



Ocean Ranger Job Aid

For Daily Report

March 19, 2012

ADEC CPVEC

Record of Changes (2012)

Note: This Job Aid is updated from the 2011 Job Aid and prior checklists. These changes are on file for reference at ADEC.

2012 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
- Daily observation checks for each section
- Items of opportunity/special circumstances
- Additional observations requested by ADEC regarding compliance checks
- Wastewater and Oil sections
- Safety, Opacity, Waste sections, Potable Water (in sanitation)
- Seasonal Checklist (if not already completed)
- Other sections not already mentioned
- Additional observation with information requests (not emergency)

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.

Information Sections:

- 1) General Information (A.1)
 - a) Date- date of daily report
 - b) Ship Name- use drop down list of ship names to find ship code.
 - c) Trip Type. VO=voyage (overnight), IP= in-port inspection. List if voyage report or in-port report. Voyage reports are all those except those conducted in-port (not sailing on vessel).
 - d) Name- Name of Ocean ranger completing report
 - e) Location- Port if in port, general location if not in port (for example- Tracy Arm, Glacier Bay, 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) Time Entered AK waters (if applicable)
 - i) Time left AK waters (if applicable)
- 2) Wastewater (A.2)
 - a) Discharge status (GP) (No discharge, permitted and discharged, etc.)
 - b) Discharge in Alaska (Y/N)? (Did they discharge in Alaska during the report day?)
 - c) Amount discharged (estimated daily wastewater in Alaska- include units used)
 - d) How Volumes for Wastewater Were Determined (Estimated or metered?)
 - e) Discharge port(s) used (name of port as listed in VSSP and discharge log)
 - f) Sufficient holding capacity (Y/N)? (For non-dischargers, is there capacity to hold while in Alaska waters for the remaining time- can be an estimate)
 - g) Volume of WW held (volume of wastewater held in tanks at time checked)
 - h) Time and date of last discharge
 - i) Latitude and longitude of last discharge
- 3) Sample Taken (Y/N)- If yes, fill in the following in (A.3):
 - a) Type of sample- what type of sample was taken (such as recirculation for USCG, ADEC permit sample, unannounced)?
 - b) What was sampled? Was it graywater, blackwater, or mixed treated wastewater?
 - c) Sample ID number. This is on COC form and can be obtained from the sampler.
 - d) Sample Time and Date (local time sample was taken from sample port)
 - e) Sample taken while discharging (Y/N)?
- 4) Waste Offloads (Y/N)- If yes, fill in the following in (A.4):
 - a. Amount offloaded
 - b. What was offloaded (type of waste- such as used oil, wet garbage, etc.)
 - c. Contractor used (name the contractor offloading waste)
 - d. Offloading method (such as barge, forklift at dock, handheld buckets)
- 5) Reportable Illness (A.1) - If above 2% threshold and required to report to CDC. (Y/N) (42 CFR 71.21)
- 6) General Comments and photos (if necessary)

Note: In the citations GP refers to the Alaska Large Commercial Passenger Vessel Waster General Permit, VGP refers to the EPA Vessel General Permit. AS refers to Alaska Statute and AAC refers to Alaska Administrative code. CFR is the Code of Federal Regulations.

SECTION 1; WASTEWATER;

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

- a. Daily waste water and related discharge logs are current, monitored and recorded IAW (18 AAC 69.050 / 33 CFR 159.315)
- b. Anchor chain and anchor washed down IAW 33CFR 151.2035(a(5))
- c. Waste water to shore (such as a sewer system or trucks) discharges are not released into regulated water body (unpermitted discharges into water 46.03.462 -463)
- d. Check for unpermitted discharges of untreated wastewater, treated wastewater by unpermitted vessels, discharge in areas closed to discharge, or discharge of sludge or biosolids in Alaska waters. (AS 46.03.462, AS 46.03.463, GP, 18 AAC 72.055).

Sub-section 2: General Wastewater related;

- a. Boiler blow down water is handled IAW (VGP 2.2.6)
- b. Food wastes processed IAW (VGP 2.2.15)
- c. Oils in Galley Waste Water stream (GW) are handled IAW (VGP 2.2.15)
- d. Vessel's chemically treated cooling water handling (e.g. anti freeze etc.) IAW (VGP 1.2.3.8 and 2.2.2)
- e. Seawater piping bio-fouling chemicals and chlorine minimized, and if used, are used IAW (VGP 2.2.20)
- f. Cathodic Hull protection used IAW (VGP 2.2.7)
- g. Potable water / water desalination systems (Reverse Osmosis / Evaporator) (water makers) the brine / reject water shall not contain hazardous waste (VGP 2.2.10)
- h. Prohibited sources, e.g. hazardous materials, photo shop / print shops, hospital, laboratories, carpentry paint shops, and upholstery shops etc waste do not enter the GW, BW or bilge systems (VGP 2.1.2; 5.1.1.1.4 / AS 46.03.745)
- i. Drains from spaces containing machinery (e.g. Fan rooms, elevator pits, effluent/condensate etc. etc.) are oil free before entering wastewater system(s) or is sent to bilges / oil water separation system. (VGP 2.2.11 / 2.2.17)
- j. Checked if vessel discharged GT turbine wash water < 3 nm. Record date/ volumes / location. (Does not include Turbo blowers / Turbo chargers on diesel engines) (VGP 2. 2. 14 / 40 CFR 110).
- k. Fire main discharge only in emergencies, deck wash down or secondary uses IAW(VGP 2.2.12)
- l. Pool /Spa water discharges in Alaska waters performed IAW (VGP 5.1.1.2 and 5.1.2.3)
- m. Deck wash down / hull cleaning (above Waterline); Minimize debris and residues/ minimize paint, rust and materials entering water during maintenance and use non toxic cleaners if water is discharged overboard (VGP 2.2.1).

Sub-section 3: Discharge Vessels, General (all vessels that discharge in Alaska waters, even if only discharging while underway)

- a. Approved Vessel Specific Sampling Plan onboard, up-to-date and available (AS 18AAC 69.025(f) / 33 CFR 157.317(b)/General Permit)
- b. Sampling events
 - i) follow the approved VSSP/ Quality Assurance Project Plan / sampling procedures (AS 18 AAC 69.025&030/ 33 CFR 159.317)
 - ii) Sample results (if available) meet permit limits for Fecal Coliform / Total Suspended Solids in effluent if results are made available on the same day (18 AAC 69.070 / AS 46.03.463)
 - iii) Field test results for pH and Chlorine (if sampling event is witnessed) meet permit limits (AS 46.03.465(c)).
- c. Discharge log identifies daily estimated volume, date, location, and length of each stay 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. (18 AAC 69.050 (c) (only for continuous or automatic discharge).
- d. Onboard records describe how the daily volumes of how discharge are calculated/estimated/or metered IAW 18 AAC 69.050(c)(2)(only for continuous or automatic discharge).
- e. The daily estimated volumes of waste water discharged are recorded by type (AS 46.03.465(a) / 18 AAC 69.050, 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 1.5.6)
- h. Waste water outflow quantity monitoring is functioning properly (if installed)IAW AK GP 1.5.6

Sub-section 4: Discharge Vessels, in-port or stationary

- a. Estimated average flow for the GW BW, Mixed Water (m3/hr) while in port is logged (18 AAC 69.050(c)(3) & (d))

Sub-section 5: Non-Discharge Vessels, at sea;

- a. Was WW discharge conducted in waters subject to GP requirements? (AS 46.03.462 (a)).
- b. Verify that overboard valves are closed / sealed in Alaska waters (AS 46.03.463)

Sub-Section 6: Non-Discharge Vessels, in-port and Discharge Vessels in no-discharge areas (SKG, GB)

- a. Was WW discharge conducted in waters subject to GP requirements? If yes, then fill out Incident Report.(AS 46.03.462 (a)).
- 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 (non discharge)(AS 46.03.463(e) / 33 CFR 159.309)

Sub-section 7: AWTS Operations Graywater/Blackwater, General;

- a. Sample valve related piping is operable and IAW (GP 1.5.1.1/ Approved VSSP / 33CFR 159.317)
- b. Hydraulic capacity of MSD system (BW / GW) is of sufficient capacity (VSSP / GP 1.5.2 (Table 1)).
- c. Checked the GW and BW system connections to the Ballast Water system (tanks piping manifolds) and common connections (GP 1.5.1.3)
- d. AWTS system is capable of performing IAW the vessels approved VSSP and the General Permit (GP 1.5.5)
- e. Observe repairs, maintenance, cleaning and other operations that may affect the wastewater treatment plant effluent quality. (Example - back flush cleaning with chemicals). (GP 1.5.5)

SECTION 2: Solid (Non-Hazardous) Waste**Sub-section 1: Solid Waste (Garbage) Daily;**

- a. Garbage logs are up to date. Include in information section if garbage operations (off loads / discharges) in Alaska were conducted (monitoring recording reporting) (18AAC 69.035 / 33 CFR 151.55(b)(d).
- b. If garbage was offloaded, was it according with the submitted Solid Waste Plan? (18 AAC 69.035) Check if Name and address of each contractor used for offloading matches waste offload plans. Adequate condition of the off load pallets and other carriers that would prevent loss of waste or spills. Review manifests and pickup arrangements. 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. Check vessel machinery logs reports for maintenance, repairs, cleaning operations of the garbage handling equipment (33 CFR 151.63 (b))
- e. Shipboard garbage is handled in accordance with Garbage (waste) Management Plans. Review manifests and pick up arrangements plan(33 CFR 151.57(c))

Sub-section 2: General Solid Waste (Garbage)

- a. Garbage Pollution Placards posted IAW (33CFR151.59)
- b. Foreign food wastes handled IAW APHIS regulations. (9 CFR 94.5)
- c. Procedures to minimize amount of potential waste IAW (40 CFR 262.27)
- d. Grinders in compliance with 33 CFR 151.75.
- e. Valves and flappers on chutes In compliance with AS 46.03.710
- f. Checked Human Factors (crew familiar with procedures, sanitation maintained, protective equipment available if needed, warning signs posted) (33CFR151.63 (b))
- g. Maintenance and repair conducted on equipment IAW 33 CFR 151.63 (b(3))
- h. Check there are no plastics or synthetics discharged overboard. (33 CFR 151.67)
- i. Incinerator ashes, if discharged overboard, are free of plastic residue (clinkers) or free of unburned food wastes if landed ashore IAW 33 CFR 151.67
- j. 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.
- k. Medical Wastes-are incinerated or manifested as Bio-Hazardous Waste. (AS 46.03.296 and 46.03.745)
- l. Non- hazardous waste is discharged outside of special areas only (when special area restrictions are in effect). (33 CFR 151.69-71)

SECTION 3: Hazardous Waste and Hazardous Materials**Sub-section 1: Hazardous Waste Daily**

- a. Vessel hazardous waste logs are up to date. Include in information section if operations (off-loads / discharges) were conducted (monitoring recording reporting) (18AAC 69.040 / 33 CFR 151.55(b) and (d)).
 - i. If hazardous waste was offloaded was this according the Alaska Hazardous Waste Offloading Plan? (18 AAC 69.040)
 - ii. Volume and type of waste that is off loaded is recorded IAW (18 AAC 69.040);
- b. Records reflect reasonable accumulations of waste with respect to the capacity of the vessel, its age, technologies onboard, and amounts of repair /maintenance (AS46.03.296 /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 (18 AAC 69.040).
- b. Waste is sorted to prevent hazardous materials or wastes entering garbage waste stream. Separate defined storage areas for hazardous materials or wastes/ non hazardous wastes – no commingled waste (40 CFR 265.17).
- c. The controlled storage processing or disposal facilities or treatment used is IAW (18 AAC 69.040) Crew training in off loading procedures is IAW (18 AAC 69.040).
- d. There is a designated person-in charge, each entry signed by Officer-in-Charge and each page by Master. (33 CFR 151.55 (d))
- e. Shipboard garbage is properly handled in accordance with Hazardous Material Management Review manifests and pick up arrangements Plan. (33 CFR 151.57)
- f. manufacturer provided material safety data sheet (MSDS) if applicable are included on the Hazardous waste and hazardous substances offloading plan IAW 18 AAC 69.040
- g. Check if there is any evidence of hazardous material being discharged overboard (AS 46.03.296 / AS 46.03.745)
- h. Storage handling of hazardous material; and waste is IAW (AS 46 .03 .296 /46.03.745 / 40 CFR 262.34);
- i. Check following (if applicable) hazardous waste streams are properly handled and disposed of IAW AS 46.03.745, AS 46.03.296, & 40 CFR 273):
 - i. Silver bearing Photo processing waste developers, wash Water, silver recovery units)
 - ii. X ray equipment waste
 - iii. Print shop waste (inks, etchers, developers etc.)
 - iv. Waste from paints, solvents, thinners;
 - v. Waste from fluorescent / mercury vapor bulbs;
 - vi. Waste from dry cleaners (e.g. Perc, Tri etc.) (lint condensate Water) (if applicable)
 - vii. Waste from batteries (universal wastes). Ni-cad, Lead Acid, Lithium, Alkaline. etc. Used batteries are not mixed with other wastes and should be kept dry
 - viii. Waste from pharmaceuticals / narcotics
 - ix. Waste from chemicals for cleaning (including evaporator cleaning, electro cleaner)

- x. Waste from (expired) pyrotechnics (theatre, safety equipment)
- xi. Waste from oily and or chemically contaminated rags, filters etc.
- xii. Waste from incinerator (ashes)
- xiii. Waste from pesticides / rodent control
- xiv. Waste from AWTS chemicals such as de-scalers
- xv. Waste from babercide
- j. Human Factors. Master and crew were familiar with essential shipboard Hazardous Material handling procedures. Personal protective equipment available, functioning and in place (ILO 134). Sanitation, from a health standpoint, being maintained (ILO 147). (33 CFR 151.63 (b))
- k. Maintenance and repair conducted on equipment involved in Hazardous Materials handling IAW 33 CFR 151.63 (b(3))
- l. Incinerator ash is handled (landed ashore) IAW 33 CFR 151.67 if plastics are present.

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. (18 AAC 50.070)
- b. Incinerator operation and procedures (observed if in operation) are IAW *18 AAC 50.050 and 50.070*
- 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, Daily**

- a. Observe repairs, cleaning and other operations that may affect safety of passenger / crew and vessel.
- b. WW sample events are conducted IAW Quality Assurance Plan (minimum safety) requirements. This includes proper personal protection gear. (NWCCA QAPP).
- c. Marine casualty (such as loss of propulsion, steering, or associated control system that reduced maneuverability of vessel, grounding, significant harm to the environment, loss of life or serious injury, or fire) reported IAW (46 CFR 4.05 (a3)).

Sub-section 2: Safety, General

- a. Safety protection procedures of cleaning chemicals are conducted IAW Material Safety Data Sheet (MSDS)
- b. Ship rails not less than 42 inches above cabin deck IAW 46 USC 3507 (a (1)).
- c. Visual identification means in passenger and crew cabin doors IAW 46 USC 3507 a (1)).

SECTION 6: HEALTH; SANITATION;**Sub-section 1: Potable Water****All Vessel Conditions (if applicable)**

- a. Checked production / handling of potable water; (21 CFR 1240.80 and 18 AAC 80)

In Port:

- b. Potable Water hook ups, in accordance with supplier (municipality or port)/ vessel procedures. 21 CFR 1240.86; 21 CFR 1250.82
- c. Potable hose is dedicated for potable Water and connections are sanitized / capped before use? (18 AAC 80.015)
- d. Potable hose properly stored and used 'free of the ground'? (18 AAC 80.015)
- e. Potable water system free of cross connections or has backflow prevention IAW 18 AAC 80.025.

Sub-section 2: Galley

- a. Shellfish tags are maintained for non-frozen shellfish. (21 CFR 1240.60)
- b. Phosphate free detergents and non toxic degreasers are used in sculleries and galleys (EPA defines free less than 0.5% phosphates) (EPA VGP 5.1.1.1.3& 5.2.1.1.3)

Sub-section 3: 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. (21 CFR 1250.89 (b))
- d. Pool / spa water is handled / sampled IAW (VGP 5.1.1.2 and 5.1.2.3)

SECTION 7: OIL POLLUTION**Sub-section 1: Oil Pollution; Fuel, Daily (40 CFR 110.3 and AS 46.03.740)**

- a. Vessel daily oil discharge record book logs are up to date. If OWS discharge operations were conducted (monitoring, recording reporting) check that these are included (33 CFR 151.25)
- b. Cross check automated overboard discharge alarm records against log entries made in the Oil Discharge Record Book and the State of Alaska WW discharge record book. Include if Oil Record Book off loads (discharge operations) were conducted (monitoring, recording, reporting) (33 CFR 151.25)
- c. Oil Record Book corresponds to volume of bilge Water, oil waste and sludge remaining onboard and with bilge waste transfer log (33 CFR 151.25).
- d. Observe tank levels of head tanks "oil to Sea interface" (e.g. shaft seals, stabilizer systems, thrusters etc.) (AS 46.03.740/ 40 CFR 110.3)
- e. Made exterior examination in way of systems for evidence of leaking seals (AS 46.03.740/ 40 CFR 110.3).
- f. Observe special actions to prevent spills, overflows of tanks, etc. (40 CFR 110.3, AS 46.03.740- no oily sheens or discharge of oil)
- g. Vessel OWS related vessel machinery logs, reports for maintenance, repairs, cleaning operations (e.g. back flush) onboard and available.(33 CFR 151.10 b)

Sub-section 2: Oil Pollution; Fuel; Oily Water Separators (OWS), General (33 CFR 155.360/370, 33 CFR 151.10);

- a. Check for recent paint on pipe segments, or other changes. (33 CFR 151.10)
- b. If in use, observe that OWS unit is processing from contaminated source. (33 CFR 151.10)
- c. Checked for similar readings of oil content meters (units with multiple oil content meters)(33 CFR 151.10)
- d. Ensure sample analyzed by OWS meter is OWS output (trace sample line for presence of unacceptable clean water connection) (33 CFR 155.370(a)) (33 CFR 151.10)
- e. Check for oil dispersants use in oil tanks or lubrication systems (40 CFR 110.4 & EPA VGP 2.2.9)
- f. Observe if there are obvious electrical bypasses, jumpers, extra switches on unit or meter control panel. (33 CFR 155.370(a)) (33 CFR 151.10)
- g. Visually observe has automatic re-circulate (3 way valve) or shuts down when > 15 ppm. Observe proper operation of valve in use. (33 CFR 155.370 a(3))
- h. Observe for proper operation of system back flush or oil purge cycle if in use.
- i. Visually observe processed water for gross contamination (sheen or visible oil) (AS 46.03.740/ 40 CFR 110.3)
- j. Checked comparison of ship's operational maintenance routine with actual preventative maintenance conducted. Checked records pertaining OWS system repairs. (33 CFR 151.10)
- k. Checked meter calibration records.(33 CFR 151.10)

Sub-section 3: Bilges (33CFR155.770)

- a. Check bilge water management / ship specific bilge water management manual (33 CFR 155.770)
- b. Check machinery bilge spaces for contamination with oil or hazardous wastes (33 CFR 155.770)
- c. Check for contamination/oil residues in bilges on bulkheads, piping, structures, within rose boxes (33 CFR 155.770)
- d. Checked for leakage from systems and engines into machinery spaces (e.g. boiler Water blow down / wash Waters?) (33 CFR 155.770)
- e. Check on oil usage, quantities, where lost, consumed or in bilges (33 CFR 155.770)
- f. Check for evidence of detergent usage in oily Water separator / related equipment or used to remove appearance of sheen (40 CFR 110.4 / VGP 2.2.2)
- g. Check for unlocked / uncontrolled overboard valves on bilge, bilge ballast salt water service. (40 CFR 110.3)
- h. Valve opening close seal management system used on board (valve regimes) (40 CFR 110.3)

Sub-section 4: Oil Sludge Handling (33 CFR 155.370 b)

- a. Check that estimated quantities of sludge produced- normal or excessive (fuel sludge production can exceed 2% total fuel use)(40 CFR 110.3)
- b. Check the sludge handling / record keeping for sludge / spent lube oils send shore based facilities (off load) 33 CFR 151.25
- c. Check the sludge handling / sludge waste incineration process if incinerated (40 CFR 110.3)
 - i. records properly kept (33 CFR 151.25)
 - ii. Check furnace evidence in use for oil sludge
 - iii. records of tests / inspections up-to-date
- d. Check the sludge handling when sludge is blended with fuels 40 CFR 1043.60
 - i. Check record keeping and metering estimates of sludge blends(33 CFR 151.25)
 - ii. Check equipment that the fuel /sludge blends (mix) is used.

Sub-section 5: Lifeboats; Tender Boats; Deck (40 CFR 110.3)

- a. Check lifeboat / security / tender vessel engineering systems are oil or grease leak / drip free (40 CFR 110.3)
- b. Check lifeboat / security / tender vessel bilges are clean (40 CFR 110.3)
- c. Check oil and grease from topside equipment (winches motors etc.) (EPA VGP 2.2.1)

Sub-section 6: Oil to Sea Interface (40 CFR 110.3 & AS 46.03.740)

- a. Check oil lubricated stern tubes, bow and stern thruster seals, fin-stabilizers, steering gear, Azipods etc. (EPA VGP 2.2.9)
- b. Check lube oil consumption oil records / type of oil used. (33 CFR 151.25)
- c. Check for presence of portable pumps, hoses, drums and other equipment / supplies / arrangements necessary to refill systems equipment.(40 CFR 110.3)

Subsection 7: Miscellaneous Oil Pollution (40 CFR 110.3)

- a. Checked standard discharge connection / bunker station (33 CFR155.370(c))
- b. Checked fuel / lube sludge fill vent and overflow discharge containment (33 CFR 155.320).
- c. Checked containment / drains / scupper closures (33 CFR 155.320).
- d. Checked that oil or hazardous materials or hazardous waste is not carried in a fore peak tank or tank forward of the collision bulkhead (33 CFR155.470)
- e. Check for out of place hoses, portable pumps, open man holes, fittings and connections in areas with stored oil or oily wastes that were not included in the design of the vessel.(40 CFR 110.3)