



State of Washington
DEPARTMENT OF FISH AND WILDLIFE

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BALLAST WATER MANAGEMENT NOTICE

TO: Vessel Owners, Operators, and Agents
FROM: Allen Pleus, WDFW Ballast Water Management Program Lead
DATE: February 22, 2016
SUBJECT: Washington State Requirements for Implementation of New USCG Ballast Water Management Reporting and Recordkeeping Final Rule Effective February 22, 2016

The U.S Coast Guard (USCG) ballast water management reporting and recordkeeping [final rule](#) issued on November 24, 2015, is effective as of today. This includes new Ballast Water Management Report (BWMR) Web App and PDF form versions. You are encouraged to check for updates on any USCG reporting requirement changes by periodically monitoring the [NBIC web site](#). Please note the following:

- WDFW will accept the new [USCG BWMR form](#) (PDF version only).
- [USCG](#) and WDFW will continue to accept the current USCG BWRP (PDF or WORD version) until further notice. Follow standard WDFW [Reporting Requirements](#) procedures.
- Vessels are still required to file BWMRs or BWRPs by email to ballastwater@dfw.wa.gov at least **24 hours prior to arrival** at a Washington Port per [WAC 220-150-030\(2\)\(b\)](#).
- All other Washington State ballast water reporting and recordkeeping requirements under [Chapter 220-150 WAC](#) remain in effect.
- Vessel agent and operator questions regarding the new BWMR and NBIC submission process should be directed to the NBIC (nbic@ballastreport.org or (443) 482-2339) or to the appropriate USCG COTP zone representatives.
- WDFW will assist vessel agents and operators in complying with the new USCG rule to the extent possible once we understand and become experienced with the final system.

Procedure for submitting the new BWMR form (PDF only) to both NBIC and WDFW:

1. Save a copy of the BWMR form to your computer.
2. Completed all required data fields on the form per [NBIC instructions](#).
3. Save the completed form to your computer using regular file naming system.
4. Click on either the "Submit report via e-mail" or "Submit report on-line" buttons to send to NBIC.
 - **NOTE:** To our knowledge, filing with WDFW and NBIC 24 hours prior to port arrival meets USCG rule filing requirements – there is no need to later refile with NBIC (or WDFW) unless ballast water management operations change.
5. Create a new e-mail addressed to ballastwater@dfw.wa.gov, attach BWMR form, and hit "Send" button. If you are sending an amended report, please put "AMENDED" in e-mail subject line.

NOTE: Vessels and agents choosing to use the new NBIC BWMR Webb App version must also complete a separate PDF version with the same information and submit it to WDFW as noted above.