

INTERTANKO

**A Guide for
Correct Entries in
the Oil Record Book
(Part II - Cargo/Ballast
Operations), 2nd Edition**

**TWENTY
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INTERTANKO

A Guide for Correct Entries in the Oil Record Book

(Part II – Cargo/Ballast Operations)

Second Edition

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1. Prologue

The INTERTANKO Safety and Technical Committee (ISTEC) has developed this Guide to assist ship operators in providing guidance to their seagoing personnel for the proper and consistent completion of the *Oil Record Book (Part II – Cargo/ballast operations)* (hereinafter referred to as ORB Part II), as stipulated by Regulation 36 and Appendix III of Annex I of MARPOL 73/78, as amended, thus minimising the risk for possible errors in logging information and record-keeping in the ORB Part II.

The Guide has been written to complement the INTERTANKO publication *A Guide for Correct Entries in the Oil Record Book (Part I – Machinery space operations)*. It is structured in a user-friendly manner and it can also be used as a training or guidance tool for seafarers and shore-based personnel, including ship operators, surveyors and inspectors.

INTERTANKO would like to thank the members of the INTERTANKO Safety and Technical Committee for their support and to extend special thanks to Mr. Takis Koutris of Roxana Shipping for support in the review process.

INTERTANKO also wishes to thank all those who, over time, have provided invaluable feedback.

2. Introduction

2.1 Scope of the Guide

The Guide is applicable to oil tankers and refers to the entries that have to be made in the Oil Record Book Part II – Cargo/ballast operations (ORB Part II), in accordance with the requirements for oil tankers of regulation 36 and Appendix III: Form of Oil Record Book of MARPOL Annex I.

2.2 Objective of the Guide

The objective of this Guide is to provide simple and clear advice and guidance for making entries in the ORB Part II with the aim of:

- Ensuring compliance with the relevant MARPOL Annex I requirements;
- Facilitating and simplifying the onboard work of the responsible officers and the Master; and;
- Ensuring uniform and consistent ORB Part II record-keeping that is aligned with and compatible with, other shipboard log books and records.

In all cases and for all examples, opinions and guidance, Members are strongly recommended to get their Flag Administration approval, who ultimately have the final say.

2.3 Content of the Guide

The Guide consists of the following:

- General requirements and instructions for making entries in the ORB Part II, as set out in Section 3;
- List of items to be recorded in the ORB Part II, as set out in Section 4; and
- Detailed model examples of the ORB Part II entries for commonly used cargo/ballast operations, as set out in Section 5.
- Frequently Asked Questions (FAQ) and answers on items that either bring further clarification to examples provided in the Guide, or bring clarification on a few situations where INTERTANKO could provide an opinion but refrains from providing a guidance.

2.4 Additional items included in the second edition of the Guide

- New examples: 4b, 10a, 10b, 16, 18b and 20.
- Further clarifications to the notes for examples 1, 9, 11 and 18a; and
- New Section 6 with Frequently Asked Questions (FAQ).

INTERTANKO's observations and clarifications are recorded in italics throughout the Guide.

The Guide is structured to facilitate integration in the document management system of any individual Member of INTERTANKO.

3. General Requirements and Instructions

- An ORB Part II shall be provided and maintained on every oil tanker of 150 GT 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-2020.
- Upon completion of each operation the proper entries shall be fully recorded without delay.
- The entries in the Oil Record Book Part II, for ships holding an International Oil Pollution Prevention Certificate, shall be at least 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.
- Each completed operation shall be signed for and dated by the officer(s) in charge of the operations concerned. The date of signature should also be written down in the same format, i.e. dd-MONTH-yyyy, e.g, 20-OCT-2020.
- 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 tanks in m³ at 15°C).

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.
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

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.

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.

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.

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 (opposite)}; 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?

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

-
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).

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).
 - .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?

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 or 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.

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 (see previous page)
- 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 de-ballasting.

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.

Additional operational procedures and general remarks – Tankers engaged in specific trades**O. 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.

P. Re-allocation of ballast water within the ship

- 81. Reason for re-allocation.

Q. 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

- Example 1:** Loading of oil cargo – one loading port
- Example 2:** Loading of oil cargo – multiple loading ports
- Example 3:** Unloading of oil cargo – one discharge port
- Examples 4a, 4b:** Unloading of oil cargo – multiple discharge ports
- Example 5:** Internal transfer of oil cargo during voyage
- Example 6:** Crude oil washing
- Example 7:** Ballasting of cargo tanks
- Example 8:** Discharge of dirty ballast into the sea
- Example 9:** Cleaning of cargo tanks (transfer of tank washings to slop tanks)
- Example 10a:** Cleaning of cargo tanks (continuous water wash prior to dry-docking)
- Example 10b:** Cleaning of cargo tanks (sequential water wash prior to dry-docking)
- Example 11:** Discharge of water from slop tank(s) into the sea
- Example 12:** Discharge of clean ballast contained in cargo tank(s)
- Example 13:** Disposal of slops to port reception facilities
- Example 14:** Transfer (disposal) of sludge from engine room oil residue (sludge) tank(s) to slop tank(s)
- Example 15:** Transfer (disposal) of bilge water from engine room oily bilge water holding tank(s) to slop tank(s)
- Example 16:** Transfer from slop tank to slop tank
- Example 17a:** ODME failure
- Example 17b:** Rectification of ODME failure
- Example 18a:** Missed operational entry
- Example 18b:** Incorrect entries
- Example 19:** Pre-discharge pressure/leakage test of the COW piping system
- Example 20:** Entry cannot be entirely written in one page

Example 1: Loading of oil cargo – one loading port

Date	Code	Item No.	Record of operations/signature of officer in charge
22-OCT-2020	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-2020

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)*
3. *All cargo amounts to be recorded at 15°C*

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	Item No.	Record of operations/signature of officer in charge
22-APR-2020	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-2020
24-APR-2020	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-2020
26-APR-2020	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 132996 M ³ AT 15°C
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 26-APR-2020

Note:

The same notes as per Example 1 apply.

Example 3: Unloading of oil cargo – one discharge port

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
22-OCT-2020	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-2020

Example 4a: Unloading of oil cargo – multiple discharge ports

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
22-OCT-2020	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-2020
25-OCT-2020	C	6	KAWASAKI
		7	COTS NO 2, 4, 6 (P & S)
		8	YES
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 25-OCT-2020

Example 4b: Unloading of oil cargo – multiple discharge ports

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
22-OCT-2020	C	6	SAKAI
		7	COTS NO 1, 3, 5 (P & S), SLOP TK (P&S)
		8	NO – QUANTITY RETAINED IN COT 3: 14500 M ³
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2020
25-OCT-2020	C	6	KAWASAKI
		7	COTS NO 2, 3, 4, 6 (P & S)
		8	YES
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 25-OCT-2020

Note:

Example 5b for *partial* discharge from one cargo tank at *the first* port.

Example 5: Internal transfer of oil cargo during voyage

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
22-JUL-2020	B	4.1	FROM: COT NO.3 (C)
		4.2	TO: COT NO.5 (C), 1600 M ³ TRANSFERRED, TOTAL QUANTITY IN TANK: 28600M ³
		5	NO – QUANTITY RETAINED: 24500 M ³
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-JUL-2020

Example 6: Crude oil washing

Date	Code	Item No.	Record of operations/signature of officer in charge			
23-FEB-2020	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-2020			

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.

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	Item No.	Record of operations/signature of officer in charge
22-OCT-2020	E	18	POSITION AT START: LAT: XXXX LONG: YYYY
			POSITION AT STOP: LAT: XXXX LONG: YYYY
		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-2020

Notes:

In accordance with MARPOL/Annex I/regulation 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;
6. Tank hydrostatic pressure tests.

In accordance with MARPOL/Annex I/regulation 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	Item No.	Record of operations/signature of officer in charge
22-MAR-2020	H	32	COT NO.4(C)
		33	TIME: 17:00 HRS, POSITION: LAT: XXXX LONG: YYYY
		34	TIME: 21:00 HRS, POSITION: LAT: XXXX LONG: YYYY
		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-2020

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 nautical 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 ODME.*

The entries under code item H should be consistent with the ODME 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)

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
22-MAY-2020	G	27	COTS NO 1 (C), 2(C)
		28	LAT: XXXX LONG: YYYY
		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-2020

Notes:

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

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

The chemical used should be as per MEPC/2 list of approved chemicals.

In accordance with regulations 13.5.1 and 13.5.2 of MARPOL Annex II, such chemical can only be discharged at sea by underwater discharge or the wash water be delivered to a reception facility.

If the ship does not have an underwater discharge facility, the chemical can only be discharged to a reception facility.

Example 10a: Cleaning of cargo tanks (continuous water wash prior to dry-docking)

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
22-MAY-2020	G	27	All COTS NO 1(C), 1(P/S), 2(C), 2(P/S), 3C, 3(P/S), 4C, 4(P/S), 5(C), 5(P/S), SLOP S
		28	LAT: XXXX LONG: YYYY
		29	31 HRS AND 50 MINUTES
		30	WATER WASHING
		31.2	348 M ³ TRANSFERRED TO SLOP TK (P), TOTAL QUANTITY IN TANK: 2390 M ³
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 23-MAY-2020

Example 10b: Cleaning of cargo tanks (sequential water wash cleaning prior to dry-docking)

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
22-MAY-2020	G	27	COTS NO 1(C), 4(P/S), 2(C), 5(P/S), 3C, 1 (P/S)
		28	LAT: XXXX LONG: YYYY
		29	18 HRS AND 20 MINUTES
		30	WATER WASHING
		31.2	200 M ³ TRANSFERRED TO SLOP TK (P), TOTAL QUANTITY IN TANK: 2242 M ³
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-MAY-2020
23-MAY-2020	G	27	COTS NO 4C, SLOP S, 2(P/S), 5(C), 3(P/S)
		28	LAT: XXXX LONG: YYYY
		29	13 HRS AND 30 MINUTES
		30	WATER WASHING
		31.2	148 M ³ TRANSFERRED TO SLOP TK (P), TOTAL QUANTITY IN TANK: 2190 M ³
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 23-MAY-2020

Notes:

COT cleaning expected to be done at sea. Use of G 31.2 for disposal of wash water.

Example 10a – continuous, uninterrupted COT water wash cleaning. Operation takes over 24 hours.

Example 10b – COT washing is not continuous, performed in two sequences. Two entries required. The ship's position G 28 is the position when each of the two cleaning operations start.

Example 11: Discharge of water from slop tank(s) into the sea

Date	Code	Item No.	Record of operations/signature of officer in charge
22-OCT-2020	I	41	SLOP TK (P)
		42	36 HOURS
		44	TIME: 13:00 HRS, POSITION: LAT: XXXX LONG: YYYY
		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: XXXX LONG: YYYY
		50	YES
		51	17.10 M
		52	14 KNOTS
		53	YES
		54	YES
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2020

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 nautical 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 at a higher rate.
- 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 higher rate of discharge of Phase (a) is recorded in item 47 while in item 48 the details of Phase (b) including the lower rate of discharge should be recorded. Reference and further guidance is made to section 1.8 of the ICS/OCIMF “Clean Seas Guide for Oil Tanker”.

A sufficient quantity of water should be left at the bottom of the tank at the end of the discharge to prevent oil interface from being sucked by the pump and oil being discharged overboard. 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.

Example 12: Discharge of clean ballast contained in cargo tank(s)

Date	Code	Item No.	Record of operations/signature of officer in charge
22-OCT-2020	K	58	LAT: XXXX LONG: YYYY
		59	COTS NO. 3(C) , 5(C)
		60	YES
		61	LAT: XXXX LONG: YYYY
		62	YES
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2020

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/Regulations. 34.2 and 34.4 do not prohibit the discharge of "Clean Ballast" at sea (even within a Special Area)

Example 13: Disposal of slops to port reception facilities

Date	Code	Item No.	Record of operations/signature of officer in charge
22-OCT-2020	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-2020

Note:

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

Date	Code	Item No.	Record of operations/signature of officer in charge
02-JAN-2020	J	55	FROM MACHINERY SPACE WASTE OIL TANK (FR:21-26),
		56	15 M ³ TRANSFERRED, 2 M ³ RETAINED IN WASTE OIL TANK)
		57.3	TO SLOP TK(S) QUANTITY IN SLOP TK(S) 220 M ³
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 02-JAN-2020

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.

If sludge or bilge water is transferred from multiple tanks in engine-room, a separate entry must be made in ORB Parts I & II for each transfer from each tank.

Example 15: Transfer (disposal) of bilge water from engine room oily bilge water holding tank(s) to slop tank(s)

Date	Code	Item No.	Record of operations/signature of officer in charge
20-OCT-2020	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-2020

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 16: Transfer from slop tank to slop tank

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
20-JUN-2020	J	55	SLOP TK (S)
		56	100 M ³ TRANSFERRED, 230 M ³ RETAINED IN SLOP TK (S)
		57.3	100 M ³ TRANSFERRED FROM SLOP TK (P), 10 M ³ RETAINED IN SLOP TK (P)
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 20-JUN-2020

Example 17a: ODME failure

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
20-MAR-2020	M	70	09:00 HRS
		71	UNKNOWN (if known) – SPARE PARTS HAVE BEEN ORDERED, EDT dd-MONTH-yyyy
		72	FAILURE OF OPTICAL TRANSMITTER ELECTRONIC BOARD
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 20-MAR-2020

Note:

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 17b: Rectification of ODME failure

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
25-MAY-2020	M	70	09:00 HRS, 20-MAR-2020
		71	13:00 HRS
		72	FAILURE OF OPTICAL TRANSMITTER ELECTRONIC BOARD
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 25-MAY-2020

Note:

Under item 70, record the time and date when the failure occurred (same time and date as in example 17a).

Example 18a: Missed operational entry

Date	Code	Item No.	Record of operations/signature of officer in charge
22-OCT-2020 ⁽¹⁾	O		ENTRY PERTAINING TO AN EARLIER MISSED OPERATIONAL ENTRY
29-OCT-2020 ⁽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 ⁽¹⁾ : (OFFICER-IN-CHARGE, NAME & RANK) 29-OCT-2020
			SIGNED ⁽²⁾ : (OFFICER-IN-CHARGE, NAME & RANK) 29-OCT-2020

Example 18b: Incorrect entries

Date	Code	Item No.	Record of operations/signature of officer in charge
22-OCT-2020 ⁽¹⁾	O		PERTAINING TO AN EARLIER INCORRECT OPERATIONAL ENTRY
29-OCT-2020 ⁽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 ⁽¹⁾ : (OFFICER-IN-CHARGE, NAME & RANK) 29-OCT-2020
			SIGNED ⁽²⁾ : (OFFICER-IN-CHARGE, NAME & RANK) 29-OCT-2020

Notes:

These entries should be made only in exceptional cases.

In case of Example 18b – the initial incorrect entry is stricken out with one line as shown below in such a way that the wrong entry is legible. The wrong entry should be signed and dated with the new corrected entry following.

Date	Code	Item No.	Record of operations/signature of officer in charge
22-OCT-2020	J	55	SLOP TK (S)
		56	~~150 M³ TRANSFERRED, 85 M³ RETAINED IN SLOP TK (S)~~ SIGNED ⁽¹⁾ : (OFFICER-IN-CHARGE, NAME & RANK) 29-OCT-2020
		57.3	~~150 M³ TRANSFERRED FROM MACHINERY SPACE WASTE OIL TANK~~ SIGNED ⁽¹⁾ : (OFFICER-IN-CHARGE, NAME & RANK) 29-OCT-2020
			(FR:21-26), 2 M ³ RETAINED IN WASTE OIL TANK ALSO TO BE STRICKEN
			SIGNED: (OFFICER-IN-CHARGE, NAME & RANK) 22-OCT-2020

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 ⁽¹⁾: Signature of Officer making the “O” entry

Signed ⁽²⁾: Signature of Officer making missed/incorrect entry (i.e. the Officer making the correct entry).

If the correction is made after the officer in charge when the original operation/incorrect entry was carried out left the ship, the signature for Date ⁽¹⁾ should be of the higher rank engine officer who was on board at the time of the missing entry or the Chief Engineer.

Example 19: Pre-discharge pressure/leakage test of the COW piping system

Date	Code	Item No.	Record of operations/signature of officer in charge
01-JUN-2020	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-2020

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.

Example 20: Entry cannot be entirely written in one page

Date	Code	Item No.	Record of operations/signature of officer in charge
22-OCT-2020	A	1	ARZEW
		2	CRUDE OIL – COTS NO 1, 2, 3, 4, 5, 6 (P & S), SLOP TK (P&S)

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Date	Code	Item No.	Record of operations/signature of officer in charge
22-OCT-2020	A	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-2020

Note:

Example 20 recommends how to record an entry which cannot be completely written in one page. It continues on the next page with recording again in the first row the date and the Code letter of the operation.

6. Questions, Answers and Clarifications

Question: Should sea water taken onboard for COT washing be recorded in ORB Part II?

Answer: No. Regulation 36 of MARPOL Annex I does not require recording of sea water used for tank cleaning in the ORB Part II. However, if such an entry is made, it should only be considered as a voluntary “good faith” entry and recorded under Code O – *Additional operational procedures and general remarks*. Warning: could easily lead to possible discrepancies in the quantity of wash-water taken on board compared with the quantities transferred back to the slop tank and subsequently discharged and then triggered unwarranted scrutiny.

Relevant to note the caveats pertaining to OWS maintenance in the general guidance section of MEPC.1/Circ.736/Rev.2.

Question: Ship is undergoing a COT inspection using rafting. What Code should be used for recording the transfer of sea water from COT 1 to COT3?

Answer: Loading sea water in COT 1 to be recorded under Code E – *Ballasting of cargo tanks*. Note to be taken; this operation is permitted as an exemption under MARPOL Annex I, UI 32 for close-up inspection using rafts. Transfer of same water from COT 1 to COT 3 should be recorded under Code O – *Additional operational procedures and general remarks*. For discharge at sea, use Code K (if the water is considered clean) or Code H (if water is considered dirty).

Question: Should record be made for taking water in slop tanks to test the ODME (e.g. Code O)?

Answer: This is not required under ORB Part II. It can be however recorded in the ship's PMS records.

Question: Vessel has a hydraulic valve leaking in one of her ballast tanks. Transferring the contaminated ballast to the slop tank to repair the valve and clean the tank. What entry/code should we put in the ORB?

Answer: Probably the best choice is ORB Part II, Code J – *Collection, transfer and disposal of residues and oil mixtures not otherwise dealt with* (underlined relevant text which seems to fit to the operation described). The other alternative is Code O – *Additional operational procedures and general remarks*. Still Code J seems most appropriate.

Question: How should we record in ORB Part II the flushing of cargo lines when the Oil Terminal requests it at the end of the cargo discharge?

Answer: If such operation is requested by the Oil Terminal, the record should be under Code O of ORB Part II

Question: How to record:

- water leak to cargo tank from ballast tank
- oil leak to ballast tank from cargo tank
- contaminated water in WBT shift to cargo tank
- cleaning WBT with a chemical
- discharging chemical water to barge (“chemical water” a combination of oil dispersant and rinse water)

Answer: As a general answer, most of the scenarios described seem related to incidents/accidents and preparations for repairs. These are not normal ship operations but rather specific cases. ORB – Part II has Code N – *Accidental and exceptional discharges of oil* and Code O – *Additional operational procedures and general remarks* for instances which are not seen as part of the normal operational profile of a tanker.

Specific answers to each of the questions:

- Water leak to cargo tank from ballast tank – Such a leak is an incident, not a ballast operation and therefore not covered in ORB Part II. Use Code N. Transfer of ballast water from a COT to slop tanks can probably be recorded into Code J – *Collection, transfer and disposal of residues and oil mixtures not otherwise dealt with*. Eventual disposal of the slop tanks can be done at sea (if content is only water, under Code I – *Discharge of water from slop tanks into the sea*).
- Oil leak to ballast tank from cargo tank – A “leak” is an incident, not a cargo operation and therefore not covered in ORB Part II. The incidental transfer and possible amount could be recorded in Code N – *Accidental or other exceptional discharges of oil*.
- Contaminated water in WBT shift to cargo tank – Same answer as above as such a scenario seems also to be the result of an incident. One should keep in mind that, in normal operational conditions, there should be complete segregation between cargo lines and ballast lines.
- Cleaning WBT with a chemical - Not really covered by ORB Part II. Many question the nature of the “chemical” and whether it is done at sea or in port. In case this is done for repair into the WBT purposes, class societies and repair yards/teams have appropriate procedures with closed loop cleaning systems. If no other place, probably use Code O – *Additional operational procedures and general remarks*.
- Discharging chemical water to barge – Use Code J – *Collection, transfer and disposal of residues and oil mixtures not otherwise dealt with*.

Question: According to MARPOL regulations any discharge of water into the sea of oil or oily mixtures from the cargo area shall be prohibited except specific conditions and by ODME. However, it appears that heavy weather ballast water taken on dedicated COT tank when weather conditions are severe can be discharged directly.

Answer: The observation is correct although it sounds controversial. The regulations allow the heavy weather ballast water to be discharged directly, gravitationally into the sea, included in Special Areas (see Annex I, reg. 34.4).

The ballast water is permitted to be taken in a dedicated cargo oil tank (COT) in case of “exceptional cases”. This dedicated COT should be COW washed and prepared prior to the ballast voyage so that the sea water taken in remains as “clean ballast”.

However, INTERTANKO would strongly advise the discharging of heavy ballast water through the ODME as a preventive measure against PSCO observations. Provisions on Reg. 18.3.2 and Reg. 18.3.4 of Annex I are old. Today, it is difficult to accept that sea water which was taken in a COT, even if it fits to the definition of “clean ballast”, can be discharged directly into the sea, particularly in Special Areas.

Here are a few more comments and observations with regard to the record of the discharge of the heavy weather ballast water:

- The discharge of clean ballast water from COT has to be recorded in ORB – Part II, Code K. The question under Code K.62 is “was a regular check kept on the effluent and the surface of the water in the locality of the discharge?” There is no mentioning of an oil content meter (OCM) or ODME.
- The discharge of ballast sea water from dedicated ballast tanks (tanker with clean ballast tanks only – which do not exist any longer) had to be recorded in ORB – Part II Code L. Question under Code L.68 is “was the discharge monitored by an oil content meter?” This indicates that the ballast sea water which was in COTs dedicated in the old designs to take ballast water was required to be monitored by an OCM (a fore runner of the ODME), although also assumed that the ballast sea water was “clean ballast”.

It is believed that many younger PSC officers would not be familiar with provisions from the time of CBT tankers, which ceased to exist some 30 years ago. To our knowledge, PSC officers may currently require that the amounts recorded into the ORB – Part II under

- Code E (ballasting cargo tanks);
- Code H (discharge of dirty ballast) and
- Code I (discharge of water from slop tanks into the sea) are consistent with the ODME records.

Therefore, our suggestion is to be on the safe side and discharge the ballast water from COTs through the ODME.

However, we equally advise that ships should approach Flag Administrations and seek their opinion.

Question: Should replacement of an ODME during dry-docking be recorded in the ORB Part II? Old ODME functioned well but was replaced because its maker discontinued manufacturing that model. Ship owner anticipated potential problems with spare parts and decided to upgrade with a newer ODME model. Ship recorded in Code O of ORB Part II that new ODME was installed. Vetting inspector made an observation that the ship did not make an entry under Code M – *Condition of ODME and control system*.

Answer: There is NO requirement and no need for recoding in ORB Part II of any ODME (or any other MARPOL equipment) replacement/renewal. Both, the ship entry and the vetting inspector observations were incorrect. But the entry in Code O by the ship might have made the vetting inspector to assume the old ODME was defective and therefore replaced.