



HudsonMarine
Maritime Technical Services

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U.S. PORTS ARRIVAL GUIDANCE AND CHECKLISTS

Applicable to all Vessels Types

Purpose

Guidance document to provide initial requirements for vessel operations in U.S. waters and arrivals at port. Includes Checklists and Forms and web links to regulatory cites.

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Contents

1. SUMMARY OF U.S. ARRIVAL REQUIREMENTS AND PREPARATIONS.....	3
1.A. REQUIRED CERTIFICATES	3
1.B. REQUIRED GUIDANCE MANUALS	3
1.C. PRE-ARRIVAL ITEMS	4
1.c.i. Approved Vessel Response Plan	4
1.c.ii. Port State Control Examination	4
1.c.iii. Electronic Notice of Arrival.....	4
1.c.iv. Automated Commercial Environment (formerly AMS).....	5
1.c.v. Onboard Emergency Procedures Exercise (OEPE)	5
1.c.vi. Qualified Individual (QI) Notification Exercise	6
1.c.vii. Remote Assessment and Consultation Exercise (RAC or RACE)	6
1.c.viii. AMPD Coverage.....	6
1.c.ix. Ballast Water Management and Reporting.....	6
1.c.x. Vessel General Permit (VGP) Routine inspections	6
1.c.xi. Required Arrivals Equipment Tests 33 CFR 164.25(a)	7
2. U.S. REPORTING REQUIREMENTS / PRE-ARRIVAL PREPARATION ITEMS	8
2.A. ENOA/D SUBMISSION (ELECTRONIC NOTICE OF ARRIVAL/DEPARTURE)	8
2.B. AUTOMATED COMMERCIAL ENVIRONMENT (ACE)	8
2.C. SCAC CODE.....	9
2.D. INTERNATIONAL CARRIER BOND (ICB).....	9
2.E. BALLAST WATER REPORTING	9
2.F. REQUIRED PLANS/DOCUMENTATION ONBOARD	9
2.G. REQUIRED ARRIVALS EQUIPMENT TESTS 33 CFR 164.25(A)	10
3. U.S. STATE REQUIREMENTS	11
3.A. ALASKA (AK).....	11
3.B. CONNECTICUT	11
3.C. CALIFORNIA	12
3.D. WASHINGTON	13
3.E. GUAM	15
3.F. SAIPAN	15
3.G. HAWAII	15
3.H. AMERICAN SAMOA	15
3.I. LOUISIANA.....	16
3.J. MAINE	16
3.K. MICHIGAN	16
3.L. NEW HAMPSHIRE	16
3.M. NEW YORK	17
3.N. GREAT LAKES	17
3.O. OREGON	18
3.P. RHODE ISLAND	18
3.Q. TEXAS	19
3.R. VIRGINIA	19

4.	VESSEL POSITION NOTIFICATION REPORTING FORM	20
5.	QI NOTIFICATION/OEPE NOTIFICATION	21
6.	CALIFORNIA UNANNOUNCED EXERCISE MASTER’S ACTIONS	22
7.	BRIDGE PLACARD	24
8.	MFSA PRE-ARRIVAL NOTICE FORM – COLUMBIA RIVER ARRIVALS.....	26
9.	VESSEL SECURITY (ISPS)	27
10.	PRE-USA ARRIVAL DOCUMENT, CERTIFICATE, AND LOG AUDIT/CHECKLIST	29

Tips for viewing this report electronically

Cross Reference Note: In the following sections cross referenced documents and locations in the report are actively linked and you can view the referenced documents by clicking on the Section heading, heading text or page number which are distinguished by ***Bold Italic font***. Hyperlinks have also been included where appropriate.

Return to previous view Note: When viewing this document in Adobe Acrobat you can return to the previously viewed page by pressing ALT and the Left Arrow key simultaneously.

Disclaimer

This document is solely intended as a regulatory aid to officers and crew entering U.S. waters. This is not a legal document and does not replace or supersede documents required to be onboard as per U.S. law. This does not replace guidance given by the vessel Master or Owner/Operator. Any questions or comments regarding this document are to be sent to technical@hudsonmarine.com

1. SUMMARY OF U.S. ARRIVAL Requirements and Preparations

Guide for Masters Entering US Waters

NOTE: This list is not exhaustive. Additional requirements may apply depending on the specific Captain of the Port (COTP) Zone. The vessel is recommended to review local requirements with the nominated local agent as well.

1.a. Required Certificates

- ☐ SOLAS Cargo Ship Safety Radio Certificate
- ☐ Certificate of Fitness
- ☐ ISM – Safety Management Certificate
- ☐ SOLAS Cargo Ship Safety Equipment Certificate
- ☐ International Load Line Certificate
- ☐ Classification Document
- ☐ ISM – Document of Compliance
- ☐ Minimum Safe Manning Document
- ☐ International Tonnage Certificate
- ☐ IOPP – International Oil Pollution Prevention Certificate
- ☐ Crew list and all crew licenses and certification
- ☐ Vessel General Permit, Electronic Notice of Intent to Discharge (eNoI)
- ☐ U.S. Certificate of Financial Responsibility (COFR)
- ☐ (If applicable) State of California Certificate of Financial Responsibility (CA COFR)
- ☐ International Ship Security Certificate (ISSC)

1.b. Required Guidance Manuals

- ☐ U.S. Vessel Response Plan (VRP) or NT VRP
- ☐ Shipboard Emergency Oil Pollution Emergency Plan (SOPEP) or
- ☐ Shipboard Marine Pollution Emergency Plan (SMPEP) as applicable
- ☐ Ship Security Plan (SSP)
- ☐ Ballast Water Management Plan (BWMP)
- ☐ Fire Safety Plan
- ☐ Garbage Management Plan
- ☐ Ship-to-Ship Transfer Plan (tanker cargo transfers only)
- ☐ U.S. Vessel General Permit Manual
- ☐ Cargo Securing Manual
- ☐ Lifesaving Training Manual
- ☐ Firefighting Equipment Maintenance and Operations Manual
- ☐ Crude Oil Wash (COW) Operation Manual (tankers)
- ☐ Inert Gas System (IGS) Operations Manual (tankers)
- ☐ Cargo Operations Manual
- ☐ Procedures and Arrangement Manual

1.c. Pre-Arrival Items

1.c.i. Approved Vessel Response Plan

All vessels 400 GT and above operating in U.S. waters are required to have an approved Vessel Response Plan with authorization for each U.S. Captain of the Port zone in which the vessel will be operating. Operating which includes transiting enroute to or from a U.S. port.

EXAMPLE: If your vessel is passing within 200 nm of Hawaii while enroute to a U.S. port on the mainland, the vessel **must** have authorization to operate within the Honolulu Captain of the Port zone on the Vessel Response Plan approval letter from the USCG. If your vessel is to be operating in a Captain of the Port Zone which is not included on the VRP approval letter please contact Hudson Marine Management Services.

1.c.i.(01) *Alternative Planning Criteria (APC) for Remote Areas*

Some areas are considered remote areas which do not have available the required response resources to meet the requirements of U.S. regulations. In order for the protection of the environment the USCG has established Alternative Planning Criteria which couples the available resources with operational requirements in order to establish the best possible protection for the particular remote area. Currently the following areas have APCs:

- ☐ **Western Alaska** – *Vessels transiting through the Aleutian Islands enroute to or from a US port is required to have an APC in place before the entry into the subject area.*
- ☐ **Guam** – contract for local clean up contractor required for authorized operations
- ☐ **Saipan** - contract for local clean up contractor required for authorized operations
- ☐ **American Samoa** - contract for local clean up contractor required for authorized operations

If your vessel is calling or transiting through any of the areas listed above, or any areas where you have concerns about compliance, please contact Hudson Marine Management Services so that we can ensure compliance is obtained prior to vessel operations in those areas.

1.c.ii. Port State Control Examination

If your vessel is scheduled for a U.S. Coast Guard Port State Control (PSC) and/or Certificate of Compliance (CoC) Exam (tankers), a Hudson Representative can be arranged (normally arranged through your company representative) to attend the vessel, prior to the exam, if timing allows, to perform a pre-exam walk through and will also facilitate communications with the U.S. Coast Guard on the vessel's behalf during an Exam. If your vessel is calling U.S. for the first time or your vessel is due U.S. Coast Guard Exam, or are interested in having Hudson attend your vessel for a compliance check, please contact HMMS at technical@hudsonmarine.com. You can also request Hudson's Annual USCG exam guidance document at the same email address.

1.c.iii. Electronic Notice of Arrival

96 hours prior to arrival and ongoing - Electronic Notice of Arrival Submission - Submit an advanced notice of arrival in accordance with the filing timeline based on the particular voyage circumstances. The eNOA **must** be submitted a minimum of 96 hours prior to arrival at the vessel's first place of anchor or mooring. This notice **must** be updated whenever the voyage times change +/- 6 hours or information changes. For additional guidance, please visit <http://www.nvmc.uscg.gov/NVMC/default.aspx> or contact Hudson Marine for information on our eNOA/D services at reporting@hudsonmarine.com.

Voyage Duration	eNOA/D Reporting time requirement
>96Hours	Submit eNOA at least 96 hours before entering the port or place of destination in U.S. Waters.
< 96 hours.	Submit eNOA at least 24 hours before entering the port or place of destination in U.S. Waters
<24 Hours.	As soon as practicable but at least 12 hours before entering the port or place of destination.
US to US Voyage	When voyages are over 24 hours, then the eNOA will be submitted at least 24 hours in advance. If the voyage is less than 24 hours. Then it's suggested to submit at 12 hours prior to arrival or, as soon as practical.
Departure US to Foreign	It is strongly recommended to file all eNOD at least 2 hours prior to leaving any U.S. Port.

1.c.iv.Automated Commercial Environment (formerly AMS)

Note: this may not be applicable to your vessel based on the commercial arrangements between vessel Owner/Operator and charter or other entity. Verify with your office if ACE is applicable in your particular case.

(Formerly AMS – Automated manifest System) – If your vessel is carrying cargo onboard upon arrival at US port you are required to file ACE with US Customs based on cargo type as per submission requirements below:

Type of Cargo	Qualifier / Voyage Time	Time of receipt by Customs in AMS
Containerized	NONE	24 hours. prior to loading
Break Bulk (non-exempt)	NONE	24 hours. prior to loading
Bulk cargo	> 24 hours.	24 hours. prior to arrival
Bulk cargo	< 24 hours.	Time of sailing
Break Bulk (exempt)	> 24 hours.	24 hours. prior to arrival
Break Bulk (exempt)	< 24 hours.	Time of sailing
Spare Parts/Shipboard Machinery	< 24 hours	24 hours. prior to arrival

Additionally, in order to file ACE with U.S. Customs a SCAC Code (Standard Carrier Alpha Code) **must** be in place as well as an International carrier Bond (ICB)

If required you can contact Hudson Marine Management services for assistance in this matter at ams@hudsonmarine.com.

1.c.v.Onboard Emergency Procedures Exercise (OEPE)

Quarterly - Onboard Emergency Procedures Exercise (OEPE) - Conduct an OEPE ([template form attached](#)) every quarter as per the VRP and send a copy of the completed form to reporting@hudsonmarine.com. Please refer to the VRP or contact reporting@hudsonmarine.com for additional guidance.

1.c.vi. Qualified Individual (QI) Notification Exercise

Quarterly, while operating in U.S. waters - Qualified Individual (QI) Notification Exercise - Conduct a QI Notification drill ([template form attached](#)) once per quarter while operating in U.S. waters by contacting Hudson Marine. It is permissible to conduct this exercise by telephone (preferred, at 1-856-342-7500), fax or email. Please refer to the VRP or contact reporting@hudsonmarine.com for additional guidance.

Upon entering the U.S. EEZ (200 nm from U.S. shore) - HMMS Vessel Position Report - Submit a VPR ([template form attached](#)) to reporting@hudsonmarine.com. This submission allows HMMS to track the vessels position and voyage itinerary in the event that an incident occurs in U.S. waters.

1.c.vii. Remote Assessment and Consultation Exercise (RAC or RACE)

US regulations now require all vessels operating in U.S. waters to carry out a Remote Assessment and Consultation (RAC or RACE) Exercise once per calendar year if the vessel is to operate in U.S. waters. This drill is a test between the vessel and the contracted Salvage and Marine Firefighting (SMFF) Service provider as referenced in your U.S. Vessel Response Plan. Your individual SMFF provider should have provided guidance on their particular procedures in carrying out this exercise. You can always notify your Qualified Individual to initiate this drill but please review the guidance from the service provider first.

1.c.viii. AMPD Coverage

Twenty-four (24) hours prior to lightering cargo (for tank vessels) - Arrange AMPD Coverage - Average Most Probable Discharge (AMPD) coverage is required for most instances of ship-to-ship transfer of cargo. AMPD coverage is provided by your Oil Spill Removal Organization (OSRO). If you would like assistance arranging AMPD coverage, contact HMMS at technical@hudsonmarine.com and HUDSONHELLAS@HUDSONMARINE.COM. Non tank vessels taking on bunkers need not arrange AMPD coverage.

1.c.ix. Ballast Water Management and Reporting

Prior to entering a U.S. port - Ballast water treatment or exchange and reporting – Based on your vessel's current compliance status for ballast related issues, ensure that ballast water onboard is treated or exchanged per your compliance status and U.S. ballast water as requirements. Also, make the applicable reporting to the National Ballast Information Clearinghouse (NBIC). Also see **2.e Ballast Water Reporting** on page 9 of this guidance document.

1.c.x. Vessel General Permit (VGP) Routine inspections

One (1) week prior to arrival and ongoing - Vessel General Permit (VGP) Routine inspections - Conduct routine inspections to ensure compliance with the U.S. Vessel General Permit. Routine inspections are to be carried out one (1) week prior to entering U.S. waters and continue weekly while in U.S. waters or whenever the ship changes port. If vessel Owners/Operators engage in multiple voyages per day, they need not conduct inspections on every voyage, but **must** conduct inspections **at least** once per day. Records of routine inspections should be documented.

At referenced frequency - VGP Annual & Dry-Dock inspections - Conduct other scheduled inspections to ensure compliance with the VGP. Annual and dry-dock inspections are to be carried out at their respective intervals and recorded.

1.c.xi Required Arrivals Equipment Tests 33 CFR 164.25(a)

Vessel operating or to be operating **must** conduct tests **at least** 12 hours prior to entering into or getting under way on the navigable waters of the U.S. The following are the above referenced regulations.

33 CFR 164.25			
(a)		Except as provided in paragraphs (b) and (c) of this section no person may cause a vessel to enter into or get underway on the navigable waters of the United States unless no more than 12 hours before entering or getting underway, the following equipment has been tested:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	(1)	Primary and secondary steering gear. The test procedure includes a visual inspection of the steering gear and its connecting linkage, and, where applicable, the operation of the following:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		(i) Each remote steering gear control system.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		(ii) Each steering position located on the navigating bridge.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		(iii) The main steering gear from the alternative power supply, if installed.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		(iv) Each rudder angle indicator in relation to the actual position of the rudder.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		(v) Each remote steering gear control system power failure alarm.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		(vi) Each remote steering gear power unit failure alarm.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		(vii) The full movement of the rudder to the required capabilities of the steering gear.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	(2)	All internal vessel control communications and vessel control alarms.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	(3)	Standby or emergency generator, for as long as necessary to show proper functioning, including steady state temperature and pressure readings.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	(4)	Storage batteries for emergency lighting and power systems in vessel control and propulsion machinery spaces.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	(5)	Main propulsion machinery, ahead and astern.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
(b)		Vessels navigating on the Great Lakes and their connecting and tributary waters, having once completed the test requirements of this subpart, are considered to remain in compliance until arriving at the next port of call on the Great Lakes.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
(c)		Vessels entering the Great Lakes from the St. Lawrence Seaway are considered to be in compliance with this sub-part if the required tests are conducted preparatory to or during the passage of the St. Lawrence Seaway or within one hour of passing Wolfe Island.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
(d)		No vessel may enter, or be operated on the navigable waters of the United States unless the emergency steering drill described below has been conducted within 48 hours prior to entry and logged in the vessel logbook, unless the drill is conducted and logged on a regular basis at least once every three months. This drill must include at a minimum the following:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	(1)	Operation of the main steering gear from within the steering gear compartment.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	(2)	Operation of the means of communications between the navigating bridge and the steering compartment.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
	(3)	Operation of the alternative power supply for the steering gear if the vessel is so equipped.	<input type="checkbox"/> Yes / <input type="checkbox"/> No

2. U.S. Reporting requirements / Pre-Arrival Preparation Items

2.a. eNOA/D SUBMISSION (electronic Notice of Arrival/Departure)

<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you submitted the required Notice of Arrival prior to arrival at 1 st US port within submission requirement as per voyage details?	
	Voyage Duration	eNOA/D Reporting time requirement
	>96 hours	Submit eNOA at least 96 hours before entering the port or place of destination in U.S. Waters.
	< 96 hours	Submit eNOA at least 24 hours before entering the port or place of destination in U.S. Waters
	<24 hours	As soon as practicable but at least 12 hours before entering the port or place of destination.
	US to US Voyage	When voyages are over 24 hours, then the eNOA will be submitted at least 24 hours in advance. If the voyage is less than 24 hours. Then it's suggested to submit at 12 hours prior to arrival or, as soon as practical.
	US Departure to Foreign	It is strongly recommended to file all eNOD at least 2 hours prior to leaving any U.S. Port.

2.b. Automated Commercial Environment (ACE)

(Formerly AMS – Automated Manifest System) – If you vessel is carrying cargo onboard upon arrival at US port, you are required to file ACE with US Customs based on cargo type as per submission requirements below:

<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is vessel responsible for filing ACE with US Customs? If yes please see additional guidance below.		
ACE Submission Timeline			
	Type of Cargo	Qualifier / Voyage Time	Time of receipt by Customs in AMS
	Containerized	NONE	24 hours prior to loading
	Break Bulk (non-exempt)	NONE	24 hours prior to loading
	Bulk cargo	> 24 hours	24 hours prior to arrival
	Bulk cargo	< 24 hours	Time of sailing
	Break Bulk (exempt)	> 24 hours	24 hours prior to arrival
	Break Bulk (exempt)	< 24 hours	Time of sailing
	Spare Parts/Shipboard Machinery	< 24 hours	24 hours prior to arrival

2.c. SCAC Code	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is the vessel required by commercial obligations to file cargo documentation with US Customs?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	If yes, Is the SCAC Code (Standard Carrier Alpha Code) in place?
2.d. International Carrier Bond (ICB)	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Does the vessel have an International Carrier Bond (ICB) Number?
2.e. Ballast Water Reporting	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you submitted your <i>Ballast Water Reporting Form to the National Ballast Clearinghouse (NBIC)</i> ?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Does the vessel have a USCG Type Approved or USCG accepted Alternate Management System (AMS) Ballast Water Treatment System onboard?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	If no BWTS is onboard, does the vessel have a valid Ballast Water Discharge Standard compliance date extension letter onboard?
2.f. Required Plans/Documentation Onboard	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is a <i>Tank or Non-Tank Vessel Response Plan (TVRP/NTVRP)</i> (paper or electronic copy) aboard the vessel?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Are the intended ports included within the Captain of the Port zones included on the VRP approval letter?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Do you have a <i>USCG VRP/NTVRP Approval Letter or Interim Operating Authorization (IOA)</i> –with Captain of the Port Zone Geographic Specific Approval?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Has a U.S. <i>Certificate of Financial Responsibility (COFR)</i> been issued by the USCG?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is the vessel operating in State of California Waters? If yes, does the vessel have an approved California State Oil Spill Contingency Plan and California Certificate of Financial Responsibility onboard?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is the vessel operating in State of Alaska Waters? If yes, does the vessel have an approved Alaska Response Plan and Alaska Certificate of Financial Responsibility onboard?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you read the requirements for <i>Federal and State Documents to be onboard? (Ref 1a. & 1b.)</i> ?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	If required, do you have an <i>Alternate Planning Criteria</i> and <i>associated approval</i> if operating in Western Alaska, Guam or American Samoa?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Do you have a copy of your <i>2013 Vessel General Permit eNoI</i> ?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Do you have a <i>Salvage and Marine Firefighting (SMFF) Pre-Fire Plan Certificate</i> issued by your SMFF resource provider (for vessels carrying 250 bbl. or more of total cargo and fuel oil)?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Do you have a <i>Garbage management plan</i> ?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Do you have a <i>Ballast Water Management</i> ?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Do you have a <i>Biofouling Management Plan</i> or does the <i>Ballast Water Management Plan</i> include biofouling information per US regulations?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Ship to Ship Transfer Plan (if it is required)? If so do you have a copy onboard? <i>Note: not required for non-tank vessels</i>

2.g. Required Arrivals Equipment Tests 33 CFR 164.25(a)

See also Section *1.c.xi Required Arrivals Equipment Tests 33 CFR 164.25(a)* on page 7 of this guidance document

Pre-Arrival Tests	Test Item
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you familiar with the Required Tests/Drills Prior to entering port (Pre-Arrival as per 1c.x.)?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you conducted tests on primary/secondary steering gear?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you tested all internal vessel control communications and vessel control alarms?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you tested standby or emergency generator for as long as necessary to show proper functions, including steady state temperature and pressure readings?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you tested storage batteries for emergency lighting and power systems in vessel control, and propulsion machinery space?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you tested main propulsion machinery, ahead and astern?

3. U.S. STATE REQUIREMENTS

Applicable/Onboard?	Item
3.a. Alaska (AK)	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Will your vessel be calling a port or operating within 3 nm of the State of Alaska coastline? If yes, in addition to the federal documents, if calling an Alaska Port you must have an Alaska COFR and an <i>Alaska Oil Discharge Prevention and Contingency Plan (ODPCP)</i> .
<input type="checkbox"/> Yes / <input type="checkbox"/> No	(Tank Only) Have you ensured that you have received the necessary plan coverage from the charterer (i.e. terminal) (Sometimes AK COFR is also covered but should be confirmed)?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	(Non-Tank Only) If yes to previous, do you have a <i>State of Alaska Non-Tank Vessel Streamlined Plan and Approval Letter</i> ?
	Non-Tank vessels must apply for the COFR and ODPCP prior to entering Alaska waters.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Do you have a State of Alaska issued <i>Certificate of Financial Responsibility (AK COFR)</i> ?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Do you have an OSRO coverage certificate from SEAPRO or Alaska Chadux, depending on region?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	This coverage is made directly between the charterer or the cargo Owner, and the receiving terminal on a per-voyage basis. The terminal will require certain information regarding the vessel. Advanced notification of a call to AK ports will help to provide lead time in making the necessary arrangements for the required coverage with AK Tank plan and required document preparation.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Tank vessels must apply for <i>Alternative Planning Criteria (APC)</i> prior to operating in Western Alaska COTP zone. The USCG has 90 days to review the APC. Once the APC is approved, any additional prevention measures must be in place prior to operating in the area.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Tank vessels must have an approval letter or interim operating authorization letter listing the Alaska COTP zone (Western AK (W-AK) or Prince William Sound (PWS)) as an approved area of operation prior to operating in these areas.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	All vessels must receive USCG authorization If the vessel will <i>transit</i> through the Western Alaska COTP zone or through Unimak Pass enroute to or departing from a US port.
3.b. Connecticut	
	State waters are designated <i>No Discharge Zones (NDZ)</i> . The discharge of treated/untreated bilgewater and graywater, exhaust gas scrubber washwater, and fish hold effluent into Connecticut waters from any vessel is prohibited .
	The discharge of wastewaters from pressure washing the bottom of vessels and any point source or nonpoint source pollution from spillage, sanding, sand blasting, or scraping vessels, is prohibited . Any discharges containing polychlorinated biphenyls (PCBs), and any discharge that results in the further degradation of the chemical, physical, or biological integrity of Connecticut waters classified as Impaired Waters in the most recent State of Connecticut Integrated Water Quality Report to Congress is prohibited .
<input type="checkbox"/> Yes / <input type="checkbox"/> No	A copy of the NOI must be sent to the Department of Energy and Environmental Protection (DEEP) at dep.webMaster@ct.gov . <i>Has this been submitted?</i>
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Does your vessel maintain the ability to measure salinity levels in each ballast water tank onboard the vessel to ensure ballast exchange in marine waters with salinities between 20 and 25 ppt?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	For ballast exchange in fresh waters, do you have the ability to measure salinities between 0 and 5 ppt?

Applicable/Onboard?	Item
3.c. California	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is your vessel 300 GT or greater and operating in State of California waters?
	In addition to the federal documents, if calling a California port you must have: a) Certificate of Financial Responsibility (COFR) issued by California b) Oil Spill Contingency Plan (C-Plan) c) C-Plan Approval Letter. d) California Emergency Notification Checklist Placard
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Does your vessel have an approved <i>C-Plan onboard</i> ?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Does your vessel have a valid <i>California Certificate of Financial Responsibility</i> ?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Vessels entering CA waters are required to conduct a <i>QI Notification Exercise</i> at least 72 hours prior to arrival in CA waters. Have you conducted and logged a <i>QI Notification Exercise</i> ?
	All vessel eNOI PDF's for vessels that are or possibly calling California should be sent via e-mail to: calvgp_cert@waterboards.ca.gov . Note: the NOI only needs to be submitted once during the life time of the 2013 VGP Permit.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you documented the switch-over to low sulfur fuel, including the position at the time of the switch-over and the type of fuel being used in the main engine, auxiliary engine and boiler? Records must be available within 24 hours of the request to review them.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you ensured your vessel has complied with California low sulfur fuel requirements? All vessels within California State waters and within 24 nm from the baseline must use Marine Gas Oil (MGO) at or below 0.1% sulfur content or Marine Diesel Oil (MDO) at or below 0.1% sulfur content in all main engines and auxiliary diesel engines and auxiliary boilers.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you submitted the " Marine Invasive Species Program Annual Vessel Reporting Form "? Vessels must submit an <i>annual</i> report on the "Marine Invasive Species Program Annual Vessel Reporting Form" to the CA State Lands Commission (CSLC) at least 24 hours prior to arrival of the vessel in the first California port The report is required to be submitted once annually per vessel. Fax: 1.562.499.6444 or Email: bwform@slc.ca.gov
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Has your vessel arranged for enhanced OSRO Coverage? California requires vessels operating in certain areas to arrange for enhanced OSRO Coverage. Therefore, the National Response Corporation (NRC) requires that vessel submit the " NRC Authorization to Proceed Form "- 24 hour advance notice of arrival on a per voyage basis when vessels are: <ul style="list-style-type: none"> <input type="checkbox"/> Transiting the southbound shipping lanes of the Santa Barbara Channel; <input type="checkbox"/> Northbound in the Santa Barbara Channel enroute to Port Hueneme; <input type="checkbox"/> Calling Port Hueneme; or <input type="checkbox"/> Operating south of the San Mateo Bridge area.
	CA Shoreline Protection requirements: Tank vessels calling Humboldt Bay (Eureka) and San Diego will need to provide 24-hours advanced notice to the contracted OSRO whether NRC or MSRC. In addition, due to the lack of staged response resources in certain low volume ports, vessels must request standby coverage when transiting/operating in Monterey Bay as well as any of the small harbors included in the Shoreline Protection Tables .
	California conducts unannounced onboard drills. Should your vessel be boarded by a State Inspector to conduct such a drill, immediately contact HMMS as your Qualified Individual within 30 minutes of notification of drill.
	California has a mandatory mid-ocean exchange or retention of all ballast water. There is a mandatory ballast water management plan and reporting requirement Note: exchanges must take place at least

Applicable/Onboard?	Item
	200nm form land, including islands and rock mounds. There are with ballast water fees associated with operations in CA waters, Your local agent will provide assistance.
	The California Notification Placard should be posted in a conspicuous place on the bridge while Operating in California State waters. See Section 7 Bridge Placard on page 24 of this guidance document
3.d. Washington	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is your vessel calling the State of Washington or operating in state waters?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	<p>Vessels over 300 GT operating in Washington state waters in Puget Sound carrying oil as fuel or cargo must have an approved Washington State Oil Spill Contingency Plan. This contingency plan Coverage may be obtained by enrolling in the Washington State Maritime Cooperative (WSMC) or via National Response Corporation's approved Washington State plan. Contact Hudson Marine Management Services for additional information or to assist in facilitating WA State plan arrangements.</p> <p>In the Columbia River, the Marine Fire and Safety Association (MFSA) provides the required State approved plan. Contact your local agent or Hudson Marine Management Services should you have any questions regarding the status of your vessel.</p> <p>Does the vessel have the required coverage in place?</p>
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you aware of the <i>Mandatory Drill Program</i> ? Under state rules you must demonstrate your ability to effectively implement your plan in an event of a spill. Ecology inspectors may conduct drills to test the ability of vessel personnel to notify authorities of an oil spill, as required in their contingency plan.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Have you read the requirement for <i>State of Washington Umbrella Plans</i> ?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is your vessel calling the Columbia River? If so, is MFSA coverage arranged?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	<p>Has advance notice of arrival been submitted to MFSA at least 96 hours before arrival to the <i>Columbia River</i>?</p> <p>The required MFSA Arrival Notice (https://www.mfsa.com/media/cplandocuments/mfsa-arrival-notice-090114.pdf) or go to Section 8 MFSA Pre-Arrival Notice form – Columbia River Arrivals on page 26 for form may be submitted, via fax or email, at least 96 hours prior to vessel's arrival into the area of coverage, <i>the area of coverage begins 3 nm out from the mouth of the Columbia River</i>, or if the voyage time from the departure port is less than 96 hours, then prior to departure. The Owner/Operator is responsible for paying vessel fees for enrollment under the Plan which is generally arranged via the local agent.</p>
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Upon enrollment in an approved state plan program the vessel will be provided with documentation to be retained onboard. Are the appropriate documents onboard?
	State of Washington Ship Inspectors have the right to board the vessel to conduct an unannounced "Notification Drill". Should such a drill occur, the Master should immediately notify Hudson Marine Management Services and advise that a Washington State representative is onboard and conducting an unannounced exercise. If possible the Captain should obtain name and contact information from the State representative so HMMS can contact that representative directly.
	Washington State Ballast Water Management Requirements : In addition to complying with the federal BWM requirements, all covered vessels are required to file a Ballast Water Reporting Form (BWRF) at least 24 hours prior to arrival in state waters, between Oregon and Washington ports on the Columbia River, and before transiting between Washington State ports. You may use the Coast Guard form or the

Applicable/Onboard?	Item
	<p>IMO form. Forms may be filed by fax or sent electronically directly with Washington State at: FAX: +1-360-902-2845 <i>OR</i> Email: ballastwater@dfw.wa.gov</p> <p>Your local agent should be aware of these requirements and will provide assistance.</p>
	<p>Washington Department of Fish and Wildlife (WDFW) may board and inspect vessels without advance notice to provide technical assistance, assess compliance, and enforce the requirements of Washington State ballast water management program laws and regulations. Department inspectors may take samples from a vessel's ballast tanks which are used to help evaluate the risk that vessel poses for introducing non-indigenous species into waters of the state.</p>
	<p>Vessels conducting oil transfers in all Washington ports including Grays Harbor, Puget Sound, Straits of Juan de Fuca and the Columbia River are required to make an Advance Notice of Transfer to the State of Washington. This responsibility to make the advance notice of transfer falls to the <i>delivering</i> vessel. The delivering vessel may request notification assistance from the delivering vessel's agent. The vessel Owner/Operator or Master should communicate with the agent well in advance of arrival to determine who will be responsible for making the Advance Notice of Transfer for transfers conducted in these ports as appropriate.</p>
<input type="checkbox"/> Yes / <input type="checkbox"/> No	<p>Is your company/vessel participating in the Washington Tank Vessel Voluntary Best Achievable Protection Program (VBAP)? If yes, you can anticipate a boarding by WA State Inspectors who will verify that you are operating your vessel in accordance with the VBAP Standards.</p>
	<p>In order to minimize the generation and release of wastewater, vessel Operators shall use best management practices that include mechanical methods to thoroughly clean bulk and break bulk cargo holds. Unless flammable or explosive vapor concentrations make the risk too great, hold cleanliness shall be documented photographically before washing with water. Solid wastes from hold cleaning must be transferred onshore for disposal in an approved landfill. This includes agricultural products such as grains.</p>
<input type="checkbox"/> Yes / <input type="checkbox"/> No	<p>Are you aware of the prohibited discharges in the State of Washington?</p> <ul style="list-style-type: none"> <input type="checkbox"/> The discharge of wash down water from holds containing metal ores, prilled coal tar (pencil pitch), coal, and petroleum coke is prohibited. <input type="checkbox"/> The discharge of tank cleaning and wash down water from petroleum and chemical tank ships is prohibited. <input type="checkbox"/> Discharge of wash water from holds that contained concrete, sand, gravel, and other similar inorganic products shall be allowed as long as it is managed to prevent violation of any provision of state law or WQS, especially creating a visible increase in turbidity or raising receiving water PH more than 0.5 units or above 8.5. <input type="checkbox"/> The discharge of fish hold effluent while at a dock, pier, or mooring is prohibited
<input type="checkbox"/> Yes / <input type="checkbox"/> No	<p>Are you aware of WA Hull Cleaning Requirements? Ship Operators who plan on conducting hull cleaning operations in Washington State waters should contact the state POC at least 7 days prior to in-water hull cleaning with information on the hull coating, its contents, cleaning method, and date/time. An inspector might come out to observe, photograph, and take samples during the hull cleaning if the coating contains copper or any other toxic substance. The state POC can also provide guidance on performing toxicity testing to verify that the discharge from a particular coating will be nontoxic during cleaning. The testing makes approval easier. Ship Operators must also contact the Washington Department of Fish and Wildlife (WDFW) prior to in-water hull cleaning. WDFW may allow the in-water cleaning of hulls with only slime and sea grass growth (microfouling organisms), but does not allow the in-water cleaning of hulls with juvenile or adult aquatic species such as barnacles, mussels, and tube worms (macrofouling organisms).</p>

Applicable/Onboard?	Item
	Vessels requesting in-water cleaning must provide suitable proof that the areas to be cleaned consist of only microfouling organisms.
	The Department of Ecology (DOC) maintains a website (http://www.ecy.wa.gov/programs/wq/permits/VGP/additionalrequirements.html) with guidance for graywater (http://www.ecy.wa.gov/programs/wq/permits/VGP/graywater%20guidance.pdf), Oily Water Separator discharges (http://www.ecy.wa.gov/programs/wq/permits/VGP/oily%20water%20separator.pdf), as well as in-water load line painting (http://www.ecy.wa.gov/programs/wq/permits/VGP/loadline%20painting%20guidance.pdf). Information will be added on NDZs (http://www.ecy.wa.gov/programs/wq/nonpoint/CleanBoating/ndzstatus.html) when they are granted.
	There are additional notification conditions to the Washington State Department of Health (WDOH) for graywater and sewage discharge violations, if appropriate (see 2013 VGP Section 6.24.3).
3.e. Guam	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Does the vessel have an approved APC for Guam?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Does the vessel have a contract with approved OSRO (OSROCO)?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Has the Guam Captain of the Port been included on the US VRP approval letter?
<input type="checkbox"/> Yes / <input type="checkbox"/> No	If the vessel is calling Saipan see section below.
3.f. Saipan	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Saipan is included in the Guam COTP Zone. The OSRO, OSROCO does have response capabilities in Saipan and a contract must be in place for APC authorization. Operational restrictions may be applicable to vessels operating in the Saipan COTP area. Therefore, tank vessels calling Saipan will be issued a COTP Order by the Guam COTP advising that the vessel must transit within 12 nm of the CNMI shoreline during daylight hours only. This action will continue until such time as response resources are available in Saipan to respond to a Worst Case Discharge.
3.g. Hawaii	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Submit all non-compliance to basic water quality criteria applicable to all state waters and analytical monitoring data that exceeds the numerical criteria of the state WQC (2013 VGP Section 6.7.5) on a non-compliance reporting form that will be made available via the DOH-CWB website .
	Tank vessels calling Barber's Point SPM must have an additional contract with Clean Island's Council for AMPD coverage prior to arrival.
3.h. American Samoa	
	American Samoa is included in the COTP Honolulu. However, due to the vast distance between Hawaii and American Samoa (2,000 nm) the USCG requires all vessels obtain additional OSRO coverage specific to American Samoa.
	Vessels must have a contract with Solar, Inc. in place at least 30 days prior to calling American Samoa.

Applicable/Onboard?	Item
	The VRP approval letter or interim operating authorization letter must authorize the vessel for operations in American Samoa.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Once the Alternative Planning Criteria has been approved, are the additional prevention requirements listed in the Alternative Planning Criteria in place when operating in American Samoa?
3.i. Louisiana	
	A complete copy of a vessel's approved OPA 90 VRP and all subsequent Revisions is to the Louisiana Oil Spill Coordinator's Office prior to entering Louisiana State waters. HMMS submits these on behalf of client fleets
	The Coordinator, in conjunction with the United States Coast Guard, may subject a vessel (as a condition to being granted entry into any port in this state, or a terminal facility) to an announced or unannounced audit, inspection, or drill to determine the discharge prevention and response capabilities of the terminal facility or vessels
3.j. Maine	
	Large passenger vessels are prohibited from discharging graywater into no discharge zones (NDZ).
<input type="checkbox"/> Yes / <input type="checkbox"/> No	While in Maine waters, can you maintain the ability to measure salinity levels in each ballast tank onboard to ensure salinity of 30ppt?
3.k. Michigan	
	Discharges of blackwater and graywater from vessels covered by the VGP are prohibited in Michigan waters.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you aware of Michigan Ballast Water Exchange and Saltwater Flushing requirements? All vessels whose voyages originate from outside the exclusive economic zone (EEZ) and enter Michigan waters with ballast onboard, shall conduct ballast water exchange at least 200 nm from any shore and in waters beyond the EEZ.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Can your vessel maintain the ability to measure salinity levels in each ballast tank onboard the vessel so that salinities of at least 30 ppt can be ensured?
	Oceangoing vessels covered by the VGP are prohibited from discharging ballast water in Michigan's waters unless the vessel has obtained a Certificate of Coverage under the Ballast Water Control General Permit (Permit No. MIG140000).
	Oceangoing vessels that discharge ballast in Michigan waters must monitor ballast water discharge at least once each year for living organisms and report a summary of the results to Michigan Department Environmental Quality (MDEQ) no later than December 31 each year.
	The vessel must submit the online or faxed version of the Michigan BWM report form prior to operating in Michigan State waters. (Note: this form is different than the USCG BWM Report Form.) <input type="checkbox"/> Online reporting: http://www.deq.state.mi.us/eforms/ballastwaterreporting.html <input type="checkbox"/> Fax: 011 517 335 4053
3.l. New Hampshire	
	New Hampshire waters have been designated an NDZ, all sewage discharge including graywater containing sewage, whether treated or untreated, is prohibited .
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Does your vessel have a graywater holding tank? The discharge of graywater from vessels with graywater holding tanks to nutrient impaired waters is prohibited . Nutrient impaired tidal waters in New Hampshire include tidal waters west of the Interstate 95 Bridge over the Piscataqua River.

Applicable/Onboard?	Item
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you aware of the management practices for discharges in NH? For discharges such as bilgewater that are likely to contain pollutants that are toxic to aquatic life, the management practices, treatment and discharge methods must also ensure that the discharge does not cause the surface water in the vicinity of the discharge to contain "toxics in toxic amounts".
	Graywater without sewage should be discharged at pump out facilities or beyond 3 nm of the New Hampshire shoreline and the Isles of Shoals wherever feasible. This is infeasible at this time for vessels without holding tanks for graywater, but these vessels should plan to install such holding tanks during one of the next two scheduled dry docking events if such installation is technically feasible and would not jeopardize the safety of the vessel
3.m. New York	
	Discharge of bilge water is prohibited in New York waters.
	Existing ballast water exchange and flushing requirements for voyages originating outside the exclusive economic zone (EEZ) remain in effect regardless of whether the vessel is equipped with A BWTS.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	If your vessel is entering New York waters, can you maintain the ability to measure salinity levels in each tank onboard the vessel so that salinities of at least 30 ppt can be ensured?
	All vessels operating in NY waters, after a BWTS is installed, must sample and analyze the ballast water discharge at least once a year.
	Additional best management practices for Confined Laker vessels that operate exclusively in the Great Lakes (see 2013 VGP section 6.19.4).
	The inland waters of New York as well as the Long Island Sound and the waters surrounding Long Island have been designated as No Discharge Zones (NDZ). <i>Currently the port of New York/New Jersey is NOT a NDZ.</i>
3.n. Great Lakes	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Has your vessel completed a ballast water exchange? All ships with ballast tanks, bound for the Great Lakes and / or the Hudson River above the George Washington Bridge and entering from outside the US and Canadian Exclusive Economic Zones (EEZ), or which took on new ballast in a North American port after entering the EEZ, must complete a ballast water exchange and file a ballast water report.
	If the vessel has not complied, they are required to retain the ballast water on board, pump the ballast water ashore, treat the ballast water in an environmentally sound manner or return to sea to conduct a ballast water exchange.
	All vessels from outside the EEZ, equipped with ballast tanks, are required by the USCG to submit the ballast water report from via fax or email at least 24 hours before the vessel arrives in Montreal, Quebec to USCG COTP Buffalo, Massena Detachment (315-769-5032) or D09-SMB-MSDMassena-Ballast@uscg.mil.
	In addition, per Transport Canada and new Seaway regulations, ships coming from outside waters under Canadian jurisdiction, declaring no ballast on board, must ensure that the residual ballast water in tanks has been exposed to salinity conditions equivalent to ballast water exchange by complying with one of the following options: <ul style="list-style-type: none"> <input type="checkbox"/> The residual ballast water came from ballast water that was properly exchanged at sea; <input type="checkbox"/> The residual ballast water meets the international standard for treated ballast water; <input type="checkbox"/> The ship complies with sections 1, 2, 6 and 7 of the Code of Best Practices for Ballast Water Management of the Shipping Federation of Canada dated September 28, 2000, or; <input type="checkbox"/> The ship conducted a saltwater flushing at least 200 nautical miles from shore.

Applicable/Onboard?	Item
	Ships that do not operate beyond the EEZ but do operate within the Great Lakes and Seaway (i.e., lakers) must agree to comply with the Voluntary Management Practices to Reduce the Transfer of Aquatic Nuisance Species within the Great Lakes by U.S. and Canadian Domestic Shipping, dated January 26, 2001. These voluntary management practices require ships to agree to regular inspections of ballast tanks and regular removal of sediment.
	If the vessel is bound for the Hudson River above the George Washington Bridge, a copy of the USCG BWM report is to be faxed to the COTP New York at least 24 hours before the vessel enters New York, NY. COTP New York Fax: 001 718 354 4249
	Tank vessels calling Canadian ports via the Great Lakes must satisfy all OPA 90 requirements even if the vessel will not call a US port. The Great Lakes are considered US internal waters and all OPA 90 regulations apply.
3.o. Oregon	
	All commercial vessels over 300 GT which call in the Columbia River must have an Oregon Oil Spill Contingency Plan. This contingency plan coverage may be obtained by enrolling in the Maritime Fire & Safety Association (MFSA) which will also provide oil spill removal organization Coverage. Coverage by MFSA is arranged on a per-voyage basis, normally by the vessel's local agent upon appointment. There is a fee attached to the coverage by MFSA.
	Upon enrollment with MFSA, the vessel will be provided with the MFSA Field Guide. This Field Guide provides guidance and contact information regarding notification of an emergency on board the vessel. By enrolling with MFSA, the Master, crew, and Owner/Operator are legally bound to follow the procedures of the Field Guide.
	Additionally, the Master should be made aware that State Inspectors have the right to board the vessel to conduct an unannounced "notification drill". The Inspectors are testing the Master's knowledge of the Field Guide.
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Are you aware of the Oregon State Ballast Water Management Requirements? In addition to federal requirements for submitting forms to the National Ballast Information Clearinghouse, vessels must also submit a copy of OMB Form Control No. 1625-0069 to DEQ at least 24 hours before entering state waters. Reports may be submitted as email attachments (.pdf or .xml formats only) to ballast.water@deq.state.or.us . Your local agent should be aware of these requirements and will provide assistance.
3.p. Rhode Island	
	The discharge of bilge water from any vessel covered under the VGP whose voyage originates outside the EEZ shall discharge all existing bilge water prior to entering Rhode Island waters. If the vessel is unable to discharge their bilge water prior to entering Rhode Island waters, the Operator is prohibited from discharging bilge water within Rhode Island waters.
	Existing ballast water exchange and flushing requirements for voyages originating outside the EEZ remain in effect regardless of whether the vessel is equipped with a BWTS.
	Vessels are required to conduct annual monitoring and reporting of living organisms after a BWTS is installed.

Applicable/Onboard?	Item
3.q. Texas	
	Vessels greater than 400 GT and subject to IMO Convention, vessels with fuel, lube, and petroleum cargo capacity exceeding 10,000 gallons, and vessels required to have a response plan in accordance with OPA 90 are required to register with the Texas General Land Office Database. Check with your Owner/Operator to ensure that your vessel is properly enrolled.
3.r. Virginia	
	In addition to submitting a BWM Report to the USCG, commercial vessels entering into Virginia's territorial waters must file a Ballast Water Control Report form with the Virginia Marine Resources Commission (VMRC) . (NOTE: The USCG BWM Form may be used.) Virginia Marine Resources Commission (VMRC) Fax: 1.757.247.8062 Email: ballast@mrc.state.va.us

4. Vessel Position Notification Reporting Form



HudsonMarine
 Maritime Technical Services

VESSEL POSITION NOTIFICATION REPORT
US WATERS

The following information is to be provided to HUDSON MARINE MANAGEMENT SERVICES Fax: +1 856 342 8888; Tel: +1 856 342 7500, email: reporting@hudsonmarine.com as follows (please circle one):

1. 96 hours prior to first US port call as an initial report;
2. 24 hours prior to first US port call as an updated report;
3. Whenever there is a change to a port, agent or lightering schedule;
4. Whenever there is a change of 24 hours or more in any time or date.

To: HUDSON MARINE MANAGEMENT SERVICES
 Fax: +1 856 342 8888 - Email: reporting@hudsonmarine.com

Vessel Name: _____ Voyage Number: _____ Date: _____

Call Sign: _____ IMO Number: _____ Vessel Email (if applicable): _____

Vessel Cell Phone: _____
 Please include vessel mobile/cell phone (if applicable)

SATCOM Tel: _____ SATCOM Fax: _____

Port of Departure (last before US): _____ US EEZ Entry Point Date/Time: _____

Ports in US:

Port/Terminal Name/Berth	ETA (date & Time)	ETD (date & Time)	Agent & Contact Number

Calls to California: Will the vessel be calling Port Hueneme or transit the Santa Barbara Channel or transit the area south of the San Mateo Bridge en route to Redwood City in southern San Francisco Bay? ☐ YES/ ☐ NO

Date and Time of Santa Barbara Channel Transit: _____

Date and Time of Redwood City Transit: _____

Cargo Type	Amount	Cargo Owner	Load/Discharge (L or D)

Circle Applicable Action

Lightering / Bunker Operations: ☐ YES ☐ NO

Lightering / Bunker Position: _____ Nautical Miles Offshore: _____

Cargo/Fuel Type/Amount: _____ Lightering / Bunker Vessel(s): _____

ET Commence Transfer (date & Time): _____ ET Finish Transfer (date & Time): _____

If **lightering** within 12 nautical miles of shore, have you arranged Average Most Probable Discharge (AMPD) standby response coverage:

☐ Yes, AMPD coverage has been or will be arranged by the vessel.

☐ No, we would like Hudson Marine Management Services to arrange AMPD coverage on our behalf.

Hudson Marine Management Services
 2014-01-01

5. QI Notification/OEPE Notification


HudsonMarine
 Maritime Technical Services

QI Notification / Onboard Emergency Procedures Exercise Notification

In order to comply with the Oil Pollution Act of 1990, all vessels must conduct an Onboard Emergency Procedures Exercise and a QI Notification Exercise once per quarter or every three months. The exercise should involve one or more of the sections of the emergency procedures for spill mitigation. For example:

- Simulation of response to a collision.
- Simulation of response to an oil spill on the deck of the vessel.
- Simulation of response to a vessel fire.
- In addition to above drills, a QI Notification Exercise, once per quarter (every 3 months) while operating in US waters.

Annually, ensure that spill mitigation procedures for all contingencies identified in the response plan have been exercised. Submitting this report also serves as a QI Notification Exercise.

To: HUDSON MARINE MANAGEMENT SERVICES

Fax: +1-856-342-8888 – Email: reporting@hudsonmarine.com

Vessel Name: _____ Voyage #: _____ Call Sign: _____ Date: _____

Satcom Tel: _____ Satcom Fax: _____ Satcom Ocean Region: _____

Vessel Email: _____

Vessel Position: _____

Type of Drill: _____

Description of Drill: _____

Drill Result: _____

Post Drill Comments: _____

Master's Name: _____

- Notes:
1. Confirmation of receipt of this Notification will be sent the morning of the first business day following the drill.
 2. Please remember to enter all drills into the vessel's logbook.
 3. Please be advised that HMMS will log and file this report.

Hudson Marine Management Services
 2014-01-01

6. California Unannounced Exercise Master's Actions

1. Know the location onboard of your California Oil Spill Contingency Plan and be familiar with the Notifications section of that plan (at a minimum) and the location of the QI Notification Number.
2. You will be presented with a scenario of the spill. Included in the scenario information will be the contact details for the Drill Coordinator – Make sure you note the Drill Coordinator's contact details.
3. Access the California Oil Spill Contingency Plan and immediately call the Qualified Individual as included in the California Contingency Plan (HMMS - **+1 856 342 7500**). **Note: QI (HMMS) is also the Spill Management Team**
4. Provide the person answering the HMMS phone with the details of the scenario including the Drill Coordinator's Contact details:
 - a. Inform them that the state of California boarding officer is onboard your vessel conducting an Unannounced Exercise Onboard
 - b. Vessel Name & IMO
 - c. Vessel Call back number and email address
 - d. Location (Facility & Berth)
 - e. Details of the Scenario as provided by the state of California boarding officer)
 - f. Contact Details for California Drill Coordinator
 - g. Agent details
5. Notify the Facility/Terminal (if applicable)
6. Make any other notifications as per the your company procedures
7. Document all calls and actions taken, take pictures of actions being taken on the water/pier side in relation to the exercise, if applicable, if you have the opportunity
8. Advise HMMS of any updates as may be presented to you or advise if/when the California boarding officer departs your vessel.

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7. Bridge Placard



OIL SPILL IN US WATERS

Immediately Call

Qualified Individual (QI)

Hudson Marine Management Services

Emergency 24/7 Phn +1 856 342 7500

<u>Provide (at a minimum)</u>	<u>Actions to take</u>
Vessel Name	Ensure Safety of Vessel and Crew
Call Back Number	Activate Vessel Response Plan (make notification)
Location (Port/Facility, Anchorage, Lat/Long)	Take actions to mitigate
Current Situation (overview)	
Cargo/Fuel Type Discharged	
Injuries (if any)	

Additional Situations for QI Notification

(not limited to)

~ Grounding ~

~ Drifting ~

~ Equipment failure with oil contained on deck ~

~ California Unannounced Exercises ~

~ Government-Initiated Unannounced Exercise (GIUE) ~

~ Any situation in which the vessel has the potential to cause a discharge of oil ~

REV. 5 2017-01-10

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8. MFSA Pre-Arrival Notice form – Columbia River Arrivals

Maritime Fire & Safety Association (MFSA) 200 SW Market Street, Suite 190 Portland, Oregon 97201	Emergency Phone No.: 503-220-2055 Business Phone No.: 503-228-4361 Facsimile No.: 503-295-3660
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MFSA ARRIVAL NOTICE
Columbia and Willamette Rivers

To obtain coverage under the MFSA Vessel Response Plan (the "Plan"), this form must be submitted to MFSA via the Merchants Exchange of Portland at least 96 hours prior to Vessel's arrival into the Area of Coverage, which begins 3 nautical miles out from the mouth of the Columbia River, or if the voyage time from the departure port is less than 96 hours, then prior to departure. The Owner/Operator is responsible for paying vessel fees for enrollment under the Plan. **THIS FORM MUST BE FULLY AND ACCURATELY COMPLETED. NOTE: UNDER THE PLAN, THE MFSA FIELD GUIDE IS REQUIRED TO BE ONBOARD.**

The undersigned, with authority to bind the Owner, hereby makes the following verifications and commitments and authorizes MFSA to make the same on behalf of the Owner in a binding agreement pursuant to WAC 173-182-220:

- Verifies acceptance of the Plan and commits to a safe and immediate response to spills or substantial threats of spills in Washington;
- Commits to having an incident commander in the state within six hours after notification of a spill or substantial threat of spill;
- Commits to the implementation and use of the Plan during a spill or substantial threat of spill, and to the training of personnel (through MFSA) to implement the Plan;
- Commits to working in unified command within the incident command system; to ensure that all personnel and equipment resources necessary to the response will be called out; and
- Verifies authority and capability of the plan holder to make necessary and appropriate expenditures in order to implement plan provisions.

Signature _____	Printed Name _____	Position _____
<input type="checkbox"/> Direct Vessel Enrollment	or <input type="checkbox"/> Blanket Enrollment	or <input type="checkbox"/> Enrollment Renewal

<u>Basic Vessel Information</u> Date: _____ Vessel Name: _____ Flag: _____ Owner/Operator: _____ IMO/Official No.: _____ Gross Reg. Tons ("GRT"): _____ Total Fuel Capacity: _____ (bbls) Vessel Type: <input type="checkbox"/> Cargo <input type="checkbox"/> Passenger <input type="checkbox"/> Tank Ship <input type="checkbox"/> Tank Barge <input type="checkbox"/> Public Vessel (Military, US Government, Research, etc.) For Tank Barge Operators Only: Tug Name: _____ Tug/barge type: <input type="checkbox"/> ITB - <input type="checkbox"/> ATB - <input type="checkbox"/> N/A	<u>Trip and Cargo Information (cont.)</u> For Tank Ships and Tank Barges: Total Petroleum Cargo Onboard: _____ (bbls) Total Petroleum Cargo Tank Capacity: _____ (bbls) Heaviest oil onboard: BUNKER / CARGO / OTHER: _____ <u>Contingency Plan Information</u> Is the MFSA Field Guide Onboard? <input type="checkbox"/> Yes - <input type="checkbox"/> No Federal Vessel Response Plan ("VRP") No.: _____ Oil Spill Removal Organization(s) ("OSRO") listed in VRP : (check all that apply) <input type="checkbox"/> MSRC <input type="checkbox"/> NRC Qualified Individual ("QI") listed in VRP : Company: _____ Contact (if any): _____ 24-Hour Contact No.: _____ Spill Management Team ("SMT") listed in VRP : Company: _____ <u>Vessel Agent Information</u> Company: _____ Contact (if any): _____ 24-Hour Contact No.: _____ <u>Billing Information</u> (For invoicing vessel fees) MFSA: _____ DEQ: _____ MEX: _____ CRSOA: _____
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<u>Trip and Cargo Information</u> ETA: _____ First Berth: _____ Cargo to Discharge: _____ Cargo to Load: _____ ETD: _____ Last Port: _____ First Port: _____ Next Port: _____ Assist Tugs: _____ Launch: _____ Stevedores: _____	
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Effective date: 09/01/2014

9. Vessel Security (ISPS)

	ITEM	REFERENCE	COMMENTS
Access points (Manned and monitored)			
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Measures in place to prevent weapons, dangerous substances and devices from getting on the vessel?	33 CFR 104.295(a) ISPS A/7.2.2	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Are all crew and the associated luggage being screened upon all entry according to SSP?	33 CFR 104.295(a) ISPS A/7.2.2	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is 100% of all stevedores being screened upon all entry and exiting the vessel	33 CFR 104.295(a)(2) ISPS A/7.2.3 ISPS A/9.4.3	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is adequate security communications in place?	ISPS Code Part A 7.2.7 33 CFR 104.245 (b) and (c)	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Is the gangway watch checking 100% of IDS - <i>Government IDS are never surrendered, regardless of vessel policy</i>	33 CFR 104.295(a)(2) ISPS A/7.2.3 ISPS A/9.4.3	
Ship Security Officer			
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Certification of training - SSO	ISPS Code Part A 10	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Working knowledge of the Ship Security Manual? - <i>Be prepared for questions from the USCG to evaluate knowledge</i>	ISPS Code Part A 10	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Assigned Security Watches are in place?	ISPS Code Part A 10	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Communication to Company Security Officer?	ISPS Code Part A 10	
Ship Security Officer Records			
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Crew training records - <i>Be prepared have all training records readily available for inspection by the USCG.</i>	33 CFR 104.225, 33 CFR 104.235, SOLAS 74/78 III/18, SOLAS 74/78 III/18.5, SOLAS 74/78 III/25	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Security Drills	33 CFR 104.230 ISPS Part A Sect. 13.4,	

	ITEM	REFERENCE	COMMENTS
		ISPS Part B Sect. 13.5 & 13.6	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Security exercise	33 CFR 104.230	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Declaration of Security	33 CFR 104.255	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Company security exercise	33 CFR 104	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Communication test	33 CFR 104.245	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Appropriate Contacts for emergency use.	33 CFR 104.245	
Ship Security Plan			
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Approval Letter	33 CFR 104.305	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Plan is locked / secured in an appropriate location for the SSO	33 CFR 104.305	
Security Equipment			
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Calibration Certificates	33 CFR 104.260	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Arranged to comply with fire boundaries	33 CFR 104.260	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Ship Security Alert System (SSAS)	SOLAS Chap XI-2/6	
Signage (Restricted areas, MARSEC level)			
<input type="checkbox"/> Yes / <input type="checkbox"/> No	Restricted Areas	33 CFR 104.265, 33 CFR 104.270	
<input type="checkbox"/> Yes / <input type="checkbox"/> No	MARSEC level - <i>Is the ship ready at all times to change MARSEC LEVEL</i>	33 CFR 104.240	

10. Pre-USA Arrival Document, Certificate, and Log Audit/Checklist

PRE-ARRIVAL CERTIFICATE REVIEW		
CERTIFICATE	On Board	Valid?
Certificate of Registry	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Classification Document	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
International Tonnage Certificate (ITC)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Passenger Ship Safety Certificate (PSSC)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
International Load Line Certificate	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Document of Compliance (DOC)(ISM)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Safety Management Certificate (SMC)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Safe Manning Certificate	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
International Oil Pollution Prevention Certificate (IOPP)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
International Air Pollution Prevention Certificate (IAPP)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Engine IAPP (EIAPP) (for each engine) & EIAPP Supplements	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
International Energy Efficiency Certificate (IEEC)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Ship Energy Efficiency Management Plan (SEEMP)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
International Ship Security Certificate (ISSC)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Continuous Synopsis Record (CSR)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Certificate of Financial Responsibility (COFR)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Bunker delivery notes / Fuel samples onboard	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Lifesaving equipment maintenance record	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Working language established and recorded	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Life raft / MES inspection reports	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Lifeboat / Tender Certificate(s)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Fixed firefighting certificates	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Officer Licenses and endorsements	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Med Staff - Medical certificates	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
STCW mandatory training requirements	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
PLAN	On Board	Approved?
Garbage Management Plan	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Training logs, drill records and SOLAS training manual	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Safety Management System (SMS)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Ballast Water Management Plan (BWMP) and Reports including extension letter is applicable.	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Biofouling Management Plan (if not included in BWMP)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Vessel/Coast Guard SAR Plan	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Shipboard Oil Pollution Plan (SOPEP/SMPEP)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
U.S. Tank/Non-Tank Vessel Response Plan and approved for operating areas	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No