

CARGO RECORD BOOK INSTRUCTIONS

OFFICE OF THE
MARITIME
ADMINISTRATOR

GENERAL INSTRUCTIONS

1. A Cargo Record Book shall be maintained on every vessel carrying noxious liquid substances in bulk, in accordance with the provisions of MARPOL 73/78, Annex II.
2. The Cargo Record Book must be available at all times for examination by Nautical Inspectors or Inspectors of any port State when within the jurisdiction of that State. The Cargo Record Book must be preserved for three years from the date of the last entry.
3. The Cargo Record Book must be properly completed. All **Noxious Liquid Substance Cargo and Ballast Operations** must be clearly and accurately recorded.
4. Owners and their Legal Advisors, Masters and Officers are reminded that, in addition to statutory requirements concerning maintenance of a Cargo Record Book, this record is a valuable means of providing proof that the ship has complied with anti-pollution regulations.
5. Pages (i) and (ii) of this instruction booklet show a comprehensive list of items of **Noxious Liquid Substance Cargo and Ballast Operations** which are, when appropriate, to be recorded in the Cargo Record Book on a tank-to-tank basis in accordance with Regulation 15.2 of Annex II of the International Convention for the Prevention of Pollution from Ships, 1973 and its Protocol of 1978 (MARPOL 73/78), as amended. The items have been grouped into operational sections, each of which is denoted by a letter code.
6. When making entries in the Cargo Record Book, 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 spaces. The Cargo Record Book shall be maintained in the English language.
7. When a surveyor appointed or authorized by the Administration to supervise any operations under this Annex has inspected the vessel, that surveyor shall make an appropriate entry in the Cargo Record Book.
8. Each completed operation shall be signed for and dated by the officer or officers in charge and, if applicable, by a surveyor authorized by the competent authority of the State in which the ship is unloading. Each completed page shall be countersigned by the Master of the ship.

MARPOL 73/78, ANNEX II, REGULATION 15

Regulation 15

Cargo Record Book

- (1) Every ship to which this Annex applies shall be provided with a Cargo Record Book, whether as part of the ship's official log-book or otherwise, in the form specified in appendix 2 to this Annex.
- (2) After completion of any operation specified in appendix 2 to this Annex, the operation shall be promptly recorded in the Cargo Record Book.
- (3) In the event of an accidental discharge of a noxious liquid substance or mixture containing such a substance or a discharge under the provisions of regulation 3 of this Annex, an entry shall be made in the Cargo Record Book stating the circumstances of, and the reason for, the discharge.
- (4) Each entry shall be signed by the officer or officers in charge of the operation concerned and each page shall be signed by the master of the ship. The entries in the Cargo Record Book, for ships holding an International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk or a certificate referred to in regulation 7 of this Annex, 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.
- (5) The Cargo Record Book shall be kept in such a place as to be readily available for inspection and, except in the case of unmanned ships under tow, shall be kept on board the ship. It shall be retained for a period of three years after the last entry has been made.
- (6) The competent authority of the Government of a Party may inspect the Cargo Record Book on board any ship to which this Annex applies while the ship is in its port, and may make a copy of any entry in that book and may require the master of the ship 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 ship's Cargo Record Book shall be made admissible in any judicial proceedings as evidence of the facts stated in the entry. The inspection of a Cargo Record Book and the taking of a certified copy by the competent authority under this paragraph shall be performed as expeditiously as possible without causing the ship to be unduly delayed.

LIST OF ITEMS TO BE RECORDED

Entries are required only for operations involving all categories of substances.

(A) **LOADING OF CARGO**

1. Place of loading.
2. Identify tank(s), name of substance(s) and category(ies).

(B) **INTERNAL TRANSFER OF CARGO**

3. Name and category of cargo(es) transferred.
4. Identity of tanks.
 - .1 From:
 - .2 To:
5. Was (were) tank(s) in 4.1 emptied?
6. If not, quantity remaining in tank(s).

(C) **UNLOADING OF CARGO**

7. Place of unloading.
8. Identity of tank(s) unloaded.
9. Was (were) tank(s) emptied?
 - .1 If yes, confirm that the procedure for emptying and stripping has been performed in accordance with the ship's Procedures and Arrangements Manual (i.e., list, trim, stripping temperature).
 - .2 If not, quantity remaining in tank(s).
10. Does the ship's Procedures and Arrangements (P & A) Manual require a prewash with subsequent disposal to reception facilities?
11. Failure of pumping and/or stripping system.
 - .1 Time and nature of failure;
 - .2 Reasons for failure;
 - .3 Time when system has been made operational.

(D) **MANDATORY PREWASH IN ACCORDANCE WITH THE SHIP'S PROCEDURES AND ARRANGEMENTS MANUAL**

12. Identify tank(s), substance(s) and category(ies).
13. Washing method:
 - .1 Number of cleaning machines per tank;
 - .2 Duration of wash/washing, cycles;
 - .3 Hot/cold wash.
14. Prewash slops transferred to:
 - .1 Reception facility in unloading port (identify port) *.
 - .2 Reception facility otherwise (identify port).

(E) **CLEANING OF CARGO TANKS EXCEPT MANDATORY PREWASH (OTHER PREWASH OPERATIONS, FINAL WASH, VENTILATION, ETC.)**

15. State time, identify tank(s), substance(s) and category(ies) and state:
 - .1 Washing procedure used;
 - .2 Cleaning agent(s) (identify agent(s) and quantities);
 - .3 Ventilation procedure used (state number of fans used, duration of ventilation).

* Ship's Master should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate specifying the quantity of tank washings transferred together with the time and date of the transfer. The receipt or certificate should be kept together with the Cargo Record Book.

16. Tank washings transferred:
 - .1 Into the sea;
 - .2 To reception facility (identify port)*;
 - .3 To slops collecting tank (identify tank).

(F) DISCHARGE INTO THE SEA OF TANK WASHINGS

17. Identify tank(s).
 - .1 Were tank washings discharged during cleaning of tank(s)? If so, at what rate?
 - .2 Were tank washing(s) discharged from a slops collecting tank? If so, state quantity and rate of discharge.
18. Time pumping commenced and stopped.
19. Ship's speed during discharge.

(G) BALLASTING OF CARGO TANKS

20. Identity of tank(s) ballasted.
21. Time at start of ballasting.

(H) DISCHARGE OF BALLAST WATER FROM CARGO TANKS

22. Identity of tank(s).
23. Discharge of ballast:
 - .1 Into the sea;
 - .2 To reception facilities (identify port)*.
24. Time ballast discharge commenced and stopped.
25. Ship's speed during discharge.

(I) ACCIDENTAL OR OTHER EXCEPTIONAL DISCHARGE

26. Time of occurrence.
27. Approximate quantity, substance(s) and category(ies).
28. Circumstances of discharge or escape and general remarks.

(J) CONTROL BY AUTHORIZED SURVEYORS

29. Identify port.
30. Identify tank(s), substance(s), category(ies) discharged ashore.
31. Have tank(s), pump(s), and piping system(s) been emptied?
32. Has a prewash in accordance with the ship's Procedures and Arrangements Manual been carried out?
33. Have tank washings resulting from the prewash been discharged ashore and is the tank empty?
34. An exemption has been granted from mandatory prewash.
35. Reasons for exemption.
36. Name and signature of authorized surveyor.
37. Organization, company, government agency for which surveyor works.

(K) ADDITIONAL OPERATIONAL PROCEDURES AND REMARKS

* Ship's Master should obtain from the operator of the reception facilities, which include barges and tank trucks, a receipt or certificate specifying the quantity of tank washings transferred together with the time and date of the transfer. The receipt or certificate should be kept together with the Cargo Record Book.