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Konu  
Subject : Yağ Kayıt Defterleri  
Değişiklikleri Hk.**Sirküler No: 579 / 2010**

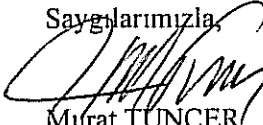
**İlgi:** Başbakanlık Denizcilik Müsteşarlığı Deniz Ulaştırması Genel Müdürlüğü'nün 04.11.2010 tarihli ve B.02.1.DNM.0.06.18.01.117.07-01-347267 sayılı yazısı

Uluslararası Denizcilik Örgütü(IMO) nün ana komitelerinden biri olan Deniz Çevresini Koruma Komitesi (MEPC) 59 uncu Dönem Toplantısında alınan **Karar ve MARPOL 73/78 Sözleşmesi Ek-I kapsamında; Türk Bayraklı gemilerde tutulması gereken kayıtlar için gerekli Yağ Kayıt Defterlerine ait değişiklikler** İlgi yazı ile bildirilmiştir.

Bu çerçevede, **Yağ Kayıt Defterlerini içeren (Makine Dairesi Operasyonları ve Kargo/Balast Operasyonları) Değişiklikler** yapılarak, **Odamızca satışa sunulmuş olup ayrıca Defterlerin işlenmesine ait Uygulamalar Ek-1'de sunulmuştur.**

Bilgi ve gereğini arz ve rica ederiz.

Saygılarımızla,

  
Murat TUNCER  
Genel Sekreter**EKLER:**

Ek-1: Uygulama Usulleri (11syf)

**DAĞITIM****Gereği**

- Tüm Üyelerimiz (WEB Sayfasında)
- Türk Armatörler Birliği
- S.S. Gemi Armatörleri Mot. Taş. Koop.
- Vapur Donatanları ve Acenteleri Derneği
- Tüm Acenteler
- GEMTAC
- S.S. Deniz Tankerleri Akar. Taş. Koop
- S/S İst. Anadolu Yakası Kum. Koop.
- Gemi Yakıt İkmalcileri Derneği
- Koster Armatörleri Derneği
- Türk Uzakyol Gemi Kaptanları Derneği

**Bilgi:**

- Sn. Sefer KALKAVAN  
TOBB DTO'ları Konsey Başkanı
- Sn. Erol YÜCEL  
TOBB Türkiye Denizcilik Meclisi Bşk.
- Meclis Başkanlık Divanı
- Yönetim Kurulu Başkanı ve Üyeleri
- Yönetim Kurulu Yedek Üyeleri
- İMEAK DTO Meslek Komite Bşk
- İMEAK DTO Çevre Komisyonu
- İMEAK DTO Şubeleri ve Temsilcilikleri

# YAĞ KAYIT DEFTERİNE İŞLEMLERİN KAYDI İÇİN REHBER

## GUIDANCE FOR RECORDING OF OPERATIONS IN THE OIL RECORD BOOK

### BÖLÜM 1- MAKİNE DAİRESİ İŞLEMLERİ (TÜM GEMİLER)

#### PART I -MACHINERY SPACE OPERATIONS (ALL SHIPS)

#### Genel Rehber

##### General Guidance

- Bu rehber yalnızca C'den I'ya kadar olan bölümleri içermektedir.  
This guidance only includes sections C to I.
- İşlemler, gemide uygulandığı kronolojik sıra ile kaydedilmelidir.  
Operations should be recorded in chronological order as they have been executed on board.
- Tarihler gün-ay-yıl şeklinde girilmelidir. (örneğin: 16-Mart-2009)  
Dates should be entered in dd-MONTH-yyyy format, e.g., 16-MAR-2009
- Yağlı çöp atığının ve kullanılmış filtrelerin yakılıp kül edilmesi veya karaya çıkarılması sadece Çöp Kayıt Defterine kaydedilmelidir.  
Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
- Tüm kayıtların, ilgili işlemlerden sorumlu zabıt veya zabıtlar tarafından yapılıp imzalanması gerekmektedir ve her bir tamamlanmış sayfa gemi kaptanı tarafından imzalanacaktır.  
All Entries are to be made and signed by the officer or officers in charge of the operations concerned and each completed page shall be signed by the master of the ship.
- Birbirini izleyen kayıtlar arasında hiçbir tam satırı boş bırakmayınız.  
Do not leave any full lines empty between successive entries.
- Yağ Kayıt Defterine (ORB) yanlış bir kayıt yapıldığı takdirde, yanlış kayıt hala okunacak şekilde olmak üzere, üstü hemen tek çizgi ile çizilmelidir. Yanlış kayıt, ardından yeni düzeltilmiş kayıt gelecek şekilde, imzalanmalı ve tarih atılmalıdır.  
If a wrong entry has been recorded in the Oil Record Book(ORB), it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new corrected entry following.
- Tank terminolojisi, Uluslararası Petrol Kirliliği Önleme Sertifikası'nda (IOPPC) belirtilen formata göre kaydedilmelidir.  
Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention Certificate (IOPPC).
- IOPPC'nin 3.3 bölümünde listelenen sintine suyu tutma tanklarında alıkonulan miktarların kaydedilmesi isteğe bağlıdır ve kaydı Konvansiyon ile istenmemektedir.  
Recording of quantities retained in bilge water holding tanks listed under section 3.3 of the IOPPC is voluntary and not required by the Convention.
- OWS ile ilgili maddelerin genel bakımının kaydedilmesi isteğe bağlı olmaya devam etmekte olup, bunun ORB'ye kaydı istenmemektedir.  
The recording of general maintenance of items pertaining to the OWS remains voluntary and this is not required to be recorded in the ORB.

**ANNEX**

**GUIDANCE FOR RECORDING OF OPERATIONS IN THE OIL RECORD BOOK  
PART I – MACHINERY SPACE OPERATIONS (ALL SHIPS)**

**General Guidance**

- This guidance only includes sections C to I.
- Operations should be recorded in chronological order as they have been executed on board.
- Dates should be entered in dd-MONTH-yyyy format, e.g., 16-MAR-2009.
- Incineration or landing ashore of oily garbage and used filters should be recorded in the Garbage Record Book only.
- All Entries are to be made and signed by the officer or officers in charge of the operations concerned and each completed page shall be signed by the master of the ship.
- Do not leave any full lines empty between successive entries.
- If a wrong entry has been recorded in the Oil Record Book (ORB), it should immediately be struck through with a single line in such a way that the wrong entry is still legible. The wrong entry should be signed and dated, with the new corrected entry following.
- Tank nomenclature should be recorded as per the format noted within the International Oil Pollution Prevention Certificate (IOPPC).
- Recording of quantities retained in bilge water holding tanks listed under section 3.3 of the IOPPC is voluntary and not required by the Convention.
- The recording of general maintenance of items pertaining to the OWS remains voluntary and is this is not required to be recorded in the ORB.

**Usage of code C.11: Collection of oil residues (sludge).**

Example #1

Weekly inventory of oil residues (sludge) tanks (tank listed under item 3.1 in the Supplement to the IOPPC)

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH- yyyy @</i>	<i>C</i>	<i>11.1</i>	<i>[Name of sec 3.1 Tank &amp; Designation]</i>
		<i>11.2</i>	<i>xx m<sup>3</sup></i>
		<i>11.3</i>	<i>xx m<sup>3</sup></i>
<i>signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>			
<i>dd-MONTH- yyyy</i>	<i>C</i>	<i>11.1</i>	<i>[Name of sec 3.1 Tank &amp; Designation]</i>
		<i>11.2</i>	<i>xx m<sup>3</sup></i>
		<i>11.3</i>	<i>xx m<sup>3</sup></i>
<i>signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>			

**Example #2**

Recording of oil residue (sludge) collected by manual operation in oil residue (sludge) tank (tank listed under item 3.1 in the Supplement to the IOPPC)

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH- yyyy	C	11.1	[Name of sec 3.1 Tank & Designation]
		11.2	xx m <sup>3</sup>
		11.3	xx m <sup>3</sup>
		11.4	xx m <sup>3</sup> collected from [identification of source]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Operator initiated manual collection where oil residue (sludge) is transferred (transfer with a pump) into the oil residue (sludge) tank(s). Examples of such operations could be:

1. Collection of oil residue (sludge) from fuel oil separator drain tanks.
2. Collection of oil residue (sludge) by draining engine sump tanks.
3. Adding fuel oil to an oil residue (sludge) tank (all content of a sludge tank is considered sludge).
4. Collection of sludge from bilge water holding tanks – in this case a disposal entry for bilge water is also needed.

Use of Code Item Number C 11.4 only becomes applicable in accordance with MARPOL Annex I amendments which enter into force on 1 January 2011 (resolution MEPC.187(59)).

**Usage of code C.12: Disposal or Transfer of oil residues (sludge).**

**Example #3**

Disposal of oil residue (sludge) via shore connection

Date	Code	Item No.	Record of operations/signature of officer in charge
dd- MONTH- yyyy	C	12.1	xx m <sup>3</sup> sludge from [Name of sec 3.1 Tank & Designation], xx m <sup>3</sup> retained,
			to "identity or name of sludge receiver, i.e. barge, tank truck or shore facility" during port stay (Name of Port)
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Ships' masters should obtain from the operator of the reception facilities, which includes barges and tank trucks, a receipt or certificate detailing the quantity of oil residue (sludge) transferred, together with the time and date of the transfer. This receipt or certificate, if attached to the Oil Record Book Part I, may aid the master of the ship in proving that his ship was not involved in an alleged pollution incident. The receipt or certificate should be kept together with the Oil Record Book Part I.

Example #4

Draining of water (disposal) from an oil residue (sludge) tank listed under item 3.1 in the Supplement to the IOPPC, to a bilge water holding tank listed under item 3.3 in the Supplement to the IOPPC

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>C</i>	<i>12.2</i>	<i>xx m<sup>3</sup> water drained from [Name of sec 3.1 Tank &amp; Designation] xx m<sup>3</sup> retained,</i>
			<i>to [Name of sec 3.3 Tank &amp; Designation] retained in tank(s) xx m<sup>3</sup></i>
			<i>signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>

Note: Collection of bilge water need not to be accounted for, so only one entry is required. Capacity of sludge tanks should not be recorded for C.12.x entries.

Example #5

Transfer from one oil residue (sludge) tank to another oil residue (sludge) tank, both listed under item 3.1 in the Supplement to the IOPPC

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>C</i>	<i>12.2</i>	<i>xx m<sup>3</sup> sludge transferred from [Name of sec 3.1 Tank &amp; Designation], xx m<sup>3</sup> retained,</i>
			<i>to [Name of sec 3.1 Tank &amp; Designation] retained in tank(s) xx m<sup>3</sup></i>
			<i>signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>

Example #6

Incineration of oil residue (sludge) in Incinerator

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>C</i>	<i>12.3</i>	<i>xx m<sup>3</sup> sludge from [Name of sec 3.1 or 3.2.3 Tank &amp; Designation], xx m<sup>3</sup> retained,</i>
			<i>Burned in Incinerator for xx hours</i>
			<i>signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>

Example #7

Burning of oil residue (sludge) in Boiler

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operation and signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>C</i>	<i>12.4</i>	<i>xx m<sup>3</sup> sludge from [Name of sec 3.1 Tank &amp; Designation], xx m<sup>3</sup> retained,</i>
			<i>Burned in Boiler for xx hours</i>
			<i>signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>

Example #8

Evaporation of water (disposal) from an oil residue (sludge) tank listed under items 3.1 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-YYYY	C	12.4	xx m <sup>3</sup> water evaporated from [Name of sec 3.1 Tank & Designation], xx m <sup>3</sup> retained. signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #9

Regeneration of fuel oil from oil residue (sludge)\*

Date	Code	Item No.	Record of operation and signature of officer in charge
dd-MONTH-YYYY	C	12.4	xx m <sup>3</sup> sludge disposed by regeneration of x m <sup>3</sup> fuel in [Fuel Tank & Designation] and x m <sup>3</sup> of water in [Name of sec 3.3 Tank & Designation] signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

\* Only permitted if mentioned as an approved means of disposal in the IOPPC Supplement.

**Usage of code D: Non-automatic discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces.**

Example #10

Pumping of bilge water from engine-room bilge wells to a tank listed under item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-YYYY	D	13	xx m <sup>3</sup> bilge water from engine-room bilge wells.
		14	Start: hh:mm, stop: hh:mm
		15.3	To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m <sup>3</sup> signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #11

Transfer of bilge water between tanks listed in item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-YYYY	D	13	xx m <sup>3</sup> bilge water from, [Name of sec 3.3 Tank & Designation], xx m <sup>3</sup> retained,
		14	Start: hh:mm, stop: hh:mm
		15.3	To [Name of sec 3.3 Tank & Designation], retained in tank(s) xx m <sup>3</sup> signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #12**

Pumping of bilge water overboard from tank listed in item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH- yyyy	D	13	xx m <sup>3</sup> bilge water from [Name of sec 3.3 Tank & Designation]
			Capacity xx m <sup>3</sup> , xx m <sup>3</sup> retained
		14	Start: hh:mm, stop: hh:mm
		15.1	Through 15 ppm equipment overboard
			Position start: xx deg xx min N/S, xx deg xx min E/W
			Position stop: xx deg xx min N/S, xx deg xx min E/W
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #13**

Disposal of bilge water from tank listed in item 3.3 in the Supplement to the IOPPC to oil residue (sludge) tank listed in item 3.1 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operation and signature of officer in charge
dd-MONTH- yyyy	D	13	x m <sup>3</sup> bilge water from [Name of sec 3.3 Tank & Designation], now xx m <sup>3</sup>
		14	Start: hh:mm stop: hh:mm
		15.3	Collected in [Name of sec 3.1 Tank & Designation] retained in tank(s) xx m <sup>3</sup>
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: A code C.11.4 recording may be required if this operation is a manual operator initiated operation.

**Usage of code E: Automatic discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces.**

**Example #14**

Pumping of bilge water overboard via 15 ppm equipment from tank listed in item 3.3 in the Supplement to the IOPPC or from engine-room bilge wells

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH- yyyy	E	16	Pump start hh:mm at xx deg xx min N/S, xx deg xx min E/W from [Name of sec 3.3 Tank & Designation]
		18	Stop hh:mm
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Example #15**

Transfer of bilge water from engine-room bilge wells to a tank listed under item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-YYYY	E	17	Transfer start hh:mm to [Name of sec 3.3 Tank & Designation]
		18	Stop hh:mm
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

**Usage of code F: Condition of oil filtering equipment.**

**Example #16**

Failure of Oily Filtering Equipment, Oil Content Meter or stopping device

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-YYYY	F	19	hh:mm
		20	hh:mm (might be unknown – if spare parts has been ordered)
		21	[Reason for Failure, if known]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: The condition of the oil filtering equipment also covers the alarm and automatic stopping devices, if applicable.  
A code 'I' entry should also be made indicating that the overboard valve was sealed shut due to non working Oil Filtering Equipment or Oil Content Meter.  
On the date where the system is functional again, a new entry, using code F 19 / 20 / 21 should be made where F 19 is the date and time of the initial failure and F 20 is the time the system is functional again.

**Example #16bis**

When proper operation of the Oily Filtering Equipment, Oil Content Meter or stopping device is restored

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-YYYY	F	19	hh:mm (the same time as in example 16)
		20	hh:mm (the time the system is functional)
		21	[Reason for Failure, if known]
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: The condition of the oil filtering equipment also covers the alarm and automatic stopping devices, if applicable.  
A code 'I' entry should also be made indicating that the overboard valve was sealed shut due to non working Oil Filtering Equipment or Oil Content Meter.



**Usage of code G: Accidental or other exceptional discharges of oil.**

Example #17

Accidental Pollution

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-YYYY	G	22	hh:mm
		23	Position: xx deg xx min
		24	Quantity of oily residue (if known)
		25	Circumstances of the discharge
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: If failure of Oil Filtering Equipment or Oil Content Meter related equipment is involved, appropriate (F) entry is to be made in ORB.

Relevant sections of the SOPEP (SMPEP) are to be used to combat oil spills at sea.

Examples of Circumstances of discharge include, but are not limited to:

1. Oil Content Meter failure.
2. Fuel tank overflow.
3. Ruptured bunkering hose/flange.
4. Fuel tank leakage (due to collision or grounding).

**Usage of code H: Bunkering of fuel or bulk lubricating oil.**

Example #18

Bunkering of Fuel oil

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-YYYY	H	26.1	[Name of Port]
		26.2	Start dd-mm-yyyy Stop dd-mm-yyyy
		26.3	xxxx MT of ISO-xxxx HFO x.x % S bunkered in tanks:
			aaaa MT added to [Tank Name & Designation] now containing bbbb MT
			cccc MT added to [Tank Name & Designation] now containing dddd MT
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Example #19

Bunkering of Bulk Lubricating oil

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH-YYYY	H	26.1	[Name of Port]
		26.2	Start dd-mm-yyyy Stop dd-mm-yyyy
		26.4	xx MT [Type of Oil] bunkered in tanks:
			xx MT added to [Tank Name & Designation] now containing xx MT
			signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Separate entries required for each grade of fuel oils and lubricating oils respectively to ensure transparency.  
This entry is not required if lubricating oils are delivered onboard in packaged form (55 gallon drum, etc.).

**Usage of code I: Additional operational procedures and general remarks.**

Example #20

Pumping oily bilge water from a Cargo Hold bilge holding tank to a tank listed under item 3.3 in the Supplement to the IOPPC

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH- yyyy	I		xx m <sup>3</sup> oily bilge water from Cargo Hold bilge holding tank to [Name of sec 3.3 Tank & Designation] signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Any collection and transfer of oily bilge water into the engine-room bilge holding tank(s) from a cargo hold bilge holding tank(s) should be recorded using code (I)

Example #21

Entry pertaining to an earlier missed operational entry

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH- yyyy (1)	I		Entry pertaining to an earlier missed operational entry
dd-MONTH- yyyy (2)	C	12.2	xx m <sup>3</sup> sludge transferred from [Name of sec. 3.1 Tank and Designation], xx m <sup>3</sup> retained to [Name of sec 3.1 Tank & Designation], retained in tank(s) xx m <sup>3</sup> signed (1): (Officer-in-charge, Name & Rank) dd-MONTH-yyyy signed (2): (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Date (1) to be the date of the original operation.  
Date (2) to be the current date i.e. the date the entry is made.  
Signed (1) Signature of Officer making I entry  
Signed (2) Signature of Officer making missed entry

Example #22

De-bunkering of Fuel oil

Date	Code	Item No.	Record of operations/signature of officer in charge
dd-MONTH- yyyy	I		xxxx MT of ISO-xxxxx HFO x.x % S de-bunkered from tanks: xxxx MT removed from [Tank Name & Designation] now containing xxx MT De-bunkered to "identity or name of receiver i.e. barge, tank truck or shore facility" in "Name of Port" Start dd-mm-yyyy Stop dd-mm-yyyy signed: (Officer-in-charge, Name & Rank) dd-MONTH-yyyy

Note: Include receipt & certificate from receiver for amount & type of fuel oil de-bunkered.

**Tankers with slop tanks**

Example #23

Transfer of sludge from engine-room oil residue (sludge) tank to deck/cargo slop tank

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>C</i>	<i>12.4</i>	<i>xx m<sup>3</sup> sludge from [Name of sec 3.1 Tank &amp; Designation], xx m<sup>3</sup> retained, Transferred to Deck Slop Tank [designation] signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>

Example #24

Transfer of bilge water from tank listed in item 3.3 in the Supplement to the IOPPC to deck/cargo slop tank

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>D</i>	<i>13</i>	<i>xx m<sup>3</sup> bilge water from [Name of sec 3.3 Tank &amp; Designation] Capacity xx m<sup>3</sup>, xx m<sup>3</sup> retained</i>
		<i>14</i>	<i>Start: hh:mm, stop: hh:mm</i>
		<i>15.3</i>	<i>Transferred to Deck Slop Tank [designation] signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>

Note: Requires this method listed in the IOPP Supplement under item 3.2.4.  
If non-oil-cargo related oily residues are transferred to slop tanks of oil tankers, the discharge of such residues should be in compliance with Regulation 34. (UI 22.1.1 for Regulation 15).  
Requires an entry in the Oil Record Book – Part II using code (O).  
If sludge or bilge water is transferred from multiple tanks in engine-room a separate entry must be made in ORB Parts I & II for each transfer.

**General Guidance – Additional Voluntary Recordings**

Example #25

Voluntary declaration of quantities retained in bilge water holding tanks ref. MEPC.1/Circ.640 – record weekly

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>I</i>		<i>Weekly Inventory of Bilge Water Tanks (listed under item 3.3) [Name of sec 3.3 Tank &amp; Designation] capacity xx m<sup>3</sup>, xx m<sup>3</sup> retained signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>

Example #26

Optional sealing of MARPOL Annex I related valve and/or equipment

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>I</i>		<i>Overboard valve [Valve Number] from 15 ppm bilge water separator unit sealed</i>
			<i>seal no.: xxxxxxxx,</i>
			<i>signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>

Example #27

Breaking of optional seal on MARPOL Annex I related valve and/or equipment

<i>Date</i>	<i>Code</i>	<i>Item No.</i>	<i>Record of operations/signature of officer in charge</i>
<i>dd-MONTH-YYYY</i>	<i>I</i>		<i>Overboard valve [Valve Number] from 15 ppm bilge water separator unit unsealed</i>
			<i>for normal operation of 15 ppm unit</i>
			<i>seal no.: xxxxxxxx</i>
			<i>signed: (Officer-in-charge, Name &amp; Rank) dd-MONTH-yyyy</i>

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