



## 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.

Copies and instructions of the required forms and reports can be found at: <https://www.slc.ca.gov/MISP/>

### Ballast Water Management Report

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

Submit the Ballast Water Management Report to:

- Email: [BWForm@slc.ca.gov](mailto:BWForm@slc.ca.gov)
- Fax: 562.499.6444
- Online: <https://misp.io>

#### ***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?***

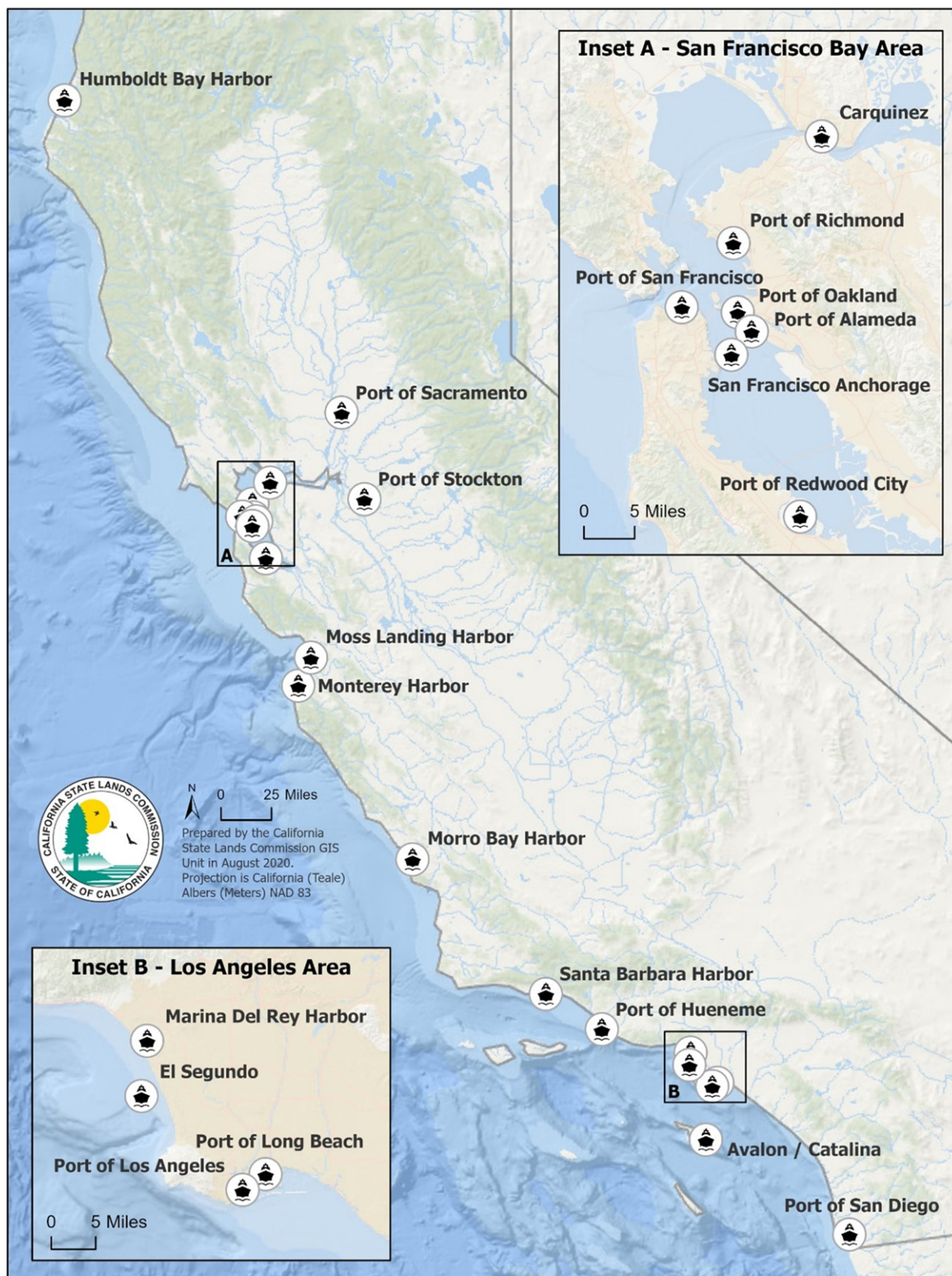
Yes. Submit a corrected Ballast Water Management Report to the California State Lands Commission (Commission) with the updated information.

#### ***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.



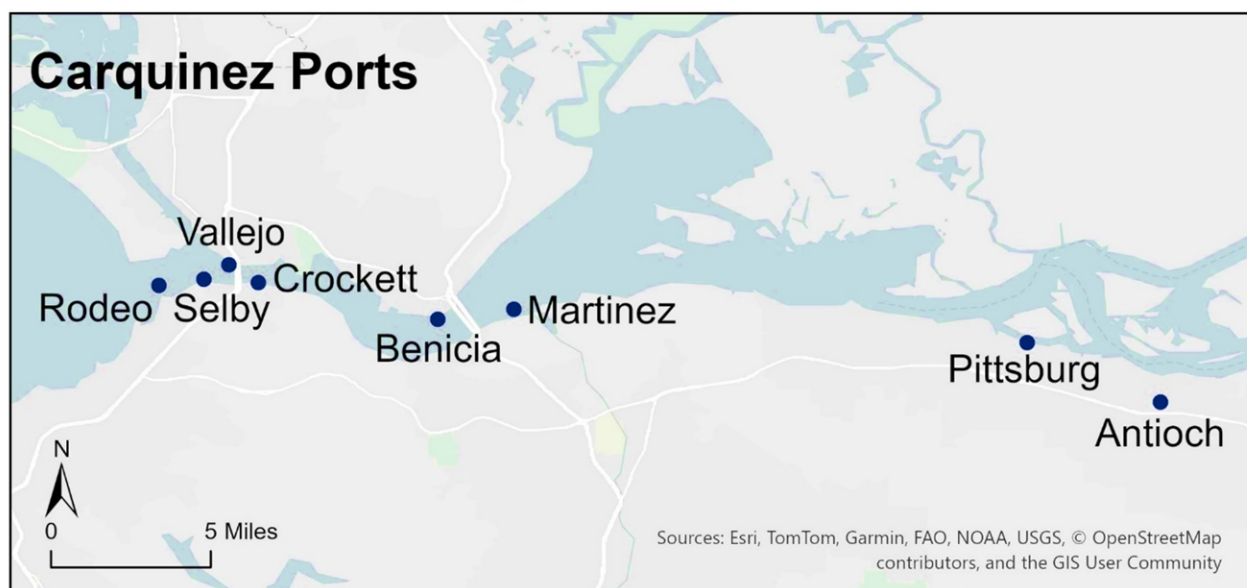
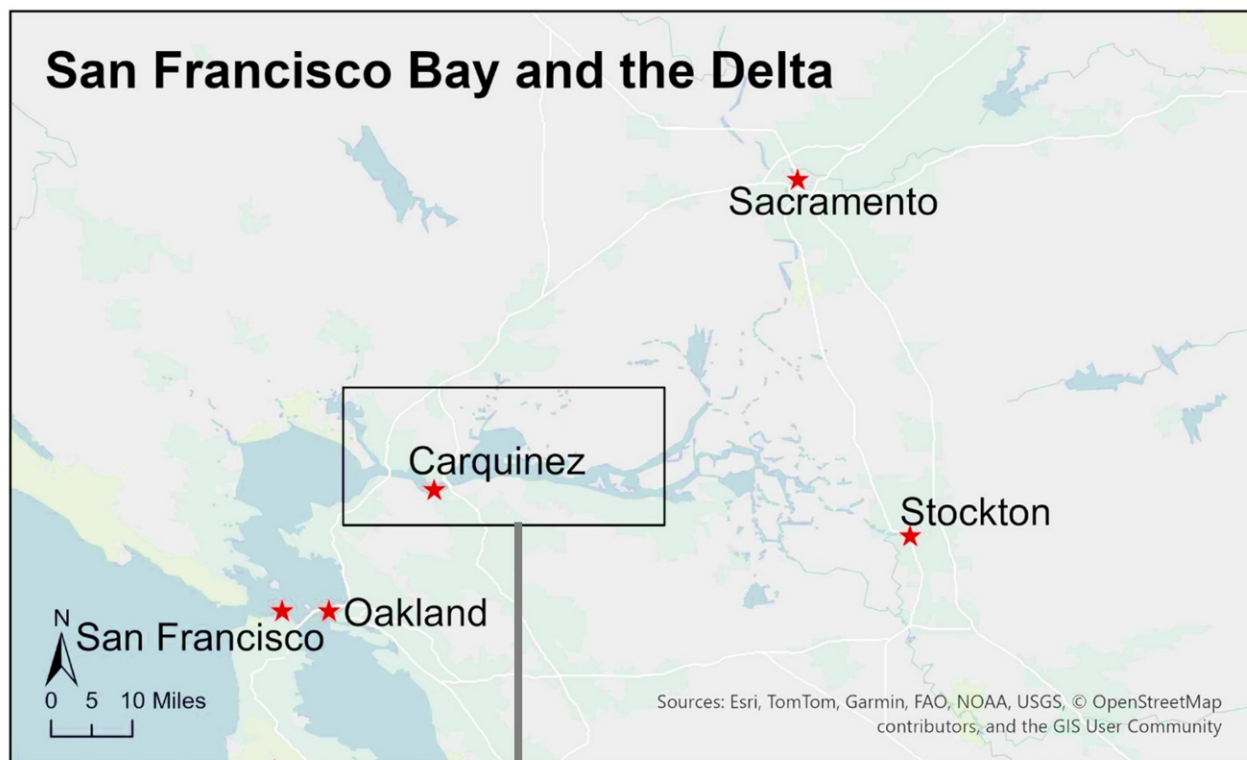
## REPORTING PORTS







## REPORTING PORTS





## REPORTING AND RECORDKEEPING REQUIREMENTS

### General Reporting Information

#### Annual Vessel Reporting Form

California requires that all vessels submit the Marine Invasive Species Program Annual Vessel Reporting Form (SLC 600.12, Revised 04/20) once per calendar year. The Annual Vessel Reporting Form must be submitted online at: <https://misp.io>

**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.

#### Reporting Checklist

Copies and instructions of the required forms and reports can be found at:  
<https://www.slc.ca.gov/MISP/>

#### 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.

Submit required forms and reports to:

- Email: [BWForm@slc.ca.gov](mailto:BWForm@slc.ca.gov)
- Fax: 562.499.6444
- Online submission: <https://misp.io>

#### 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.

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



## REPORTING AND RECORDKEEPING REQUIREMENTS

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

- **Ballast Water Management Report** – Two years
- **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)
- **Ballast Water Management Plan** – As long as the vessel is in operation.
- **Biofouling Management Plan** – Keep current since the last out-of-water maintenance or delivery (if the vessel has never undergone out-of-water maintenance)
- **Ballast Water Log** – Two years
- **Biofouling Record Book** – Keep current since the last out-of-water maintenance or delivery (if the vessel has never undergone out-of-water maintenance)

### 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.





## REPORTING AND RECORDKEEPING REQUIREMENTS

### ***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?***

If the vessel is subject to the biofouling requirements and inspected, then the vessel will be granted a 60-day grace period to develop a Biofouling Management Plan if one is not already maintained on board.

### ***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)



## REPORTING AND RECORDKEEPING REQUIREMENTS

### Ballast Water Treatment Systems (BWTS)

These documents and records must be kept on board the vessel and be available during inspections. Effective January 1, 2022, the records must be maintained on board for 2 years. The records will be used to assess compliance with the corresponding laws.

Copy of 1 of the following:

- ☐ U.S. Coast Guard (U.S.C.G) Type Approval certificate
- ☐ Alternative Management System (AMS) letter from USCG
- ☐ USCG letter extending the vessel's compliance date.

<input type="checkbox"/>	System malfunctions or unexpected situations, including problem resolution.
	Printed or electronic records of any scheduled or unscheduled system maintenance events.
	Manufacturer's technical guides and publications for the vessel's BWTS. For example, the OPERATION, MAINTENANCE, and SAFETY MANUAL.
	Records of sensor and control equipment calibrations.
	Printed or electronic records of any biological monitoring including the dates, who performed the tests, and the testing methods.
	Printed or electronic procedures to follow in case of BWTS malfunction.
	Printed or electronic records having the date, time, and location of the starting and stopping of the BWTS for the purpose of treating ballast water.

**Note:** This list is intended to be a summary of the required documents and records. For a complete description of the requirements, look for the law cited in the California Code of Regulations and the California Public Resources Code.



## REPORTING AND RECORDKEEPING REQUIREMENTS

### Ballast Water Log

#### ***What needs to be included in the Ballast Water Log?***

The Ballast Water Log needs to include an outline of ballast water management activities for each ballast tank onboard a vessel.

#### ***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.

#### ***Does the Ballast Water Log need to be specific to California?***

No, as long as the Ballast Water Log meets the California Ballast Water Log requirements.

### 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.