

# Vessel Seasonal Checklist:

Ship Name	Ship Name
Ocean Ranger Name	OR Name
Date Completed	
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 should not change significantly during the cruise season. The department finds that monitoring and recording these items one time per cruise season provides sufficient oversight to indicate compliance.

In cases where a vessel makes in-season changes that affect one or more items on this checklist an updated observation of the item(s) may be necessary, but will not require completion of the full checklist.

## Action

**Ocean Rangers.** The first Ocean Ranger deployed on a vessel during the cruise season shall complete this checklist. The Ocean Ranger may complete the seasonal report by monitoring and reporting different sections each day, and completing the entire checklist during the voyage. While completing the seasonal report, the Ocean Ranger shall also submit daily reports with minimal information each day, including daily checks for each section, information section, and compliance items noted. The Ocean Ranger shall submit the completed checklist to the Crowley Program Manager.

**Crowley Program Manager.** The Crowley Program Manager shall require one checklist per each vessel operating on more than one Alaskan voyage. The Crowley Program Manager shall ensure that Ocean Rangers submit all seasonal reports in a timely manner. The Crowley Program manager shall conduct quality assurance/quality control on the reports, and then submit the completed report to the Cruise Ship Program. Upon Cruise Ship Program approval, the Crowley Program manager shall provide the report information contained available for each Ocean Ranger that deploys on the ship during the cruise season.

**ADEC Cruise Ship Program.** 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 provide the information.

## Monitoring Sections

1. Wastewater
2. Sampling and Permit
3. Hazardous materials and solid waste
4. Oil and Fuel
5. Air Pollution
6. Safety, Health, Sanitation

**Section 1: Wastewater (33 CFR 159, 18 AAC 69.050, Alaska General Permit, EPA VGP):**

(Including ballast water and other EPA VGP listed discharges)

**Subsection 1: Information**

a) Wastewater primary contact:	<b>Chief Engineer</b>
b) Ballast water primary contact:	<b>Chief Officer</b>
c) Shipboard name of Sewage and Graywater Discharge Record Book (discharge logs) used onboard:	<b>Sewage and Gray Water Discharge Record Book</b>
d) Name of instructions or guide to completing (making entries) discharge record book and location:	<b>DCL. SMS. ECR</b>
e) 2013 USCG discharge authorization letter? (for those that applied to USCG for continuous or stationary discharges)Y/N or N/A:	<b>Yes</b>

**Subsection 2: Documentation**

a) MSD International Sewage Pollution Prevention Certificate (ISPPC) or Non-U.S. flag "Certificate of Type Test MARPOL Annex IV". (33 CFR159.7):	<b>Staff Captain, Copy EO. Offices</b>			
b) Explain how wastewater logs (sewage and greywater discharge record book) are recorded and the process to ensure they are current and accurate:	<b>Engineer on duty has to confirm with bridge officer on duty position and check that we have permission to start discharging .before start record position/ time/amount inside the tank prior and after complet. of discharge , divided with a time from start/stop</b>			
c) What time format is used in the discharge logs (GMT, local, etc.):	<b>Local Time</b>			
d) Are Wastewater waste-stream discharges recorded and where:				
	<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>Where? (Name of log and locatio</b>
i.	Graywater	X		Sewage and Gray Water Discharge Record Book
ii.	Sewage	X		Sewage and Gray Water Discharge Record Book
iii.	Permeate	X		Sewage and Gray Water Discharge Record Book
iv.	Bio sludge	X		Sewage and Gray Water Discharge Record Book
v.	Bio solids		X	
vi.	Pool, spa, and Jacuzzi	X		Recreational water facility log Book
vii.	Pulper water		X	
viii.	Pulper convey water		X	
ix.	Pulper dewatering water		X	
x.	Boiler/Economizer blowdown and washdown	X		Recorded in ECR log book.
xi.	Ballast water(33CFR151.2070)	X		Ballast report log. Chief Officer, Environmental Officer. Bridge.
xii.	Other water that could become	X		Oil Record Book. ECR.

	wastewater (list names)			
--	-------------------------	--	--	--

e) Wastewater tanks levels and soundings recorded and tracked:				
Item		Yes	No	Where? (Name of log and location)
i.	Graywater	X		Sewage and Gray Water Discharge Record Book
ii.	Sewage	X		Sewage and Gray Water Discharge Record Book
iii.	Permeate	X		Sewage and Gray Water Discharge Record Book
iv.	Segregated GW BW	X		Sewage and Gray Water Discharge Record Book
v.	Other tanks (WW)	X		Sewage and Gray Water Discharge Record Book
vi.	Bio Sludge	X		
vii.	Bio solids			
viii.	Pool, spa, and Jacuzzi		X	
ix.	Pulper water		X	
x.	Pulper convey water		X	
xi.	Pulper dewater		X	
xii.	Boiler/Economizer blowdown and washdown	X		
xiii.	Ballast water (33CFR151.2070)	X		
xiv.	Other tanks that could become wastewater			

f) Other wastewater recordkeeping:				
Item		Yes	No	Where? (Name of log and location)
Ballast water transfers(33CFR151.2060)		X		

**Subsection 3: Material conditions**

a) MSD unit(s). List with manufacturer name, model number, capacity, number of units.				
			<b>Yes</b>	<b>No</b>
b) Are there interfaces between ballast and wastewater system?			X	

**Subsection 4: Operations and Procedures**

a) Ballast Management Plans/ procedures onboard (Y/N)(33 CFR 151.2050)?	<b>Yes. DCL. SMS. And International/Local regulations.</b>
b) Procedures for changing wastewater tanks to ballast water tanks (if applicable). What is done to prevent contamination of treated WW or ballast water? Please list major procedures such as if pipes are drained or tanks cleaned.	

<b>Tanks flushed as per SMS Ballast mgmt. plan.</b>	

**Section 2: Sampling and WW Permit (33 CFR 159, 18 AAC 69.050, Alaska General Permit):**

*Note: This section is only to be completed if the vessel has an approved Vessel Specific Sampling Plan (VSSP) for this year. For unpermitted vessels with a VSSP do not check items with a "GP" as a citation.*

**Subsection 1: Information-** see Section 1.

**Subsection 2: Documentation:**

	Yes	No	NA
a) 2013 Alaska WW General Permit Authorization letter (copy) on board (GP)?	X		
b) 2013 Alaska WW General Permit onboard (GP)?	X		
c) Approved 2013 VSSP onboard and readily available (GP)?	X		
d) Latest NWCCA Quality Assurance Project Plan onboard IAW 18 AAC 69.025?	X		

e) WW recordkeeping:

Item	Yes	No	Where? (Name of log and location)
i. AWTs Operations	X		Engine Room. With Engineer in charge of AWWs.
ii. Maintenance and repairs	X		AMOS
iii. AWTs system chemicals recorded	X		AMOS
iv. GW BW maintenance & chemical treatment records (e.g. de-scaling etc.)	X		AMOS

**Subsection 3: Equipment and Material Condition:**

a) AWTs Units (if installed). List with manufacturer name, model number, capacity, number of units.
2X Hamworthy Membrane BioReactors Type MBR. Capacity Ea. 600m3 per day.

	Yes	No
b) Does wastewater treatment equipment and capacities match the information provided in the ADEC GP Notice of Intent (GP)?		
c) Are flow discharge meters installed? (GP)		
d) If flow meters are installed, are they used? (GP)- leave blank if no flow meters		

**Subsection 4: Operations and Procedures**

a) Explain the method for estimating or metering	<b>Metering</b>
--	-----------------

discharged wastewater:	
b) Procedures for changing wastewater tanks to ballast water tanks (if applicable). What is done to prevent contamination of ballast water? Please list major procedures such as if pipes are drained or tanks cleaned.	

**Subsection 5: Vessel Specific Sampling Plan (VSSP) (Only ships with a 2013 VSSP)**

Check all items that apply. List any deviations noted and report deviations in the VSSP on your daily report (under 1.3.a). (18 AAC 69.030 and 33 CFR 159.37 (c))

Item	Checked?
a. Check and confirm sample valve related piping & sample valve location is as documented in VSSP.	Yes
b. Check that WW sources match VSSP description and volumes	Yes
c. Treatment systems and processes listed in VSSP match those onboard.	Yes
d. Check VSSP capacities against treatment system posted or documented values.	Yes
e. Check that discharge ports (names and locations and type of effluent) match VSSP and wastewater logs.	Yes
f. Check discharge port diameter.	Yes
g. VSSP estimates of production are reasonable estimates and match production amounts	Yes
h. Tank lists in VSSP match locations, names, capacities, and what is stored	Yes
i. Discharge pumps and flow rates match VSSP	Yes
j. Procedures for discharges match those provided in VSSP.	Yes
k. Do the standards for determining deviations listed in the VSSP match what are used onboard?	Yes

**Section 3: Hazardous materials and solid waste**

**Subsection 1: Information**

a) Title of Responsible Person (33 CFR 151.55(d)):	<b>Environmental Officer</b>
--	------------------------------

**Subsection 2: Documentation**

Compliant?	SAT	UNSAT
a) Certification of TBT free paint coating on hull (AS 46.03.715)	X	
b) Waste / Hazardous waste offloading plan(s) carried onboard (18 AAC 69.035 & 69.040)	X	
c) Vessel garbage management plan IAW (18AAC 69.035 / 33 CFR 151.55(b)(d)).	X	
d) Reports of alleged inadequacy of port reception facilities for garbage on file for both hazardous and non-hazardous waste (if applicable)? (33 CFR 158.400)		

e) Recordkeeping:

Item	Yes	No	Where?

i. Garbage logs, hazardous materials offloads	X		EO. Office
ii. Overboard waste chute use recorded	X		Garbage Record Book On Bridge.
iii. Recording of incinerator ash disposal	X		
iv. Medical waste offload records	X		Medical Center and EO office.
v. Photo and X-ray waste	X		Photo Lab and EO office. No X Ray waste generated.
vi. Oily rags & filters records	X		AMOS. Electronic File
vii. Other waste records			

**Subsection 3: Material conditions**

a) Describe the controlled storage & processing or disposal facilities or treatment used. (18 AAC 69.040(5))	
<b>Chemical lockers being used controled by MSDS kiosk by EO</b>	

**Subsection 4: Operations and Procedures**

Compliant?	SAT	UNSAT
a) Vessel machinery logs, reports for maintenance, repairs, cleaning operations of the hazardous mat handling equipment are onboard and available (33 CFR 151.63 (b(3))).	X	
b) Garbage Pollution Placards posted IAW (33CFR151.59)?	X	
c) Procedures to minimize amount of potential hazardous waste IAW (40 CFR 262.27)?	X	
d) Non- hazardous waste is discharged outside of special areas only (when special area restrictions are in effect). (33 CFR 151.69-71)?	X	
e) Describe the crew training in offloading process & procedures.(18 AAC 69.040(6))		X

**Section 4: Oil and Fuel**

**Subsection 1: Information**

a) Title of Designated person in charge (PIC) (33CFR 155.700):	<b>Chief Engineer</b>
--	-----------------------

**Subsection 2: Documentation**

a) Recordkeeping:

Item	Yes	No	Where?
i. Oil water separator discharges	X		

ii. Oily water separator repair & calibration	x		Chief Engineer office AMOS
iii. Bilge water/ oily water sludges transfers	X		Oil Record Book. ECR
iv. Fuel / Lubrication Oils / sludges	x		Oil Record Book Engine official log book
v. Fuel tanks Lubrication oil tank levels	X		Chief Engineer Files
vi. Fuel bunker & consumption	X		Record book for fuel oil. ECR
vii. Fuel sulfur content (40 CFR 1043)	X		Record book for fuel Ozone depleting substances. ECR
viii. Lubrication Oil bunker & consumption	X		Record book for fuel. ECR
ix. Drumstore Oil storage & consumption		X	
x. Other oil wastes records			
xi. Propulsion system lubrication use (records of fill ups and changes)	X		Engine room log book
xii. Shaft seal to sea surfaces / tank levels			
xiii. Stabilizer systems			
xiv. Thruster systems tank levels			
xv. Hydraulic system oil use (fill ups or changes)			
xvi. Power rams			
xvii. Steering gear			
xviii. Deck equipment including lifeboat systems			
xix. Grease consumption			
xx. Oil spill reporting			

**Subsection 3: Material conditions**

Compliant?	SAT	UNSAT
a. Oil pollution Placard is posted (18 AAC 75.305)?	X	
b. Standard discharge connection/bunker station IAW 33 CFR 155.370(c).	X	
c. Fuel/lube sludge fill vent and overflow discharge containment IAW 33 CFR 155.320.	X	
d. Containment/drains/scupper closures IAW 33 CFR 155.320.	X	

**Subsection 4: Operations and Procedures**

Compliant?	SAT	UNSAT
a) Oil transfer procedures are posted and available in crew's language? (18 AAC 75.025 / 33 CFR 154.300 a(3))	X	
b) Number of persons required on duty is as identified in the operations manual? (33 CFR 154.310 g(6))	X	
c) Means of communication identified in operations manual (33 CFR 154.310 a(9))	X	
d) Procedures on oil spills listed in operations manual (33 CFR 154.310(f))	X	

**Subsection 5: Oil Water Separation/Oil systems (33 CFR 155.360-380)**

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

--

**1. Documentation and Administrative: Checked**

a. Bilge system piping matches approved diagram (direct to OWS, holding tank etc.)	
b. Check if strip charts are fitted	
c. General housekeeping and cleanliness, maintenance looks acceptable	
d. OWS system if in operation, evaluate operator competency.	
e. System operating in published ranges.	

**2. Mechanical – Is the OWS free from: Checked**

a. Electrical bypasses, jumpers, extra switches on the OWS unit or meter control panel.	Y
b. Blanked flanges, pipe caps, dead-ended valves, or tees on inlet or outlet piping.	Y
c. Unusual connections to other machinery space overboard piping	Y
d. Recent paint on pipe segments	Y
e. Indications of bolting / unbolting of associated, piping segments valves.	Y

**3. Ensure: Checked**

a. Observe has automatic recirculate (3 way valve) or shuts down when > 15 ppm	
b. In use valves operate properly	
c. Samples analyzed by OWS meter is from the OWS effluent (trace sample-line to ensure no clean-water connection)	

**Section 5: Air pollution and Opacity (18 AAC 50 and 40 CFR 1043)**

**Subsection 1: Information**

a) Primary contact:	
b) Is emission monitoring equipment installed and used onboard? (Y/N)	
c) Emission monitoring equipment functioning properly? (Y/N/NA)	
d) Opacity monitoring records kept onboard? (Y/N). If Y then list the name of the record.	
e) Self reporting records kept onboard? (Y/N). If Y then list the name of the record.	
f) List self-reporting procedures (opacity) (18 AAC 50.240)	
g) Does the vessel have an approved alternative equivalent method for complying with fuel requirements in 40 CFR 1043 (40 CFR 1043.55)?	

**Subsection 2: Documentation**

a) NOx Emissions certification (IMO Annex VI/ 40 CFR 1043.60)	
b) Valid International Air Pollution Prevention (IAPP) or; Engine International Air Pollution	

Prevention (EIAPP) certificate (>130kW) (40 CFR 1043.30&40)	
c) Freon / refrigerants recorded IAW 40 CFR 1043.30/MARPOL Annex VI Regulation 12 (6-7)	
i. Records are kept and updated of refrigerant use? (Y/N)	
ii. Check the entries and used consumed volumes of refrigerants	
d) Fuel use records IAW with 40 CFR 1043.70?	

**Subsection 3: Material conditions**

a) If there are "high sulfur" fuels onboard, are they separated (physically) from the other fuels? (40 CFR 1043.60)	
---	--

**Subsection 4: Operations and Procedures (40 CFR 1043.60)**

Please note 4.1.g if alternative methods are in place.

- a) Describe the fuel switch procedure. (40 CFR 1043.60)
- b) 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 1043.60)
- c) Are there dedicated low sulfur combustion sources and high sulfur fuel switch sources?
- d) Adequate capacity for using required fuels or alternative method in Alaska waters?

**Section 6: Safety, health, and sanitation**

**Subsection 1: Information**

- a) Name of potable water primary contact:
- b) Production of potable water per source (estimate percentages)

**Subsection 2: Documentation**

- a) Records of onboard potable water treatment (name and location):
- b) Bunker water recordkeeping (name and location):

**Subsection 3: Material conditions**

**Safety**

Compliant?	SAT	UNSAT
a) Ship rails not less than 42 inches above cabin deck IAW 46 USC 3507 (a (1))?	X	
b) Visual identification means in passenger and crew cabin doors IAW 46 USC 3507 a (1))?	X	

**Galley**

Toilet and Hand Washing Facilities (21 CFR 1250.90):	SAT	UNSAT
c) Facilities are convenient, accessible, cleaned and stocked.	X	
d) Toilet rooms are ventilated with self closing door.	X	

<b>Facility and structure (21 CFR 1250):</b>			
e) There is complete separation of food and food equipment & utensils from living quarters, laundry.		X	
f) Floor, walls, and ceilings are clean (food preparation area).		X	
	<b>SAT</b>	<b>UNSAT</b>	<b>N/A</b>
g) Shellfish tags are maintained for non-frozen shellfish. (21 CFR 1240.60)?	X		
h) 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)?	X		

**Subsection 4: Operations and Procedures**

<b>Compliant?</b>	<b>SAT</b>	<b>UNSAT</b>
a) Safety procedures for handling hazardous materials & chemicals are onboard and available. (40 CFR 262.34 d(iii))	X	
b) Person in charge of these plans is designated.	X	