Items to be checked once per season:

1. Vessel documentation
2. General Record Keeping Documentation
3. Plans / Procedures
4. VSSP and OWS Checks

Ship Name	Example
Ocean Ranger Name	OR Name
Date Completed	xx/xx/12
Is this a revision of previous report (Y/N)?	N

Purpose:

This checklist includes items that Ocean Rangers must monitor once per cruise season. Once verified these items will not change significantly, if at all, during the cruise season. The department has determined that monitoring and recording the items on this checklist one per season provides enough oversight to ensure compliance for the entire cruise year. It will reduce the time required by vessel crews and Ocean Rangers to monitor, and make the time available for Ocean Rangers to monitor more dynamic items. In-season changes that the vessel makes that affect items on this checklist may make a re-check of those items necessary, but will not likely require completion of the full checklist.

Action:

Ocean Rangers. The first Ocean Ranger assigned to ride this vessel shall complete this checklist. The Ocean Ranger may split the seasonal report into sections; for example, documentation and VSSP could be completed on the first day. Upon completion, the Ocean Ranger will submit the completed checklist to the Crowley Program Manager. While completing the seasonal report, the Ocean Ranger shall also provide a daily report with minimal information each day, including: daily checks for each section, information section, and compliance items noted.

Crowley Program Manager. The Crowley Program Manager shall require one checklist per each vessel operating on more than one Alaskan voyage. Do not conduct a seasonal report on vessels making only one Alaskan voyage. The Crowley Program Manager shall ensure that all seasonal reports are received in a timely manner. The Crowley Program Manager will conduct quality assurance/quality control on the checklist and then submit the completed and QA/QC verified checklist to ADEC. Upon ADEC approval of the checklist, the Crowley Program Manager

shall make the information contained on the checklist available for each Ocean Ranger that rides the ship during the cruise season.

ADEC Cruise Ship Program. The ADEC Cruise Ship Program will ensure that all checklists are received from the Crowley Program Manager. The Cruise Ship Program will review the checklist. If the program requires more information, we will request that the Crowley Program Manager arrange for an Ocean Ranger to collect and provide the information to the Crowley Program Manager.

1. Vessel documentation and certification

1) All Vessels:

1) MSD Certificate Type of Test onboard. Non U.S. flag "Certificate of Type Test Marpol Annex IV". (Marpol IV / 33 CFR159.59) **(Y/N)**	**Y**
2) Certification of TBT free paint coating on hull (AS 46.03.715) **(Y/N)**	**Y**
3) Waste / Hazardous wastes offloading plan(s) carried onboard (18 AAC 69.035 / 69.040)? **(Y/N)**	**Y**

2) Discharging vessels (in Alaska waters):

1) Name of discharge logs used onboard:	**N/A**
2) General Permit Authorization letter on board? **(Y/N)**	**N/A**
3) State of Alaska General Permit copy onboard?**(Y/N)**	**N/A**
4) VSSP document carried onboard and readily available? **(Y/N)**	**N/A**
5) NWCCA Quality Assurance Project Plan carried onboard? **(Y/N)**	**N/A**
6) USCG discharge authorization letter? (only required for continuous or stationary dischargers) **(Y/N)**	**N/A**

3) All vessels Air (IMO Annex VI)

1) NOx Emissions certification (IMO Annex VI) **(Y/N)**	**Y**
2) Does the vessels have a valid International Air Pollution Prevention (IAPP) or Engine International Air Pollution Prevention (EIAPP) certificate (>130kW)? **(Y/N)**	**Y**

2. General record keeping and documentation:

This section includes information for onboard record keeping. These checks will allow other Ocean Rangers to quickly find documents needed for reporting. Identify the name and location of the record keeping document for each item with the word "records", "recordkeeping", or "recorded".

Include the ships name for each logbook and related documentation. If the logs are electronic, identify the name and location. If item is not recorded in a dedicated logbook but in another log book, state where it is recorded. (e.g. anchor wash in bridge log book).

1) **Waste Water** (33 CFR 159, 18 AAC 69.050, GP, EPA VGP):

a. Title of Responsible Person on board:	**Second Engineer Environmental**
b. What time is used in the discharge logs (GMT, local, etc.)?	**Local time in logs. GMT time is used with the white box and the opacity recording.**
c. Explain process for estimating or metering WW discharged (both treated and untreated). Are flow discharge meters installed? If flow meters are installed are they used?	**No flow discharge meters are installed. Tank levels are used to determine the discharge amounts.**
d. Explain how wastewater logs are recorded and process to ensure they are accurate and up to date.	**Recorded via soundings on Valmarine system in ECR.**
e. Waste Water streams discharges recorded :	**Recorded via soundings on Valmarine system in ECR.**
i. Graywater	**Graywater and Sewage Discharge Record Book**
ii. Black water	**Graywater and Sewage Discharge Record Book**
iii. Permeate	**Graywater and Sewage Discharge Record Book**
iv. Bio Sludge / bio solids	**Graywater and Sewage Discharge Record Book**
v. Pulper water / pulper convey water / dewatering water	**Graywater and Sewage Discharge Record Book**
f. Waste Water tanks levels / soundings recorded / tracked:	
i. GW	**Valmarine electronic log**
ii. BW	**Valmarine electronic log**

iii. Permeate	**Valmarine electronic log**
iv. Segregated GW BW	**Valmarine electonic log**
v. Other tanks, Bio Sludge / bio solids / pulper water / pulper convey water / dewater etc.	**Valmarine electonic log**
g. Operations, maintenance, repairs	**AMOS electronic program**
h. AWTS system chemicals (process) record	**Chemwatch electronic log**
i. GW BW maintenance / chemical treatment records (e.g. de-scaling etc.)	**AMOS electronic log**
j. Pool Spa Jacuzzi waste water tank levels/soundings and discharges k. Steam Boilers blown down water tank levels / soundings and discharges	**J. Valmarine sounding system monitored in ECR.** **K. Valmarine sounding system monitored in ECR.**
l. Anchor wash down actions recorded / logged? Not required, but could be done. Please identify if and where.	**Anchor wash log located on the bridge.**
m. Fire main discharge used / operations recorded / logged? Not required, but could be done. Please identify if and where.	**Bridge rough log on the bridge and AMOS electronic log.**

2) Potable Water (21 CRR 1240, 18 AAC 80):

a. Title of Responsible Person onboard:	**Seond Engineer**
b. Records of onboard treatment	**24 hour chart recorder**
c. Production of potable water per source (estimate percentages)	**2 each evaporators on board for production.**
d. Bunker water bunkering / loading recordkeeping	**Start and stop times logged in Bridge log with amounts loaded in each port.**

3) Ballast Water (33 CFR 151.2000, EPA VGP):

a. Title of Responsible Person onboard:	**Chief Officer**
b. Ballast water related discharge logs are onboard and available. Include information on where and how if Ballast Water operations were conducted (monitoring, recording reporting). Ballast Water report Form (VGP 2.2.3/33CFR151.2045)	**Ballast log** **Available in written log and on electronic log.**
c. Ballast Management Plans/ procedures onboard (Y/N)?	**Y**
d. Records on ballast transfers / discharges / changes	**Ballast log.**

4) Waste Handling (33 CFR 155 and 18 AAC 69.35 and 40):

a. Title of Responsible Person on board (33 CFR 151.55(d):	**Environmental Officer**
b. Reports of alleged inadequacy of port reception facilities for garbage on file for both hazardous and non-hazardous waste (if applicable)? (33 CFR	**N**

158.400) (Y/N)	
c. Garbage logs, hazardous materials offloads recorded / tracked	**Garbage Record Book**
d. Waste overboard chute use recorded / tracked	**Garbage Record Book**
e. Recording / tracking of incinerator ash	**Garbage Record Book**
f. Medical Waste offload records / tracking	**Garbage Record Book**
g. Photo waste / Hospital waste / photo chemicals recording / tracking	**Garbage Record Book**
h. Oily rags / filters recording tracking	**Garbage Record Book**
i. Bio sludge / bio solids other wastes recorded / tracking.	**Garbage Record Book**

5) Oil Fuel (40 CFR 110 and 33 CFR 151)**:**

a. Title of Responsible Person on board (33CFR 155.700):	**Chief Engineer**
b. Oil water separator discharges records / tracked	**Oil Record Book**
c. Oil water separator repair / calibration records	**AMOS and Oil Record Book code I**
d. Bilge water / oily water / sludges transfer records	**Oil Record Book**
e. Fuel / Lubrication Oils / sludges records / tracked	**Oil Record Book**
f. Fuel tanks Lubrication oil Tank levels / soundings recorded tracked	**Valmarine sounding system monitored in ECR and weekly entry in Oil Record Book.**
g. Fuel bunker records / Fuel consumption records	**Oil Record Book**
h. Lubrication Oil bunker records / Lubrication consumption records	**Oil Record Book**
i. Drugstore Oil / chemical storage / consumption records	**Chemwatch electronic log**
j. Propulsion system lubrication use / tracked / records of fill ups changes	**Oil to sea interface log**
i. Shaft seal out to sea surfaces / tank level	**Oil to sea interface log**
ii. Stabilizer systems records	**Oil to sea interface log**
iii. Thruster systems / tank level	**oil to sea interface log**
k. Hydraulic system oil use / records /tracked of fill ups changes	
i. Power rams	**Consumable log with technical storekeeper**
ii. Steering gear	**Consumable log with technical storekeeper**
iii. Deck equipment including life boat systems	**Consumable log with technical storekeeper**
l. Grease consumption / records / tracked	**AMOS**

m. Oil spill reporting records	**Airts on G drive**

6) Air (18 AAC 50.070):

a. Title of Responsible Person onboard:	**Chief Electrician**
b. Opacity monitoring / self reporting records kept onboard? (Y/N). If Y then list how and the name of the records.	**Y** **Airst on G drive**
c. Freon / refrigerants use IAW MARPOL Annex VI Regulation 12 (6-7)	**Airst on G drive**
a. Records are kept and updated of refrigerant use? (Y/N)	**Y**
b. Check the entries and used consumed volumes of refrigerants	**Y**
d. Does the vessel monitor and record the total Sulfur content (% by weight) of each bunkered party of fuel used in Alaska Waters (including the MDO MGO IFO HFO fuel types)? (IMO Annex VI)(40 CFR 1043) Which record or logbook is used? Is low-sulfur used? Records IAW with 40 CFR 1043?	**Y** **Fuel oil receipts show % of sulfur bunkered.** **Oil Record Book** **Low sulfur fuel is used**

3. Plans / Procedures/Equipment:

1. Waste Water (GP 1.4, VSSP, 33 CFR 159):

a. MSD unit(s). List with manufacturer name, model number, capacity, number of units.	**AWTS**
b. AWTS Units (if installed). List with manufacturer name, model number, capacity, number of units.	**AWTS** **Model xx** **1.000 m3/ day (41700 lt./ hr.)**

2) Waste Handling and hazardous materials (33 CFR 151.55, 18 AAC 69):

a. Is the garbage plan in the working language of crew and in English, French or Spanish? **(Y/N)**	**Y**
b. Describe the controlled storage / processing or disposal facilities	**Waste is seperated in the garabage room and then stored in either cold storage for offloading outside Alaska or incinerated.**
c. Describe the crew training in off loading process / procedures.	**Environmental Officer provides offload procedures training as per port of discharge and the ports procedures for discharge.**
d. Vessel garbage management plan IAW (18AAC 69.035 / 33 CFR 151.55(b)(d)). **(Y/N)**	**Y**
e. Vessel machinery logs, reports for maintenance, repairs, cleaning operations of the hazardous mat handling equipment are onboard and available (33	**Y**

CFR 151 (b (3)). **(Y/N)**	

3) **Oil and Fuel** (33 CFR 154, 18 AAC 75):

a. Oil pollution Placard is Posted (18 AAC 75.305)? **(Y/N)**	Y
b. Oil transfer procedures are posted and available in crew's language? (18 AAC 75.025 / 33 CFR 154.300 a(3)) **(Y/N)**	Y
c. Number of persons required on duty is as identified in the operations manual? (33 CFR 154.310 g(6)) **(Y/N)**	Y
d. Means of communication identified in operations manual (33 CFR 154.310 g(9)) **(Y/N)**	Y
e. Procedures on oil spills listed in operations manual (33 CFR 154.310(f)) **(Y/N)**	Y

4) Air (18 AAC 50,40 CFR 1043):

a. Is emission monitoring equipment installed, maintained, and used onboard? **(Y/N)**	**Y**
b. Emission monitoring equipment functioning properly? **(Y/N)**	**Y** **Opacity monitoring system was calibrated in Vancouver before entered AK waters**
c. Does the vessel have self reporting procedures in place? (18 AAC 50.240) Briefly explain those procedures.	**Y** **If there is a self reporting incident the EO prints off the opacity chart for the time of the incident, obtains vessels position at the time of the incident, and submits to the home office. The home office will then report to ADEC.**
d. Describe / understand the fuel switch / fuel area regimes and how this is accomplished and monitored recorded. (40 CFR 1043)	**Fuel is only switched from IFO 380 to MGO in the port of Juneau and in Hubbard Glacier.**
e. How is it ensured that the low sulfur fuel is used in the areas where it is mandatory for use? (timely switch / fuel flushing)? (40 CFR 1043) What procedures are in place to switchover fuels?	**Chief Engineer has standing orders to switch from IFO 380 to MGO in the port of Juneau and in Hubbard Glacier.**
f. Are there dedicated low sulfur combustion sources and high sulfur fuel switch sources?	**Gas Turbine is a low sulfur source used in AK waters.**
g. If there are "high sulfur" fuels on board, how are they separated (physically) form the "low Sulfur" fuels. (40 CFR 1043)	**IFO 380** **Dedicated tanks for the two different fuel oils.**
h. Identify the fuel system tanks for low sulfur fuels. Settling tanks / Day tanks. Is a dedicated system in place? What is the capacity?	**MGO Settling tank 2each and MGO Service tank 2 each** **xxxx m3 MGO max capacity** **IFO Settling tank and Service tank**

	xxx m3 IFO 380 capacity

5) Safety

a. Safety procedures for hazardous materials handling / chemicals are onboard and available. (40 CFR 262.34) **(Y/N)**	**Y**
b. Check that Safety plans / procedures are in place and person in charge of these plans is designated. **(Y/N)**	**Y**

6) Sanitation

Toilet and Hand washing Facilities (21 CFR 1250.90):

a. Facilities are convenient, accessible, cleaned and stocked. **(Y/N)**	**Y**
b. Toilet rooms are ventilated with self closing door. **(Y/N)**	**Y**

Facility and structure (21 CFR 1250):

c. There is complete separation of food and food equipment / utensils from living quarters, laundry. **(Y/N)**	**Y**
d. Floor, walls, and ceilings are clean (food preparation area). **(Y/N)**	**Y**

4: Vessel Yearly Vessel Specific Sampling Plan (VSSP) and Oily Water Separator (OWS) Compliance checks

VSSP and OWS checks are more detailed than those listed in the job aid for these subjects. They shall be done again if there are major changes to systems during the cruise season, or if there are compliance checks requested by ADEC that relate to use of the equipment.

Detailed Piping and Compliance Checks. These items are more "in the details" look at plans, such as pipe arrangements, tracing of valves flanges / blind flanges, and checks of equipment used. This may include looking at pipe tank connections and other systems inter tied with the piping system. Correlations are made on how systems are interwoven. An example is wastewater storage in double bottom tanks. How is this done? How are these systems "interfaced" (pipe lay out system) with the Ballast water system?

Although the piping system on board of large cruise vessels are relatively straight forward, the possible integration of the piping systems with other systems (e.g. wastewater holding tanks / ballast water) can make this job more "demanding".

1) Vessel Specific Sampling Plan (VSSP) (18 AAC 69.030 and 33 CFR 159.37 (c))

Check all items that apply. List any deviations noted and report deviations in the VSSP on your daily report as well (under 1.3.a). Note this section only applies to ships that are sampling for ADEC or USCG.

a. Check and confirm sample valve related piping / sample valve location is as documented in VSSP and matches onboard location.	**N/A**
b. Check that WW sources match VSSP description and volumes	**N/A**
c. Treatment systems and processes listed in VSSP match those onboard	**N/A**
d. Check that discharge ports (names and locations and type of effluent) match VSSP and wastewater logs	**N/A**
e. VSSP estimates of production are reasonable estimates	**N/A**
f. Tank lists in VSSP match onboard locations, names, capacities, and what is stored	**N/A**
g. Discharge pumps and flow rates match VSSP	**N/A**
h. Procedures for discharges match those provided in VSSP.	**N/A**
i. Are the standards for determining deviations listed in the VSSP match what are used onboard?	**N/A**
j. Procedures for changing wastewater tanks to ballast water tanks (if applicable). Are pipes drained? Are tanks cleaned? Please list major procedures.	**N/A**

2) Oil Water Separation/Oil systems (33 CFR 155.360-380)

Check all items that apply. List any deviations noted and report these on your daily report as well (under 7.2).

a. Observe if there are obvious electrical bypasses, jumpers, extra switches on unit or meter control panel.	**Y**
b. Bilge system piping matches approved diagram (direct to OWS, holding tank etc.)	**Y**
c. Check that system has no blanked flanges, pipe caps, or dead ended valves, or tees on inlet or outlet piping. Checked other machinery space overboard piping for unusual connections.	**Y**
d. Check for recent paint on pipe segments	**Y**
e. No evidence of bolting / unbolting of associated, piping segments valves.	**Y**
f. Visually observe has automatic re-circulate (3 way valve) or shuts down when > 15 ppm. Observe proper operation of valve in use.	**N**
g. Checked other machinery space overboard piping for unusual connections.	**Y**
h. Ensure sample analyzed by OWS meter is OWS output (trace sample line for presence of unacceptable clean Water connection)	**N**
i. General housekeeping and cleanliness, maintenance looks acceptable.	**Y**
j. OWS system if in operation, evaluate operator competency. System operating in published ranges.	**N**
k. Check if strip charts are fitted	**Y**