



INTERTANKO

**A Guide for Correct Entries in
the Oil Record Book
(Part II – Cargo/ballast
operations)**

1st Edition

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3. GENERAL REQUIREMENTS AND INSTRUCTIONS

- An ORB Part II shall be provided and maintained on every oil tanker of 150GT at all times.
- The ORB shall be properly completed. All cargo/ballast operations shall be clearly and accurately recorded as required.
- When making entries in the ORB Part II, the date, operational Code and item number shall be inserted in the appropriate columns and the required particulars shall be recorded chronologically in the blank lines as they have been executed on board.
- The entries in the ORB Part II shall be made in English, French or Spanish. Where entries in an official national language of the State whose flag the ship is entitled to fly are also used, this shall prevail in case of a dispute or discrepancy.
- All entries in the ORB Part II relevant to a specific completed operation shall be signed for and dated by the officer or officers in charge of the operation concerned and each completed page shall be signed by the Master of the ship.
- Dates shall be entered in the ORB Part II in dd-MONTH-yyyy format, e.g., 16-MAR-2011.
- Upon completion of each operation the proper entries shall be fully recorded without delay.
- Cargo tanks' nomenclature should be recorded as per the format noted within the vessel's Capacity Plan and as indicated, and graphically recorded, in the "PLAN VIEW OF CARGO AND SLOP TANKS" in the first page of the ORB Part II. In addition, the following should be noted:
 - The sum of the volumes stated in the column "capacity" must be the same as that stated in item "1.5 Carrying capacity of ship" of the Supplement of the International Oil Pollution Prevention Certificate (IOPPC) (Form B).
 - If the ship is not fitted with a pump room, a relevant entry should be made in the plan view.
 - The depth of the slop tanks should be obtained from the approved capacity/ullage tables of the vessel.
- Although not a legal requirement, and to assist with clarity of records, all entries in the ORB Part II should be recorded in CAPITAL LETTERS with indelible ink.
- If a wrong entry has been recorded in the ORB Part II, it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new, corrected entry following.

- Empty or blank lines must not be left between successive entries in the ORB Part II.
- The ORB Part II shall be kept on board and must be readily available for inspection. It shall be preserved for a minimum period of three years after the last entry has been made.
- The Flag State administration as well as the Port State control authorities may inspect the ORB Part II on board any ship in its ports or offshore terminals and may make a copy of any entry in the ORB Part II, and may require the Master to certify that the copy is a true copy of such entry.
- Any copy so made which has been certified by the Master of the ship as a true copy of an entry in the ORB Part II shall be made admissible in any juridical proceedings as evidence of the facts stated in the entry.

4. ITEMS TO BE RECORDED

A. Loading of oil cargo

1. Place of loading.
2. Type of oil loaded and identity of tank(s).
3. Total quantity of oil loaded (state quantity added, in m³ at 15°C and the total content of tank(s), in m³).

B. Internal transfer of oil cargo during voyage

4. Identity of tank(s):
 - .1 from:
 - .2 to: (state quantity transferred and total quantity of tank(s), in m³).
5. Was (were) the tank(s) in 4.1 emptied? (If not, state quantity retained, in m³.)

C. Unloading of oil cargo

6. Place of unloading.
7. Identity of tank(s) unloaded.
8. Was (were) the tank(s) emptied? (If not, state quantity retained, in m³.)

D. Crude oil washing (COW tankers only)

(To be completed for each tank being crude oil washed)

9. Port where crude oil washing was carried out or ship's position if carried out between two discharge ports.
10. Identity of tank(s) washed.¹
11. Number of machines in use.
12. Time of start of washing.

¹ When an individual tank has more machines than can be operated simultaneously, as described in the Operations and Equipment Manual, then the section being crude oil washed should be identified, e.g. No.2 centre, forward section

13. Washing pattern employed.²
14. Washing line pressure.
15. Time washing was completed or stopped.
16. State method of establishing that tank(s) was (were) dry.
17. Remarks.³

E. Ballasting of cargo tanks

18. Position of ship at start and end of ballasting.
19. Ballasting process:
 - .1 identity of tank(s) ballasted;
 - .2 time of start and end; and
 - .3 quantity of ballast received. Indicate total quantity of ballast for each tank involved in operation, in m³.

F. Ballasting of dedicated clean ballast tanks (CBT tankers only)

20. Identity of tank(s) ballasted.
21. Position of ship when water intended for flushing, or port ballast was taken to dedicated clean ballast tank(s).
22. Position of ship when pump(s) and lines were flushed to slop tank.
23. Quantity of the oily water which, after line flushing, is transferred to the slop tank(s) or cargo tank(s) in which slop is preliminarily stored (identify tank(s)). State total quantity in m³.
24. Position of ship when additional ballast water was taken to dedicated clean ballast tank(s).
25. Time and position of ship when valves separating the dedicated clean ballast tanks from cargo and stripping lines were closed.
26. Quantity of clean ballast taken on board, in m³.

² In accordance with the Operations and Equipment Manual, enter whether single-stage or multi-stage method of washing is employed. If multi-stage method is used, give the vertical arc covered by the machines and the number of times that arc is covered for that particular stage of the programme.

³ If the programmes given in the Operations and Equipment Manual are not followed, then the reasons must be given under Remarks.

G. Cleaning of cargo tanks

27. Identity of tank(s) cleaned.
28. Port or ship's position.
29. Duration of cleaning.
30. Method of cleaning.⁴
31. Tank washings transferred to:
 - .1 reception facilities (state port and quantity, in m³);⁵ and
 - .2 slop tank(s) or cargo tank(s) designated as slop tank(s) (identify tank(s); state quantity transferred and total quantity, in m³).

H. Discharge of dirty ballast

32. Identity of tank(s).
33. Time and position of ship at start of discharge into the sea.
34. Time and position of ship on completion of discharge into the sea.
35. Quantity discharged into the sea, in m³.
36. Ship's speed(s) during discharge.
37. Was the discharge monitoring and control system in operation during the discharge?
38. Was a regular check kept on the effluent and the surface of the water in the locality of the discharge?
39. Quantity of oily water transferred to slop tank(s) (identify slop tank (s)). State total quantity, in m³.
40. Discharged to shore reception facilities (identify port and quantity involved, in m³).⁵

⁴ Hand-hosing, machine washing and/or chemical cleaning. Where chemically cleaned, the chemical concerned and amount used should be stated.

⁵ Ships' masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book Part II, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part I.

I. Discharge of water from slop tanks into the sea

41. Identity of slop tanks.
42. Time of settling from last entry of residues, or
43. Time of settling from last discharge.
44. Time and position of ship at start of discharge.
45. Ullage of total contents at start of discharge.
46. Ullage of oil/water interface at start of discharge.
47. Bulk quantity discharged, in m³ and rate of discharge, in m³/hour.
48. Final quantity discharged, in m³ and rate of discharge, in m³/hour.
49. Time and position of ship on completion of discharge.
50. Was the discharge monitoring and control system in operation during the discharge?
51. Ullage of oil/ water interface on completion of discharge, in metres.
52. Ship's speed(s) during discharge.
53. Was regular check kept on the effluent and the surface of water in the locality of the discharge?
54. Confirm that all applicable valves in the ship's piping system have been closed on completion of discharge from the slop tanks.

J. Collection, transfer and disposal of residues and oily mixtures not otherwise dealt with

55. Identity of tanks.
56. Quantity transferred or disposed of from each tank (State the quantity retained, in m³)
57. Method of transfer or disposal:
 - .1 disposal to reception facilities (identify port and quantity involved).⁵
 - .2 mixed with cargo (state quantity).

⁵ Ships' masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book Part II, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part II.

4. Items to be recorded

- .3 transferred to or from (an)other tank(s) including transfer from machinery space oil residue (sludge) and oily bilge water tanks (identify tank(s); state quantity transferred and total quantity in tank(s), in m³): and
- .4 other method (state which); state quantity disposed of, in m³.

K. Discharge of clean ballast contained in cargo tank(s)

58. Position of ship at start of clean ballast.
59. Identity of tank(s) discharged.
60. Was (were) the tank(s) empty on completion?
61. Position of ship on completion if different from 58.
62. Was a regular check kept on the effluent and the surface of the water in the locality of the discharge?

L. Discharge of ballast from dedicated clean ballast tanks (CBT tankers only)

63. Identity of tank(s) discharged.
64. Time and position of ship at start of discharge of clean ballast into the sea.
65. Time and position of ship on completion of discharge into the sea.
66. Quantity discharged, in m³:
 - .1 into the sea; or
 - .2 to reception facility (identify port).⁵
67. Was there any indication of oil contamination of the ballast water before or during discharge into the sea?
68. Was the discharge monitored by an oil content meter?
69. Time and position of ship when valves separating dedicated clean ballast tanks from the cargo and stripping lines were closed on completion of deballasting.

⁵ Ships' masters should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate detailing the quantity of tank washings, dirty ballast, residues or oily mixtures transferred together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book Part II, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or the certificate should be kept together with the Oil Record Book Part II.

M. Condition of oil discharge monitoring and control system

- 70. Time of system failure.
- 71. Time when system has been made operational.
- 72. Reasons for failure.

N. Accidental or other exceptional discharges of oil

- 73. Time of occurrence.
- 74. Port or ship's position at time of occurrence.
- 75. Approximate quantity, in m³, and type of oil.
- 76. Circumstances of discharge or escape, the reasons therefore and general remarks.

O. Additional operational procedures and general remarks**TANKERS ENGAGED IN SPECIFIC TRADES****P. Loading of ballast water**

- 77. Identity of tank(s) ballasted.
- 78. Position of ship when ballasted.
- 79. Total quantity of ballast loaded in m³.
- 80. Remarks.

Q. Re-allocation of ballast water within the ship

- 81. Reason for re-allocation.

R. Ballast water discharge to reception facility

- 82. Port(s) where ballast water was discharged.
- 83. Name or designation of reception facility.
- 84. Total quantity of ballast water discharged in m³.
- 85. Date, signature and stamp of port authority official.

5. EXAMPLES FOR CARGO/BALLAST OPERATIONS

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Example 1: Loading of oil cargo – one loading port

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-OCT-2013	A	1	ARZEW
		2	CRUDE OIL – COTS NO 1, 2, 3, 4, 5, 6 (P & S), SLOP TK (P&S)
		3	QUANTITY LOADED 165105 M ³ AT 15°C
			TOTAL CONTENT OF TANKS 165245 M ³ AT 15°C
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2013

Notes:

The quantities should be recorded in accordance with the ship's ullage report.

It should be noted that under A.3, the responsible officer should record both the "quantity of oil loaded" and the "total contents of tanks". Therefore, the following quantities should be recorded:

1. Quantity loaded: Total Calculated Volume (TCV) – On Board Quantity (OBQ)
2. Total contents of tank: Total Calculated Volume (TCV)

The type of oil loaded should be as per Appendix I "List of oils" to Annex I of MARPOL.

Example 2: Loading of oil cargo – multiple loading ports

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-APR-2013	A	1	RAS LAFFAN
		2	CRUDE OIL – COTS NO. 2C, 4C, 5 (P & S), SLOP TK (P)
		3	QUANTITY LOADED 81200 M ³ AT 15°C
			TOTAL CONTENT OF TANKS 81200 M ³ AT 15°C
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-APR-2013
24-APR-2013	A	1	AL SHAHEEN
		2	CRUDE OIL – COTS NO 1 (P&S), 3(P&S), 5C, SLOP TK (S)
		3	QUANTITY LOADED 101645 M ³ AT 15°C
			TOTAL CONTENT OF TANKS 101645 M ³ AT 15°C
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 24-APR-2013
26-APR-2013	A	1	MINA AL AHMADI
		2	CRUDE OIL – COTS NO 1C, 3C, 2(P&S), 4(P&S)
		3	QUANTITY LOADED 132996 M ³ AT 15°C
			TOTAL CONTENT OF TANKS 315814 M ³ AT 15°C
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 26-APR-2013

Notes:

The same notes as per Example 1 apply.

Example 3: Unloading of oil cargo – one discharge port

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-OCT-2013	C	6	ROTTERDAM
		7	COTS NO 1, 2, 3, 4, 5, 6 (P & S), SLOP TK (P&S)
		8	YES
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2013

Example 4: Unloading of oil cargo – multiple discharge ports

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-OCT-2013	C	6	SAKAI
		7	COTS NO 1, 3, 5 (P & S), SLOP TK (P&S)
		8	YES
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2013
24-OCT-2013	C	6	KAWASAKI
		7	COTS NO 2, 4, 6 (P & S)
		8	YES
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 24-OCT-2013

Example 5: Internal transfer of oil cargo during voyage

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-OCT-2013	B	4.1	FROM: COT NO.3 (C)
		4.2	TO: COT NO.5 (C), 1600 M ³ TRANSFERRED, TOTAL QUANTITY OF TANK: 28600M ³
		5	NO – QUANTITY RETAINED: 24500 M ³
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2013

Example 6: Crude oil washing

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge			
23-FEB-2013	D	9	KAWASAKI			
		10	COT NO.3C	COT NO.1C	COT NO.1P	COT NO.1S
		11	4	4	2	2
		12	10:00 HRS	10:35 HRS	11:10 HRS	11:10 HRS
		13	MULTI STAGE	MULTI STAGE	MULTI STAGE	MULTI STAGE
			2 PASS 50°-0°-50°	2 PASS 50°-0°-50°	2 PASS 50°-0°-50°	2 PASS 50°-0°-50°
		14	8 KGF/CM ²	8 KGF/CM ²	8 KGF/CM ²	8 KGF/CM ²
		15	10:30 HRS	11:05 HRS	11:30 HRS	11:30 HRS
		16	DIPPING WITH CLOSED TYPE SOUNDING ROD			
		17	NONE			
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 23-FEB-2013			

Notes:

To be completed for each tank being crude oil washed.

Enter ship's position under Code D, Item 9 as: LAT:... LONG...., if COW operations carried out at sea.

Irrespective of the fact that COW is carried out at the last stage of the discharge operation, the Code C and Code D entries must be made and signed separately (first all the Code C entries followed by the Code D entries).

Pressure measurement may also be recorded using other recognised units, for example, MPa, Bar or lbs/ft².

Example 7: Ballasting of cargo tanks

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-OCT-2013	E	18	POSITION AT START: LAT: LONG:
			POSITION AT STOP: LAT: LONG:
		19.1	COTS NO. 3(C) , 5(C)
		19.2	START: 08:30 HRS, END: 14:40 HRS
		19.3	24500 M ³ IN NO.3(C), 23200 M ³ IN NO.5(C),
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2013

Notes:

In accordance with MARPOL/Annex I/Reg. 18.3, **in no case shall ballast water be carried in cargo tanks, except:**

- .1 on those rare voyages when **weather conditions are so severe** that, in the opinion of the Master, it is necessary to carry additional ballast water in cargo tanks for the safety of the ship; and
- .2 **in exceptional cases** where the particular character of the operation of an oil tanker renders it necessary to carry ballast water in excess of the quantity required under para 2 of this regulation, provided that such operation of the oil tanker falls under the category of exceptional cases as established by the Organisation.

The above-mentioned "exceptional cases" are set out in MARPOL Annex I UI [32] and include the following cases:

1. When combination carriers are required to operate beneath loading or unloading gantries;
2. When tankers are required to pass under a low bridge;
3. When local port or canal regulations require specific draughts for safe navigation;
4. When loading and unloading arrangements require the tanker to be at a draught deeper than that achieved when all segregated ballast tanks are full;
5. Close-up inspection or/and steel thickness measurement using rafts where permitted by the rules; and
6. Tank hydrostatic pressure tests.

In accordance with MARPOL/Annex I/Reg. 18.4, the additional ballast permitted as above-mentioned in crude oil tankers shall be carried in cargo tanks only if such tanks have been crude oil washed, in accordance with regulation 35 of this Annex, before departure from an oil unloading port or terminal.

Example 8: Discharge of dirty ballast into the sea

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-MAR-2013	H	32	COT NO.4(C)
		33	TIME: 17:00 HRS, POSITION: LAT: LONG:
		34	TIME: 21:00 HRS, POSITION: LAT: LONG:
		35	12100 M ³
		36	12 KNOTS
		37	YES
		38	YES
		39	700 M ³ TRANSFERRED TO SLOP TK (P), TOTAL QUANTITY IN
			TANK: 800 M ³
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-MAR-2013

Notes:

The discharge of dirty ballast into the sea is allowed only when all the following conditions are satisfied:

- .1 the tanker is not within a special area;
- .2 the tanker is more than 50 nautical miles from the nearest land;
- .3 the tanker is proceeding en route;
- .4 the instantaneous rate of discharge of oil content does not exceed 30 litres per n.mile;
- .5 the total quantity of oil discharged into the sea does not exceed 1/30,000 of the total quantity of the particular cargo of which the residue formed a part; and
- .6 the tanker has in operation an ODMC.

The entries under code item H should be consistent with the ODMC records.

The ship speed recorded in 36 should correspond to the distance between the positions recorded under items 33 and 34 and the relevant time duration estimated from the same recordings.

For further guidance, refer to section 1.7 of the ICS/OCIMF "Clean Seas Guide for Oil Tankers".

Example 9: Cleaning of cargo tanks (transfer of tank washings to slop tanks)

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-MAY-2013	G	27	COTS NO 1 (C), 2(C)
		28	LAT: LONG:
		29	5 HRS AND 50 MINUTES
		30	FIXED COW MACHINE WASHING
		31.2	500 M ³ TRANSFERRED TO SLOP TK (P), TOTAL QUANTITY IN
			TANK: 520 M ³
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-MAY-2013

Notes:

The ship's position to be recorded under item 28 is the position when the cleaning operation starts.

Where chemical cleaning is employed, the cleaning additive concerned and amount used should be stated under item 30.

Example 10: Discharge of water from slop tank(s) into the sea

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-OCT-2013	I	41	SLOP TK (P)
		42	36 HOURS
		44	TIME: 13:00 HRS, POSITION: LAT: LONG:
		45	8.15 M
		46	11.05 M
		47	1730 M ³ , 1000 M ³ /H
		48	200 M ³ , 150 M ³ /H
		49	TIME: 16:05 HRS, POSITION: LAT: LONG:
		50	YES
		51	17.10 M
		52	14 KNOTS
		53	YES
		54	YES
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2013

Notes:

The time of settling depends upon the motion of the ship as well as on the type of the previous cargo. Oil settling in slop tank for at least 36 hours should be carried out before discharge of any water from the slop tanks to the sea.

The item 43 is used **alternatively** to item 42 in cases when the discharge follows a previous discharge from the same tank without in the meantime new washings to have been added to the tank.

The discharge of water from slop tanks into the sea is allowed only when all the following conditions are satisfied:

- .1 the tanker is not within a special area;
- .2 the tanker is more than 50 nautical miles from the nearest land;
- .3 the tanker is proceeding en route;
- .4 the instantaneous rate of discharge of oil content does not exceed 30 litres per n.mile;
- .5 the total quantity of oil discharged into the sea does not exceed 1/30,000 of the total quantity of the particular cargo of which the residue formed a part; and
- .6 the tanker has in operation an ODMC.

Item 47 refers to "bulk quantity" and item 48 to "final quantity". As it is known the discharge of slop tanks should take place in two phases as follows:

Phase (a): during the first phase, the main or "bulk" part of water in the slop tank is discharged.

Phase (b): when the oil/water interface is coming close to the tank bottom, a lower discharge rate is employed, so as not to disturb the oil/water interface thus preventing any oily water discharging overboard.

Therefore the quantity and rate of discharge of Phase (a) is recorded in item 47 while in item 48 the details of Phase (b) should be recorded.

At least 1m sounding of water should be left at the bottom of the tank at the end of the discharge.

The entries under code item I should be consistent with the ODMC records.

The ship speed recorded in 52 should correspond to the distance between the positions recorded under items 44 and 49 and the relevant time duration estimated from the same recordings.

For further guidance refer to section 1.8 of the ICS/OCIMF "Clean Seas Guide for Oil Tankers".

Example 11: Discharge of clean ballast contained in cargo tank(s)

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-OCT-2013	K	58	LAT: LONG:
		59	COTS NO. 3(C) , 5(C)
		60	YES
		61	LAT: LONG:
		62	YES
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2013

Notes:

In accordance with MARPOL/Annex I/Reg. 1.17, **Clean Ballast** is considered to be the ballast which is loaded in a tank which since oil was last carried therein, has been so cleaned that effluent therefrom if it were discharged from a ship which is stationary into clean calm water on a clear day would not produce visible traces of oil on the surface of the water or on adjoining shorelines or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

If the ballast is discharged through an oil discharge monitoring and control system approved by the Administration, evidence based on such a system to the effect that the oil content of the effluent did not exceed 15 parts per million shall be determinative that the ballast was clean, notwithstanding the presence of visible traces.

Therefore, the Master could consider the ballast loaded in a cargo tank as “clean ballast” provided that COW (for a crude oil carrier) and thorough tank cleaning had been previously carried out to this tank. IT IS THE MASTER’S RESPONSIBILITY TO DETERMINE IF THE BALLAST IN A CARGO TANK IS “CLEAN BALLAST” DEPENDING ON THE EXTENT/THOROUGHNESS OF COW AND TANK CLEANING THAT HAS BEEN CARRIED OUT.

MARPOL/Annex I/Regs. 34.2 and 34.4 do not prohibit the discharge of “Clean Ballast” at sea (even within a Special Area).

Example 12: Disposal of slops to port reception facilities

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-OCT-2013	J	55	SLOP TK (S)
		56	350 M ³ DISPOSED, 0 M ³ RETAINED IN TANK SLOP TK (S)
		57.1	FUJAIRAH, 350 M ³ DISPOSED TO "SLOPS BARGE II" RECEIPT
			NO:
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2013

Notes:

The Master should obtain from the operator of the reception facilities, which includes barges and tank trucks, a receipt or certificate detailing the quantity of the slops disposed, together with the time and date of the transfer. This receipt or certificate should be kept together with the ORB – Part II.

Example 13: Transfer (disposal) of sludge from engine room oil residue (sludge) tank(s) to slop tank(s)

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
02-JAN-2013	J	55	SLOP TK (S)
		56	15 M ³ TRANSFERRED, 220 M ³ RETAINED IN SLOP TK (S)
		57.3	15 M ³ TRANSFERRED FROM MACHINERY SPACE WASTE OIL
			TANK (FR:21-26), 2 M ³ RETAINED IN WASTE OIL TANK
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 02-JAN-2013

Notes:

Any arrangement provided for sludge transfer to slop tanks should incorporate adequate means to prevent any backflow of liquid cargo and gases into the machinery spaces.

For such an entry to be made, it should be explicitly stated in item 3.2.3 of the Supplement to the IOPPC that this method is allowed.

Prior to any such transfer the Company's agreement should be requested.

An entry in the ORB – Part I (Machinery space operations) must also be made using code C.12.4.

The identity of the oil residue (sludge) tank recorded in this example should be in strict compliance with section 3.1 of the supplement of the IOPPC.

Example 14: Transfer (disposal) of bilge water from engine room oily bilge water holding tank(s) to slop tank(s)

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
20-OCT-2013	J	55	SLOP TK (S)
		56	25 M ³ TRANSFERRED, 245 M ³ RETAINED IN SLOP TK (S)
		57.3	25 M ³ TRANSFERRED FROM MACHINERY SPACE BILGE WATER
			HOLDING TANK (FR:11-19), 2 M ³ RETAINED IN BILGE WATER
			HOLDING TANK
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 20-OCT-2013

Notes:

Any arrangement provided for machinery space oily bilge water transfer to slop tanks should incorporate adequate means to prevent any backflow of liquid cargo and gases into the machinery spaces.

For such an entry to be made, it should be explicitly stated in item 3.2.3 of the Supplement to the IOPPC that this method is allowed. (In such cases where a vessel has a waiver for oil filtering equipment (15ppm) under MARPOL Regulation 14, item 2.5.3 of the Supplement to the IOPPC may be applicable.)

Prior to any such transfer the Company's agreement should be requested.

An entry in the ORB – Part I (Machinery space operations) must also be made using code D.13/14/15.3.

The identity of the oily bilge water holding tank recorded in this example should be in strict compliance with item 3.3 of the supplement of the IOPPC. (In such cases where a vessel has a waiver for oil filtering equipment (15ppm) under MARPOL Regulation 14, the identity of the holding tank should comply with the Table of item 2.5.2 of the Supplement to the IOPPC.)

Example 15a: ODME failure

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
20-MAR-2013	M	70	09:00 HRS
		71	UNKNOWN – SPARE PARTS HAVE BEEN ORDERED (<i>if known, it should be recorded</i>)
		72	FAILURE OF OPTICAL TRANSMITTER ELECTRONIC BOARD
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 20-MAR-2013

Notes:

On the date where the system is functional again, a new entry, using code M 70/71/72 should be made where M 70 is the date and time of the initial failure and 71 is the time the system is functional again (see below example).

Example 15b: Rectification of ODME failure

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
25-MAY-2013	M	70	09:00 HRS, 20-MAR-2011
		71	13:00 HRS
		72	FAILURE OF OPTICAL TRANSMITTER ELECTRONIC BOARD
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 25-MAY-2013

Notes:

Under item 70, record the time and date when the failure occurred (same time and date as in example 15a).

Example 16: Missed operational entry

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
22-OCT-2013 ⁽¹⁾	O		ENTRY PERTAINING TO AN EARLIER MISSED OPERATIONAL ENTRY
29-OCT-2013 ⁽²⁾	J	55	SLOP TK (S)
		56	15 M ³ TRANSFERRED, 220 M ³ RETAINED IN SLOP TK (S)
		57.3	15 M ³ TRANSFERRED FROM MACHINERY SPACE WASTE OIL TANK
			(FR:21-26), 2 M ³ RETAINED IN WASTE OIL TANK
			SIGNED ⁽³⁾ : (OFFICER-IN-CHARGE, NAME & RANK) 29-OCT-2013
			SIGNED ⁽⁴⁾ : (OFFICER-IN-CHARGE, NAME & RANK) 29-OCT-2013

Notes:

This entry should be made only in exceptional cases

Date ⁽¹⁾ to be the date when the original operation was carried out.

Date ⁽²⁾ to be the current date i.e. the date when the entry is made.

Signed ⁽³⁾: Signature of Officer making the "O" entry

Signed ⁽⁴⁾: Signature of Officer making missed entry.

Example 17: Pre-discharge pressure/leakage test of the COW piping system

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
01-JUN-2013	O		COW PIPING SYSTEM WAS PRESSURE TESTED AT 8 KGF/CM ²
			WITH SATISFACTORY RESULTS. NO LEAKAGE OCCURRED.
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 01-JUN-2013

Notes:

In accordance with paragraph 8.1 of the Guidelines for In-port Inspection of Crude Oil Washing Procedures (Part IV of the IMO PUBLICATION "IMO-IA617E" Crude Oil Washing Systems) it is required that the operational test for leakage (pressure test) of the COW piping before cargo discharge be recorded in the ship's Oil Record Book.

The test pressure to be recorded should be the COW working pressure as indicated in the ship's COW manual.