

## Directions for Submission of the St. Lawrence Seaway Ballast Water Reporting Form

This report form was created to combine reporting requirements for vessels entering the St. Lawrence Seaway and will be accepted by USCG, Transport Canada and St. Lawrence Seaway Corporations. The report may be used to report ballast water status to all agencies, but will need to be updated according to different time line requirements. The minimum time line for reporting is detailed below.

### Regulatory Reporting Requirements

**Canada:** “As required by subsection 14(1) of the Regulations, the Master of a vessel destined for a Canadian port, shall provide as soon as possible after a management process is performed or a measure determined by the Minister is implemented, a fully completed ballast water reporting form by e-mail transmission or fax. It is requested that whenever possible the form be submitted prior to entry into waters under Canadian jurisdiction.” (Section 5.3 of TP 13617)

The Master of the ship shall provide the completed ballast water reporting form for ships proceeding to ports on the East Coast, in Quebec or in Ontario (Great Lakes Basin):

by Email to: [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca) or,  
by facsimile: (902) 426-6657 (email is preferred)

If a vessel is unable to manage its ballast water as required under section 4 or 5 of the Regulations, subsection 13(1) requires them to notify the Minister of Transport at least 96 hours before entry into the territorial sea of Canada. This notification may be accomplished by contacting:

"Marine Communication and Traffic Services (ECAREG)"

- \* Facsimile: (902) 426-4483
- \* Phone: (902) 426-4956
- \* Telex: 019 22510

**United States:** The U.S. Coast Guard regulations require all vessels bound for U.S. waters from beyond the exclusive economic zone (EEZ) to exchange their ballast at sea. If the vessels have not complied, they will be required to retain the ballast on board. The USCG requires all vessels from outside the EEZ, equipped with ballast tanks, to submit the ballast water report form via fax to MSD Massena.

(i) You must fax or email the required information **at least 24 hours** before the vessel arrives in Montreal, Quebec to USCG COTP Buffalo, Massena Detachment (315-769-5032) or [D09-SMB-MSD-Massena-Ballast@uscg.mil](mailto:D09-SMB-MSD-Massena-Ballast@uscg.mil),

(ii) Please direct any questions about U.S. requirements to USCG COTP Buffalo, Massena Detachment, 315-769-5483.

**Check Box:**  96 Hour Report: Check box if report is to satisfy Canadian requirement.  
 24 Hour Report: Check box if report is to satisfy United States requirement

#### Amended Form

Check “Yes” if Form is a change to previous required submission.  
Check “No” if Form is being submitted for the first time to satisfy regulation.

### How to Amend Reports (Example of vessel in transit to Montreal):

1. When vessel is **96 hours** from a Canadian port of call, vessel should submit by email to: [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca) or by fax 96-hour form to (902) 426-6657. Vessel checks box for “96 Hour” and “No” for Amended.
2. Vessel changes ballast water status 90 hours out. Vessel submits 96 hour form, checks box for “96 Hour” and “Yes” for Amended. Vessel resubmits report to fax (902) 426-6657 or to [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca).
3. Vessel changes ballast water status 40 hours out. Vessel submits **24 hour form**, checks box for “24 Hour” and “No” for Amended because it is the first submission of the 24 hour form. Vessel must fax or email the report to USCG COTP Buffalo, Massena Detachment (315-769-5032) or [D09-SMB-MSD-Massena-Ballast@uscg.mil](mailto:D09-SMB-MSD-Massena-Ballast@uscg.mil), and [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca).
4. Vessel intakes ballast water 10 hours prior to Montreal. Vessel submits new Ballast Water Reporting Form. Vessel checks “24 Hour Report” and “Yes” for Amended. Vessel must fax or email the report to USCG COTP Buffalo, Massena Detachment (315-769-5032) or [D09-SMB-MSD-Massena-Ballast@uscg.mil](mailto:D09-SMB-MSD-Massena-Ballast@uscg.mil) and [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca)

### Section 1: Vessel Information

**Vessel Name:** Print the name of the vessel clearly.

**IMO Number:** Fill in identification number of the vessel used by the International Maritime Organization.

**Owner:** Write in the name of the registered owner(s) of the vessel. If under charter, enter Operator name.

**Type:** List specific vessel type. Use the following abbreviations: bulk (bc), container (cs), tanker (ts), passenger (pa), oil/bulk ore (ob), general cargo (gc), reefer (rf). Write out any additional vessel types.

**GT:** What is the Gross Tonnage of the vessel? Year Built?

**Date/Time of Submission:** DD/MM/YY format. Greenwich Mean Time, 24-hour clock.

**Flag:** Fill in the full name of the country under whose authority the ship is operating. *No abbreviations.*

### Section 2: Voyage Information

**Port:** Enter Canadian, St. Lawrence Seaway or Great Lakes arrival port. *No abbreviations.*

**Arrival Date:** Fill in the arrival date to the above port. Use European date format (DDMMYY).

**Agent:** List agent used for the Arrival Port.

**Last Port:** Fill in the last port at which the vessel called. *No abbreviations.*

**Country of Last Port:** Fill in the last country at which the vessel called. *No abbreviations.*

**Next Port:** Fill in the next three ports (if known) that the vessel will call on after the Arrival Port.

**Country of Next Port:** Fill in the country of "Next Port" at which the vessel will call immediately after departing the Arrival Port. *No abbreviations.*

### Section 3: Ballast Water Usage and Capacity

#### Total Ballast Water on Board:

**Volume:** Total volume of ballast water on board including residual ballast. *Total of s. 5 column 5 .*

**Units:** *Please include volume units in cubic meters*

**Number of Tanks in Ballast:** Count the number of ballast tanks and holds with ballast as vessel arrives into the "Arrival Port" listed in Section 2.

#### Total Ballast Water Capacity:

**Volume:** Maximum volume of ballast water used when no cargo is on board?

**Units:** *Please include volume units in cubic meters*

**Total Number of Tanks on Ship:** Count all tanks and holds that are part of the ballast water management plan and any additional tanks that contain ballast water.

### Section 4: Ballast Water Management

**Total number of tanks to be discharged:** Count only tanks and holds with ballast to be discharged into waters in the port state of arrival or into an approved reception facility. Count all tanks and holds separately (e.g., port and starboard tanks should be counted separately). If no tanks to be discharged insert 0.

**How many tanks underwent exchange:** This is the number of tanks that were emptied and refilled or exchanged using the flow through method. Enter 0 if no tanks underwent an exchange.

**How many tanks underwent alternative management:** For tanks without ballast, count all tanks that underwent saltwater flushing.

**Please specify alternative method(s) used, if any:** Specifically, describe methods other than Empty /Refill or Flow-Through used for ballast management. For tanks without ballast water, annotate saltwater flushing if used - (7% to 20% of tank capacity is recommended for flushing).

**If no ballast treatment conducted, state reason why not:** This applies to *all unexchanged tanks and holds*

**Ballast Management Plan on board?** Is there a written document on board, specific to your vessel, describing the procedure for ballast management? This should include safety and exchange procedures (usually provided by vessel's owner or operator). Check Yes or No.

**Management Plan implemented?** Do you follow the above management plan? Check Yes or No.

**IMO Ballast Water Guidelines on board?** Is there a copy of the International Maritime Organization (IMO) Ballast Water Guidelines on board this vessel (i.e. "Guidelines for the Control and Management of Ship's Ballast Water to Minimize the Transfer Aquatic Organisms and Pathogens", [Res. A.868(20)]) Check Yes or No. **CANADIAN BW Reg. Dated ;** Record date of document carried on board.

**USA 33CFR 151 Subpart C Great lakes \_\_\_\_\_ and D \_\_\_\_\_ ;** Record Y or N

## Section 5: Ballast Water History

**Tanks/Holds** – List each tank on a separate line.

*If same history:* Paired port and starboard tanks with identical ballast water histories may be included on the same line.

*If multiple ballast sources in one tank:* List the 3 largest sources from the last 30 days on separate lines. If there are more than 3 sources, include a 4th line for the respective tank(s) that indicates “multiple” in port column and list the remaining tank volume not included in the 3 largest sources.

**Tank Capacity** – Write the maximum tank capacity of the tank or pairs of tanks.

**Ballast Water Source** (please list multiple sources of ballast for the same tank on separate lines).

**Date** - (DDMMYY) – Write the date(s) the tank was last ballasted prior BW Management pract.

**All tanks to be recorded, irrespective of BW discharge intentions** = historic.

**Port/LatLong** – Location(s) that the tank was last ballasted. Enter name of port or lat/long.

**Current Volume** – Enter the current total volume of water from each source. Please include units in cubic meters. If remaining ballast is un-pumpable then enter the estimated amount of ballast the tank holds once the ballast pump loses suction. ( If Sources have been Managed Current Volume column 5 is Volume remaining on board following BW Man Practices.)

### **BW Management Practices**

**Date** – Write the date the tank last participated in BW management.

**Start Point** – Location in Lat/Longitude where the flushing or exchange began.

**End Point** – Location in Lat/Longitude where the flushing or exchange ended.

**Volume** – The total volume of water used to flush/exchange. *Please include units in cubic meters –Col.9*

$$\% \text{ Exch.} = \frac{\text{Total volume added by Empty/Refill or by Flow Through}}{\text{Capacity of ballast water tank or hold}} \times 100$$

**Method** – Use abbreviations: ER for Empty/Refill, FT=Flow Thru, ALT=alternate method = flush

**Wave Ht.** – The Height of the waves when conducting flushing or exchange

**Salinity** – enter the current salinity in parts per thousand (ppt)

<http://www.greatlakes-seaway.com/en/environment/ballast-water/index.html#LinkstoBalReg>

**Section 6:** Answer “Yes” if you plan to ballast in the Seaway or Great Lakes basin and subsequently discharge that ballast before departing Canadian waters or the Seaway-Great Lakes basin.

**Section 7:** Only answer this question if you answered “Yes” to Section 6. If the answer to #7 a is NO: ballast water taken onboard the ship while in waters under Canadian jurisdiction and then mixed with ballast water (including residual ballast water and sediment) taken from waters outside of Canadian jurisdiction, must be treated or exchanged before it may be discharged in waters under Canadian jurisdiction as per Section 4.3 of the Regulations.

### **Section 8: Responsible Officer’s Name and Title**

Print and sign the form. A signature is not required on electronic forms.

**General Information.** If a ballast tank is used to carry potable water, report it on the ballast water reporting form. Proof of origin must be carried onboard. Permanent ballast must be reported on the ballast water reporting form. Since noncompliant tanks must be retained, vessels are encouraged to manage all tanks to maintain the option of using any ballast tank for operations while in the Great Lakes.