



Ocean Ranger Job Aid

For 2013 Daily Report

December 10, 2012

ADEC CPVEC

Record of Changes (2013)

Note: This Job Aid is updated from the 2012 Job Aid and prior checklists. These changes are on file for reference at ADEC.

2013 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
- WW 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.

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

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 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 151.2050(e)
- 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;

- 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. 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 IAW 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. GT turbine wash water discharged < 3 nm (Does not include Turbo blowers / Turbo chargers on diesel engines) IAW (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) IAW VGP 2.2.1; Minimize debris and residues/ minimize paint, rust and materials entering water during maintenance and use non toxic cleaners if water is discharged overboard.

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 is up-to-date and available onboard (AS 18AAC 69.025(f) / 33 CFR 157.317(b))
- b. Sampling events
 - i) Follow the approved VSSP and 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 and Total Suspended Solids in effluent if results are available on the same day (18 AAC 69.070 / AS 46.03.463)
 - iii) Field test results for pH and Chlorine 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
- h. Waste water outflow quantity monitoring is functioning properly (if installed)IAW AK GP

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. Vessel had no WW discharge conducted in waters subject to GP requirements? (AS 46.03.462 (a)). If discharge occurred, then fill out Incident Report
- b. Overboard wastewater 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. Vessel had no WW discharge conducted in waters subject to GP requirements? If no, 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 Wastewater Operations, General;

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

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. Garbage (if offloaded) was offloaded according with the submitted 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. 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. Foreign food wastes handled IAW APHIS regulations. (9 CFR 94.5)
- b. Grinders in compliance with 33 CFR 151.75.
- c. Valves and flappers on chutes in compliance with AS 46.03.710
- d. Checked Human Factors (crew familiar with procedures, sanitation maintained, protective equipment available if needed, warning signs posted) (33CFR151.63 (b))
- e. Maintenance and repair conducted on equipment IAW 33 CFR 151.63 (b(3))
- f. Check there are no plastics or synthetics discharged overboard. (33 CFR 151.67)
- g. 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
- h. 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.
- i. Medical Wastes-are incinerated or manifested as Bio-Hazardous Waste. (AS 46.03.296 and 46.03.745)

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 is 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. The following (if applicable) hazardous material or 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 AWT'S chemicals such as de-scalers
 - xv. Waste from barbercide
- 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))

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**

- a. Observe repairs, cleaning and other operations that may affect safety of passengers / crew and vessel.
- b. 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 of serious injury, or fire) reported IAW (46 CFR 4.05 (a3)).
- c. Safety protection procedures of cleaning chemicals are conducted IAW Material Safety Data Sheet (MSDS)

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

- a. Production / handling of potable water is IAW (21 CFR 1240.80 and 18 AAC 80)
- 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: 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**

- a. Sheens and spills are absent. (AS 46.03.740/ 40 CFR 110.3).
- b. Vessel Oil Discharge Record book is up to date (33 CFR 151.25(h)). The oil record book must contain entries for each discharge (including automated discharge) and offload. (33 CFR 151.25(d))
- c. The oil discharge record book contains an entry for each oily water separator (OWS) discharge event. (33 CFR 151.25)
- d. The Oil Discharge Record Book contains entries for each OWS alarm (33 CFR 151.25)
- e. Oil Record Book contains entries for each internal transfer for cleaning or ballasting of fuel tanks. (33 CFR 151.25(d)).
- f. Head tanks levels for “oil to sea interface” indicate no oil loss into the sea (e.g. shaft seals, stabilizer systems, thrusters etc.) (AS 46.03.740/ 40 CFR 110.3)
- g. Special actions (such as bunkering of tenders) prevent spills and tank overflows, etc. (40 CFR 110.3, AS 46.03.740)

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

- a. Changes to the OWS or OWS piping, make sense. (33 CFR 151.10)
- b. OWS unit is processing from a contaminated source, if OWS is in use. (33 CFR 151.10)
- c. Oil content meters have similar or same readings (units with multiple oil content meters)(33 CFR 151.10)
- d. Sample analyzed by OWS meter is from OWS discharge (33 CFR 155.370(a)) (33 CFR 151.10)
- e. Oil dispersants are not used in oil tanks or lubrication systems IAW 40 CFR 110.4 & EPA 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. (33 CFR 155.370(a)) (33 CFR 151.10)
- g. OWS has automatic re-circulate (3 way valve) or it shuts down when > 15 ppm. Valve is operated properly. (33 CFR 155.370 a(3))
- h. System back flush or oil purge cycle (if used) properly operates. (33 CFR 155.370(a))
- i. Processed water is free of gross contamination (sheen or visible oil) (AS 46.03.740/ 40 CFR 110.3)
- j. Vessel OWS related vessel machinery logs, reports for maintenance, repairs, cleaning operations (e.g. back flush) onboard and available.(33 CFR 151.10 b). Ship’s operational maintenance routine matches preventative maintenance conducted. OWS repairs recorded. (33 CFR 151.10)
- k. Meter calibration is recorded.(33 CFR 151.10)

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

- a. Bilge water management manual describes procedures, and lists equipment required to limit the amount of oil allowed into bilges. (33 CFR 155.770)
- b. Machinery bilge spaces free from excess contamination of oil or hazardous materials (33 CFR 155.770)
- c. Bulkheads, piping, structures, within rose boxes free from excess contamination/oil residues (33 CFR 155.770)
- d. Machinery free of excess oil leakage (e.g. boiler water blow down / wash waters) (33 CFR 155.770)
- e. Bilges are free from direct discharge into the bilges of oil or hazardous materials (33 CFR 155.770)
- f. Oily water separator and related equipment free from detergent used to remove appearance of sheen. (40 CFR 110.4 / VGP 2.2.2)

- g. Overboard valves on bilge, bilge ballast salt-water service are locked/controlled. (40 CFR 110.3)
- h. The ship uses a system to manage overboard valves; using seals, to control overboard discharges. (40 CFR 110.3)

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

- a. Sludge and spent lube oils are offloaded or properly disposed of onboard. 33 CFR 151.25
- b. Sludge handling and sludge waste incineration process records are properly kept: (40 CFR 110.3)(33 CFR 151.25)
- c. Sludge handling when sludge is blended with fuels IAW 40 CFR 1043.60. Sludge blended with fuels is recorded. (33 CFR 151.25)

Sub-section 5: Lifeboats; security vessels, Tendering Boats; Deck (40 CFR 110.3)

- a. Vessel(s) mechanical systems are free of oil, grease that could enter the water (40 CFR 110.3)
- b. Vessel(s) bilges free of oil that could be discharged (40 CFR 110.3)
- c. Oil and grease from topside equipment follows IAW EPA VGP 2.2.1.

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

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

Subsection 7: Miscellaneous Oil Pollution (40 CFR 110.3)

- a. Fore peak tank or compartments and tanks forward of the collision bulkhead are free from Oil, hazardous materials, or hazardous waste IAW 33 CFR155.470
- b. Vessel has no indications of OWS bypasses or direct discharges of oil. (40 CFR 110.3)