Ocean Ranger Job Aid

For 2019 Daily Report

Rev 0

April 1, 2019

ADEC CPVEC

Record of Changes (2019)

Change Number	Date of Change	Date Entered	Entered by (name)

Expectations of items to observe and report:

Complete the following in order of priority:

- Emergency items such as spills, near misses, or marine casualties
- Additional observations as requested by ADEC
- Items of opportunity/special circumstances
- Daily observation checks for each section
- Seasonal Checklists
- Remaining items in WW and Oil sections
- Remaining items in Safety, Opacity, Waste, & Sanitation sections

Note: subject to change from ADEC or ADEC contractor

If an item is unsatisfactory, include written comments describing the conditions that have made that item unsatisfactory. Be as specific as possible in your comments. Checking an item but leaving no comments indicates the item was satisfactory.

Consult the *2019 Ocean Ranger Guidebook* for additional information and citations.

Note: The following acronyms are used in this document:

AAC	Alaska Administrative code
ADEC	Alaska Department of Environmental Conservation
AS	Alaska Statute
AWTS	Advanced Wastewater Treatment System
BW	blackwater
CDC	Centers for Disease Control and Prevention
CFR	Code of Federal Regulations
COC	Chain of Custody
CPVEC	Commercial Passenger Vessel Environmental Compliance Program
GP	Alaska Large Commercial Passenger Vessel Waster General Permit
GW	graywater
IAW	In Accordance With
ORB	Oil Record Book
OWS	Oil Water Separator
VGP	Vessel General Permit (EPA)
VSP	Vessel Sanitation Program (CDC)
VSSP	Vessel Specific Sampling Plan
WW	wastewater

Section A: General Report Information

1) General Information
   a. Date of Daily Report
   b. Ship Name
   c. Type – IP (in-port inspection) or VO (all inspections which are not conducted solely in-port)
   d. Ocean Ranger Name
   e. Location – Port name or general location
   f. Date Boarded Vessel. For in-ports this is the same date as the report.
   g. Total Count Onboard – Passengers + Crew (46 USC Sec 3501)
2) Discharge in Alaska on report day (Y/N)? (At time report was made)
3) Sample Taken (Y/N) – If yes, fill in the following:
   a. Type of sample – what was the purpose of the sample? (compliance, information, process)
   b. Type of WW sampled (graywater, mixed, blackwater, receiving-mixing zone)
   c. Sample ID number – obtain this from the COC form or the sampler
   d. Sample date, time, and duration
   e. Sample taken while discharging? (Y/N)
   f. Discharge continuous or intermittent?
4) Waste Offloads (Y/N) – If yes, fill in a–d below:
   a. Amount offloaded – Provide volume or weight and units of measurement
   b. Type of waste offloaded
   c. Contractor used – Name the contract company offloading waste
   d. Offloading method (such as barge, forklift at dock, handheld buckets)
5) Reportable Illness if above the threshold and required to report to CDC in IAW 42 CFR 71.21 (Y/N)
6) Scrubber used today? (Y/N) If Y describe scrubber use.
7) Describe fuel type(s) used / Switchovers
8) Other reports worked on today
9) Who was contacted onboard regarding any potential noncompliant item?
10) General Comments and photos

SECTION 1: WASTEWATER

Sub-Section 1: Wastewater Daily Observations (if applicable)

a. Daily wastewater and related discharge logs are current, monitored, and recorded IAW 18 AAC 69.050 & 33 CFR 159.315
b. Discharge logs – type and volumes match other available information.
c. Wastewater to shore discharges (e.g. sewer system or trucks) are not released into regulated water body IAW AS 46.03.462
d. Check for unpermitted discharges: 1) untreated WW, 2) treated WW by unpermitted vessels, 3) discharge in areas closed to discharge, or 4) discharge of sludge/biosolids in Alaska waters IAW AS 46.03.462 & GP
e. WW discharge for permitted vessels performed IAW GP Authorization Letter, GP 4.4, & AS 46.03.462 (a)

Sub-section 2: General Wastewater and EPA VGP

a. Boiler blow down water is handled IAW VGP 2.2.6
b. If seawater piping bio-fouling chemicals and chlorine are used, use is minimized IAW VGP 2.2.20
c. Cathodic Hull protection used IAW VGP 2.2.7
d. Prohibited sources (e.g. hazardous materials from photo shop/print shops, hospital, laboratories, carpentry paint shop, upholstery shop, etc) do not enter the GW, BW, or bilge systems IAW AS 46.03.745 & VGP 2.1.2 & 5.1.1.1.4
e. Pool/spa water discharges in Alaska waters performed IAW VGP 5.1.1.2 & 5.1.2.3
f. Deck wash down/hull cleaning IAW VGP 2.2.1
g. Anchor chain and anchor washed down IAW 33CFR 151.2050(e)
h. Exhaust Gas Scrubber Discharges IAW VGP 2.2.26

Sub-section 3: Permitted Vessels

a. Approved VSSP is up-to-date and available onboard IAW AS 18AAC 69.025(f) & 33 CFR 157.317(b)
b. Sampling events
   i) Follow the approved VSSP and Quality Assurance Project Plan procedures IAW AS 18 AAC 69.025 & 030 & 33 CFR 159.317
   ii) Sample results (if available same day) do not exceed GP limits for Fecal Coliform and Total Suspended Solids in effluent (GP 5.3)
   iii) Field test results for pH and Chlorine within GP limits (GP 5.3)

c. Discharge log identifies daily estimated volume, date, location, average flow, and length of each stay if discharge occurs while anchored or docked. While underway between each port estimates average flow rate, dates while en route, and average speed. Time (24 hrs clock format) at the start and stop of each discharge IAW 18 AAC 69.050(c) for continuous or automatic discharges only
d. The daily estimated or metered volumes of WW discharged are recorded by type IAW AS 46.03.465(a), 18 AAC 69.050, & 33 CFR 159.315(b)
e. Daily volumes were calculated, estimated, or metered IAW GP 6.8.3 (Onboard records describe calculations for continuous/automatic dischargers.)
f. WW outflow quantity monitoring is functioning properly (if installed) IAW GP 6.8.3
g. Food wastes and galley oils minimized in greywater IAW VGP 2.2.15
h. Sample valve and related piping is operable IAW approved VSSP & 33 CFR 159.317
i. AWTS system is capable of performing IAW approved VSSP & GP (GP 2.3 & 8.1.1)
j. Observe operations (e.g. repairs, maintenance, cleaning) that may affect effluent quality (GP 8.1)

Sub-Section 4: Non-Discharge Vessels and Permitted Vessels in no-discharge areas

a. Vessel had no discharge of wastewater in Alaska waters without GP authorization? IAW AS 46.03.462(a)
b. Verify that overboard valves are closed/sealed in Alaska waters IAW AS 46.03.463(e)
c. BW GW holding/handling capacity is sufficient for the crew and passengers on board and the time in port, closed areas, or in Alaskan waters IAW AS 46.03.463(e) & 33 CFR 159.309

SECTION 2: Non-Hazardous (Solid) Waste

Sub-section 1: Solid Waste (Garbage) Daily

a. Garbage logs are up to date IAW 18AAC 69.035 & 33 CFR 151.55(b)(d)
b. If applicable, garbage was offloaded IAW Non-hazardous Solid Waste Plan (18 AAC 69.035)
c. Offload records are certified by the Master or person in charge of the vessel and are completed IAW 33 CFR 151.55 (d)
d. Shipboard garbage is handled in accordance with Garbage (waste) Management Plans. Review manifests and pick up schedule (33 CFR 151.57)

Sub-section 2: General Solid Waste (Garbage)

a. Equipment operable, maintenance and repair conducted on equipment IAW 33 CFR 151.63(b(3))
b. Check there are no plastics or synthetics discharged overboard IAW 33 CFR 151.67
c. Trash chutes are clean and free from oil residue that could be lost overboard (No oil stains on decks, side of hull adjacent to trash chutes) IAW 40 CFR 110.3

SECTION 3: Hazardous Waste and Hazardous Materials

Sub-section 1: Hazardous Waste Daily

a. Vessel hazardous waste logs are up to date IAW 33 CFR 151.55(b) & (d).
b. Hazardous waste was offloaded IAW the Alaska Hazardous Waste Offloading Plan, and volumes and waste types match the plan IAW 18 AAC 69.040
c. Records reflect reasonable accumulations of waste with respect to the capacity of the vessel, its age, technologies onboard, and amounts of repair/maintenance IAW AS 46.03.296 & AS 46.03.745

Sub-Section 2: General Hazardous Waste and Hazardous Materials

a. Records are maintained and manifests completed for potential hazardous waste streams IAW 18 AAC 69.040
b. Shipboard garbage is properly handled in accordance with Hazardous Material Management Plan. Review manifests and pick up arrangements plan (33 CFR 151.57)
c. Check for evidence of hazardous material being discharged overboard IAW AS 46.03.296 & AS 46.03.745
d. Storage/handling of hazardous materials and waste is IAW AS 46.03.296 AS 46.03.745 & 40 CFR 262.34
e. The following hazardous material or waste streams are properly handled and disposed of IAW AS 46.03.745, AS 46.03.296, and 40 CFR 273 (if applicable):
    i. Photo processing
    ii. X-ray equipment
    iii. Print shop waste (inks, etchers, developers etc.)
    iv. Paints, solvents, thinners
    v. Fluorescent or mercury vapor bulbs
    vi. Dry cleaning chemicals and wastes (e.g. PERC, Tri, lint condensate water, etc.)

vii. Batteries (universal wastes)
viii. Pharmaceuticals/narcotics
ix. Cleaning chemicals (including evaporator cleaning, electro cleaner)
x. Pyrotechnics (expired)
xi. Oily and or chemically contaminated rags, filters etc.
xii. Incinerator wastes (ashes)
xiii. Pesticides/rodent control chemicals
xiv. AWTS chemicals (e.g. de-scalers)
xv. Undiluted barbercide
xvi. Exhaust gas scrubber particulate sludge or slurries or filtered solids

f. Maintenance and repair conducted on equipment involved in Hazardous Materials handling IAW 33 CFR 151.63 (b(3))

SECTION 4: AIR QUALITY

Sub-section 1: Air Quality

a. Stack emissions are minimized and monitored. Operational (combustion) procedures in place IAW 18 AAC 50.070
b. Active opacity exceedance self-reporting regimes in place IAW 18 AAC 50.240
c. Incinerator operation and procedures (observed if in operation) are IAW 18 AAC 50.050 & 070
d. Emissions IAW 18 AAC 50.110
(i.e. no emissions which would immediately threaten health, property, or animal life).
e. Fuel used IAW 40 CFR 1043.60

SECTION 5: SAFETY

Sub-section 1: Safety

a. Observe operations (including repairs, cleaning, and dockside or vessel operations) that may affect safety of passengers, crew and vessel.
b. Marine casualty (grounding, significant harm to the environment, loss of life or serious injury, fire, or loss of propulsion, steering, or control system that reduced maneuverability) reported IAW 46 CFR 4.05-1
c. Personal Protective Equipment, use, and storage recommendations contained in Material Safety Data Sheets for onboard chemicals are followed.

SECTION 6: HEALTH; SANITATION

Sub-section 1: Potable Water – Production (if applicable) and Handling

a. Potable water hook ups IAW supplier (municipality or port), vessel procedures. 21 CFR 1240.86 & 21 CFR 1250.82
b. Potable hose is dedicated for potable water and connections are sanitized/capped before use IAW 18 AAC 80.015
c. Potable hose properly stored and used 'free of the ground' IAW 18 AAC 80.015
d. Potable water system free of cross connections or has backflow prevention IAW 18 AAC 80.025

Sub-section 2: Swimming Pools Sanitation; Spa Sanitation; Safety

a. Water is filtered in re-circulated swimming pool IAW 21 CFR 1250.89

b. Free residual halogen of > 0.4 mg/ L (ppm) and pH not less than 7.0 is maintained in re-circulated swimming pools IAW 21 CFR 1250.89 (b)
c. Halogen test is provided and used IAW 21 CFR 1250.89 (b)

SECTION 7: OIL POLLUTION

Sub-section 1: Oil Pollution; Fuel, Daily

a. Sheens and spills are absent IAW AS 46.03.740 & 40 CFR 110.3
b. Vessel Oil Discharge Record Book available and up to date IAW 33 CFR 151.25(h). Must contain entries for each offload and discharge (including automated and OWS discharges) IAW 33 CFR 151.25(d)
c. Oil Discharge Record Book contains entries for each internal transfer for cleaning or ballasting of fuel tanks IAW 33 CFR 151.25(d)
d. Head tanks levels for "oil to sea interface" indicate no oil loss into the sea (e.g. shaft seals, stabilizer systems, thrusters etc.) IAW AS 46.03.740 & 40 CFR 110.3

Sub-section 2: Oil Pollution; Oil Water Separators

a. Changes to the OWS or OWS piping, make sense IAW 33 CFR 151.10
b. OWS units (if in use) are processing from a contaminated source IAW 33 CFR 151.10
c. Oil content meters have same/similar readings (on units with multiple meters) IAW 33 CFR 151.10
d. Sample analyzed by OWS meter is from OWS discharge IAW 33 CFR 155.370(a) & 33 CFR 151.10
e. Oil dispersants are not used in oil tanks or lubrication systems IAW 40 CFR 110.4 & VGP 2.2.9
f. OWS system and OWS meters are free of obvious electrical bypasses, jumpers, extra switches on unit or meter control panel IAW 33 CFR 155.370(a) & 33 CFR 151.10
g. OWS has automatic re-circulate (3 way valve) or it shuts down when > 15 ppm. Valve is operated properly IAW 33 CFR 155.370(a)(3)
h. System back flush or oil purge cycle (if used) properly operates IAW 33 CFR 155.370(a)
i. Processed water is free of gross oil contamination (sheen or visible oil) IAW AS 46.03.740 & 40 CFR 110.3
j. Vessel has no indications of OWS bypasses or direct discharges of oil IAW 40 CFR 110.3

Sub-section 3: Bilges

a. Machinery bilge spaces free from excess contamination of oil or hazardous materials IAW 33 CFR 155.770
b. Bulkheads, piping, structures, and rose box interiors are free from excess contamination/oil residues IAW 33 CFR 155.770
c. Machinery free of excess oil leakage (e.g. boiler water blow down/wash waters) IAW 33 CFR 155.770
d. Oil and hazardous materials are not directly discharged into the bilges IAW 33 CFR 155.770
e. OWS and related equipment free from detergent used to remove appearance of sheen IAW 40 CFR 110.4 & VGP 2.2.2
f. Overboard valves on bilge, bilge ballast salt-water service are locked/controlled IAW 40 CFR 110.3

Sub-section 4: Oil Sludge Handling

a. Sludge and spent lube oils are offloaded or properly destroyed/recycled onboard IAW 33 CFR 151.25
b. Sludge handling and sludge waste incineration process records are properly kept IAW 40 CFR 110.3 & 33 CFR 151.25
c. Sludge is correctly handled when it is blended with fuels and blending is recorded IAW 40 CFR 1043.60 & 33 CFR 151.25

Sub-section 5: Lifeboats, Security Vessels, Tendering Boats, Deck

a. Vessel's mechanical and bilge systems are free of oil or grease that could enter the water IAW 40 CFR 110.3
b. Oil and grease from topside equipment is handled correctly IAW VGP 2.2.1
c. Special actions (e.g. bunkering of tenders) prevent spills and tank overflows, etc. IAW 40 CFR 110.3 & VGP 2.1.3

Sub-section 6: Oil to Sea Interface

a. Oil lubricated stern tubes, bow and stern thruster seals, fin-stabilizers, steering gear, Azipods etc. IAW VGP 2.2.9
b. Lube oil consumption, oil records and type of oil used are recorded IAW 33 CFR 151.25
c. Mechanical systems with oil to sea interface are free from unusual loss of lubricant IAW 40 CFR 110