

NOTE: **Adobe Reader** or **Adobe Acrobat**, version 9 or later, is **required** to use the PDF form. Adobe Reader can be downloaded for free [here](#).

## **Completion Instructions for Ballast Water Management Reporting Form**

### **VESSEL INFORMATION**

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**Vessel Name:** Enter the name of the vessel. For tug and barge combinations, please list multiple vessel names separated by a hyphen.

**ID Number:** Indicate if using an IMO Number or Official Number and type the identification number into the supplied field. For tug and barge combinations, please list multiple vessel numbers separated by a hyphen.

**Country of Registry:** Choose from the Country pull-down menu.

**Owner/operator:** Enter the name of the registered owner(s) of the vessel. If under charter, enter Operator name.

**Type:** Select specific vessel type from the pull-down menu. If exact vessel type is not available, select "Other".

**Gross Tonnage:** Enter the Gross Tonnage of the vessel. (Note: if reporting a Tug–Barge combo, report total combined Gross Tonnage.)

**Ballast water volume units:** Select cubic meters, metric tons, or gallons from the pull-down menu. NOTE: this volume unit will be applied to all volume entries on the BWMR.

**Total ballast water capacity:** Enter the maximum total volume of ballast water that can be carried in the vessel. (Note: if reporting a Tug–Barge combo, report total combined ballast water capacity.)

**Number of tanks on ship:** Enter the total number of ballast water tanks, cargo holds, and other spaces that are used for carrying ballast water.

**Ballast water treatment system:** Enter the name of the BW treatment system on board, as officially designated by the United States Coast Guard (e.g., AMS ID).

## VOYAGE INFORMATION

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**Arrival port (port and state):** Enter the name of the port or place that is the destination for this voyage. No abbreviations please. Select the matching state or territory from the pull-down menu.

**Arrival date:** Enter the date of arrival to the Arrival port. Use European date format (DD/MMM/YYYY, e.g., 22-Feb-2016).

**Last port (port and country):** Enter the name of the last location at which the vessel called, either outside the US EEZ or the previous US location. No abbreviations please. Select the Country or US territory of the Last port from the pull-down menu.

**Next port (port and country):** Enter the name of the next location at which the vessel plans to arrive. Select the Country or US territory of the Next port from the pull-down menu.

**Total ballast water on board:** Enter the total volume of ballast water on board upon arrival into the Arrival Port. Do not count potable water. (Note: if reporting a Tug-Barge combo, report total combined ballast water on board.)

**Number of tanks in ballast:** Enter the total number of ballast water tanks, cargo holds, and other spaces that are carrying ballast water upon arrival to the Arrival port.

**Alternate BW management conducted, per instructions from COTP:** Check this box only if you have received specific instructions from a COTP on how to conduct an alternative BW management on one or more of the BW tanks to be discharged.

## CERTIFICATE OF ACCURATE INFORMATION

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**Certificate of accurate information:** By checking this box, you attest to the accuracy of the information provided and that the activities were in accordance with the ballast water management plan required by CFR 151.2050(g).

**Responsible Officer's name and title:** Type the name and title of the individual (i.e., master, owner, operator, agent, person in charge) responsible for the information provided on this form. A typed name in combination with the certificate of accurate information constitutes an official signature.

**Report type:** Choose "New report" or "Corrected report" from the pull-down menu. Choose "New report" for initial submissions for a particular arrival. Choose "Corrected Report" if a prior report was already submitted for this arrival, including instances of port rotations, information updates or error corrections. If an arrival is CANCELLED, yet a submission was already sent to NBIC, please email [nbic@ballastreport.org](mailto:nbic@ballastreport.org), noting the vessel ID, Arrival Location and Date for cancellation.

**Submitted by:** Enter the name of the individual (*i.e.*, master, owner, operator, agent, person in charge) that submitted the BWMR to the NBIC.

**Contact information:** Enter contact information of the officer, agent, or company representative that submitted the BWMR to the NBIC.

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## **BALLAST WATER HISTORY**

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**Record all tanks to be discharged inside coastal waters (12nm) of the US, either en route to or at the Arrival port. Individual BW Events are to be reported on separate lines in the Tank block associated with a single BW tank.**

*(Ballast Water History shall be reported on a “BW Event” basis. BW Events are one of three activities: 1) BW Discharge, 2) BW Management, and 3) BW Source. Rather than reporting all three on a single tank line as in earlier BWMR forms, BW Events are to be reported on separate lines that correspond to individual BW tanks. Each BW Tank will be designated by its Tank name/number and its Tank capacity (*i.e.*, maximum volume that the tank or hold can carry). This tank information is followed by the tank’s specific BW Discharge information, BW Management information, and the BW Source information. Additional tanks are reported in separate blocks of tank lines (*i.e.*, Tank blocks). There are 5 Tank lines included in each Tank block, and in general, 1 tank block will correspond to 1 reported discharging tank, but see below for exception.*

**Tank name/number:** Enter the specific name/number of the tank, including its location/side (center, port or starboard), e.g. WT 1P. (NOTE: see specific instructions below for handling any BW tank that requires more than 5 BW Event lines).

**Tank capacity:** Enter the maximum volume that the tank or hold can carry.

### **-BW DISCHARGE EVENTS-**

**BW Discharge Event:** Select either “Discharge to US waters” or “Discharge to facility” from the pull-down menu in the top line of the tank block.

**BW Discharge date:** Enter date that BW was discharged (DD/MMM/YYYY, e.g., 02-Mar-2016.).

**BW Discharge Location:** Enter the port or place name (with state, territory, or country), or latitude and longitude of the location where BW was discharged.

**BW Discharge Volume:** Enter the volume of BW that was discharged.

### **-BW MANAGEMENT EVENTS-**

*(NOTE: How BW Management is recorded in the BW History table depends on whether or not BW Management took place.)*

IF BW MANAGEMENT WAS **NOT CONDUCTED**, skip directly to **BW Source Event** section below.

IF BW MANAGEMENT WAS **CONDUCTED**, go to **BW Management Event**

**BW Management Event:** Select either “Empty-refill exch”, “Flow-through exch”, “Onboard treatment”, etc. from the pull-down menu entitled “Select event”.

**BW Management Date:** Enter the date on which the BW Management was completed (DD/MMM/YYYY, e.g., 02-Mar-2016.).

**BW Management Location(s):** If BW Management was completed while underway, enter the latitude and longitude of both the Start point (location) and the End point (location) separated by a backslash”/”. Otherwise enter the port or place name (with state, territory, or country), or latitude and longitude of the location where BW was managed.

**BW Management Volume:** Enter the full volume of BW that was pumped during BW exchange or BW event.

### **-BW SOURCE EVENTS-**

*(NOTE: If there was more than one source for a tank, fill out additional BW Source Event lines for up to 3 largest sources. If the 5 lines in a Tank block are not enough to accommodate a full accounting of all BW Events for a single tank, use the next BW Tank block to complete reporting. To alert NBIC that you are using more than one Tank block for a single BW tank, in the **Tank name/number:** field, add hyphenated consecutive trailing letter at the end on consecutive Tank blocks (e.g., -A, -B, -C; so AP1S would be coded as follows: AP 1S-A, AP 1S-B, AP 1S-C).*

**BW Source Event:** Select either “Source” or “Source from PWS” from the pull-down menu entitled “Select event”. A source from PWS indicates a US public water system was used. If multiple sources exist for a tank, list each one on a separate event line.

**BW Source Date:** Enter the date on which the BW was taken into the BW tank (DD/MMM/YYYY, e.g., 22-Feb-2016).

**BW Source Location:** Enter the port or place name (with state, territory, or country), or latitude and longitude, of the location where BW was taken into the BW tank.

**BW Source Volume:** Enter the volume of BW that taken into the BW tank from the source location.

**If BW Management was \*not\* conducted for this tank, select one of the following reasons from the pull-down menu:** A reason must be selected if ballast water management did not occur on water discharged into the waters of the United States. “Equipment failure”, “Regulatory exemption”, “Route exemption”, “Safety – weather”, “Safety – design limit, Mid-ocean source”

***When the Ballast Water Management Report is complete, please submit using one of the following methods:***

**Option #1** click the “**Submit report via e-mail**” button on the first page of the form. This action will automatically prepare an e-mail with an attachment that contains the data you entered. This attachment is much smaller than the form itself -- just 10 to 15 KB. NOTE: This button may not work with all shipboard e-mail systems.

**Option #2** click the “**Submit report on-line**” button. Data from this report will be submitted directly to NBIC over the internet.