Ocean Ranger Job Aid

For 2015 Daily Report

December 8, 2014

ADEC CPVEC

Record of Changes (2015)

2015 RECORD OF CHANGES			
Change Number	**Date of Change**	**Date Entered**	**Entered by (name)**

Expectations of items to observe and report:

Complete the following in order of priority:

- Emergency items such as spills or marine casualties
- Additional observations as requested by ADEC
- Items of opportunity/special circumstances
- Seasonal Checklists
- Daily observation checks for each section
- WW and Oil sections
- Safety, Opacity, Waste, & Sanitation sections

Note: subject to change from ADEC or ADEC contractor

Regardless of the wording in the Job Aid for each monitored item, checking an item indicates only that you have monitored that item during the day, not that the item was or was not satisfactory. If an item is unsatisfactory, your written comments must describe the conditions that have made that item unsatisfactory. Be as specific as possible in your comments. Checking an item but leaving no comments indicates the item was satisfactory.

Consult the guidebook for full citations and information relating to each checked item.

Note: The following acronyms are used in this document:

- IAW –in accordance with
- GP -The Alaska Large Commercial Passenger Vessel Waster General Permit
- VGP - EPA Vessel General Permit.
- AS - Alaska Statute
- AAC - Alaska Administrative code.
- CFR- Code of Federal Regulations.
- BW – blackwater
- GW- graywater
- WW – wastewater
- VSSP – Vessel Specific Sampling Plan
- OWS – Oil Water Separator(s)
- AWTS – Advanced Wastewater Treatment System

Information Sections:

1) General Information (A.1)
   a) Date- date of daily report
   b) Ship Name
   c) Trip Type- IP= in-port inspection. VO = all inspections which are not conducted solely in-port
   d) Name- Name of Ocean Ranger completing report
   e) Location- Port name if in-port, general location if not in port (for example- Tracy Arm or "underway Gulf of Alaska")
   f) Date boarded- date boarded vessel. For in-ports this is the same date as the report.
   g) Number of passengers and crew- total number onboard (46 USC Sec 3501)
   h) Ship in Alaska waters 3 hours or more (Y/N)
2) Discharge in Alaska on report day (Y/N)? (At time report was made)
3) Sample Taken (Y/N)- If yes, fill in the following in (A.3):
   a) Type of sample- what was the purpose of the sample? (compliance, information, process)
   b) Type of WW sampled (graywater, mixed, blackwater, ambient)
   c) Sample ID number - Obtain this from the COC form or the sampler
   d) Sample Date and Time
   e) Sample taken while discharging - Y or N
4) Waste Offloads (Y/N)- If yes, fill in the following in (A.4):
   a. Amount offloaded – Provide volume/weight and units of measurement
   b. Type of waste offloaded
   c. Contractor used -Name the contract company offloading waste
   d. Offloading method (such as barge, forklift at dock, handheld buckets)
5) Reportable Illness (A.5) - If above the threshold and required to report to CDC in IAW 42 CFR 71.21 (Y/N)
6) General Comments and photos (if necessary)

SECTION 1; WASTEWATER

Sub-Section 1: Wastewater daily observations (if applicable)

a. Daily wastewater and related discharge logs are current, monitored and recorded IAW 18 AAC 69.050 & 33 CFR 159.315
b. Discharge logs type and volumes match other available information.
c. Wastewater to shore discharges(such as a sewer system or trucks) are not released into regulated water body IAW AS 46.03.462
d. Check for unpermitted discharges of untreated WW, treated WW by unpermitted vessels, discharge in areas closed to discharge, or discharge of sludge or biosolids in Alaska waters IAW AS 46.03.462 and GP

Sub-section 2: General Wastewater and EPA VGP

a. Boiler blow down water is handled IAW VGP 2.2.6
b. Chemically treated cooling water handled correctly (e.g. anti freeze etc.) IAW VGP 2.2.19
c. If seawater piping bio-fouling chemicals and chlorine are used, use is minimized IAW VGP 2.2.20
d. Cathodic Hull protection used IAW VGP 2.2.7
e. Prohibited sources, e.g. hazardous materials from photo shop/print shops, hospital, laboratories, carpentry paint shops, upholstery shops, etc do not enter the GW, BW or bilge systems IAW VGP 2.1.2 & 5.1.1.1.4 and AS 46.03.745
f. Gas turbine wash water discharged < 3 nm (Does not include turbo blowers / chargers on diesel engines) IAW VGP 2.2.14 and 40 CFR 110
g. Fire main discharge only in emergencies, deck wash down or secondary uses IAW VGP 2.2.12
h. Pool /spa water discharges in Alaska waters performed IAW VGP 5.1.1.2 and 5.1.2.3
i. Deck wash down / hull cleaning (above waterline) IAW VGP 2.2.1
j. Anchor chain and anchor washed down IAW 33CFR 151.2050(e)
k. Exhaust Gas Scrubber Discharges (in Alaska) IAW VGP 2.2.26

Sub-section 3: Permitted Vessels

a. Approved VSSP is up-to-date and available onboard IAW AS 18AAC 69.025(f) and 33 CFR 157.317(b)
b. Sampling events
    i) Follow the approved VSSP and Quality Assurance Project Plan sampling procedures IAW AS 18 AAC 69.025 & 030 and 33 CFR 159.317
    ii) Sample results (if available same day) IAW GP limits for Fecal Coliform and Total Suspended Solids in effluent
    iii) Field test results for pH and Chlorine within GP limits
c. Discharge log identifies daily estimated volume, date, location, and length of each stay if discharge occurs while anchored or docked. While underway between each port estimates average flow rate, dates while en route, and average speed. Flow rate recorded by type. Time / date is in 24 hrs clock format at the start (beginning) and end (stop) of each discharge IAW 18 AAC 69.050 (c) for continuous or automatic discharges only
d. Onboard records describe how the daily discharge volumes are calculated/estimated/or metered IAW 18 AAC 69.050(c)(2) for continuous or automatic discharge only
e. The daily estimated volumes of WW discharged are recorded by type IAW AS 46.03.465(a), 18 AAC 69.050 and 33 CFR 159.315(b)
f. WW discharge performed IAW GP Authorization Letter (AS 46.03.462 (a))
g. Daily volumes were calculated / estimated /or metered in IAW GP

h. WW outflow quantity monitoring is functioning properly (if installed) IAW GP
i. Food wastes and galley oils in GW IAW VGP 2.2.15
j. Sample valve and related piping is operable and IAW approved VSSP and 33CFR 159.317
k. AWTS system is capable of performing IAW approved VSSP and GP
l. Observe repairs, maintenance, cleaning and other operations that may affect the WW treatment plant effluent quality (GP)

Sub-section 4: Permitted Vessels, when discharging while stationary

a. Estimated average flow for the GW, BW, Mixed WW (m3/hr) while anchored or docked is logged IAW18 AAC 69.050(c)

Sub-Section 5: Non-Discharge Vessels and Permitted Vessels in no-discharge areas

a. Vessel had no WW discharge conducted in waters subject to GP requirements? (AS 46.03.462 (a)) If discharge occurred fill out Incident Report
b. Verify that overboard valves are closed / sealed in Alaska waters (AS 46.03.463(e))
c. BW GW handling capacity is sufficient for the crew and passengers on board and the time in port (AS 46.03.463(e) and 33 CFR 159.309)

SECTION 2: Non-Hazardous (Solid) Waste

Sub-section 1: Solid Waste (Garbage) Daily

a. Garbage logs are up to date. Include in information section if garbage offload conducted in Alaska IAW 18AAC 69.035 and 33 CFR 151.55(b)(d)
b. Garbage (if offloaded) was offloaded IAW Nonhazardous Solid Waste Plan (18 AAC 69.035)
c. Offload records are certified by the Master or person in charge of the vessel and are completed IAW 33 CFR 151.55 (d)
d. Shipboard garbage is handled in accordance with Garbage (waste) Management Plans. Review manifests and pick up schedule (33 CFR 151.57(c))

Sub-section 2: General Solid Waste (Garbage)

a. Maintenance and repair conducted on equipment IAW 33 CFR 151.63 (b(3))
b. Check there are no plastics or synthetics discharged overboard IAW 33 CFR 151.67
c. Trash chutes are clean and free from oil residue that could be lost overboard (No oil stains on decks, side of hull adjacent to trash chutes) IAW 40 CFR 110.3

SECTION 3: Hazardous Waste and Hazardous Materials

Sub-section 1: Hazardous Waste Daily

a. Vessel hazardous waste logs are up to date IAW 33 CFR 151.55(b) and (d). Include in information section 4.
b. Hazardous waste was offloaded IAW the Alaska Hazardous Waste Offloading Plan, and volumes and waste types match the plan IAW 18 AAC 69.040
c. Records reflect reasonable accumulations of waste with respect to the capacity of the vessel, its age, technologies onboard, and amounts of repair /maintenance IAW AS 46.03.296 and AS 46.03.745

Sub-Section 2: General Hazardous Waste and Hazardous Materials

a. Records are maintained and manifests completed for potential hazardous waste streams IAW 18 AAC 69.040
b. Shipboard garbage is properly handled in accordance with Hazardous Material Management Plan. Review manifests and pick up arrangements plan (33 CFR 151.57)

c. Check if there is any evidence of hazardous material being discharged overboard (AS 46.03.296 and AS 46.03.745)
d. Storage handling of hazardous materials and waste is IAW AS 46.03.296 AS 46.03.745 and 40 CFR 262.34
e. The following (if applicable) hazardous material or waste streams are properly handled and disposed of IAW AS 46.03.745 AS 46.03.296, VGP and 40 CFR 273:
    i. Photo processing (VGP 1.2.3.5)
    ii. X-ray equipment
    iii. Print shop waste (inks, etchers, developers etc.)
    iv. Paints, solvents, thinners
    v. Fluorescent or mercury vapor bulbs
    vi. Dry cleaning chemicals and wastes(e.g. PERC, Tri, lint condensate water, etc.) (if applicable)
    vii. Batteries (universal wastes)
    viii. Pharmaceuticals / narcotics
    ix. Cleaning chemicals (including evaporator cleaning, electro cleaner)
    x. Pyrotechnics (expired)
    xi. Oily and or chemically contaminated rags, filters etc.
    xii. Incinerator wastes (ashes)
    xiii. Pesticides / rodent control chemicals
    xiv. AWTS chemicals (such as de-scalers)
    xv. Undiluted barbercide
f. Maintenance and repair conducted on equipment involved in Hazardous Materials handling IAW 33 CFR 151.63 (b(3))

SECTION 4: VISIBLE EMISSIONS; AIR QUALITY

Sub-section 1: Opacity (Visible Emissions); Air Quality

a. Stack emissions are minimized and monitored. Operational (combustion) procedures in place IAW 18 AAC 50.070
b. Incinerator operation and procedures (observed if in operation) are IAW 18 AAC 50.050 & 070
c. Emissions IAW 18 AAC 50.110. No emissions which would immediately threaten health, property, or animal life
d. Fuel used IAW 40 CFR 1043.60

SECTION 5: SAFETY

Sub-section 1: Safety

a. Observe operations (including repairs and cleaning) that may affect safety of passengers, crew and vessel.
b. Marine casualty (grounding, significant harm to the environment, loss of life of serious injury, fire, or loss of propulsion, steering, or control system that reduced maneuverability) reported IAW 46 CFR 4.05 (a)(3)
c. Personal Protective Equipment, use, and storage recommendations contained in MSDSs for onboard chemicals are followed IAW Material Safety Data Sheets (MSDS)

SECTION 6: HEALTH; SANITATION

Sub-section 1: Potable Water (if applicable) Production / handling of potable water

a. Potable Water hook ups, IAW supplier (municipality or port), vessel procedures, 21 CFR 1240.86 and 21 CFR 1250.82
b. Potable hose is dedicated for potable water and connections are sanitized / capped before use IAW 18 AAC 80.015

c. Potable hose properly stored and used 'free of the ground' IAW 18 AAC 80.015
d. Potable water system free of cross connections or has backflow prevention IAW 18 AAC 80.025

Sub-section 2: Swimming Pools Sanitation; Spa Sanitation; Safety

a. Water is filtered in re-circulated swimming pool IAW 21 CFR 1250.89
b. Free residual halogen of > 0.4 mg/ L (ppm) and pH not less than 7.0 is maintained in re-circulated swimming pools. (21 CFR 1250.89 (b))
c. Halogen test is provided and used IAW 21 CFR 1250.89 (b)

SECTION 7: OIL POLLUTION

Sub-section 1: Oil Pollution; Fuel, Daily

a. Sheens and spills are absent IAW AS 46.03.740 and 40 CFR 110.3
b. Vessel Oil Discharge Record Book is up to date IAW 33 CFR 151.25(h). The Oil Discharge Record Book must contain entries for each discharge (including automated discharge) and offload including OWS discharge events IAW 33 CFR 151.25(d)
c. The Oil Discharge Record Book contains entries for each OWS alarm IAW 33 CFR 151.25
d. Oil Discharge Record Book contains entries for each internal transfer for cleaning or ballasting of fuel tanks IAW 33 CFR 151.25(d)
e. Head tanks levels for "oil to sea interface" indicate no oil loss into the sea (e.g. shaft seals, stabilizer systems, thrusters etc.) IAW AS 46.03.740 and 40 CFR 110.3

Sub-section 2: Oil Pollution; Oil Water Separators

a. Changes to the OWS or OWS piping, make sense IAW 33 CFR 151.10
b. OWS units are processing from a contaminated source, if OWS is in use IAW 33 CFR 151.10
c. Oil content meters have similar or same readings on units with multiple oil content meters IAW 33 CFR 151.10
d. Sample analyzed by OWS meter is from OWS discharge IAW 33 CFR 155.370(a) and 33 CFR 151.10
e. Oil dispersants are not used in oil tanks or lubrication systems IAW 40 CFR 110.4 and VGP 2.2.9
f. OWS system and OWS meters are free of obvious electrical bypasses, jumpers, extra switches on unit or meter control panel IAW 33 CFR 155.370(a) and 33 CFR 151.10
g. OWS has automatic re-circulate (3 way valve) or it shuts down when > 15 ppm. Valve is operated properly IAW 33 CFR 155.370(a)(3)
h. System back flush or oil purge cycle (if used) properly operates IAW 33 CFR 155.370(a)
i. Processed water is free of gross oil contamination (sheen or visible oil) IAW AS 46.03.740 and 40 CFR 110.3
j. Vessel has no indications of OWS bypasses or direct discharges of oil IAW 40 CFR 110.3

Sub-section 3: Bilges

a. Machinery bilge spaces free from excess contamination of oil or hazardous materials IAW 33 CFR 155.770
b. Bulkheads, piping, structures, and rose box interiors are free from excess contamination/oil residues IAW 33 CFR 155.770
c. Machinery free of excess oil leakage (e.g. boiler water blow down / wash waters) IAW 33 CFR 155.770

d. Oil and hazardous materials are not directly discharged into the bilges IAW 33 CFR 155.770
e. OWS and related equipment free from detergent used to remove appearance of sheen IAW 40 CFR 110.4 and VGP 2.2.2
f. Overboard valves on bilge, bilge ballast salt-water service are locked/controlled IAW 40 CFR 110.3

Sub-section 4: Oil Sludge Handling

a. Sludge and spent lube oils are offloaded or properly destroyed and/or recycled onboard IAW 33 CFR 151.25
b. Sludge handling and sludge waste incineration process records are properly kept IAW 40 CFR 110.3 and 33 CFR 151.25
c. Sludge is correctly handled when it is blended with fuels and blending is recorded IAW 40 CFR 1043.60 and 33 CFR 151.25

Sub-section 5: Lifeboats; Security Vessels, Tendering Boats; Deck

a. Vessel(s) mechanical and bilge systems are free of oil, grease that could enter the water IAW 40 CFR 110.3
b. Oil and grease from topside equipment is handled correctly IAW VGP 2.2.1
c. Special actions (such as bunkering of tenders) prevent spills and tank overflows, etc. IAW 40 CFR 110.3 and VGP 2.1.3

Sub-section 6: Oil to Sea Interface

a. Oil lubricated stern tubes, bow and stern thruster seals, fin-stabilizers, steering gear, Azipods etc. IAW VGP 2.2.9
b. Lube oil consumption, oil records and type of oil used are recorded IAW 33 CFR 151.25
c. Mechanical systems with oil to sea interface are free from unusual loss of lubricant IAW 40 CFR 110