



# BALLAST WATER BOARDING CHECKLIST

<b>Vessel Name:</b>			<b>Boarding Location:</b>			<b>Boarding Date</b> (month/dd/yyyy): ____/____/____									
<b>IMO #:</b>			<b>Boarding Type:</b>		<b>Compliance:</b>		<b>Boarding Time:</b>								
<b>Vessel Master:</b>			<input type="checkbox"/> P1/Compliance <input type="checkbox"/> P1/Ranking <input type="checkbox"/> 1 <sup>st</sup> Visit <input type="checkbox"/> P2/Compliance <input type="checkbox"/> P2/Ranking <input type="checkbox"/> P3/Selected <input type="checkbox"/> P3/Random		Pre: 0 1 2 3 4 5 On Board: 0 1 2 3 4 5 Post: 0 1 2 3 4 5		Start ____ End ____ <b>WDFW Inspector:</b> (print)								
<b>Chief Officer:</b>															
Compliance (Circle pre-comp "No") Yes No N/A	<b>WAC 220-150-030</b>						<input type="checkbox"/> Safety Exemption – see form <input type="checkbox"/> Compliance Plan – see form/plan <input type="checkbox"/> Alternative Strategy – see form/plan								
	<b>Reporting forms, waivers, safety exemptions, and recordkeeping.</b>														
			<b>Ballast water reporting form requirements</b>				Action	Notes:							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use only USCG or IMO form. (2)(a)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Filed 24 hrs prior. (2)(b); <input type="checkbox"/> WA discharge info only (2)(b)(i); <input type="checkbox"/> USCG form completion (2)(b)(ii); <input type="checkbox"/> IMO Form completion (2)(b)(iii);					_____ m <sup>3</sup> BWRf _____ m <sup>3</sup> Vessel log							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New reporting form filed for each subsequent port. (2)(c)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amendments – corrections made; timely filed with department. (2)(d)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate submission to the department; legible; complete. (2)(e)					<input type="checkbox"/> NBIC receipt on board							
			<b>Ballast water management plan.</b>				Action	Notes:							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specific to vessel and understandable to vessel crew. (5)(a)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes 6 elements – (non-compliance is not a violation). (5)(b) <input type="checkbox"/> Safety procedures (i); <input type="checkbox"/> Implement actions (ii); <input type="checkbox"/> Fouling/sediment proc. (iii); <input type="checkbox"/> BW officer ID (iv); <input type="checkbox"/> WA reporting req (v); <input type="checkbox"/> In English (vi);												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crew training plan section. (5)(c)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Readily available for examination. (5)(d)												
			<b>Ballast water log or record book.</b>				Action	Notes:							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acceptable system; In English (6)(b)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meets 5 minimum criteria: (6)(b) <input type="checkbox"/> BW/Sed ops (i); <input type="checkbox"/> Operation description (ii); <input type="checkbox"/> Times/ positions (iii); <input type="checkbox"/> Safety exempt info (if applicable) (iv); <input type="checkbox"/> BW mgt training documented (v)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Readily available; Transmitted information where required. (6)(c)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retention period met. (6)(d)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Page/log signatures/dates. (6)(e)												
Compliance Yes No N/A	<b>WAC 220-150-033</b>						<input type="checkbox"/> Petitioned for civil enforcement <input type="checkbox"/> BW samples taken – see form <input type="checkbox"/> Sediment samples taken – see form								
	<b>Vessel inspections.</b>						Action								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boarding permitted. (1)					Notes:							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escort provided to inspection areas (2)(f)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe access; Escort; Sampling of ballast tanks permitted. (5)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide in-line discharge sampling ports where required. (6)												
Compliance Yes No N/A	<b>WAC 220-150-040</b>						<input type="checkbox"/> Treatment system used – see form <input type="checkbox"/> Alternative Strategy – see form/strategy								
	<b>Interim open sea exchange requirements.</b>						Action								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exchanged or approved exchange alternative. (Incl. CW exempt) (1)					Notes:							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open sea exchange methodology. (2)(a) <input type="checkbox"/> Empty/refill (b) <input type="checkbox"/> Flow through (c)					<input type="checkbox"/> See worksheet							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open sea exchange areas. (3)(a) <input type="checkbox"/> ≥ 200nm (b) <input type="checkbox"/> ≥ 50 < 200nm (c)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Common water exemption (if applicable). (4)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Avoid prohibited discharge areas where required. (7)												
<b>Copies/Photos Made by Inspector:</b> <input type="checkbox"/> Ship's Particulars <input type="checkbox"/> Deck Log <input type="checkbox"/> Tank Sounding Log <input type="checkbox"/> Engine Room Log <input type="checkbox"/> GPS Log				<input type="checkbox"/> Ballast Exchange log <input type="checkbox"/> Stability Report <input type="checkbox"/> NBIC Conf <input type="checkbox"/> Safety Mgt Certificate <input type="checkbox"/> Other _____				<b>Information Provided to Vessel:</b> <input type="checkbox"/> Boarding Checklist copy <input type="checkbox"/> CD packet <input type="checkbox"/> Pamphlet <input type="checkbox"/> Business card <input type="checkbox"/> Laws/rules <input type="checkbox"/> Other _____				<b>Contacts:</b> <input type="checkbox"/> USCG <input type="checkbox"/> ECY <input type="checkbox"/> NBIC <input type="checkbox"/> Agent <input type="checkbox"/> Other _____			
Receipt Signature: <input type="checkbox"/> Master <input type="checkbox"/> Chief Officer				Signature: WDFW Inspector				<input type="checkbox"/> See BW Narrative Report							

Receipt signature does not mean nor imply agreement with inspection findings

The Washington Department of Fish and Wildlife (WDFW) is authorized to implement state ballast water management laws under the Revised Code of Washington (RCW) 77.120, and the Washington Administrative Codes (WAC) 220-150. Specific authority for vessel inspections to evaluate compliance with state laws are provided under WAC 220-150-033.

WDFW inspectors use this boarding checklist to evaluate vessel compliance with state ballast water laws and assess vessel operating and management conditions to determine if such conditions pose a substantial risk of introducing or spreading nonindigenous species in waters of the state that causes or may cause environmental, economic, and/or human harm.

If you have any questions or concerns, please contact the department at:

Email: [ballastwater@dfw.wa.gov](mailto:ballastwater@dfw.wa.gov)

Phone: 360-902-2700

Web: <http://wdfw.wa.gov/ais/ballast/>

Mail: WDFW Ballast Water Program  
600 Capitol Way N, 6<sup>th</sup> Floor  
Olympia, Washington 98501-10901  
USA

### **WAC 220-150-033** **Vessel inspections.**

(1) **In general.** Department employees shall have the right to board and inspect vessels, without advance notice, to provide technical assistance, assess compliance, and enforce the requirements of this chapter as provided in RCW 77.120.070, so long as such inspections are conducted in accordance with the standards set forth herein. The department intends, as resources allow, to board between five and ten percent of all vessels arriving at Washington ports each year, with a priority for inspections of vessels carrying high risk ballast water as described in WAC 220-150-035. Multiple boardings of an individual vessel may occur throughout the year, depending on the vessel's risk and compliance history.

(2) **Conditions.** Department inspections shall be conducted under the following conditions:

- (a) **Authorized department inspectors:** Inspections shall be conducted only by department employees, agents, or contractors specifically authorized by the department to conduct such inspections.
- (b) **Time:** Inspections may be conducted at any time, due to the twenty-four hour nature of the regulated industry. In general, the department will not unduly interrupt normal cargo operations of the vessel. However, the department may interrupt vessel cargo operations where facts indicate that the discharge of unexchanged or untreated ballast water or sediment is occurring or is likely imminent.
- (c) **Location:** Inspections may be conducted when the vessel is at anchor within waters of the state or in port within waters of the state.
- (d) **Scope of inspection:** The department inspector shall limit inspection of the vessel to those areas reasonably necessary to inspect management plans, logs, or other ballast water and sediment-related records required by these rules and maintained on board the vessel, and to areas in which ballast water or sediment is contained, pumped, or treated. Inspectors may examine records related to ballast water management plans, logs, or other ballast water and sediment-related records and make copies of such records.
- (e) **Identification:** Department inspectors must have official identification, announce their presence and intent at the time of inspection, perform their duties in a safe and professional manner, and follow all appropriate ship safety requirements.
- (f) **Vessel escort:** The vessel owner or operator will provide an employee to escort the department inspector to those areas of the vessel that are subject to inspection under these rules.
- (g) **Safety:** Nothing in this section relieves the vessel owner or operator of the responsibility for ensuring the safety and stability of the vessel or the safety of the crew and passengers.