



CALIFORNIA'S MARINE INVASIVE SPECIES PROGRAM



CALIFORNIA STATE LANDS COMMISSION • MARINE ENVIRONMENTAL PROTECTION DIVISION

Jeremy Bishop

Reporting and Recordkeeping Requirements

General Reporting Information

Which vessels are subject to reporting and recordkeeping requirements?

Vessels that arrive at a California port, are 300 gross registered tons or more, and are carrying or capable of carrying ballast water

Submit required forms and reports to:

Email: BWForm@slc.ca.gov

Fax: 562.499.6444

Online submission: <https://misp.io>

Copies and instructions of the required forms and reports can be found at:

www.slc.ca.gov/Programs/MISP_Reporting.html

REPORTING

Ballast Water Management Report

California requires that vessels submit the U.S. Coast Guard Ballast Water Management Report (OMB No. 1625-0069)

When must the Ballast Water Management Report be submitted?

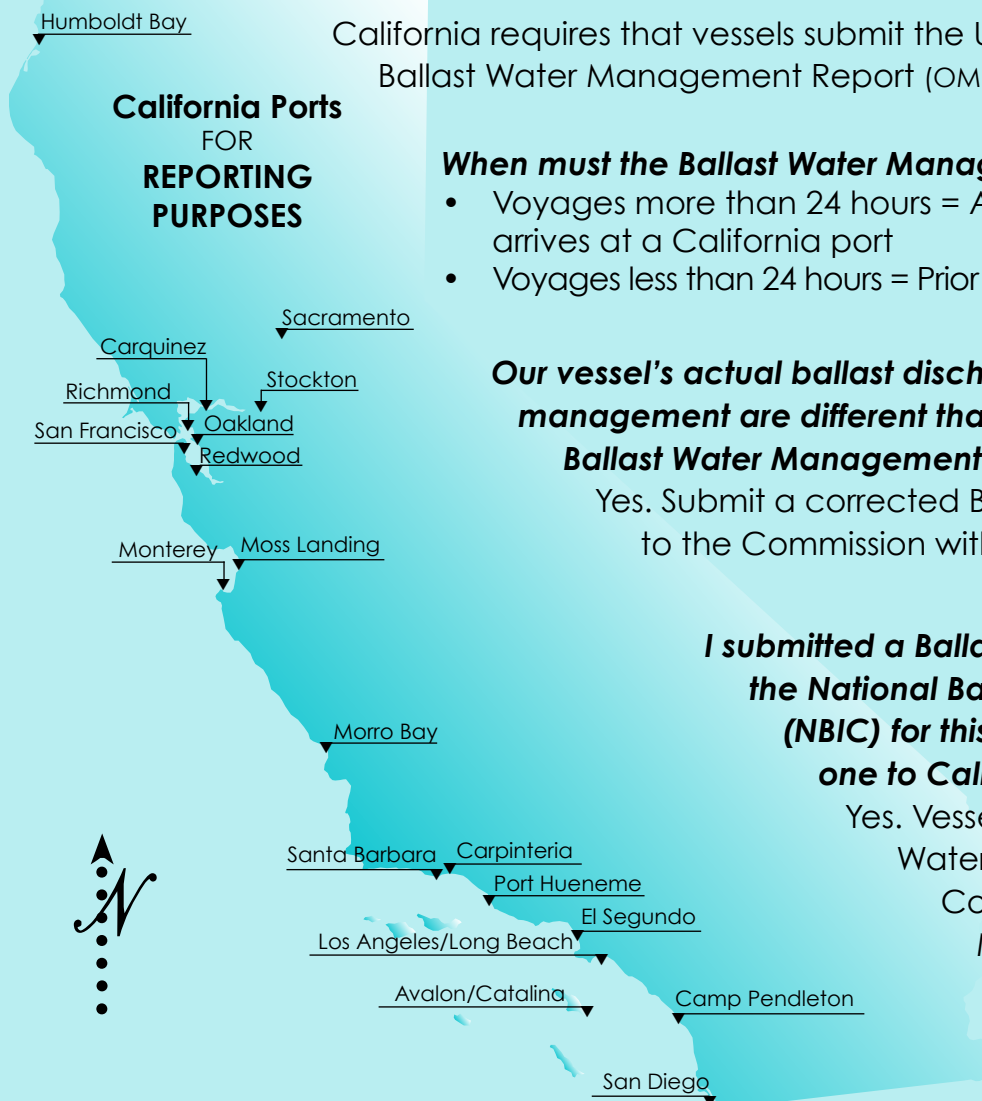
- Voyages more than 24 hours = At least 24 hours before the vessel arrives at a California port
- Voyages less than 24 hours = Prior to departing the port of departure

Our vessel's actual ballast discharge and/or ballast water management are different than what was submitted on the Ballast Water Management Report. Should we re-submit?

Yes. Submit a corrected Ballast Water Management Report to the Commission with the updated information.

I submitted a Ballast Water Management Report to the National Ballast Information Clearinghouse (NBIC) for this voyage. Do I also have to submit one to California?

Yes. Vessels must submit a separate Ballast Water Management Report to the Commission. A Ballast Water Management Report submitted to NBIC is NOT forwarded to California.





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REPORTING, cont.

Annual Vessel Reporting Form

California requires that all vessels submit the Marine Invasive Species Program Annual Vessel Reporting Form (SLC 600.12, Revised 8/17). All vessels are subject to this requirement beginning on October 1, 2017.

When must the Annual Vessel Reporting Form be submitted?

Submission is required at least 24 hours in advance of the first arrival of each calendar year at a California port.

Do I need to fill out the entire form?

- All vessels need to fill out Section 1 of the Annual Vessel Reporting Form
- Vessels that have a Ballast Water Treatment System installed on board need to fill out both Section 1 and Section 2

PLANNING

All vessels need to maintain a Ballast Water Management Plan and a Biofouling Management Plan. The management plans can be kept together or separately. There is no required format for the plans.

Ballast Water Management Plan

What is a Ballast Water Management Plan?

A Ballast Water Management Plan is a description of a vessel's ballast water management strategy.

Does the Ballast Water Management Plan need to be specific for each vessel?

Yes. The Plan must be specific for each vessel.

What should the Ballast Water Management Plan include?

A description of the ballast water management strategy and procedures with sufficient detail so that a master or appropriate crew can follow it.



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Reporting and Recordkeeping Requirements

PLANNING, cont.

Biofouling Management Plan

What is a Biofouling Management Plan?

A Biofouling Management Plan is a description of the vessel's biofouling management strategy.

When are vessels subject to the Biofouling Management Plan requirement?

- New vessel: Upon delivery after January 1, 2018
- Existing vessel: After the first regularly scheduled out-of-water maintenance on or after January 1, 2018

What if the vessel does not have a Biofouling Management Plan on board at its first arrival at a California port?

A vessel will be granted a 60-day grace period to develop a Biofouling Management Plan if one is not already maintained onboard the vessel upon the first arrival to a California port after the requirement becomes effective.

Does the Biofouling Management Plan need to be specific for each vessel?

Yes. The Plan must be specific for each vessel.

What are the requirements for a Biofouling Management Plan?

- Include a description of the vessel's biofouling management strategy
- Be consistent with the Biofouling Management Plan described in the International Maritime Organization's 2011 Guidelines for the control and management of ships' biofouling to minimize the transfer of invasive aquatic species (hereafter IMO Biofouling Guidelines)
- Include a description of the practices and antifouling systems specifically used for the hull and niche areas listed in 2 CCR section 2298.6(c)(1)
- Be current as of the most recent out-of-water maintenance or delivery (if the vessel has never undergone out-of-water maintenance)



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Reporting and Recordkeeping Requirements

RECORDKEEPING

Ballast Water Log

What is a Ballast Water Log?

A Ballast Water Log is where the ballast water management activities for each ballast tank onboard a vessel are recorded.

Does the Ballast Water Log need to be completed in addition to the Ballast Water Management Report?

Yes. The Ballast Water Log is a separate document from the Ballast Water Management Report.

Are there any recommendations for a Ballast Water Log?

Yes. It is recommended that each ballast water movement (e.g., uptake, exchange, internal transfer, discharge) be recorded on a separate line.

Biofouling Record Book

What is a Biofouling Record Book?

A Biofouling Record Book is where a vessel's biofouling management activities are recorded.

What are the requirements for a Biofouling Record Book?

- Include details of all in-water inspections and biofouling management measures undertaken since the most recent out-of-water maintenance or delivery (if the vessel has never undergone out-of-water maintenance)
- Be consistent with the Biofouling Record Book described in the IMO Biofouling Guidelines
- Include descriptions of niche area management practices, as required in 2 CCR section 2298.6(c)(2)

When are vessels subject to the Biofouling Record Book requirement?

- New Vessel: Upon delivery after January 1, 2018
- Existing Vessel: After the first regularly scheduled out-of-water maintenance on or after January 1, 2018

What if the vessel does not have a Biofouling Record Book on board at its first arrival at a California port?

A vessel will be granted a 60-day grace period to develop a Biofouling Record Book if one is not already maintained onboard the vessel upon the first arrival to a California port after the requirement becomes effective.



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RETENTION

What records must be maintained onboard a vessel? How long must they be kept?

- 1) **Ballast Water Management Report** – Two years
- 2) **Annual Vessel Reporting Form** – There is no requirement for retention of the Annual Vessel Reporting Form. However, staff suggests retaining the Annual Vessel Reporting Form for two years because it includes much of the information required under Public Resources Code section 71205(h)
- 3) **Ballast Water Management Plan** – As long as the vessel is in operation
- 4) **Biofouling Management Plan** – Keep current since the last out-of-water maintenance or delivery (if the vessel has never undergone out-of-water maintenance)
- 5) **Ballast Water Log** – Two years
- 6) **Biofouling Record Book** – Keep current since the last out-of-water maintenance or delivery (if the vessel has never undergone out-of-water maintenance)

Reporting Checklist

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Ballast Water Management Report

U.S. Coast Guard Ballast Water Management Report

(OMB No. 1625-0069)

All vessels must submit this form for every arrival



Annual Vessel Reporting Form

All vessels must submit this form at least 24 hours in advance of their first arrival of the calendar year at a California port