

# NEW ZEALAND BALLAST WATER DISCHARGE REQUIREMENTS

## Instruction for completing Ballast Water Declaration Parts 1 and 2 General

Part 1: Every vessel with ballast tanks must complete Part 1 before arrival in New Zealand.

Part 2: If intending to discharge ballast water in New Zealand complete Part 2 (except for the discharges column) before arrival.

Send forms by fax or email to the ship's agent in New Zealand with the Advance Notice of Arrival Form (available on [www.customs.govt.nz](http://www.customs.govt.nz) ).

MAF Quarantine Service will process these and give permission to discharge or other direction by completing and sending back the MAF section of Part 1. Masters please pay attention to this returned form as these are legal directions for your vessel unloading ballast in NZ waters.

If your forms are incomplete or wrongly completed, there may be a delay in granting permission while MAF requests more information via your ships agent.

It is recommended that detailed records (log) of ballast water movement are kept on board, along with the completed forms. This may be part of a comprehensive ship's Ballast Water Management Plan as recommended by IMO.

## Completing Part 1

### Top of form

Enter the vessel name, the date of arrival in New Zealand, and the port of arrival in New Zealand. The MAF inspector will fill in their name later.

### Question 1

If your vessel is carrying ballast water tick the box **YES** and continue to next question.

If your vessel is not carrying ballast water tick the box **NO**, and only answer questions 5,6,7 and 8.

You are not required to complete Part 2 if your vessel is not carrying ballast water. The Master must sign and send in Part 1 only.

### Question 2

List any ballast tanks loaded in these areas.

**Note:** Permission can be given for these tanks to be discharged in New Zealand only if the water in them has been thoroughly exchanged mid-ocean. No exemptions to the requirement to exchange can be given for these tanks even if the vessel is not physically capable of exchange. Discharge of

unexchanged water from these sources is permitted only if an emergency arises that threatens the safety of the vessel or the people aboard.

### **Question 3**

Choose one option from 3A, B or C. These are the options for meeting the New Zealand requirements. You must indicate one option.

Option A: If selected complete questions 5-8. You are not required to complete Part 2 if your vessel is not discharging ballast. The Master must sign and send in Part 1 only.

Option B: If you are wishing to discharge any tanks in New Zealand you must exchange the tanks with mid-ocean water. Indicate which method you have used to exchange water in each tank: - Flow-through (F/T) and/or Empty/refill (E/R).

Option C: If your tanks are filled with fresh water, from a drinking water supply or from a freshwater river or lake at least 5 kilometres upstream from a river mouth or estuarine waters, you do not need to exchange before discharge in New Zealand. Please indicate when and where the fresh water was loaded.

### **Question 4**

The only acceptable reason for not complying with 3 A, B or C is if this would put the safety of the ship and people aboard at risk.

If you are unable to comply please show the reason, 4A and/or B, and give details.

You must wait to receive an exemption before discharging in New Zealand.

### **Questions 5 to 8**

These questions are solely for collection of information by New Zealand authorities. Please complete the questions and note the dates and locations.

### **Master's name and signature**

The Master must sign this declaration

### **MAF's directions to vessel:**

This part will be completed by the MAF inspector to show the inspectors decision. **Note:** For vessels with loading orders that may change, it is advisable to exchange coastal ballast water with mid ocean water in case you need to discharge ballast in New Zealand.

If you **change your intentions** and wish to discharge in New Zealand you must send in a new Ballast Water Declaration Part 1 and 2 to the MAF office of the port of next arrival and await permission.

## **Completing Part 2**

Part 2 is only to be completed by vessels intending to discharge ballast water in New Zealand waters.

### **Question 1. Vessel Information**

Give the information requested for our records. Use m<sup>3</sup> and m<sup>3</sup>/hr for capacities.

### **Question 2. This voyage**

Give date of arrival and expected departure from New Zealand.

Give port of first arrival and expected port of departure in New Zealand.

Give last and next overseas ports.

Fill in the total number of tanks that will be in ballast coming into New Zealand.

Fill in the total volume of ballast that will be carried into New Zealand.

### **Question 3. Ballast water discharged in New Zealand**

These tables are to be completed to show the management undertaken on ballast water in tanks intended for discharge in New Zealand.

For each individual tank or pair of tanks, fill out a row starting with a description of the tank (tank number and type) using the codes shown below the table. Continue on another form if required.

**Ballast water source at commencement of voyage** includes:

- Date and port/location of loading,
- Volume of ballast water taken on there,
- Final volume of water in the tank

**Ballast water exchanged** includes:

- Whether exchanged by:
  - emptying and refilling of the tank,
  - or by flow through of water until 3 times the volume of the tank has been flushed through.
- Start and finish date and time
- Start and finish position
- Volume flowed through or volume being exchanged.
  - If flow through method used: Calculate volume from duration of pumping multiplied by effective pump capacity. [Example: Tank volume = 100 m<sup>3</sup>, pump capacity = 100 m<sup>3</sup>/hr, 3hrs pumping flow through, then volume flowed through = 300 m<sup>3</sup>]
  - For empty/refill: Record the volume of water emptied from the tank before the tank is refilled. [Example: Initial tank volume = 100 m<sup>3</sup>. After pumping out tank until suction is lost, the volume remaining = 2m<sup>3</sup>. If refill tank to 100 m<sup>3</sup>, then volume exchanged = 98 m<sup>3</sup>. **Note:** If tank is refilled to greater than the initial level (eg >100m<sup>3</sup>) the volume exchanged is still 98 m. The volume remaining (eg 2m<sup>3</sup>) is of prime interest and should be recorded in your ship's ballast log for each E/R exchange.]

**Ballast water discharged** is completed after discharge in New Zealand.

Includes:

- Date, port/location and volume of discharge.

**Master's name and signature:** The Master must sign the declaration.

**Note:** Ships carrying out a ballast exchange must also note the exchange in the ship's deck logbook. The ship's logbook must be made available for inspection by a quarantine officer at any New Zealand Port.