
Revised Ballast Water Record Books

1. Purpose

- 1.1. This Technical Alert is issued by the Bahamas Maritime Authority (BMA) to provide information on the availability of revised Ballast Water Record Books in the format specified in amendments to the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 ("Ballast Water Management/BWM Convention").

2. Introduction

- 2.1. IMO Resolution MEPC.369(80) amends the format of the Ballast Water Record Book, as provided in Appendix II to the BWM Convention, and enters into force on 01 February 2025.
- 2.2. The revised format of the Ballast Water Record Book expands the items to be recorded and changes the existing item numbers to a code letter and item number, similar to other Record Books.
- 2.3. In order to prepare for the transition to the "new" format, the BMA has created new Record Books in the format specified in MEPC.369(80). The new Ballast Water Record Books (V 3.1 dated May 2024) are available for purchase from the BMA publications section. Please refer to BMA Marine Notice 51.

3. Voluntary early adoption of new format Ballast Water Record Books

- 3.1. The BMA has no objection to the voluntary early adoption of the new format Ballast Water Record Books prior to the implementation date of 01 February 2025.
- 3.2. When a Company decides to adopt the new format Record Books prior to 01 February 2025, the existing ("old" format) Ballast Water Record Book should be closed, and a line drawn through any unused pages.

4. Existing (“old” format) Ballast Water Record Books

- 4.1. As MEPC.369(80) changes the numbers used to record items in the Ballast Water Record Books, existing Ballast Water Record Books are not compatible with MEPC.369(80). **Accordingly, the BMA will not provide any further Record Books in the old format.**
- 4.2. However, in order to reduce waste, existing purchased stocks of Ballast Water Record Books may continue to be used until stock is exhausted, provided that:
- i. Existing Ballast Water Record Books are closed, and a line drawn through any unused pages;
 - ii. A copy of these instructions and the relevant introduction pages as per MEPC.369(80) are printed and attached to the Record Book. These are provided in Annex I for reference.
 - iii. The introduction pages in the old format Record Book have a line drawn through them;
 - iv. Entries use the Code/Item numbers as specified in the MEPC.369(80) format.
- 4.3. The use of electronic record keeping systems to record activities is an alternative method to a hard copy record book. Please also refer to BMA Marine Notice MN09 Electronic Record Keeping Systems.

5. Validity

- 5.1. This Technical Alert is valid until further notice.

ANNEX I – BALLAST WATER RECORD BOOK - Introduction pages**INTRODUCTION**

In accordance with regulation B-2 of the annex to the International Convention for the Control and Management of Ships' Ballast Water and Sediments, a record is to be kept of each ballast water operation. This includes discharges at sea and to reception facilities.

"Ballast water" means water with its suspended matter taken on board a ship to control trim, list, draught, stability, or stresses of a ship. Management of ballast water shall be in accordance with an approved Ballast Water Management Plan and taking into account guidelines developed by the Organization.

The Ballast Water Record Book entries should be completed taking into account any guidelines to be developed by the Organization.

The volume of ballast water on board should be estimated in cubic metres. It is recognized that the accuracy of estimating volumes of ballast is left to interpretation.

ENTRIES IN THE BALLAST WATER RECORD BOOK

Entries in the Ballast Water record book shall be made on each of the following occasions:

(A) When ballast water is taken on board from the aquatic environment (ballasting operation)

- .1 Start time and location (port of uptake or latitude/longitude)
- .2 Completion time and location (port of uptake or latitude/longitude and minimum depth of water during uptake)
- .3 The identity of the tanks affected
- .4 Estimated volume of uptake and final total quantity retained in cubic metres
- .5 Whether conducted in accordance with the approved Ballast Water Management Plan
- .6 Ballast water treatment method

(B) When ballast water is discharged into the aquatic environment (deballasting operation)

- .1 Start time and location (port of discharge or latitude/longitude)
- .2 Completion time and location (port of discharge or latitude/longitude and minimum depth of water during discharge)
- .3 The identity of the tanks affected
- .4 Estimated volume of discharge and final total quantity retained in cubic metres
- .5 Whether conducted in accordance with the approved Ballast Water Management Plan
- .6 Ballast water treatment method

(C) Whenever ballast water is exchanged, treated through internal circulation or treated in tank**1 Ballast water exchange**

- .1 Start time and location (latitude/longitude)
- .2 Completion time and location (latitude/longitude)
- .3 Minimum distance from the nearest land and minimum depth of water during the exchange or, if applicable, identify the designated exchange area in accordance with regulation B-4.2

- .4 Whether conducted in accordance with the Ballast Water Management Plan and state the ballast water exchange method (Sequential or Flow-through or Dilution) used
- .5 The identity of the tanks affected
- .6 Total quantity exchanged and final total quantity on board in cubic metres
- .7 Treatment method for the incoming ballast water

2 Ballast water internal circulation for treatment or in-tank treatment

- .1 Start time
- .2 Completion time
- .3 The identity of the tanks affected (identifying source and destination tanks if applicable)
- .4 Total quantity treated (through circulation or in tank) in cubic metres
- .5 Ballast water treatment method

(D) Uptake or discharge of ballast water from/to a port-based or reception facility

- .1 Start time and location of uptake/discharge (state facility name)
- .2 Completion time
- .3 Operation carried out (whether uptake or discharge)
- .4 The identity of the tanks affected
- .5 Total quantity in cubic metres and final quantity retained on board
- .6 Whether conducted in accordance with the approved Ballast Water Management Plan
- .7 Onboard ballast water treatment method

(E) Accidental discharge/ingress or other exceptional uptake or discharge of ballast water

- .1 Start time and location of ingress/uptake/discharge (port name or latitude/longitude)
- .2 Completion time
- .3 Operation carried out (whether ingress, uptake or discharge)
- .4 The identity of the tanks affected
- .5 Total quantity of ballast water in cubic metres

- .6 State the circumstances of ingress, uptake, discharge or loss, the reason thereof, any treatment method used and general remarks

(F) Failures and inoperabilities¹ of the ballast water management system

- .1 Time and location (port name or latitude/longitude) of failure of the ballast water management system
- .2 Operation carried out (state whether uptake or discharge)
- .3 Description of the issue (e.g. kind of alarm or other description of circumstances)
- .4 Time and location (port name or latitude/longitude) when the ballast water management system has been made operational

(G) Ballast tank cleaning/flushing, removal and disposal of sediments

- .1 Time and ship's location on commencement of ballast tank cleaning/flushing, removal or disposal of sediments (port name or latitude/longitude)
- .2 Time and ship's location on completion of ballast tank cleaning/flushing, removal or disposal of sediments (port name or latitude/longitude)
- .3 Tank(s) identification (name of the ballast tanks as per the Ballast Water Management Plan)
- .4 Discharge or disposal to a reception facility (state quantity in cubic metres and name of the facility)
- .5 Disposal or discharge to the aquatic environment as per Ballast Water Management Plan (state quantity in cubic metres, minimum distance from the nearest land in nm and minimum depth of water in metres)

(H) Additional operational procedures and general remarks

¹ Failures and inoperabilities include malfunctions, shutdowns or critical alarms indicating a failure of the ballast water management system which may indicate non-compliance with the D-2 standard (except routine information and warnings).