |
|             |     | [Test Requirement/Standard]   |
|             |     | [Result of Test]  |

Note: Test report should be kept in a safe place

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|