

NOTICE

This is the official Cargo Record Book of the Maritime Administration, complete with enclosed instructions. The Book has been designed so that it may be used by all ships carrying noxious liquid substances (NLS) in bulk or any mixture containing such substance for making entries regarding cargo and ballast operations.

The Book shall be completed on a tank to tank basis whenever a ship loads, internally transfers, or unloads NLS in bulk or any mixture containing such substance; whenever a ship cleans or ballasts the NLS cargo tanks; whenever a ship discharges ballast from the NLS cargo tanks or disposes of NLS residue or any mixture containing such substance to a reception facility; whenever a ship discharges any NLS or any mixture containing such substance, whether intentional or accidental into the water; and whenever a ship removes by ventilation NLS residues.

CARGO RECORD BOOK INSTRUCTIONS

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 in accordance with Regulation 9 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 letter 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 the 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 7 /78, ANNEX II, REGULATION 9

Regulation 9

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 IV to this Annex.

(2) The Cargo Record Book shall be completed, on a tank-to-tank basis, whenever many of the following operations with respect to a noxious liquid substance take place in the ship;

- (i) loading of cargo;
- (ii) internal transfer of cargo;
- (iii) unloading of cargo;
- (iv) cleaning of cargo tanks;
- (v) ballasting of cargo tanks;
- (vi) discharge of ballast from cargo tanks;
- (vii) disposal of residues to reception facilities;
- (viii) discharge into the sea or removal by ventilation of residues in accordance with regulation 5 of this Annex.

(3) In the event of any discharge of the kind referred to in article 8 of the present Convention and regulation 6 of this Annex of any noxious liquid substance or mixture containing such substance, whether intentional or accidental, an entry shall be made in the Cargo Record Book stating the circumstances of, and the reason for, the discharge.

(4) When a surveyor appointed or authorized by the Government of the Party to the Convention to supervise any operations under this Annex has inspected a ship, then that surveyor shall make an appropriate entry in the Cargo Record Book.

(5) Each operation referred to in paragraphs 2) and (3) of this regulation shall be fully recorded without delay in the Cargo Record Book so that all the entries in the book appropriate to that operation are completed. 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 shall be in an official language of the State whose flag the ship is entitled to fly, and, for ships holding an International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk or a certificate referred to in regulation 12A of this Annex in English or French. The entries in an official national language of the State whose flag the ship is entitled to fly shall prevail in case of a dispute or discrepancy.

(6) 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.

(7) 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 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 operation involving Categories A, B, C and D 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 cargos transferred.
4. Identity of tanks.
 - .1 From:
 - .2 To:

5. Was (were) tanks 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 as 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 P and 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 P AND A MANUAL

12. Identify tank(s), substance(s) and category(ies).

13. Washing method:

- .1 Number of washing 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 Dilution of cargo residues with water (state how much water used, only Category D substances);
- .4 Ventilation procedure used (state number of fans used, duration of ventilation).

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 commenced and stopped pumping.

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 commenced and stopped ballast discharge.
- 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 systems) been emptied?
- 32. Has a prewash in accordance with the ship's P and A 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.

BELOW IS A SAMPLE ENTRY PAGE FOR REFERENCE

NAME OF SHIP: _____ “SAMPLE”			
Date:	Code: (Letter)	Item : (Number)	Record of Operations/Signature of Officer in Charge :
mm/dd/yy	H	15	1500-1600 hrs LT
			Slop Tank 9P (ex accumulated Cat B/C wash)
		15.1	Cold S. W. Wash
		16.1	Wash disch. To sea throughout process
			T. Parks Ch./Mate
			NOTE: This is a SAMPLE Section
			For Reference ONLY!

