**General Reporting Information:**

Comprehensive and accurate reporting is critical to the success of the Ocean Ranger program. Concise, clear reporting is needed for all reports. Please remember the potential readers of your report may have limited experience with cruise ships and marine engineering.

**Information needed when documenting a noncompliant item:**

What? Give a concise to the point statement of what the noncompliance is. Information listed must be relevant and objective.

When? List time and date, and length of time if applicable.

Where? Give the location of the noncompliant item. It is difficult to find items with the size of the ships, and the fact that there can be more than one of something. For example, "on passenger deck" is not very precise, where "starboard side boat deck 10 feet aft of the #4 lifeboat davit" will help other Ocean Rangers find the item for follow-up if needed.

Why? Describe how the item is not in compliance. This should be comprehensive and clear.

Who? Describe who was notified on the ship, which outside agencies were contacted, and who reported the item. Document who you notified about the item. Be sure to state if something was not personally observed, such as something reported to you by the vessel's crew.

**What not to Report on daily Reports:**

- Personal Information such as phone numbers, drivers license numbers.
- Not a cruise ship item. If something else, such as a fishing boat, report in the Oil Sheen report if oil related otherwise use a general report.
- Questions and suggestions. These should be in the general report.
- Not sure if it is a non-compliance item. Please report this on a general report for DEC to review.

**Additional Observations:**

DEC may request additional observations. There are two main types, compliance verification and cruise ship program information gathering. Compliance verification will be a follow up to a issue identified by an Ocean Ranger, sample results, DEC, or the US Coast Guard. Examples include documenting whether a non-compliance was corrected, or what procedural changes were made to avoid a non compliance in the future. Information gathering could cover a wide range of topics. An example is wastewater treatment information for general permit development.

Additional observations have been very helpful to the DEC cruise ship program. Vessel operators may not realize the significance of documenting that a potential non-compliance item was fixed. Information gathered also saves operators time and effort when it is reported by an Ocean Ranger rather than DEC formally requesting documentation.

**Once a season reports:**

Please remember items on this can change. If you see a change please update the once a season report with the updated information.

**Photographs:**

When including a photograph that supports an observation of interest, you will need to give a date, time, and location.

Here are some helpful hints for useful photographs:
- Take an "establishing" photograph showing the general location. This is helpful in showing the general location of the item.
- Take a "subject" photograph showing the item marked as critical.
- If possible place a ruler or object that will establish scale
- Lighting is not good in many locations, using a flash may help.
- If possible stand on equipment or floors that are not vibrating excessively.

**Sketches and drawings:**

Sketches and drawings can be very helpful for the reviewer. Remember that they are often in an office, and may not be familiar with the item or the ship.

**Sharing of Information**

Ocean Rangers are permitted to provide information such as reports and photos to ADEC, Crowley, and the US Coast Guard.

After providing any information to the USCG, the ranger should write in their daily report what information they provided, to whom, on what date.

Ocean Rangers should NOT directly provide copies of their reports or photos to anybody else. ALL OTHERS  (cruise industry, public, etc.) should make a request for information to ADEC.

**Information Section of the Job Aid (A)**

This section provides useful information needed to assist ADEC in compliance checks and gathering statistics for future planning. The sample and waste offload information is checked by ADEC against information reported directly to ADEC.

1) **General Information**: Provide the requested information. The vessel should have the number of passengers and crew onboard. This number may vary, provide what was listed at the time this was checked.

2) **Discharge in Alaska on report day? (Y/N)**
   Provide information at the time this item was completed.

3) **Sample Taken (Y/N)**
   Provide information if a wastewater sample was taken.

   A) Type of sample: A compliance sample is a sample taken for the General Permit or USCG Continuous Compliance while discharging. Process sampling occurs onboard to check that the equipment is functioning, it does not have to follow the QAPP or GP requirements. Information sampling would be for example when taking a sample without discharging for USCG or EPA. Receiving water sampling is in water sampling for the mixing zone. Priority is when the sample includes the full list of parameters such as metals and volatiles. WET (whole effluent toxicity) is sampling for biological impacts.

   B) Type of WW Sampled. Provide the type of wastewater that is being sampled- for example mixed for mixed graywater and blackwater. Receiving water is not wastewater but is taken in the mixing zone off the ship with mixed seawater and discharged wastewater.

   C) Sample ID- this is provided by the sampler. If no ID for example process sampling leave blank.

   D) Sample date, time, duration. Enter the date, approximate time sample began, and how long the sample took to complete. Provide notes in general comments if sample was delayed, taken at multiple times, or was not completed.

   E) Sample taken while discharging? (Y/N). List if ship was discharging or not.

   F) Discharge continuous or intermittent. Provide information if the discharge was while the ship was continuously discharging or if it was intermittent- such as from a tank with a level control that automatically pumps out when a level is reached.

4) **Waste Offloads (Y/N)**
   Answer Y/N, then fill in the information requested. Check that offload matches waste offload plan.

5) **Reportable Illness**
   Report Y/N if the vessel is above the CDC reportable threshold. This is 2% of passengers or crew with GI illness, but this can change for example if there is a flu pandemic. Vessels must report to the CDC.
   42 CFR §71.21 Radio report of death or illness.

   (a) The master of a ship destined for a U.S. port shall report immediately to the quarantine station at or nearest the port at which the ship will arrive, the occurrence, on board, of any death or any ill person among passengers or crew (including those who have disembarked or have been removed) during the 15-

day period preceding the date of expected arrival or during the period since departure from a U.S. port (whichever period of time is shorter).

 (c) In addition to paragraph (a) of this section, the master of a ship carrying 13 or more passengers must report by radio 24 hours before arrival the number of cases (including zero) of diarrhea in passengers and crew recorded in the ship's medical log during the current cruise. All cases of diarrhea that occur after the 24 hour report must also be reported not less than 4 hours before arrival.

6) **Scrubber in use**

   Was an exhaust gas scrubber used during the day at the time the report was made.

7) **Fuel use**

   Did the vessel switch fuels

   **Commented [WE1]:** Check on final language

8) **General Comments and Photos**

   Provide information not captured elsewhere, such as items or information of interest, specific information to address comments in observations, and photos of interest.



**Help Limit the Spread of Acute Gastroenteritis**

**Report your illness if you're sick.**
- Call the ship's medical facility as soon as possible and follow the medical staff's recommendations.

**Wash your hands often, especially after using the toilet and before eating or drinking.**

**Take care of yourself.**
- Get plenty of rest and drink plenty of water.
  - Resting helps rebuild your immune system.
  - Drinking water helps prevent dehydration.

**U.S. Department of Health and Human Services**
Centers for Disease Control and Prevention