CROWLEY

STATE OF ALASKA OCEAN RANGER PROGRAM - ADEC

2010 OCEAN RANGER DAILY REPORT

Revision 0 – 3/9/10

Ship Name		**Ocean Ranger**	
Ship Code Name		**Report Date**	
Discharging? Y/N		**Inspection Type**	

1) Are there any potential non-compliant issues in the below report? (If yes, report will be expedited to allow immediate follow-up from ADEC):	
2) Did you have sufficient time today - observing in the non-passenger areas to accurately complete a section of the checklist?	

If NO for question 2 - list the time you were allowed in the non passenger spaces and the explanations from the cruise lines why your request for additional time was denied.

OTHER SECTIONS COMPLETED:

One Time Checks		
Section A:	Section B:	Section C:
Section D:	Section E:	Oil Spill Notification Form

Ocean Ranger Signature:

APPROVALS:

Crowley - Approved By:	Crowley Approval Date
ADEC - Approved By:	ADEC - Approval Date

SHIP INFORMATION:

Example

Cruise Line		Ranger Report No.	
Ship Code Name		Date	
Advanced Water System?		Type:	
Date of Boarding			

OCEAN RANGER INFORMATION:

Name:	

PRE-INSPECTION:

1) Did ship discharge waste water in Alaska waters today? (If yes - fill out form as discharge ship)		5) Reviewed Non-hazardous Solid Waste Offloading and Disposal Plan	
2) Reviewed any outstanding non-compliant or open items from previous ocean ranger (pick up vessel specific notebook from environmental engineer)		6) Reviewed Hazardous Waste and Substance Offloading Plan	
3) Confirmed that there is no recent history of norovirus outbreaks - check on http://wwwn.cdc.gov/InspectionQueryTool/InspectionSearch.aspx		7) Reviewed Discharge Permit	
4) Reviewed ship Vessel Specific Sampling Plan (VSSP)			

Example

MEET WITH SHIP'S STAFF

	Met With Staff Member?	Name
Environmental Officer		
Captain		
Chief Engineer		
Staff Captain		
Staff Chief Engineer		
1st Engineer		
Environmental Engineer		
Others		

Notes:

SECURITY

Vessel Security Plan Briefing / Awareness briefing (house rules, briefing for contractors)		Any current security threats?	
		Select current MARSEC level	

Notes:

SHIP TOUR

1. Garbage handling and recycling		12. On board wastewater sampling, if any	
2. Hazardous waste and tank storage / container strategy		13. General condition of sample valves	
3. Sewage and graywater treatment and discharge, including tank storage (ship) systems note: request that AWWTS operator accompany observer during observation / tracing of the system. (dischargers only) For non dischargers, review the tank storage plan and valve locking and discharge regime.		14. Spot check records related to these programs including discharge logs and SMS	
4. Observe overboard valve operation and crossover piping regime (if applicable)		15. Check records for refrigerant usage.	
5. Waste incineration and sludge handling (including biosolids)		16. No direct gas turbine washdown within 3 NM / collected in separate system. Record date/volumes/discharges/ in notes. (Does NOT apply to turbochargers)	
6. Sanitation in food preparation areas		17. Was boiler wash water discharged in port?	
7. Oily water separator (OWS)		18. Was boiler wash water discharged underway in Alaska waters?	
8. Stack emissions minimization and monitoring		19. Was boiler blowdown water discharged in port?	
9. Ballast discharge, if any.		20.Was boiler blowdown water discharged	

Example

		underway in Alaska waters?	
10. Overboard piping, valves, and overboard valve monitoring systems		21. Are seawater piping Biofouling preventive systems used? If yes describe type in notes: Note the chemicals used and what efforts are made to minimize usage. (VGP EPA item 2.2.20)	
11. Boiler blow down and chemical treated cooling water handling if applicable.		22. Does ship have any suspected cases of influenza like illness?	

Notes:

DAILY CHECKS AT SEA

Vessel Location:

1. Accompany the environmental officer on daily rounds		6. Accompany any engineer on his/her maintenance round to witness service and maintenance of MSD systems	
2. Observing the daily wastewater lab analysis (if applicable)		7. For ships that are not authorized to discharge wastewater in Alaska, overboard wastewater discharge valves verified closed and sealed in Alaska waters.	
3. Cross checking automated overboard discharge alarm records against log entries made in the Oil Discharge Record Book and the State of Alaska Blackwater and Graywater Discharge Record book.		8. Observe tank levels of head tanks for "Oil to Sea Interface" areas (stern tubes, bow and stern thruster seals, fin stabilizer seals, etc.) Look for any significant level changes. *OR* observed for traces of oil in water during maneuvering.	
4. Check to ensure that wastewater outflow quality monitors, if installed, are functioning properly. (Effluent monitors, usually turbidity monitors, at pre-set detection readings, will stop over board discharge and redirect the effluent to a tank or back through the wastewater treatment system.)		9. Check ship daily logs and reports for any discharges, maintenance, repairs, or addition of oil to "oil to sea interface" head tanks. • Discharge report: ballast water, solid waste, black water, gray water, other • Machinery reports AWP, MSD, OWS, Incinerator, Commutator, Compactor, other	
5. Observe any non-routine or non-automatic discharges (oily water separator discharge, ballast , or any discharges through valves that are		10. Air Emissions meet 18AAC50 - Opacity monitoring system (recorders and alarms working)	

Example

usually locked)			

Notes for Daily at Sea Checks:

DAILY CHECKS IN PORT

Vessel Location

1. Waste management and waste offload and condition of the off load pallets and other carriers. Review manifests and pickup arrangements.		5. Observe repairs, maintenance, cleaning and other operations that may affect the wastewater treatment plant effluent quality. (example - back flush cleaning with chemicals)	
2. If the ship is at anchor, initial boat lowering and operations.		6. Observe special actions to prevent spills, overflows of tanks, etc.	
3. Potable water hookups. Are they according to procedures for ship and the supplier.		7. Observe discharge of wastewater to shore connection (volume/procedures) (Normally only done at the South Franklin Dock in Juneau for Graywater)	
4. Observe wastewater sampling by contractor (if done this port). If no, skip to 5		8. Deck wash down / hull cleaning (above waterline) Minimize debris and residues/ minimize paint, rust and materials entering water during maintenance / non toxic cleaners (VGP EPA item)	
4a. Was a sampling event conducted by vessel operators, contractors, ADEC, or Coast Guard		9. Anchor chain washdown (VGP EPA item)	
4b. Was Ocean Ranger present during the sampling event?		10. Fire main discharge only in emergencies and anchor wash down. (VGP EPA item)	

Example

Comments on Sampling Event

11. Was there a hazardous waste offload event?	
12. Was there a non-hazardous waste offload event? (If 11 and 12 are answered NO then skip 13 to 20)	

13. The harbors, landfills, or other offloading or disposal facilities in the state used: and whether the off-load was compatible with the non-hazardous solid waste offloading and disposal plan filed as required by 18ACC69.035	
14, The harbors, landfills, or other offloading or disposal facilities in the state used: and whether the off-load was compatible with the hazardous waste and substance offloading plan filed as required by 18ACC69.040	
15, Name and address of each contractor used for offloading / vessel name (if applicable)	
16. Estimate of volume of each waste type	
17. Offloading or disposal method	
18. Describe the controlled storage, processing, or disposal facilities or treatment used	
19. Describe the vessel crew training in offloading procedures	
20. Number on the provided material safety data sheet (MSDS) if applicable	

Notes for Daily in Port Checks:

Example

DISCHARGE SHIPS – *vessels actively discharging waste water under the Alaska General Permit while in Alaska waters.*

At Sea Checks

1. Number of Passengers and Crew currently onboard	
2. The daily estimated volume of discharge overboard by type; (black, gray, or mixed)	
3. Description of how the daily volume by discharge type was estimated	
4. Time/date expressed in a 24-hour clock format at the beginning and end of each vessel route	

In Port Checks

5. The daily estimated volume of discharge by type; (Gray & Black water)	
6. Description of how the daily volume by discharge type was estimated	
7. Time/date expressed in a 24-hour clock format at the beginning and end of port call	

8. Estimate average flow rate for (Gray & Black) water	

Notes for Discharge Ships

NON DISCHARGE SHIPS - *vessels not discharging in Alaska waters - whether they have been issued an Alaska General Permit or not.*

At Sea Checks

1. Number of Passengers and Crew currently onboard		2. Was there a wastewater discharge at sea today? If no – skip to 13	
3. Date discharge started – (outside Alaska waters)		4. Time discharge started (2400)	
5. Date discharge ended – (outside Alaska waters)		6. Time discharge ended (2400)	
7. Latitude and Longitude at start of discharge – (from log)			
8. Latitude and Longitude at end of discharge – (from log)			
9. Overboard Discharge Valves Used			
10. Type of discharge: (treated black, gray, or mixed waste water or untreated) - outside Alaska waters			
11. Volume and average discharge rate for each overboard discharge valve			
12. Individual in charge of discharge operations – if more than one discharge event today, enter data in the "notes for non discharge ships" section			

In Port Checks

Was there a wastewater discharge today?	

Both at Sea and In Port

13. Total volume (M3) of waste water in holding tanks	
14. Time when tank volumes were taken	
15. Percent of holding capacity being used (current volume compared to total holding capacity from VSSP)	

Example

16. Is there sufficient waste water holding capacity until the next scheduled discharge (outside Alaska waters)?	
17. Include the holding tank regime (which tanks are used / volume / type / tank notation)	

Notes for Non Discharge Ships

LOG OF OCEAN RANGER EVENTS OF THE DAY

Was ship in Alaska waters for 24 hours?

Times that ship exited or entered Alaska waters on this day.
Daily Log of Events

Example

SEASONAL INFORMATION REVIEW -

(Information that is checked once per cruise season - and recorded in the Ship Specific Notebook)

Agency Reports and Inspection Records

Review ADEC inspection reports (if any)	
Review ADEC sampling audit reports (if any)	
Checked authorization to discharge (ADEC letter and USCG letter if applicable)	

Comments:

Plans and Permits

1. Current Pollution Prevention Records	
Checked International Oil Pollution Prevention Certificate Expiration Date	
Checked Person-in -charge (certificated/licensed)	

Comments:

2. Shipboard Oil Pollution Emergency Plan	
Checked approval by Administration (class society)	
Checked that document is updated and current	
Checked that document is in English and working language of crew	
Checked that contact numbers for National and Local Authorities are correct (Port Authorities for ports visited not every COTP)	
Checked the immediate Actions List	
Checked the Non Mandatory Provisions (if listed in SOPEP). Spill kits located and inspected	
3. MARPOL Annex V (Garbage)	
Checked Record book	
4. Does vessel have an International Air Pollution Prevention (IAPP) or Engine International Air Pollution Prevention (EIAPP) certificate for diesel engines above 130KW?	
5. Checked General Discharge Permit (AS 46.03.462 issued by ADEC)	
6. Checked the Approved Vessel Specific Sampling Plan (18 AAC 69.030)	
7. Checked the Approved Non-Hazardous Solid Waste Offloading and Disposal Plan (AS 46.03.47(e)(1) and 18 AAC 69.035)	
8. Checked the Hazardous Waste and Substance Offloading Plan (HWSOP) (18 AAC 69.040(b))	
9. Checked the current Alaska vessel registration and notarization papers	
10. Checked the approved Hazardous Waste and Substance Offloading Plan (few, if any, ships discharge waste in Alaska. There may not be a plan but a letter to ADEC stating as such)	
11. Checked certification from antifouling paint supplier that TBT-free coatings have been applied to the vessel.	
12. Checked the Garbage Management Plan	

Comments:

Example

Black and Gray water systems

13. Number of Gray Water Tanks (from VSSP for discharge vessels)	
14. Total tank capacity M3 (from VSSP for discharge vessels)	
15. Volume Produced M3/day (from VSSP for discharge vessels)	
16. Maximum number of days in port without discharging (from VSSP for discharge vessels)	
17. Checked that Quality Assurance / Quality Control Plan is available	

18. Checked MSD Nameplate (should be designed to resist efforts of removal or efforts to alter the information)	
19. Checked MSD Certificate of Type Test. For Foreign Flag Vessels in U. S. Waters A foreign flag vessel that has a "Certificate of Type Test" under MARPOL Annex IV indicating that its sewage treatment plant meets the test requirements of Resolution MEPC.2 (VI) of the International Maritime Organization (IMO) will be accepted by the Coast Guard as being in compliance with 33 CFR 159.7(b) or (c). The Certificate of Type Test must be issued by or on behalf of a government that is a party to the MARPOL convention. Such a plant will be considered as fully equivalent to a Coast Guard certified Type II MSD as long as the unit is in operable condition. However, the unit may not be labeled as USCG certified. U.S. registered vessels will continue to be required to have Coast Guard certified MSDs per 33 CFR 159.	
Checked MSD Placard is present	

Oil Pollution Handling

20. Checked that oil Pollution placard posted	
21. Checked Oil Transfer Procedures (cruise ships do not normally take on any fuel in Alaska)	
Checked that procedures are Posted / available in crew's language	
Checked number of persons required on duty	
Check means of communication	
Check description of transfer system including a line diagram of piping system	
Check procedure to report oil spills	
Checked bunkering stations, if applicable. Bunkering manifolds are usually co-located with the sewage pump out manifold.	

Example

Non - Hazardous Waste

22. Checked that Garbage Pollution Placards Posted	
23. Check for procedures to minimize amount of potential garbage	
Check if vessel is encouraging ship suppliers to consider alternate means of packing, use of other than plastics? Observe stores being loaded.	
Check if vessel is using reusable packing? Examine stockpiles for use	
Check if waste generated while in port disposed to shore reception facility prior to sailing? Observe waste being offloaded.	
24. Recycling - Checked that ships crew is following policy for recycling. Interview crewpersons in varied work areas, casino, galley, housekeeping, etc. with recycling responsibilities for procedures used.	

Example

DOCUMENT REVIEW - SECTION A

Plans and Permits

1. Current Pollution Prevention Records	
Checked declaration of inspection (available and retained for at least one month)	
Checked PMS records for required maintenance for the selected waste stream for verification	
Checked SMS incorporates PMS activities and logs for all Waste Streams	
Checked Logs to track oil usage in systems having oil to sea interfaces (if applicable)	
Checked deck maintenance logs – materials used and processes used other than routine cleaning.	

Comments:

2. Oil Record Book	
Checked each operation signed by person-in-charge	
Checked each complete page signed by master	
Checked that book maintained for 3 years	
Checked for use of proper codes and version for vessel	
Checked that transfer receipts/manifest match oil record book entries	
Checked that OWS rates not exceeding design criteria	
Checked that incinerator rates not exceeding design criteria	
Checked for consistent bilge water management patterns	
Checked comparison of oil record book entries to vessel's daily tank sounding book	

Comments:

. MARPOL Annex V (Garbage)	
Checked Record book	
Checked garbage management plan	
4. Safety Management System - checked the relevant parts of the Safety management System (SMS) which describes the operation and maintenance of the various pollution control devices.	
5. Checked tank plan and tank operation plan and records (matrix)	
6. Checked the overboard valve "opening plans" discharge procedure. (matrix)	
7. Checked the procedure to notify agencies for non-conformities, etc.	
8. Checked the non-tank vessel spill plans, both Alaska and US	
9. Checked the recycling policy – Plans, Logs, and Records	
10. Checked the Ballast Water Report Form 33CFR151.2045	

Comments:

Example

Ships Reports, Logs and Procedures

Discharge reporting – Checked Garbage Record Book / status	
Checked alarm records report (example: Wastewater, opacity, stack emissions)	
Last sludge/oily bilge discharge (date/ location / volume / port) – from logs books when outside of Alaska waters.	
Last oily water separator discharge (date / location / volume / port)– from logs books when outside of Alaska waters.	
Last Bunkers (date / location / volume) – from logs books when outside of Alaska waters.	
Checked key control procedures for overboard discharge valve locks.	
Checked for proper disposal of pool water and records of direct discharge in Alaska waters including concentration of Halogens/ Chlorine/ Bromine. List volumes and locations where discharges occurred in notes below. (VGP EPA item)	
Checked latest 3rd party wastewater testing results	

Comments:

BLACK AND GRAY WATER SYSTEMS – SECTION B

Gray Water System

1. Checked that Ships Discharge Log book - up to date and complete	
2. Checked that prohibited sources [hazardous materials, bilges, photo shop & print shop (if hazardous wastes are commingled) or medical waste (e.g. syringes, blood soaked gauze, human tissue, etc.)] do not enter graywater system.	
3. Checked for evidence of other drained fluids into scuppers or other entry points (photo lab, hospital, specialty spaces)	
4. Checked drains from spaces containing machinery (from fan rooms, hotel equipment, elevator pits, effluent/condensate, etc.) are oil free before entering waste water systems(s) or is sent to the bilges/ oil water separation system	
5. Checked connections to the Black Water System (if permitted in MSD Operation Manual, if so, is MSD capacity sufficient?)	
6. Checked that reverse osmosis /distillers/water makers – the brine or reject water shall not contain hazardous waste (VGP EPA item)	
7. Checked connections to Ballast Water System	
8. Checked current capacity sufficient for persons on board and time in port?	
9. Checked vessel's gray water handling procedures (SMS)	
10. Is Gray water processed and discharged?	
11 Gray water disposal procedures. Shore and at Sea (company policy)	
12. Checked vessel's sampling procedures (if any)	
13. Types of test performed, equipment, and useable testing supplies readily available	
14. Check how often do they take samples? Review samples record book	
15. Checked state, federal and local regulations for gray water discharge	
16. Responsible crew interviewed	
17. Checked disposal Records	
Checked Shore (receipts available)	
Checked at sea (logs maintained)	
Checked sampling/Testing (logs maintained)	
Checked how “de-watering” of wastes (food waste etc.) are handled.	

Notes on gray water

Example

Black Water System

23. Checked sources of black water	
Toilets, Urinals, scuppers	
Checked drainage from medical premises (U.S. restriction)	
Checked that black water system installed, maintained and operated in accordance with approved plans and manufacturers specifications.	
Checked Tank Capacity and Volume produced	
Checked Current volume in tanks	
Checked that Modifications are documented	
24. Operations and Treatment	
Checked Chemical/Biological treatment & protective equipment	
Checked Chemical Treatment level	
Checked for sufficient chemicals, additives, approved cleaning materials onboard (enzymes, "Gamazyme" chlorine)	
Checked that compressors operating, inlet filters maintained	
Checked that vacuum system operable, if applicable	
Checked that flow indicators clear - indicating flow	
Checked when the last system cleaning occurred	
Checked the macerator operating maintenance	
Checked on methods to dilute discharge	
Checked operating instructions / SMS procedures	
25. U.S. Marine Sanitation Device Requirements	
MSD Type	
Checked Proper operation (macerators, treatment chemicals) and structural integrity, no leaks	
26. Maintenance	
Check maintenance Records / Logs	
Checked one line diagram of operation	
Checked if there are any modifications to system	
Checked that routine testing done and logged	
Check any work in progress	
Check test results within required limits	
27. Sampling / Testing	
Check Lab analysis of fecal coliform / total suspended solids in effluent	
Check results of residual chlorine content in effluent testing	
Checked calibration records for dosing pump / proportioner	
28. Discharges	
Vessel has an advanced System - continuous discharge?	
If vessel has an advanced waste treatment system, does vessel discharge only when under way?	
Discharge Locations	
Checked sampling of effluent during discharge operations	

Notes/Findings on Blackwater

OIL POLUTION HANDLING – SECTION C

Sample

Plans and Permits

1. Oily Water Separator (OWS)	
Checked bilge piping, no modifications & matches approved diagram (direct to OWS, to holding tank, etc.)	
Check that system has no blanked flanges, pipe caps, or dead-ended valves, or tees on inlet or outlet piping	
Checked that there is no evidence of bolting/unbolting of associated piping segments	
Checked for recent paint on pipe segments	
Checked general housekeeping and cleanliness	
Checked OWS operation if in use, evaluate operator competency. System operating in published ranges	
Observe that unit is processing contaminated source.	
Checked for similar readings of oil content meters (units with multiple oil content meters)	
Ensure sample analyzed by meter is OWS output (trace sample line for presence of unacceptable clean water connection)	
Observe if there are obvious electrical bypasses, jumpers, extra switches on unit or meter control panel.	
Observe system has automatic re-circulate (3-way valve) or shuts down when >15ppm. Observe proper operation of valve if in use.	
Observe for proper operation of system backflush or oil purge cycle if in use.	
Visually observe processed water for gross contamination (sheen or visible oil)	
Checked comparison of ship's operational maintenance routine with actual preventative maintenance conducted.	
Checked meter calibration records	
Check strip charts if fitted	
Checked other machinery space overboard piping for unusual connections	
Checked records pertaining to OWS system repairs	
Check that oil record book corresponds to volume of bilge water, oil waste and sludge remaining onboard and with bilge waste transfer log.	
2. Checked standard discharge connection	
3. Checked Fuel / Lube sludge oil fill, vent & overflow discharge containment	
Checked Size (<1600GT 1/2bbl, >1600GT 1 bbl)	
Checked Fixed Containment (if ship was built after 30Jun74)	
Checked Drains	
Checked Scupper Closures	
4. Checked prohibited oil spaces (no oil/hazardous substances carried fwd of collision bulkhead)	
5. Checked lighting at each transfer operations work area	
Checked lighting is adequate	
Checked lighting located / shielded to not interfere with navigation	

Example

6. Checked Bilge Water Management	
Checked machinery space bilges	
Checked contamination / oil residues in bilges on bulkheads, piping, structures, within rose boxes	
Checked for leakage from systems and engines into machinery spaces (may not be seen during port operations)	
Checked engine oil usage, quantities, where lost, consumed or in bilges	
Checked for evidence of detergent usage in oily water separator / related equipment or used to remove appearance of sheen (VGP EPA item)	
Checked for hoses, fittings, and connections in areas - usage unknown	
Checked for unlocked overboard valves on bilge, bilge & ballast, salt water service	
Checked that seal management program is used	
Checked that lifeboat / security / tender vessel engineering systems leak free	
Checked oil and grease from topside equipment (winches, motors, etc.)	
Checked ship specific bilge water management manual	
Checked that Lifeboat / security / tender vessel bilges clean	
7. Checked Waste / Sludge oil incineration	
Checked results of past tests and inspections	
Checked record keeping	
Checked for clean / dirty furnace, evidence of use	
Check air emissions (if incinerator is in use)	
Check that estimated quantities of sludge produced - normal or excessive (fuel sludge production can exceed 2% of total fuel used)	
Check that transfer pump connected to sludge system, ashore, incinerator settler only	
8. Check systems with Oil to Sea Interfaces	
Checked oil lubricated stern tubes, bow and stern thruster seals, fin stabilizer seals, Azipod, etc.	
Made exterior examination in way of systems for evidence of leaking seals - (some operators use oil that sinks)	
Checked for presence of barrels, drums, hoses, pumps, and other equipment/supplies/arrangements necessary to refill systems at equipment	
Check consumption records if SMS or environmental compliance programs require such records (Oil to Sea Interface Log)	

Notes/Findings on Oil Pollution Handling

HAZARDOUS AND NON-HAZARDOUS WASTE – SECTION D

Hazardous Waste

Example

1. Checked that records maintained and manifests completed for potential hazardous waste streams:	
Checked Silver Bearing Photo Processing Waste (developers, wash water, Silver Recovery Units)	
Checked X-Ray equipment waste	
Checked Print Shop Waste (inks, dyes, cleaning solvents)	
Check waste from used Solvents, Paints & Thinners	
Check on waste from fluorescent/Mercury Vapor Bulbs	
Checked on waste from batteries (universal wastes): Nickel Cadmium (Nicad); Lead Acid; Lithium; Alkaline	
Checked on waste from Pharmaceuticals/Narcotics	
Checked Dry Cleaning Waste (PERC, lint, sludge, filters, condensate water)	
Checked waste from Cleaning Solutions (de-scalers, acids, bases, other corrosives)	
Checked waste from expired pyrotechnics (from safety equipment and entertainment use)	
Checked waste from rags contaminated with hazardous wastes (also - in approved storage containers?)	
Checked waste from incinerator ash if contaminated with toxic/hazardous substances (plastics containing heavy metals)	
2. Review hazardous waste procedures	
Checked Hazardous Waste and Substance Offloading Plan (HWSOP)	
Checked Shipboard policies	
3. Checked that responsible personnel received initial and refresher training	
4. Check if there any evidence (e.g. lack of disposal records) of hazardous material being discharged overboard	
5. Check if hazardous wastes being properly stored, maintained, labeled, and placarded.	
6. Check that proper storage devices available	
7. Check that waste is not commingled	
8. Checked that quantities on board consistent with receipt/disposal documentation	
9. Checked that the crew has ready access to spill control and decontamination equipment	
10. Checked that records reflect reasonable accumulations of waste with respect to the capacity of the vessel, its age, technologies onboard, and amounts of repair/maintenance	
11. Checked that used lead acid batteries are not mixed with other waste and are kept dry	
12. Checked records of hazardous consumables are kept updated “Used” and “Unused”	
13. Checked hazardous waste processing including pesticides, photo labs, and dry cleaning	
14. Checked disposal of incinerator ash / residue and method of handling.	
15. Checked disposal of bio sludges, etc. and method of handling.	

Hazardous Waste Notes:

Example

Non - Hazardous Waste

16. Shipboard Garbage Management Plan	
Checked that shipboard garbage properly handled in accordance with Garbage Management Plan	
Checked Garbage Record Book entries	
Checked Type, amount, location, date/time for garbage entries	
Checked garbage Receipts	
Checked that each entry signed by Officer-in-Charge and each page by Master	
Checked for any reports of alleged inadequacy of port reception facilities for garbage on file	
Check that there is a designated Person-in-Charge	
Check there are no plastics or synthetics discharged overboard	
Check that waste sorted to prevent hazardous waste entering non-hazardous waste stream or incinerated. Separate defined storage areas for hazardous/non-hazardous – no commingled waste.	
Check that garbage plan is in working language of crew and in English, French or Spanish	
Check that incinerator ash if discharged overboard free of plastic residue (clinkers) or free of unburned food wastes if landed ashore.	
Checked that trash chutes clean, free from oil residue (No oil stains on decks, side of hull adjacent to trash chutes)	
Check that Foreign Food Wastes handled per APHIS regulations	
Checked that Medical Wastes-incinerated or manifested as Bio-Hazardous Waste.	
Checked that non hazardous waste is discharged outside of special areas only (when special area restrictions are in effect)	
Checked incinerator operation (observed if in operation)	
17. Checked Maintenance and repair conducted on equipment	
Checked Incinerator	
Checked Grinders	
Checked Valves and flappers on chutes	
18. Checked Human Factors	
Checked that master and crew familiar with essential shipboard garbage handling procedures.	
Checked that personal protective equipment available, functioning and in place (ILO 134).	
Checked that sanitation, from a health standpoint, being maintained (ILO 147).	

Non Hazardous Waste Notes:

Example

SANITATION – SECTION E

HEALTH AND HYGIENE ISSUES	
Checked for disease reporting records for food workers	
Checked that food workers not working with observable infected wound, communicable disease or persistent sneezing, runny nose, coughing, vomiting, diarrhea or jaundice	
Checked medical facilities and bio hazard waste handling	
Checked production and handling of potable water	
FOOD SAFETY	
Checked that food workers are not handling ready-to-eat foods with bare hands	
Checked that food is protected during receiving, storage, preparation, display Foods must be protected to prevent environmental contamination. Food and food equipment must be stored at least 6 inches off the ground.	
Checked that thermometers conspicuous and used	
Checked that after being served or sold to a customer, food is not re-served	
Checked that shellfish tags are maintained	
EQUIPMENT	
Checked that food equipment to maintain product temperature cold holding foods at a food temperature of 41°F or less and at 140°F or higher for any foods that are hot holding	
Checked that food contact surfaces are properly washed, rinsed and sanitized Minimum manual warewashing wash solution temperature of 110°F Minimum manual hot water sanitization temperature of 171°F Minimum mechanical warewashing wash temperature in accordance with manufacturer's instruction Minimum mechanical warewash hot water sanitizing temperature of 180°F so that utensil surface temperature reaches 160°F	
TOILET AND HANDWASHING FACILITIES	
Checked that facilities are convenient, accessible, cleaned and stocked	
Checked that toilet rooms are ventilated with self-closing door	
FACILITY / STRUCTURE	
Checked that there is complete separation of food and food equipment / utensils from living quarters, laundry	
Checked that floor, walls, and ceilings are clean	
Checked that lighting is shielded or shatterproof when needed	
Checked that phosphate free detergents and non-toxic degreasers are used in sculleries and galleys. (VGP EPA item)	
SWIMMING POOL	
Checked that water is filtered in re-circulated swimming pool	
Checked that free residual halogen of ≥ 1.0 and ≤5.0 mg/L (ppm) shall be maintained in re-circulated swimming pools.	
Checked that a halogen test kit is provided and used	
Checked that swimming pools are maintained	
Checked that safety signs and equipment are provided	

Example

	Checked that first aid kit, rescue tube, Sheppard's crook or non-telescopic pole at least 12 feet long and a rope or floating lifeline separating shallow area from deep area at the 5 foot area. Depth markings, pool rules and warning signs where chemicals are stored.	
	Checked that residual halogen logs measured and recorded every 4 hours during operation	
SPA		
	Checked that water is filtered in whirlpool	
	Checked that whirlpool spa water maintained with a pH between 7.2 and 7.8	
	Checked that whirlpool spas are maintained with free residual chlorine of ≥ 3.0 mg/L (ppm) and ≤ 10.0 mg/L (ppm); or free residual bromine of ≥ 4.0 mg/L (ppm) and ≤ 10.0 mg/L (ppm).	
	Checked that whirlpool spa water changed daily	
	Checked how pool/spa water is handled / sampled (VGP EPA item)	
	Is pool/spa water discharged in Alaska waters?	
	Checked that spa is maintained	
	Checked that safety signs and equipment provided	
	Checked that residual halogen logs measured and recorded hourly during operation	
BARBER / HAIRDRESSER		
	Checked that barber or beautician free of any observable communicable disease	
	Checked that no barber shop shall be operated in any premises where food or drink is served, prepared, or stored, unless fully separated by a partition extending from floor to ceiling	
	Checked that hair brushes, combs, razors, scissors, clippers, rollers, clips, pins and other instruments of the trade maintained in a clean and sanitary condition	
	Checked that items are sanitized:	

Sanitation Notes

Example

Photo 1		Photo 2	
Date and Time of Photo		Date and Time of Photo	
Caption 1		Caption 2	

Photo3		Photo 4	
Date and Time of Photo		Date and Time of Photo	
Caption 3		Caption 4	

Example