

[Owner's or Custodian's Company Name] VGP Annual Towing Vessel Inspection Report Form

Vessel General Permit Compliance

Instructions: (1) This form must be completed at least once every 12 months. Visually inspect all areas of the vessel affected by the requirements in the VGP that can be inspected without putting the vessel on drydock. (2) Special attention should be paid to those areas most likely to result in a discharge violating the VGP. (3) Areas that inspectors must examine include, but are not limited to: vessel hull for living organisms, flaking antifoulant paint, exposed TBT; ballast water tanks if applicable; oily water separators (OWS) sensors, as applicable; oil and chemical storage areas, cargo areas, and waste storage; and, all visible pollution control measures to ensure that they are functioning properly. **Note:** When comprehensive vessel inspection schedules overlap with a routine vessel inspection required under **REF: VGP 4.1.1**, the annual inspections may be used as the routine inspections, as long as components of both types of inspection are included. **[REF: VGP 4.1.3]**

Company Information
Company Name:
Company Address:
Company Phone Number:
Company Fax Number:
Company Email:
Names of Persons Participating in This Inspection
Inspector/Auditor Information
Name of Inspector(s)/Auditor(s):
Title:
Company Name:
Address:
Phone:
Signature(s):
Date:

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Vessel Information

Vessel Name: _____

Year Built: _____ Where: _____

Official Number: _____ Construction (steel, wood, etc.) _____

Length: _____ Breadth: _____ Depth: _____

Main Engine(s)

Make: _____ Model: _____ Cylinders: _____ Rated Horsepower: _____

Auxiliary Engine(s)

Make: _____ Model: _____ Cylinders: _____ Rated Horsepower/KW: _____

Make: _____ Model: _____ Cylinders: _____ Rated Horsepower/KW: _____

Propulsion (diesel, steam, etc.): _____

Remarks

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ITEM #	Material Storage	YES	NO	N/A
1.	Have all materials, cargo and cargo debris which may be dissolved, washed or swept overboard been cleaned, covered or stored in a manner that prevents discharge?			
2.	Are dry clean-up methods such as sweeping and bagging used to remove excess contaminants before sooting or exposure to rain water?			
3.	Are possible contaminants stored under cover or indoors whenever possible?			
4.	Are substances such as paint chips or rust particles swept and collected for appropriate disposal?			
ITEM #	Toxic or Hazardous Materials	YES	NO	N/A
5.	If onboard, are any toxic or hazardous materials kept in protected areas?			
6.	Are any discharges for safety reasons documented?			
7.	Are all containers in good condition?			
8.	Are all containers labeled?			
ITEM #	Fuel Spills/Overflows	YES	NO	N/A
9.	Are vessel specific fueling procedures being followed?			
10.	Have the appropriate employees received training on proper fueling procedures?			
ITEM #	Discharge of Oil, Including Oily Mixtures	YES	NO	N/A
11.	Has any oil, fuel, oil mixture, etc. been discharged in the past 12 months? (If yes explain below)			
12.	Was a corrective action assessment performed?			
13.	Was corrective action completed?			
14.	Is MARPOL signage posted?			
15.	Is discharge of oil signage posted?			
ITEM #	Deck Washdown and Runoff	YES	NO	N/A
16.	Are all decks kept clear of debris, garbage, residue, oily substances, cargo and spills?			
17.	Is any spillage cleaned as soon as safely possible – preferably with dry clean-up methods?			
18.	Are decks kept painted in a manner that prevents corrosion and chipping?			
19.	Are all washdowns conducted with non toxic – phosphate-free cleaners?			
Comments				
1. Identify any additional noteworthy findings:				
2. Summary of observations:				
3. Areas for improvement:				

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ITEM #	Bilge	YES	NO	N/A
20.	No slop or fuel has been intentionally drained into the bilge, except for in an emergency?			
21.	The person responsible for the engine room monitors the levels of the slop tank and bilge?			
22.	Are the following records kept for the bilge properly completed:			
	o Bilge Logsheets Form			
	o Bilge Waste Logbook			
	o Engine Room Log			
	o Bilge Wastewater Evaporator Log			
23.	If onboard, is the bilge wastewater evaporator working properly?			
24.	If onboard, are the oily water separator and the OWS sensor working properly?			
25.	Receipts from transfer are submitted as part of the Bilge Waste Logsheets form?			
ITEM #	Discharges of Ballast Water	YES	NO	N/A
26.	Ballast water is free from any sheen?			
27.	Is there a copy of the Ballast Water Management Plan onboard the vessel?			
28.	Ballast water tanks are cleaned as needed? Date of last cleaning: _____			
29.	Ballast water discharge and uptake quantity is recorded?			
ITEM #	Cathodic Protection	YES	NO	N/A
30.	If vessel is on drydock, was inspection performed?			
31.	If vessel is on drydock, was any maintenance performed? If so, specify below?			
	o Date of last inspection: _____			
	o Date of last cleaning: _____			
	o Date of last maintenance: _____			
ITEM #	Fire Main System	YES	NO	N/A
32.	Are decks cleared of any debris or possible contaminants before using the fire main for training or washing?			
33.	Is each instance of fire main usage logged?			
ITEM #	Graywater	YES	NO	N/A
34.	Are any galley oils and/or greases introduced into the system?			
35.	Are food, oil and grease removed from dishes as much as possible prior to rinsing or washing?			
Comments				
1. Identify any additional noteworthy findings:				
2. Summary of observations:				
3. Areas for improvement:				

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ITEM #	Graywater (continued)	YES	NO	N/A
36.	Cooking oils and greases are properly stored until disposed of at an approved vendor?			
37.	Cooking oil transfer is logged?			
38.	Is there a visible sheen, discoloration or foam from the gray water discharge?			
39.	All soaps and detergents for personal use and laundry are non toxic and phosphate free?			
ITEM #	Gasoline	YES	NO	N/A
40.	Has a discharge of gasoline or kerosene occurred in the past 12 months?			
41.	If yes, were corrective actions taken?			
ITEM #	Refrigeration and Air Condensate Discharge	YES	NO	N/A
42.	Is condensate kept from contact with toxic or oily substances?			
43.	Are decks around areas where condensation may occur kept clear?			
44.	Is there condensation in any voids or holds?			
45.	If present in holds, has it been inspected for a sheen or contamination?			
46.	If yes, was contamination present?			
ITEM #	Non – Oily Machinery Waste Water	YES	NO	N/A
47.	Is all non-oily waste water kept from contact with possible contaminants?			
ITEM #	Rudder Bearing Lubrication Discharge	YES	NO	N/A
48.	Have any rudder bearing related discharges occurred in the past 12 months?			
49.	If so, was the corrective action assessment performed?			
50.	If on drydock: Were seals inspected?			
51.	If on drydock: Was maintenance performed on seals?			
ITEM #	Stern Tube Oily Discharge	YES	NO	N/A
52.	Are seals in acceptable condition and free from leaks?			
53.	Are seals inspected regularly? Date of last inspection: _____			
54.	If on drydock, was any maintenance performed on seals?			
ITEM #	Vessel Hull	YES	NO	N/A
55.	Is the above water portion of the hull free from:			
	○ Living organisms?			
	○ Flaking paint?			
	○ Corrosion?			
	○ Is cleaning needed?			

Comments

1. Identify any additional noteworthy findings:

2. Summary of observations:

3. Areas for improvement:

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ITEM #	Vessel Hull (continued)	YES	NO	N/A
56.	If on drydock, was the underside of the vessel inspected for:			
	○ Is cleaning needed?			
	○ Living organisms?			
	○ Flaking paint?			
○ Corrosion?				
57.	Are cleaning/maintenance needed? Date performed: _____			
58.	Are all visible pollution containment structures in good condition?			
ITEM #	Discharges into Quality Impaired Waters	YES	NO	N/A
59.	Has this vessel been notified in any way that it is or has operated in quality impaired waters?			
60.	If yes, did the waters have an EPA issued total maximum daily load?			
61.	If applicable, were those requirements met?			
ITEM #	Routine Visual Inspections: Weekly Inspection	YES	NO	N/A
62.	Have weekly visual inspections been performed?			
63.	Is documentation of the inspections kept on file onboard the vessel?			
64.	Has a corrective action assessment been performed for each violation?			
ITEM #	Routine Visual Inspections: On Watch Inspection	YES	NO	N/A
65.	Does each watch periodically visually inspect the water around the vessel for a sheen, discoloration or foam?			
66.	Has a corrective action assessment been performed for each violation?			
67.	Is this documented onboard?			
ITEM #	Quarterly Sampling	YES	NO	N/A
68.	Are the following discharge streams sampled each quarter if they are not readily visually inspected:			
	○ Ballast water?			
	○ Graywater?			
○ Water treated in oily water separator?				
69.	Has a corrective action assessment been performed for each violation?			
70.	Is this documented onboard?			
Comments				
1. Identify any additional noteworthy findings:				
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ITEM #	Recordkeeping on the Vessel (Continued)	YES	NO	N/A	
89.	Quarterly visual inspections?				
90.	Weekly inspections?				
91.	Ballast water information?				
92.	Fire main use?				
93.	Findings from weekly visual inspections?				
94.	If applicable, have records been retained for three (3) years?				
ITEM #	Training: Deck Crew Familiar With:	YES	NO	N/A	
95.	[Insert Company Name] Best Management Practices (BMP)?				
96.	Responsibilities related to BMP?				
97.	Their responsibility to keep records of the following:				
	○ Sweeping/sooging the vessel?				
	○ Grinding, chipping etc.?				
97.	○ Findings from on watch and monthly inspections?				
	ITEM #	Training: Engineer/Lead Deckhand Familiar With:	YES	NO	N/A
	98.	[Insert Company Name] BMP?			
99.	Responsibilities related to BMP?				
100.	Their responsibility to keep records of the following:				
	Findings from on watch, monthly and quarterly inspections?				
	Ballast water information?				
	Bilge/slop and related transfer information?				
	Stern tube maintenance?				
100.	Rudder bearing maintenance?				
	ITEM #	Pilothouse Personnel Familiar With:	YES	NO	N/A
	101.	[Insert Company Name] BMP?			
	102.	Responsibilities related to BMP?			
	103.	Responsibility to ensure they and the rest of the crew are following the BMP plan?			
104.	Responsibility to ensure the crew is maintaining the proper records?				
105.	Their responsibility to keep records of the following:				
	○ Inspections and maintenance performed on barges while in tow?				
	○ Those records are sent to barge maintenance department?				
	○ Any violations of the Vessel General Permit (VGP)?				
	○ Corrective action assessment?				
	○ Fire main use?				
105.	○ Paint application?				
	○ Owner/Operator information, such as the Certificate of Documentation?				
Comments					
1. Identify any additional noteworthy findings:					
2. Summary of observations:					

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