

TDI Oil Record Book Cheat Sheet

This cheat sheet contains:

- **Key Points to Remember**
- The **Fuel Oil Pathways Chart** provides a quick visual reference to the codes you should be using for activities on TDI Brooks Vessels.
- Use the **TDI Sample Oil Record Book Entries** for the wording and format of your entries. Simply substitute your specific times and volumes and tanks as appropriate.
- The **Volume Conversion Tables** will help you convert volumes into the required cubic meters (m³) or metric tons (MT).
- **MEPC 1/Circ 736/ Rev.2** (with TDI specific notes) contains instructions with examples on how to correctly make entries in the Oil Record Book (ORB) for all operations.

Always write out your proposed entry on a piece of scratch paper **FIRST** to get the wording and the math correct. When you are satisfied that it is correct, transcribe it to the ORB using ink. Mistakes are corrected by a single line thru the entry (and initial the line) and make the correct entry directly below (or to the side) of the wrong/stricken through entry. No scratching or blotting out, no white out and no erasures.

If you are in doubt or question the correct form or content of an entry email your proposed entry to rogerfay@tdi-bi.com and we will straighten it out for you.

Key Points to remember are:

In January 2016, we combined all the required bunkering forms into a single, step by step checklist in order of completion to facilitate ease of use (NOC #288).

This new **Unified Bunkering Form** includes, with appropriate signatures at all the right places:

- Pre-Transfer Conference
- Declaration of Inspection
- Receiving the Bunker Delivery Note and the Fuel Sample
- Documenting the Oil Record Book according to Flag State requirements
- Creating NS5 work order and attaching first page only

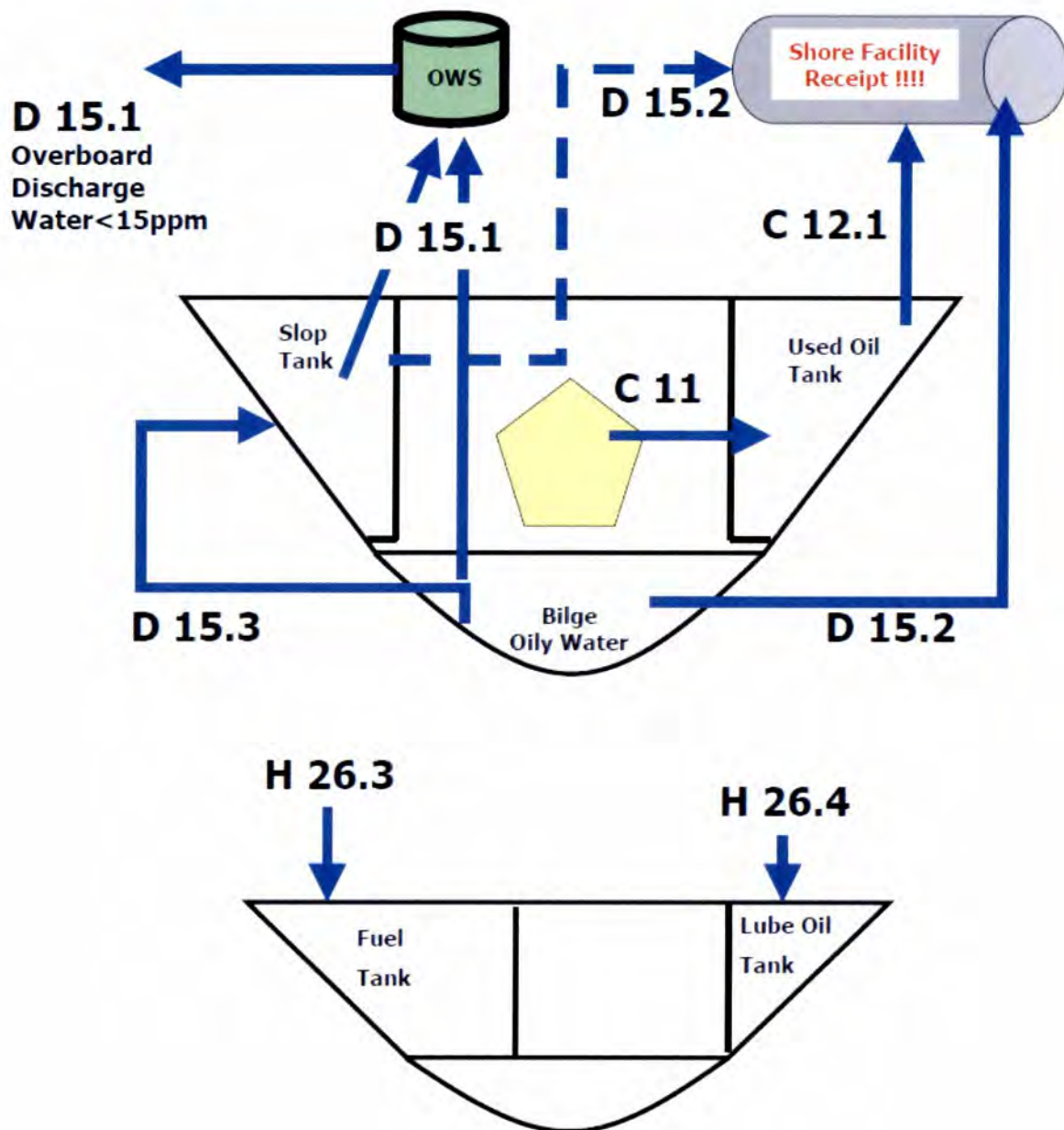
1. **All date entries** must be made in the following format – dd/MONTH/yyyy. Example- 03 March 2012. **Spell the month.**
2. **NO BLANK LINES are permitted** between entries. The next entry is to begin on the line following the signature of the previous entry.
3. Engineers (or officers) **signatures required on the last line of each entry** (not out in the margin). **Must include rank** of OIC and **date** on the signature line (dd/Month/yyyy). Spell the month
4. Officers – if there are **not enough lines at the bottom of a page** to complete the entry, draw a diagonal line thru all these lines when you sign the page and **copy the complete entry on the next page.**
5. **Volumes** for Code C and D entries and Remains on board (ROB) now must be in **CUBIC METERS**. Liters, gallons, barrels are no longer admissible. (See conversion tables in this document.)
6. **Bunker volumes** loaded can be recorded in **Metric Tons** as per the IMO circular. However, the amount of fuel and especially lube oil is so small for our vessels you should stick with cubic meters. (See conversion tables)
7. There are now **4 numbered entries in Code C-11**. Line entry #1 now just identifies the tank. Line entry #4 specifies the amount (cubic meters) of the transfer.
8. When **bunkering**, use and **follow the Oil Transfer Procedures Book specific to your vessel**. It provides further guidance as to what must be done, recorded, and stored on board for future reference.
9. When **bunkering**, a **fuel sample must be taken**, sealed, labeled and maintained on board for the duration of that fuel supply remaining on board.
10. An **NS5 entry** must be made for the bunkering and the completed front page of the Unified Bunkering Form attached.
11. **Fuel and Lube Oil Delivery Receipts** must be **kept with the Unified Bunkering form** for that transfer and filed on board so that they can be tied to the ORB entry. These become part of the ORB and must remain on board for three years past the last entry in the ORB. You (chief engineer on board) must be able to produce these whenever they are requested (by auditors, inspectors, flag state or port state) regardless of whether you were the PIC on the bunkering operation.
12. **Used and Oily Waste** discharged to shore- Receipt must be kept with ORB (considered a part of the ORB) for 3 years.

13. **Oily solid waste** (rags, filters, booms, etc) disposal is recorded in the **Garbage Record Book**.
14. **Code G** is used to record any kind of spill of oil in the water. (e.g. Fuel overflow, tank leak, lube oil discharge, hydraulic leak entering the water, discharge of oily bilge apart from passing thru the OWS). See the example entries for the type of information that must be included in the record. The ORB does not replace SOPEP or NTVRP reporting requirements when oil is spilled into the water.
15. **Oily Water Separator: INOPERABLE or MALFUNCTION** (including alarm and automatic shut off). Immediately record an **F-19 entry** (OWS failure) and a **Code I** (for closing and sealing OWS overboard discharge valve) in the ORB. A repair may not be immediately possible nor even the reason for failure known. In this case no entry for F-20 or F-21 can be made. That is OK.
16. **With a F-19 entry there can be no further D-15.1 entries in the ORB (cannot discharge overboard) until** the OWS is restored to full function, entries are made for **F-20** and **F-21** and another **Code I** entry (stating the overboard discharge is unlocked and open) on another set of lines for that date. Do NOT go back to the F-19 entry and add to it.
17. When **debunkering** (for example transfer of fuel from one of our vessels to another of our vessels) equipment not usually carried by our vessels is required AND the **Oil Transfer Procedures must be followed**.
 - a. There is no "receipt" or delivery note specifying the composition of the oil.
 - b. The source vessel (donor) uses **Code I (debunkering)**
 - c. The receiving vessel uses **Code H (bunkering)**
18. **Prior to arrival in port** and when operating in special areas (as defined in Annex 1) the **overboard discharge valve from the OWS must be closed, sealed** and remain so until the vessel is underway, offshore more than 12 miles from land and not in a special area.
 - a. The closure and sealing of the valve does not need to be recorded in the ORB, but is recorded (by seal number) in the OBD seals log book provided for that purpose.
19. **When discharging oily water thru the OWS**, the volume of oily water recorded (Code D) is a measure of the water pumped. However, you may find after a time that there is significant addition of waste oil (sludge) to the used oil tank (in vessels where the separated oil is not returned to the slop tank). You would note this in subsequent soundings of the used oil tank over periods when there was no intentional transfer to the tank (as in an oil change).

- a. You can adjust for this difference in a weekly inventory entry as a line entry of 11.4 *“ROB adjusted for the periodic addition from the OWS operation on dd/mm....., dd/mm”*.
 - b. Or a separate **code I** entry can be made adjusting the ROB for that tank resulting from the OWS input. The time to do this would be in port when accurate soundings can be made, and before more oil is discharged ashore than you could account for in the ORB running totals.
20. **Tank capacities for slop** (oily bilge water) **and sludge** (used or waste oil without water) are listed in the vessel IOPP Supplement sections 3.3 and 3.1. This is the value you list for your “tank capacity”.
- Proteus –Sludge 2.05 m3 Port side, Used Oil 2.05 m3 Stbd side.
 - Gyre – sludge 5.7 m3 starboard side, slop 5.7 m3 port side
21. **When running the OWS directly from the bilge** well, the amount of water discharged CANNOT EXCEED this rate times the length of time the OWS was operating.
- a. On Proteus the maximum thru put of the OWS is 1.0 m3 per hour.
 - b. On Gyre the maximum thru put of the OWS is 0.5 m3 per hour
 - c. On Brooks McCall the maximum thru put of the OWS is 0.5 m3 per hour.

Fuel Oil Pathways Chart

Fuel/ Oil Pathways and their ORB codes



Code H= Fuel Oil/ Lube Oil				
Bunkering FUEL oil --- 26.3				
25 March 2016	H	26.1	Stanco docks, Freeport, Texas	26.1 Place
	H	26.2	Start xx:xx, Stop yy:yy (times need to match DOI)	26.2 When
	H	26.3	94.64 m3, marine diesel	26.3 What/Where
			30.28 m3 #1 Stbd, 36.07 m3 ROB	
			30.28 m3 # 1 port, 36.07 m3 ROB	
			19.93 m3 #2 stbd, 26.5 m3 ROB	
			15.14 m3 #2 port, 22.71 m3 ROB	
			<i>Signature</i> , C/E , 25 March 2016	Signature, rank, date
Bunkering LUBE oil ---26.4				
27 March 2016	H	26.1	Stanco docks, Freeport, Texas	26.1 Place
	H	26.2	Start 0800 Stop 0815 (times need to match DOI)	26.2 When
	H	26.4	2 m3, Shell Rotella 40 wt added to	26.4 What & Where
			Lube Oil tank, 2.46 m3 ROB	
			0.19 m3 in drum on 01 deck, 0.19 m3 ROB	
			<i>Signature</i> , C/E , 27 March 2016	Signature, rank, date
Code C= Waste Oil/ Oil Residues				
Collection and Disposal of Oil Residues (Waste Oil) C-11.1				Weekly Updates
21 July 2016	C	11.1	Transferred to Used Oil tank stbd	11.1 What & Where
		11.2	Used Oil tank stbd capacity 3.83 m3	11.2 tank capacity
		11.3	1.66 m3 ROB	11.3 How much ROB
		11.4	0.56 m3 collected from port ME	11.4 collected from?
			<i>Signature</i> , C/E , 21 July 2016	Signature, rank, date
28 July 2016	C	11.1	Used Oil Tank stbd- None added	11.1 What & Where
		11.2	Used Oil tank stbd capacity 3.83 m3	11.2 tank capacity
		11.3	1.66 m3 ROB	11.3 ROB
			<i>Signature</i> , C/E , 28 July 2016	Signature, rank, date
4 August 2016	C	11.1	Used Oil Tank stbd- None added	11.1 What & Where
		11.2	Used Oil tank stbd capacity 3.83 m3	11.2 tank capacity
		11.3	1.66 m3 ROB	11.3 ROB
			<i>Signature</i> , C/E , 04 August 2016	Signature, rank, date
Disposal of Oil Residues (Waste Oil or oil residues ashore) C-12.1				
13 December 2016	C	12.1	2.19 m3 waste oil from Used oil tank ROB 0 m3	How much, from where, ROB
			Received by Suck It Up Vac Services truck at Port Said pier #3	Name of receiver and port
			<i>Signature</i> , C/E , 13 December 2016	Signature, rank, date

Code D= Bilge Water				
Disposal of Bilge Water- D -to Slop Tank 15.3				
07 February 2017	D	13	3.03 m3 from bilge well	13 How much, from where
		14	Start 10:15 Stop 10:40	14 Start Stop times
		15.3	to Slop Tank #12 port. ROB 4.54 m3.	15.3 To Where, ROB
			<i>Signature</i> , C/E , 07 February 2017	Signature, rank, date
Disposal of Bilge Water- D -to Shore Facility 15.2				
09 March 2017	D	13	4.16 m3 from Bilge well (or slop tank)	13 How much, from where
		14	Start 03:15, Stop 04:02	14 Start Stop times
		15.2	4.16 m3 oily water from bilge to Suck It Up Vac Services truck at Port Said pier #3 ROB bilge well - 0 M3	15.2 How much, Receiver, Port and ROB
			<i>Signature</i> , C/E , 09 March 2017	Signature, rank, date
Disposal of Bilge Water- D -thru OWS - 15.1				
10 June 2017	D	13	0.757 m3 discharged from slop tank #12 (or from bilge well), Capacity 2.05 m3, ROB 0.3 m3	13 How much, from where, Capacity, ROB
		14	Start 09:15, Stop 09:30	14 Start Stop times
		15.1	Through 15 ppm OWS overboard	15.1 thru OWS
			Position Start - Lat ???, Long ???	Lat long start
			Position Stop - Lat ???, Long ???	Lat long stop
			<i>Signature</i> , C/E , 10 June 2017	Signature, rank, date

Note: on OWS entries the location of the OWS running must not be in a prohibited area, and the distance covered should not be more than the vessel is capable of in that time frame. Get accurate figures from the bridge. Also the quantity (especially when estimating due to discharging bilge rather than slop tank) must not exceed the OWS rated capacity in that time frame.

Codes G, F, I: Other Rare, Irregular Entries

G- Accidental or other Exceptional Discharges of Oil

dd/MONTH/yyyy	G	23	Time of occurrence	
		24	Place or position of ship at time of occurrence	
		25	Approximate quantity and type of oil	
		26	Circumstances of discharge or escape, the reasons therefore and general remarks	

Note: If you have a leak, spill or sheen in the water it must be reported and recorded here. Spill is one incident, failure to record or falsify ORB is a worse matter.

Signature , C/E , DD Month YYYY

F - Failure/ Repair of OWS

dd/MONTH/yyyy	F	19	Time of system failure	F 19- Failure time
		20	Time when system has been made operational.	F 20- Repaired time
		21	Reasons for failure (if/ when known)	F 21- Reason for failure
			<i>Signature</i> , C/E , DD Month YYYY	Signature, rank, date

Note: on failure of OWS or monitoring equipment, you will most likely have multiple entries (Unless it can be and is fixed immediately). One when it broke, another when it is fixed. You cannot have any OWS operations or discharges of bilge or slop tank between these two entries.

Example				
31 January 2016	F	19	10:30 PM hrs	F 19- Failure time
		21	oil sensor housing cracked during routine disassembly for cleaning.	F 21- Reason
31 January 2016	I		Overboard valve from OWS sealed.	I - Lock the overboard valve
			seal #..... (and entered in ship log and seal log)	enter Seal # in ship log
			<i>Signature</i> , C/E , DD Month YYYY	Signature, rank, date
<p><i>any entries of a code D-15.1 found in the book between these two dates/times (1/31 to 4/27) or any decreases/discrepancies in the ROB figures not explained by discharge to shore facilities or transfer to the slop tank and you are Screwed!</i></p> <p>then some pages and 3 months later....</p>				
27 April 2016	F	20	09:15 AM	F 20-Repaired time
		21	oil sensor replaced with new unit shipped from Spain.	F 21-Reason for failure
27 April 2016	I		Seal#removed from overboard valve on OWS, as OWS is operational.	I- Unseal overboard valve
			<i>Signature</i> , C/E , DD Month YYYY	Signature, rank, date
<p>Debunkering of Fuel Oil (one TDI vessel to another)</p>				
14 April 2017	I		20 M3 Fuel oil debunkered from tanks:	Amount and type
			10 M3 removed from Tank #4 port, 0 M3 ROB	From tank X, ROB
			20 M3 removed from Tank #4 stbd, 0 M3 ROB	From tank X, ROB
			Debunkered to RV Gyre in Roatan, Honduras	Name of receiver and port
			Start 1400 Stop 1530	Start Stop Times
			<i>Signature</i> , C/E , 14 April 2017	Signature, rank, date

Oil Record Book Conversions Tables

Retain a hard copy with the Oil Record Book

Conversions

Original Units	Multiply by	To get
Gallons	0.0038	cubic meters= m ³
Barrels	0.159	
Liters	.001	

Original Units	Multiply by	To get
Gallons (diesel fuel)	0.00324	Metric Tons (MT)
Cubic Meters (1,888.83 lb)	0.8567	
diesel fuel (7.15 lb/gal)		

Cubic Meters Oil, Used Oil, and Oily Bilge Water – Codes C and D			
Gallons	=	cubic meters	Barrels
1	=	0.0038	1 = 0.159
2	=	0.0076	2 = 0.318
3	=	0.0114	3 = 0.477
4	=	0.0152	4 = 0.636
5	=	0.019	5 = 0.795
6	=	0.0228	6 = 0.954
7	=	0.0266	7 = 1.113
8	=	0.0304	8 = 1.272
9	=	0.0342	9 = 1.431
10	=	0.038	10 = 1.59
100	=	0.38	11 = 1.749
200	=	0.76	12 = 1.908
300	=	1.14	13 = 2.067
400	=	1.52	14 = 2.226
500	=	1.9	15 = 2.385
1000	=	3.8	16 = 2.544
2000	=	7.6	17 = 2.703
3000	=	11.4	18 = 2.862
4000	=	15.2	19 = 3.021
5000	=	19	20 = 3.18
10,000	=	38	30 = 4.77
20,000	=	76	40 = 6.36
30,000	=	114	50 = 7.95
40,000	=	152	100 = 15.9
50,000	=	190	200 = 31.8

Metric Tons Marine Diesel Oil (Fuel) – Code H			
Gallons	=	Metric Tons	Cubic Meters
1	=	0.00324	1 = 0.8567
2	=	0.00648	2 = 1.7134
3	=	0.00972	3 = 2.5701
4	=	0.01296	4 = 3.4268
5	=	0.0162	5 = 4.2835
6	=	0.01944	6 = 5.1402
7	=	0.02268	7 = 5.9969
8	=	0.02592	8 = 6.8536
9	=	0.02916	9 = 7.7103
10	=	0.0324	10 = 8.567
100	=	0.324	100 = 85.67
200	=	0.648	200 = 171.34
300	=	0.972	300 = 257.01
400	=	1.296	
500	=	1.62	
1000	=	3.24	
2000	=	6.48	
3000	=	9.72	
4000	=	12.96	
5000	=	16.2	
10,000	=	32.4	
20,000	=	64.8	
30,000	=	97.2	
40,000	=	129.6	
50,000	=	162	

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MEPC.1/Circ.736/Rev.2
6 October 2011

**GUIDANCE FOR THE RECORDING OF OPERATIONS IN THE OIL RECORD BOOK
PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS)**

- 1 The Marine Environment Protection Committee, at its sixty-second session, (11 to 15 July 2011), approved a revised text of the Guidance for recording of operations in the Oil Record Book Part I – Machinery space operations (all ships) (MEPC 62/24, paragraph 7.23), set out in the annex.
- 2 The Guidance is intended to facilitate compliance with MARPOL requirements on board ships by providing advice to crews on how to record the various operations in the Oil Record Book by using the correct codes and item numbers in order to ensure a more uniform port State control procedure.
- 3 Administrations of Parties to MARPOL are invited to encourage implementation of the annexed Guidance for use aboard ships flying their flags and to disseminate it among all stakeholders including ship operators, surveyors and port State control officers.
- 4 This circular revokes MEPC.1/Circ.736/Rev.1.

ANNEX

**GUIDANCE FOR RECORDING OF OPERATIONS IN THE OIL RECORD BOOK
PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS)**

General Guidance

- This guidance only includes sections C to I.
- Operations should be recorded in chronological order as they have been executed on board.
- Dates should be entered in dd-MONTH-yyyy format, e.g. 16-MAR-2009.
- Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
- All Entries are to be made and signed by the officer or officers in charge of the operations concerned and each completed page shall be signed by the master of the ship.
- Do not leave any full lines empty between successive entries.
- If a wrong entry has been recorded in the Oil Record Book (ORB), it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new corrected entry following.
- Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention Certificate (IOPPC).
- Recording of quantities retained in bilge water holding tanks listed under section 3.3 of the IOPPC is voluntary and not required by the Convention.
- The recording of general maintenance of items pertaining to the OWS remains voluntary and is not required to be recorded in the ORB.

Usage of code C.11: Collection of oil residues (sludge)

Example #1 Record weekly, even if no movement has occurred*

Weekly inventory of oil residues (sludge) tanks (tank listed under item 3.1 in the Supplement to the IOPPC)

C-11
Weekly
inventory

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	C	11.1	[Name of sec 3.1 Tank & Designation]
		11.2	xx m ³
		11.3	xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
dd-MONTH-yyyy	C	11.1	[Name of sec 3.1 Tank & Designation]
		11.2	xx m ³
		11.3	xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #2 For each addition or transfer

Recording of oil residue (sludge) collected by manual operation in oil residue (sludge) tank (tank listed under item 3.1 in the Supplement to the IOPPC)

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	C	11.1	[Name of sec 3.1 Tank & Designation]
		11.2	xx m ³
		11.3	xx m ³
		11.4	xx m ³ collected from [identification of source]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Operator initiated manual collection where oil residue (sludge) is transferred (transfer with a pump) into the oil residue (sludge) tank(s). Examples of such operations could be:

1. Collection of oil residue (sludge) from fuel oil separator drain tanks.
2. Collection of oil residue (sludge) by draining engine sump tanks.
3. Adding fuel oil to an oil residue (sludge) tank (all content of a sludge tank is considered sludge).
4. Collection of sludge from bilge water holding tanks – in this case a disposal entry for bilge water is also needed.

Use of Code Item Number C 11.4 only becomes applicable in accordance with MARPOL Annex I amendments which enter into force on 1 January 2011 (resolution MEPC.187(59)).

Usage of code C.12: Disposal or Transfer of oil residues (sludge)

Example #3

Disposal of oil residue (sludge) via shore connection

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	C	12.1	xx m ³ sludge from [Name of sec 3.1 Tank & Designation], xx m ³ retained,
			to "identity or name of sludge receiver, i.e. barge, tank truck or shore facility" during port stay (Name of Port)
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Ships' masters should obtain from the operator of the reception facilities, which includes barges and tank trucks, a receipt or certificate detailing the quantity of oil residue (sludge) transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book Part I, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.

Get a receipt and keep it with ORB

TDI vessels do not have sludge tanks

N/A

Example #4

Draining of water (disposal) from an oil residue (sludge) tank listed under item 3.1 in the Supplement to the IOPPC, to a bilge water holding tank listed under item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	C	12.2	xx m ³ water drained from [Name of sec 3.1 Tank & Designation] xx m ³ retained,
			to [Name of sec 3.3 Tank & Designation] retained in tank(s) xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Collection of bilge water need not to be accounted for, so only one entry is required. Capacity of sludge tanks should not be recorded for C.12.x entries.

Example #5

Transfer from one oil residue (sludge) tank to another oil residue (sludge) tank, both listed under item 3.1 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	C	12.2	xx m ³ sludge transferred from [Name of sec 3.1 Tank & Designation], xx m ³ retained,
			to [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #6

Incineration of oil residue (sludge) in Incinerator

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	C	12.3	xx m ³ sludge from [Name of sec 3.1 or 3.2.3 Tank & Designation], xx m ³ retained,
			Burned in Incinerator for xx hours
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #7

Burning of oil residue (sludge) in Boiler

Date	Code	Item No.	Record of operation and signature of officer in charge
dd-MONTH-yyyy	C	12.4	xx m ³ sludge from [Name of sec 3.1 Tank & Designation], xx m ³ retained,
			Burned in Boiler for xx hours
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #8

Evaporation of water (disposal) from an oil residue (sludge) tank listed under items 3.1 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	C	12.4	xx m ³ water evaporated from [Name of sec 3.1 Tank & Designation], xx m ³ retained.
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #9

Regeneration of fuel oil from oil residue (sludge)

Date	Code	Item No.	Record of operation and signature of officer in charge
dd-MONTH-yyyy	C	12.4	xx m ³ sludge disposed by regeneration of x m ³ fuel in [Fuel Tank & Designation] and x m ³ of water in [Name of sec 3.3 Tank & Designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Only permitted if mentioned as an approved means of disposal in the IOPPC Supplement.

Usage of code D: Non-automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces

Example #10

Pumping of bilge water from engine-room bilge wells to a tank listed under item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	D	13	xx m ³ bilge water from engine-room bilge wells,
		14	Start: hh:mm, stop: hh:mm
		15.3	To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #11

Transfer of bilge water between tanks listed in item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	D	13	xx m ³ bilge water from, [Name of sec 3.3 Tank & Designation], xx m ³ retained,
		14	Start: hh:mm, stop: hh:mm
		15.3	To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m ³
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

D-15
Bilge to
slop tank.

manual transfer

D-15

Example #12 Stop tank through OWS → overboard

Pumping of bilge water overboard from tank listed in item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	D	13	xx m ³ bilge water from [Name of sec 3.3 Tank & Designation] Capacity xx m ³ , xx m ³ retained
		14	Start: hh:mm, stop: hh:mm
		15.1	Through 15 ppm equipment overboard Position start: xx deg xx min N/S, xx deg xx min E/W Position stop: xx deg xx min N/S, xx deg xx min E/W signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #13

Disposal of bilge water from tank listed in item 3.3 in the Supplement to the IOPPC to oil residue (sludge) tank listed in item 3.1 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operation and signature of officer in charge
dd-MONTH-yyyy	D	13	x m ³ bilge water from [Name of sec 3.3 Tank & Designation], now xx m ³
		14	Start: hh:mm stop: hh:mm
		15.3	Collected in [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m ³ signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: A code C.11.4 recording may be required if this operation is a manual operator initiated operation.

Usage of code E: Automatic starting of discharge overboard, transfer or disposal otherwise of bilge water which has accumulated in machinery spaces

Example #14

Pumping of bilge water overboard via 15 ppm equipment from tank listed in item 3.3 in the Supplement to the IOPPC or from engine-room bilge wells

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	E	16	Pump start hh:mm at xx deg xx min N/S, xx deg xx min E/W from [Name of sec 3.3 Tank & Designation]
		18	Stop hh:mm signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

TDI vessels do not have automatic starting discharges.

Example #15

Transfer of bilge water from engine-room bilge wells to a tank listed under item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	E	17	Transfer start hh:mm to
			[Name of sec 3.3 Tank & Designation]
		18	Stop hh:mm
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Usage of code F: Condition of oil filtering equipment

Example #16

Failure of Oily Filtering Equipment, Oil Content Meter or stopping device

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	F	19	hh:mm
		20	hh:mm (might be unknown – if spare parts has been ordered)
		21	[Reason for Failure, if known]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: The condition of the oil filtering equipment also covers the alarm and automatic stopping devices, if applicable.

I - valve sealed

A code 'I' entry should also be made indicating that the overboard valve was sealed shut due to non working Oil Filtering Equipment or Oil Content Meter. On the date where the system is functional again, a new entry, using code F 19 / 20 / 21 should be made where F 19 is the date and time of the initial failure and F 20 is the time the system is functional again.

Example #16bis

When proper operation of the Oily Filtering Equipment, Oil Content Meter or stopping device is restored

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	F	19	hh:mm (the same time as in example 16)
		20	hh:mm (the time the system is functional)
		21	[Reason for Failure, if known]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: The condition of the oil filtering equipment also covers the alarm and automatic stopping devices, if applicable.

I - valve unsealed

A code 'I' entry should also be made indicating that the overboard valve was unsealed since the operation of the Oil Filtering Equipment or Oil Content Meter has been restored.

Usage of code G: Accidental or other exceptional discharges of oil

G-
Accidental
Pollution

Example #17

Accidental Pollution

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	G	22	hh:mm
		23	Place or Position: xx deg xx min
		24	Type and Quantity of oily residue (if known)
		25	Circumstances of the discharge
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: If failure of Oil Filtering Equipment or Oil Content Meter related equipment is involved, appropriate (F) entry is to be made in ORB.

Relevant sections of the SOPEP (SMPEP) are to be used to combat oil spills at sea.

Examples of Circumstances of discharge include, but are not limited to:

1. Oil Content Meter failure.
2. Fuel tank overflow.
3. Ruptured bunkering hose/flange.
4. Fuel tank leakage (due to collision or grounding).

Usage of code H: Bunkering of fuel or bulk lubricating oil

Example #18

Bunkering of Fuel oil

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	H	26.1	[Name of Port]
		26.2	Start dd-MONTH-yyyy-hh:mm Stop dd-MONTH-yyyy-hh:mm
		26.3	xxxx MT of ISO-xxxxx HFO x.x % S bunkered in tanks: aaaa MT added to [Tank Name & Designation] now containing bbbb MT
			cccc MT added to [Tank Name & Designation] now containing dddd MT
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

H-26.3
Bunkering
Fuel Oil

Report in M³ - NOT MT

Example #19

Bunkering of Bulk Lubricating oil

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	H	26.1	[Name of Port]
		26.2	Start dd-MONTH-yyyy-hh:mm Stop dd-MONTH-yyyy-hh:mm
		26.4	xx MT [Type of Oil] bunkered in tanks: xx MT added to [Tank Name & Designation] now containing xx MT
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

H-26.4
Bunkering
Lube Oil

Report in M³ for ALL ORB amounts

Note: Separate entries required for each grade of fuel oils and lubricating oils respectively to ensure transparency.
This entry is not required if lubricating oils are delivered onboard in packaged form (55 gallon drum, etc.).

Usage of code I: Additional operational procedures and general remarks

Example #20

Pumping oily bilge water from a Cargo Hold bilge holding tank to a tank listed under item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	I		xx m ³ oily bilge water from Cargo Hold bilge holding tank to [Name of sec 3.3 Tank & Designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Any collection and transfer of oily bilge water into the engine-room bilge holding tank(s) from a cargo hold bilge holding tank(s) should be recorded using code (I)

Example #21

Entry pertaining to an earlier missed operational entry

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy (1)	I		Entry pertaining to an earlier missed operational entry
dd-MONTH-yyyy (2)	C	12.2	xx m ³ sludge transferred from [Name of sec. 3.1 Tank and Designation], xx m ³ retained to [Name of sec 3.1 Tank & Designation], retained in tank(s) xx m ³
			signed (1): (Officer-in-charge, Name & Rank) dd-MONTH-yyyy
			signed (2): (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Date (1) to be the date of the original operation.
Date (2) to be the current date i.e. the date the entry is made.
Signed (1) Signature of Officer making I entry
Signed (2) Signature of Officer making missed entry

Example #22

De-bunkering of Fuel oil

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	I		xxxx MT of ISO-xxxxx HFO x.x % S de-bunkered from tanks: xxxx MT removed from [Tank Name & Designation] now containing xxx MT
			De-bunkered to "identity or name of receiver i.e. barge, tank truck or shore facility" in "Name of Port"
			Start dd-MONTH-yyyy; hh:mm Stop dd-MONTH-yyyy; hh:mm
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Include receipt & certificate from receiver for amount & type of fuel oil de-bunkered.

*
Correcting a missed entry
*

Keep receipt with ORB

TDI vessels do not have bilge water or sludge tanks.

Tankers with slop tanks

Example #23

Transfer of sludge from engine-room oil residue (sludge) tank to deck/cargo slop tank

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	C	12.4	xx m ³ sludge from [Name of sec 3.1 Tank & Designation], xx m ³ retained,
			Transferred to Deck Slop Tank [designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #24

Transfer of bilge water from tank listed in item 3.3 in the Supplement to the IOPPC to deck/cargo slop tank

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	D	13	xx m ³ bilge water from [Name of sec 3.3 Tank & Designation] Capacity xx m ³ , xx m ³ retained
		14	Start: hh:mm, stop: hh:mm
		15.3	Transferred to Deck Slop Tank [designation]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Requires this method listed in the IOPP Supplement under item 3.2.3.
If non-oil-cargo related oily residues are transferred to slop tanks of oil tankers, the discharge of such residues should be in compliance with Regulation 34. (UI 22.1.1 for Regulation 15).
Requires an entry in the Oil Record Book – Part II using code (J).
If sludge or bilge water is transferred from multiple tanks in engine-room a separate entry must be made in ORB Parts I & II for each transfer.

General Guidance – Additional Voluntary Recordings

Example #25

Voluntary declaration of quantities retained in bilge water holding tanks ref. MEPC.1/Circ.640 – record weekly

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	I		Weekly Inventory of Bilge Water Tanks (listed under item 3.3) [Name of sec 3.3 Tank & Designation]
			capacity xx m ³ , xx m ³ retained
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #26

Optional sealing of MARPOL Annex I related valve and/or equipment

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	I		Overboard valve [Valve Number] from 15 ppm bilge water separator unit sealed
			seal No.: xxxxxxx,
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #27

Breaking of optional seal on MARPOL Annex I related valve and/or equipment

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-yyyy	I		Overboard valve [Valve Number] from 15 ppm bilge water separator unit unsealed
			for normal operation of 15 ppm unit
			seal No.: xxxxxxx
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

overboard discharge valve for OWS sealing/unsealing