

## **Directions for Submission of the St. Lawrence Seaway Ballast Water Reporting Form**

This report form was created to combine reporting requirements for vessels entering the St. Lawrence Seaway and will be accepted by USCG, Transport Canada and St. Lawrence Seaway Corporations. The report may be used to report ballast water status to all agencies, but will need to be updated according to different time line requirements. The minimum time line for reporting is detailed below.

### **Regulatory Reporting Requirements**

**Canada:** “As required by subsection 14(1) of the Regulations, the Master of a vessel destined for a Canadian port, shall provide as soon as possible after a management process is performed or a measure determined by the Minister is implemented, a fully completed ballast water reporting form by e-mail transmission or fax.” It is requested that whenever possible the form be submitted prior to entry into waters under Canadian jurisdiction.

The Master of the ship shall provide the completed ballast water reporting form for ships proceeding to ports on the East Coast, in Quebec or in Ontario (Great Lakes Basin):

by Email to: [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca) or,  
by facsimile: (902) 426-6657 (email is preferred)

If a vessel is unable to manage its ballast water as required under section 4 or 5 of the Regulations, subsection 13(2) (a) requires them to notify the Minister of Transport at least 96 hours before entry into the territorial sea of Canada. This notification may be accomplished by contacting:

"Marine Communication and Traffic Services (ECAREG)"

- \* Facsimile:(902) 426-4483
- \* Phone: (902) 426-4956
- \* Telex: 019 22510 \* E-Mail: [HlxEcareg1@innav.gc.ca](mailto:HlxEcareg1@innav.gc.ca)

**United States:** U.S. Coast Guard regulations, 33CFR151 Subparts C and D, require all vessels that have not reached their compliance date, or are operating under a valid compliance date extension letter, that are bound for U.S. waters from beyond the exclusive economic zone (EEZ) to exchange their ballast at sea. If the vessels have not complied, they will be required to retain the ballast onboard. All vessels past their compliance date are required to manage their ballast water utilizing one of the following authorized methods: 1.) Retain onboard, 2.) Utilize an approved ballast water treatment system, 3.) Utilize only water from a U.S. public water system, 4.) Discharge to a facility. For these vessels ballast water exchange is no longer an authorized ballast water management method. The USCG requires all vessels from outside the EEZ, equipped with ballast tanks, to submit the ballast water report form via fax to MSD Massena.

(i) You must fax or email the required information **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](mailto:D09-SMB-MSDMassena-Ballast@uscg.mil),

(ii) Please direct any questions about U.S. requirements to USCG COTP Buffalo, Massena Detachment, 315-769-5483.

#### **BW Reporting Form filling instructions:**

<https://www.tc.gc.ca/eng/marinesafety/tp-tp13617-schedule7-335.htm>

#### **BW Reporting Form , download:**

We have included the link to our external forms catalogue for the ballast water reporting 20, 30 and 50 tank form. Please use the following link to download the appropriate form that fits your ship's BW plan.

[http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512A\\_BO\\_PX](http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512A_BO_PX)

[http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512B\\_BO\\_PX](http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512B_BO_PX)

[http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512C\\_BO\\_PX](http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512C_BO_PX)

**Reporting:**

- 96 Hour Report to satisfy Canadian requirement.
- 24 Hour Report to satisfy United States requirement.

**How to Amend Reports** (Example of vessel in transit to Montreal):

1. When vessel is **96 hours** from a Canadian port of call, vessel should submit by email to: [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca) or by fax to (902) 426-6657. Vessel checks box “No” for Amended.
2. Vessel changes ballast water status 90 hours out. Vessel submits form, checks box “Yes” for Amended. Vessel resubmits report to fax (902) 426-6657 or to [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca) .
3. When vessel is **at least 24 hours** before arrival in Montreal, Quebec, checks box “Yes” for Amended. Vessel must fax or email the report to USCG COTP Buffalo, Massena Detachment (315-769-5032) or [D09-SMB-MSDMassena-Ballast@uscg.mil](mailto:D09-SMB-MSDMassena-Ballast@uscg.mil), and [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca) .

**General Information.** If a ballast tank is used to carry potable water, report it on the ballast water reporting form. Proof of origin must be carried onboard. Since noncompliant tanks must be retained, vessels are encouraged to manage all tanks to maintain the option of using any ballast tank for operations while in the Great Lakes.