

# [Owner's or Custodian's Company Name] VGP Corrective Action Assessment Report Form

## Vessel General Permit Compliance

**This report is to be used as soon as you or a member of your crew becomes aware of a violation of the VGP.**

Vessel Name/Number: \_\_\_\_\_ Vessel Owner: \_\_\_\_\_

Date of occurrence:		Time of occurrence:	
Location(s) on vessel/barge where violation occurred:			
Violation discovered:			
Type of impacts observed (From BMPs):			
<b>Witnesses Identifying Problem(s) &amp; Person Recording Problem(s):</b>			
<b>Name (Print)</b>		<b>Title</b>	<b>Signature</b>
<b>Witness:</b>			
<b>Witness:</b>			
<b>Witness:</b>			
<b>Recording:</b>			
Cause of problem(s) if known (If unknown, describe the steps that will be taken to determine the cause):			
Corrective action(s) to be implemented to eliminate problem(s):			
Schedule of activities for completing corrective action(s) (Check one):			
		<input type="checkbox"/> ASAP but no later than two (2) weeks	
		<input type="checkbox"/> ASAP but no later than three (3) months	
		<input type="checkbox"/> Prior to launching vessel/barge after next drydocking	
		<input type="checkbox"/> Planned drydocking date:	
<b>Corrective Action(s) Implemented:</b>			
Description of corrective action implemented:			
Date:		Time:	
<b>Employee Recording Corrective Action(s):</b>			
<b>Name</b>		<b>Title</b>	<b>Signature</b>

**Submit completed form to Towing Vessel / Barge Owner.**

**Also, keep a copy on file at Custodian office.**

*This document must be kept for a period not less than three years after the termination of coverage under the VGP.*

This form was developed as a sample that AWO members may use as a suggested guide for developing their own means of recording inspections and other information required under EPA's Vessel General Permit (VGP). The form has not been reviewed or approved by EPA and does not represent any consensus or industry standard regarding how recordkeeping should be done. Companies are under no obligation to use this form, and each must decide what manner of recordkeeping will help it meet the requirements of the VGP.