California’s Marine Invasive Species Program
California State Lands Commission, Marine Facilities Division

**Ballast Water Reporting Form Submission & Recordkeeping**

Which ballast water reporting form does California require?
California requires the U.S. Coast Guard Ballast Water Reporting Form (OMB Control Number 1625-0069), available on the Marine Invasive Species Program website under “Compliance and Reporting Documents” (see “Where can I find more information?” on the next page).

When must the ballast water reporting form be submitted?
Vessels must submit a ballast water reporting form **upon departure from each port of call**. Ports recognized by California are illustrated to the right.

Where do I submit the form?
Fax: 562-499-6444 OR Email: BWForm@slc.ca.gov

I submitted a ballast water reporting form to the National Ballast Information Clearinghouse (NBIC) for this voyage. Do I also have to submit one to California?
Yes. The NBIC is a federal (national) program while the California program is state administered. **A form submitted to the NBIC is NOT automatically forwarded to California.** Vessels must submit separate forms to each program.

Our vessel’s actual ballast discharge was different than what was submitted on the ballast water reporting form. Should I re-submit?
Yes. Submit another reporting form with the updated information. Mark “yes” on the question, “IS THIS AN AMENDED BALLAST WATER REPORTING FORM”.

What records must be maintained onboard the vessel? How long must they be kept?
1) Ballast water reporting forms – 2 years
2) Ballast water log – 2 years
3) Ballast water management plan - As long as the vessel is in operation

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be prepared specifically for the vessel, and crew must be trained on how to apply it. It is strongly recommended that, at a minimum, the ballast water management plan includes the following:

1) Ship particulars.
2) Procedures and description of how vessel will meet California’s ballast water management requirements.
3) Ballast water schematics (e.g. tank/pipeline diagrams, tank capacities, pump rates, sampling points).
4) Duties of a ballast management officer or person in charge.
5) Safety considerations for ballast water management (e.g. considerations for ship design, adverse weather, equipment failure).
6) Ballast water management plan training (list of personnel who have/should have received training, dates of training, verification of training).
7) Copies of previous California State Lands Commission inspection reports.
8) U.S. Federal (U.S. Coast Guard) and California State regulations.
9) IMO Assembly Resolution A.868(20): “Guidelines for the Control and Management of Ships’ Ballast Water to Minimize the Transfer of Harmful Aquatic Organisms and Pathogens”.

Where can I find more information?

Internet: www.slc.ca.gov
• Click on the “Divisions” tab
• Select the “Marine Facilities Division” home page link
• Select “Marine Invasive Species Program”

Email: Jackie.Mackay@slc.ca.gov • Telephone: 562-499-6312

California Public Resources Code
Sections 71205 (reporting form and log), 71204(h)-(i) (management plan)