

# MARINE INVASIVE SPECIES PROGRAM (MISP) REPORTING FORM WEB APPLICATION HELP TOPICS

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## Background

This MISP Web App allows external users to submit required reporting forms to California State Lands Commission. These reports are the Ballast Water Management Report (BWMR) and the Annual Vessel Report Form (AVRF) Users have access to previously submitted reports and the most up-to-date reporting form versions and features, making reporting fast and easy.

All vessels that arrive at California ports must submit the Ballast Water Management Report 24 hours prior to arrival at each port call in California. If a vessel's voyage is less than 24 hours, the report shall be submitted upon departure from the last port of call prior to arrival.

The Annual Vessel Report Form is required at least 24 hours in advance of the first arrival of each calendar year at a California port.

Ballast water discharge and vessel biofouling of commercial ships are the primary sources of aquatic invasive species introductions in state marine waters, with as many as 4,000 species in a single ship's tank at any given time. Once established, invasive species have enormous ecological, public health, and economic impacts.

Prevention of nonindigenous species introductions is the most effective approach to protect coastal waters. The Commission administers the Marine Invasive Species Program, which is a multi-agency program applying to vessels registering 300 gross tons or higher and intended to move California expeditiously towards elimination of nonindigenous species introductions into state waters.

For more information regarding regulations, statutes, stakeholder communications, technical advisory groups, and legislation for the Marine Invasive Species Program, visit the California State Lands Commission website: <http://www.slc.ca.gov/Programs/MISP.html>.

## How to Create an Account (Sign Up)

1. Click the **Sign In | Sign Up** button located on the home page in the upper right corner.
2. Read the CSLC Access Authorization message and click the **Continue** button.
3. On the Sign In page, click on the text **Sign up now** (under the Sign In button).

### MISP Application | California State Lands Commission

Email Address

Password [Forgot your password?](#)

**Sign in**

Don't have an account? [Sign up now](#)

4. Enter a valid email address and click the **Send Verification Code** button. NOTE: This action will send an email message to the address you indicated. The message will contain a verification code that you will need in order to continue the Sign Up process.

Email Address

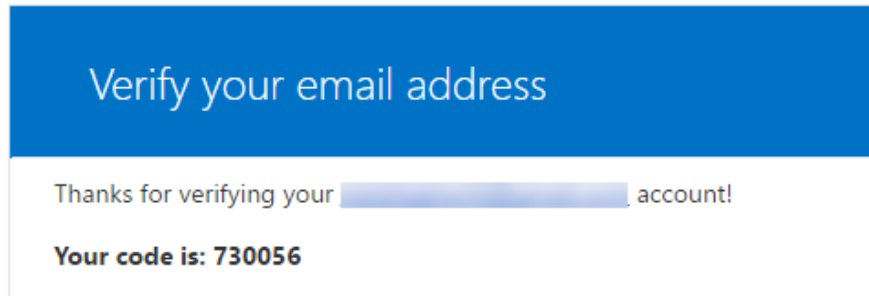
**Send verification code**

New Password

Confirm New Password

**Create** Cancel

5. Check your email Inbox for a message from MISP.



6. Copy the code and paste it into the Verification Code box on the MISP Sign Up form.
7. Click the **Verify Code** button.
8. Enter a password in the New Password box. NOTE: The password must be 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .
9. Enter the password again in the Confirm New Password box.
10. Click the **Create** button.

If the Sign Up was successful, the website will take you to the User Profile page. On the User Profile page, fill in all required information and click the **Update Profile** button.

## How to Sign In

1. Click the **Sign In | Sign Up** button located on the Home page in the upper right corner.
2. Read the CSLC Access Authorization message and click the **Continue** button.
3. Enter the email address you used to create your MISP account.
4. Enter the password associated with your MISP account.
5. Click the **Sign In** button.

Email Address

Password

[Forgot your password?](#)

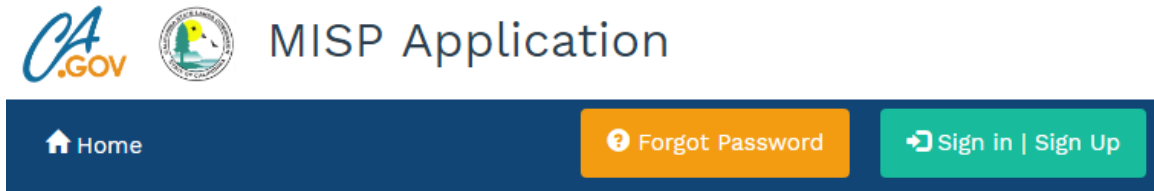
Sign in

Don't have an account? [Sign up now](#)

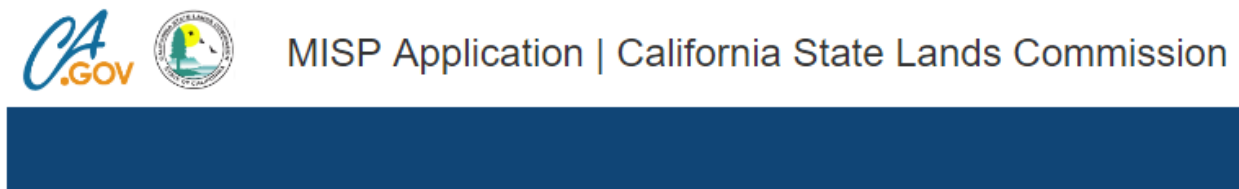
## Forgot Your Password or How to Reset Your Password

Use the following steps if you want to change your existing password, or if you forgot your password.

1. From the Home page, click the **Forgot Password** button on the main menu at the top.  
*IMPORTANT NOTE: Do not go to the Sign In | Sign Up page and click the Forgot Your Password link. Always use the Home Page button.*



2. Read the CSLC Access Authorization message and click the **Continue** button.
3. Enter the email address you used to create your MISP account.
4. Click the **Send Verification Code** button. A verification code will be sent to your Inbox.



Email Address

Send verification code

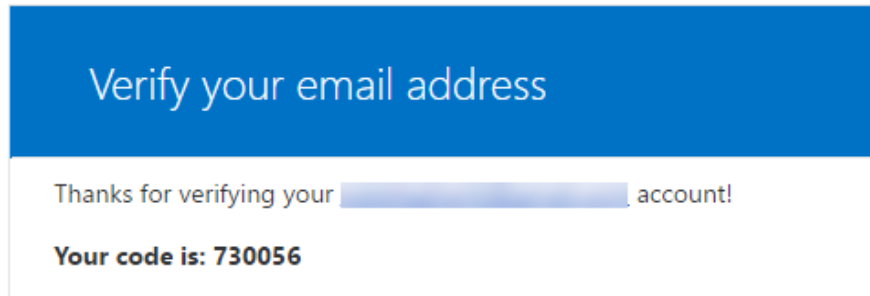
Continue

Cancel

---

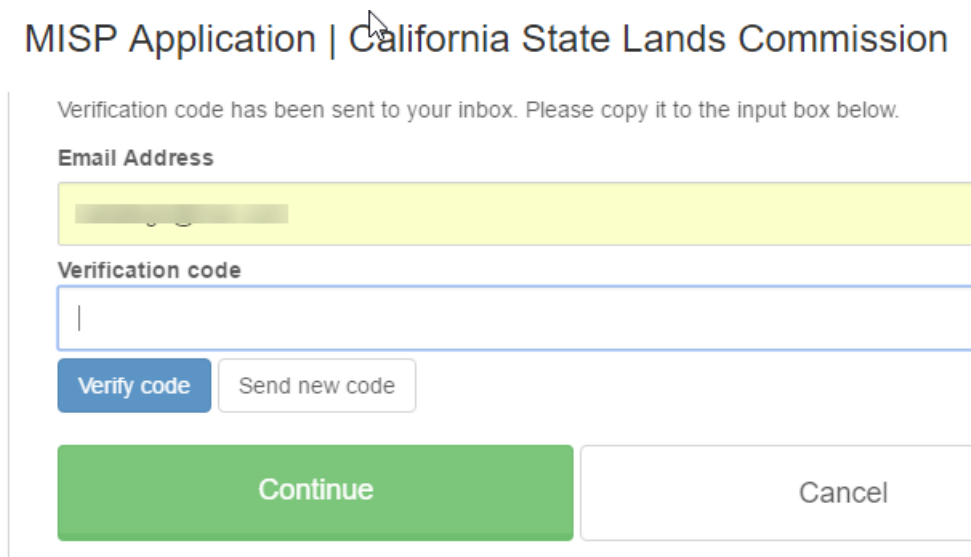
By Clicking above, you are agreeing to the MISP Terms and Conditions and Privacy Policy

5. Check your email Inbox for a message from MISP.



6. Copy the code from your email message and paste it into the Verification Code box on the MISP Sign Up form.

7. Click the **Verify Code** button.



8. If the verification was successful, click the **Continue** button.

9. Enter a password in the New Password box. NOTE: The password must be 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .

10. Enter the password again in the Confirm New Password box.

11. Click the **Continue** button.

# MISP Application | California State Lands Commission

New Password

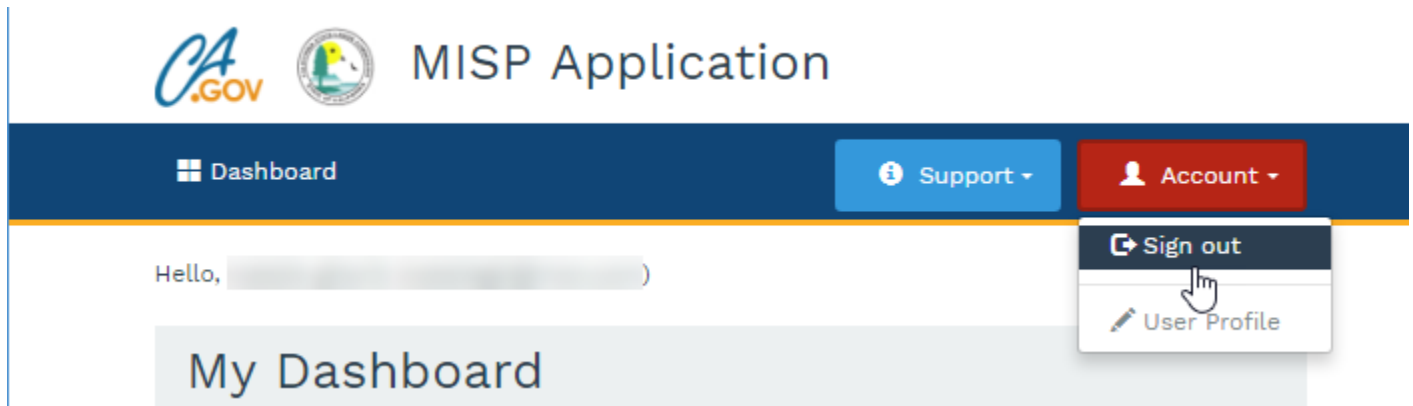
Confirm New Password

If successful, the website will take you to your Dashboard.



## How to Sign Out

1. Click the **Account** button located on the menu bar.
2. Select and click Sign Out from the pull-down menu. *CAUTION: Do NOT select Close Account, which will permanently close your account and require you to create a new account.*



## How to Edit Your Profile

1. Sign in to your account.
2. Click the **Account** button located on the menu bar.
3. Select and click User Profile from the pull-down menu.
4. Edit your profile as needed and click the **Update Profile** button when finished.

### User Profile

<b>*First Name</b>	<b>*Last Name</b>
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>
<b>*Title</b>	<b>If not on the list, please enter text</b>
<input type="text" value="Area Manager"/>	<input type="text" value="Title Text"/>
<b>*Company Name</b>	
<input type="text" value="Best Company"/>	
<b>Address Line 1</b>	
<input type="text" value="1234 Cherry Lane"/>	
<b>Address Line 2</b>	
<input type="text" value="Suite 100"/>	
<b>City</b>	
<input type="text" value="San Francisco"/>	

**State / Province / Region**

California

**ZIP**

95746

**Country**

USA ▼

**\*Office Phone Number**

1234567890 I

**Mobile Phone Number**

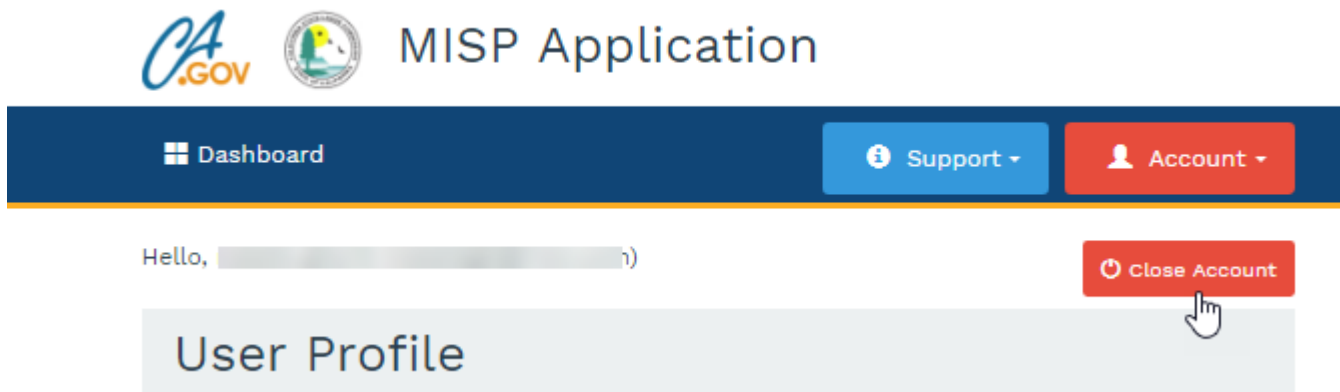
1234567890

**Update Profile**

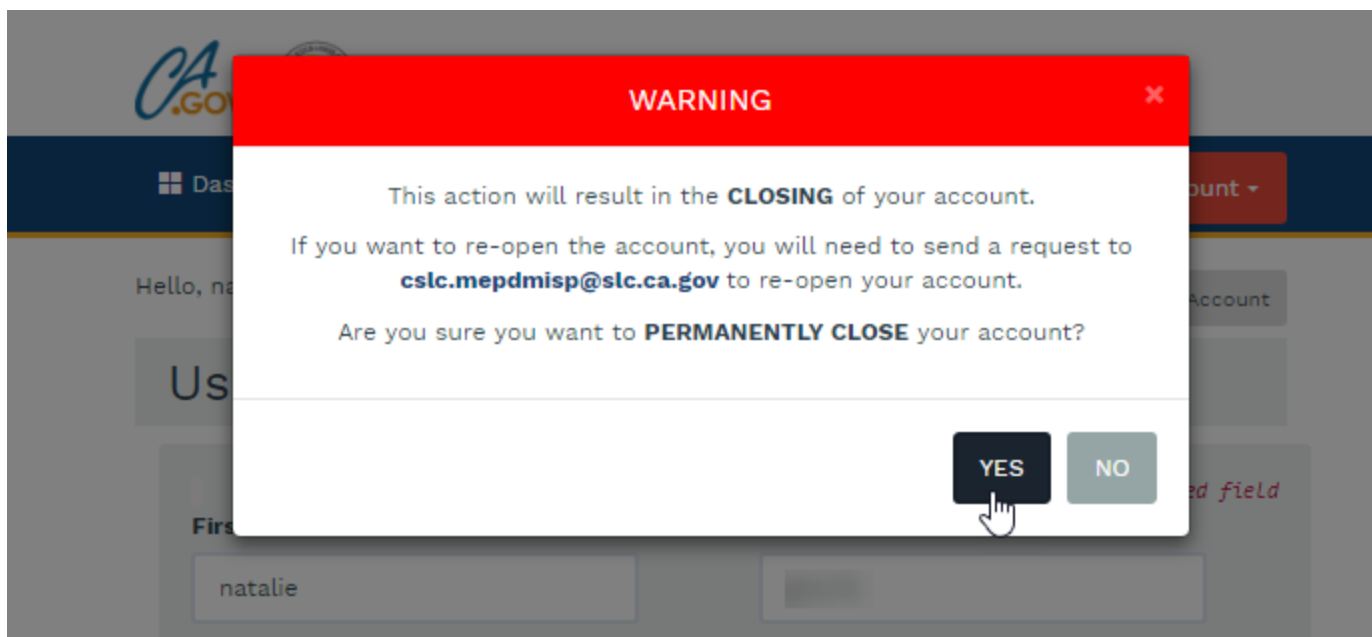
## How to Close Your Account

*NOTE: This action will permanently close your account and will require you to contact the system administrator if you wish to sign in/sign up again.*

1. Sign in to your account.
2. Click on the red **Account** button located on the menu bar.
3. Select and click **User Profile** from the pull-down menu.
4. From the User Profile page, click on the **Close Account** button.

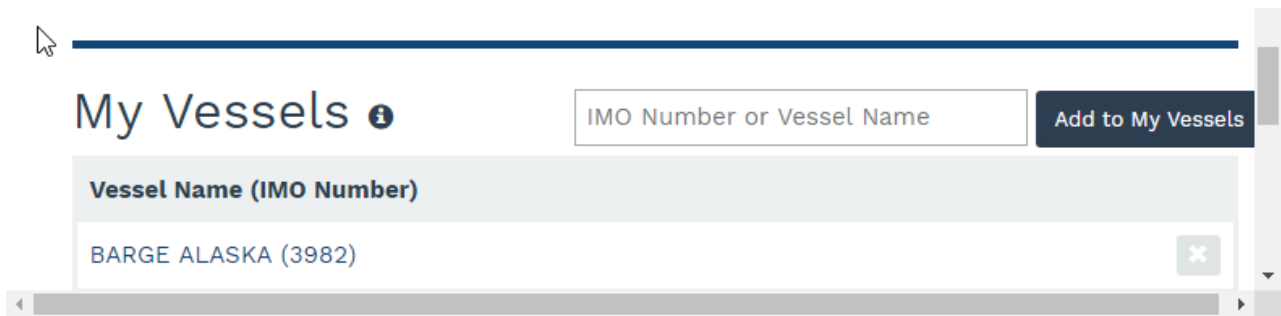


5. Read the warning message, then click on the **Yes** button to close your account.



## How to Add Vessels to “My Vessels”

1. From the Dashboard, under My Vessels, enter a valid IMO number, or a vessel name, or select a name from the list.  
To find an existing vessel name, type the first letter of the vessel into the box to activate the list.
2. Click the **Add to my Vessels** button. This action will add your vessel under My Vessels on your Dashboard.



The screenshot shows a web interface for managing vessels. At the top, there is a header "My Vessels" with an information icon. Below the header is a search box labeled "IMO Number or Vessel Name" and a dark blue button labeled "Add to My Vessels". Below the search box is a list of vessels. The first vessel in the list is "BARGE ALASKA (3982)". There is a small "x" icon to the right of the vessel name, likely for deleting it from the list. The interface has a light gray background and a dark blue header bar.

## How to Remove a Vessel from “My Vessels”

1. From the Dashboard, under My Vessels, locate the vessel name you wish you remove.
2. Hover your cursor over the gray “X” at the end of the row until it turns red, then click the red “X” to remove the vessel name from your list. *NOTE: This action will only remove the vessel from your list and not from the MISP database.*

### My Vessels

[Add to My Vessels](#)

#### Vessel Name (IMO Number)

BARGE ALASKA (3982)



LADY LOLA (1007328)



DBL 106 (1219893)



## How to View Vessel History

From the Dashboard, under My Vessels, locate the vessel name in your list and click the name or the white space within the row to view the vessel's history.

## What Is Available Under Vessel History?

Under Vessel History you will find comprehensive information and details for each vessel.

- **BWMRs:** All reports that have been submitted and approved for the vessel. This tab includes Arrival Date, Arrival Port, Last Port, and Next Port. To edit a report listed here, click the edit symbol at the end of the row under Action. A corrected report will be indicated by a "Y" in the Corrected column.
- **AVRFs:** Annual reports that have been submitted for this vessel.
- **Open Port Calls:** All voyages that have no BWMRs submitted.
- **Inspected Port Calls:** All port calls that have been inspected by the California State Lands Commission.
- **Vessel Details:** This tab includes Vessel Name, IMO Number, Country of Registry, Vessel Type, Gross Tonnage, Total Ballast Water Capacity, Number of Tanks on Ship, and Onboard BW Management System (if applicable).

## History

BWMRs	AVRFs	Open Port Calls	Inspected Port Calls	Vessel Details
-------	-------	-----------------	----------------------	----------------

<u>Arrival Date</u>	<u>Arrival Port</u>	<u>Last Port</u>	<u>Next Port</u>	<u>Corrected</u>	<u>Actions</u>
08/29/2013	San Francisco	Port Angeles(USA)	LA-LB(USA)		

## How to Start a New BWMR (Ballast Water Management Report)

1. From the Dashboard, under My Vessels, select a vessel from the list.
2. From the Vessel History page, click the **New BWMR** button.
3. In the Port Call dialog box, select an open port call from the pull-down menu, or if your port call is not listed, select Unlisted Voyage.
4. Click the **Continue** button.
5. From the Ballast Water Management Report page, enter any required vessel information that is not already filled in.
6. Click the **Save and Continue** button or the **Next** button to move through all the tabs until you arrive at the Review page.

### Ballast Water Management Report

XANADU (8307545)

The screenshot shows a multi-step form for creating a Ballast Water Management Report. At the top, there are five tabs: 1 Vessel, 2 Voyage, 3 Ballast, 4 Tanks, and 5 (partially visible). The 'Vessel' tab is active. Below the tabs, there are navigation buttons: '< Prev' and 'Next >'. The main content area is titled 'Vessel Information' and contains the following fields:

- Vessel Name** (with an information icon): A text input field containing 'XANADU'.
- IMO or Official Number** (with an information icon): A text input field containing '8307545'.
- Country of Registry** (with an information icon): A dropdown menu with 'Antigua/Barbuda' selected.
- Owner/Operator** (with an information icon): A text input field that is currently empty.
- If not on the list, please specify:** A text input field containing 'Other Owner'.



## How to Fill Out a New BWMR (Ballast Water Management Report)

### Tab 1: Vessel (Vessel Information)

1. From the Dashboard, under My Vessels, select a vessel from the list.
2. From the Vessel History page, click the **New BWMR** button.
3. Select the correct Port Call, then click the **Continue** button.
4. From the Ballast Water Management Report page, enter any required vessel information that is not already filled in.

**Vessel Name:** The name of the vessel you are creating a new report for should already be listed in this field.

**IMO or Official Number:** International Maritime Organization (IMO) number or Official Number is a unique reference for ships and for registered ship owners and management companies. This field should already be filled in.

**Country of Registry:** Choose a name from the country pull-down menu.

**Owner/Operator:** Name of registered owner(s) of the vessel.

**If not on the list, please specify:** Type a name if the owner/operator is not present in the list.

**Vessel Type:** Vessel types are listed in the pull-down menu. If the exact vessel type is not available, select "Other."

**Gross Tonnage:** Enter the Gross Tonnage of the vessel. If reporting a tug-barge combo, report total combined gross tonnage.

**Total Ballast Water Capacity:** Enter the maximum total volume of ballast water that can be carried in the vessel. If reporting a tug-barge combo, report total combined ballast water capacity.

**Number of Tanks:** Enter the total number of ballast water tanks, cargo holds, and other spaces that are used for carrying ballast water.

**Onboard BW Management System:** If the vessel is equipped with an approved BWMS, select the system from the pull-down list.

5. Click the **Save and Continue** button, or click the **Next** button.

# Ballast Water Management Report

## BARGE ALASKA (3982)

1 Vessel 2 Voyage 3 Ballast 4 Tanks < Prev Next >

### Vessel Information

**Vessel Name** ⓘ  **IMO or Official Number** ⓘ

**Country of Registry** ⓘ

**Owner/Operator** ⓘ  **If not on the list, please specify:**

**Vessel Type** ⓘ  **Gross Tonnage** ⓘ  **Total Ballast Water Capacity** ⓘ  m<sup>3</sup>

**Number of Tanks** ⓘ  **Onboard BW Management System** ⓘ

**Save and Continue**

## Tab 2: Voyage (Voyage Information)

**Arrival Port (port and state):** Enter the name of the port or place that is the destination for this voyage. Select the matching state or territory from the pull-down list.

**Berth:** Enter the berth number or name.

**Arrival Date:** Enter the date of arrival to the arrival port using this format: MM/DD/YY.

**Arrival Time:** Enter the time of arrival to the arrival port. Use military time format (for example: 0900, 0830, 2300).

**Last Port (port and country):** Enter the name of the last location at which the vessel called, either outside the US EEZ or the previous US location. Select the Country or US territory of the last port from the list.

**Next Port (port and country):** Enter the name of the next location at which the vessel plans to arrive. Select the Country or US territory of the next port from the list.

**Agent:** Enter the name of the Agent, or select the Agent from the list.

**If not on the list,** enter an Agent name.

Click the **Save and Continue** button, or click the **Next** button.

## Ballast Water Management Report

BARGE ALASKA (3982)

The screenshot shows a web form titled "Ballast Water Management Report" for "BARGE ALASKA (3982)". The form is divided into four tabs: "1 Vessel", "2 Voyage", "3 Ballast", and "4 Tanks". The "Voyage" tab is active. Below the tabs is a navigation bar with "Prev" and "Next" buttons. The main form area is titled "Voyage Information" and contains the following fields:

- Arrival Port**: A dropdown menu with a downward arrow.
- Berth**: A text input field.
- Arrival Date**: A date picker with a calendar icon.
- Arrival Time**: A text input field.
- Last Port**: A text input field with the placeholder "Last Port".
- Next Port**: A text input field with the placeholder "Next Port".
- Agent**: A dropdown menu with a downward arrow.
- If not on the list, please specify:** A text input field with the placeholder "Other Agent".

At the bottom of the form are two buttons: "Go Back" and "Save and Continue".

Tab 3: Ballast (Ballast Water Information)

**Total Ballast Water on Board & Units:** Enter the total volume of ballast water on board upon arrival into the Arrival port. Do not count potable water. If reporting a tug-barge combo, report total combined ballast water on board.

**Number of Tanks in Ballast:** Enter the total volume of ballast water tanks, cargo holds, and other spaces that are carrying ballast water upon arrival to the Arrival port.

**Number of Tanks Discharged:** Enter the total volume of ballast water tanks, cargo holds, and other spaces carrying ballast water discharged at, or en route to, the Arrival port.

**Alternative BW management conducted, per Instructions from COTP:** Check this box only if you have received specific instructions from a COTP on how to conduct an alternative BW management on one or more of the tanks discharged.

Click the **Save and Continue** button, or click the **Next** button.

## Ballast Water Management Report

BARGE ALASKA (3982)

essel > 2 Voyage > 3 Ballast > 4 Tanks > 5 Certi < Prev Next >

### Ballast Water Information

<b>Total Ballast Water on Board &amp; Units</b> i	<b>Number of Tanks in Ballast</b> i	<b>Number of Tanks Discharged</b> i
<input type="text"/> Select	<input type="text"/>	<input type="text"/>

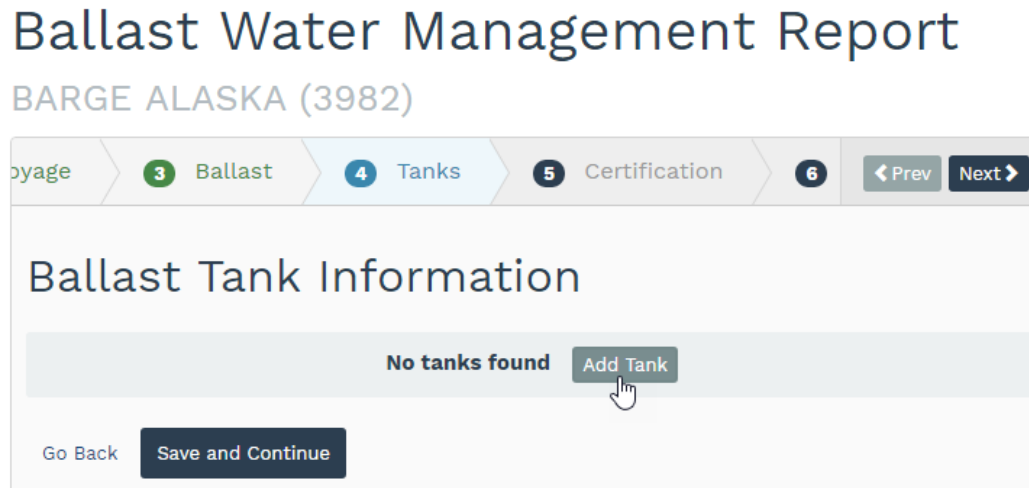
**Alternative BW management conducted, per Instructions from COTP** i

Go Back Save and Continue

## Tab 4: Tanks (Ballast Tank Information)

Individual ballast water events are to be reported separately for each ballast water tank. Ballast Water history is reported on an "Event" basis. Each BW tank is designated by its name and number, and its capacity. This tank information includes the tank's specific ballast water discharge, management and source event information. Each tank is reported in a separate block.

1. Click the **Add Tank** button to record the tanks used for discharging ballast water.



**Ballast Water Management Report**  
BARGE ALASKA (3982)

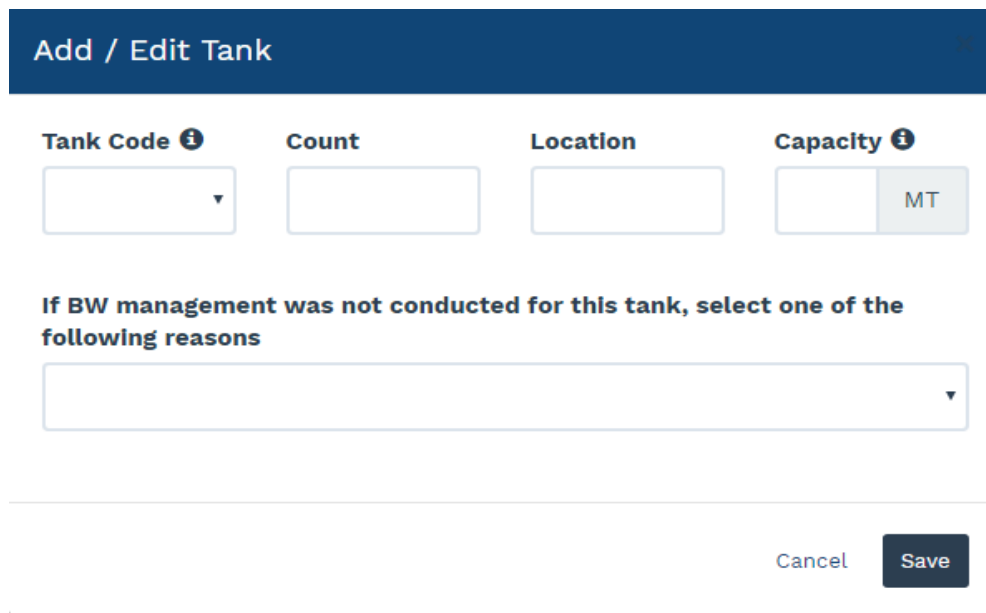
Voyage > 3 Ballast > 4 Tanks > 5 Certification > 6 < Prev Next >

### Ballast Tank Information

No tanks found [Add Tank](#)

Go Back [Save and Continue](#)

2. Enter the Tank Code, Count, Location (e.g. center, port, starboard), and Capacity (maximum volume the tank or hold can carry) in the appropriate fields.
3. If BW management was not conducted for this tank, select one of the reasons from the pull-down list.
4. Click the **Save** button.



**Add / Edit Tank**

Tank Code <sup>i</sup> Count Location Capacity <sup>i</sup>

MT

If BW management was not conducted for this tank, select one of the following reasons

Cancel [Save](#)

5. Now you can either add more tanks or add an Event to your existing tank(s).
6. Click the **Add Event** button to add one or more Events for each tank.

## Ballast Water Management Report

BARGE ALASKA (3982)

oyage > 3 Ballast > 4 Tanks > 5 Certification > 6 < Prev Next >

### Ballast Tank Information

Add Tank

**Tank:** CH 1 aft [Edit] [Print] [Close]

**Capacity:** 2 MT

**BW management not conducted reason:**

No events found Add Event

Go Back Save and Continue

7. Fill in all fields on the Add / Edit Event dialog box:

**EVENT:** Select an Event from the pull-down list.

**DATE:** Enter the Date of the Event.

**VOLUME:** Enter the Volume of ballast water for the Event.

8. Based on Event selected, select Port **or** specify the required Latitude/Longitude values.

**PORT:** Type the name of the port, then select the name from the pull-down list (latitude and longitude are not required if Port is selected).

**LATITUDE** and **LONGITUDE:** If the Event did not take place at a port, enter the starting and ending Latitude and Longitude of the Event.

The acceptable format is “Degree Minutes(.Decimal) Direction”:

Degree is MANDATORY

Latitude must be between 0-90

Longitude must be between 0-180

Minutes is MANDATORY

Decimal is OPTIONAL

Direction is MANDATORY

- Latitude must be either N or S
- Longitude must be either E or W

Examples of good formats:

- 41 25.5N / 165 51.8E
- 41 25.5 N / 165 51.8 E (space before Direction is OK)
- 25 59N / 121 24W (Decimal is optional)

*Examples of bad formats:*

- *141 25.5N / 165 51.8E (latitude Degrees not between 0-90)*
- *25 59E / 121 24N (direction values not correct for Latitude or Longitude)*
- *25S / 44 2E (Latitude is missing Minutes values)*

9. Click the **Save** button or **Save and Add Another Event**.

10. Repeat this process until each tank's events have been recorded.

### Add / Edit Event

**Event** ⓘ **Date** ⓘ **Volume** ⓘ

MT

Based on **Event** selected, either select a **Port** or specify the required **Lat/Long** values.

Select either this:

**Port** ⓘ

or this:

<b>Starting Latitude</b>	<b>Starting Longitude</b>
<input type="text"/> ex: 15 55.4N	<input type="text"/> ex: 15 55.4E
<b>Ending Latitude</b>	<b>Ending Longitude</b>
<input type="text"/> ex: 15 55.4N	<input type="text"/> ex: 15 55.4E

Cancel **Save** **Save and Add Another Event**

## Tab 5: Certification (Certification of Accurate Information)

1. Type the **First Name** and **Last Name** of the individual responsible for the information provided on this form.
2. Select the **Title** of the individual from the pull-down list.
3. **Submitted By:** Type the name of the person submitting the report.
4. **Contact Information:** Provide the email address and/or phone number of the contact person for this report.
5. Check the box to attest to the accuracy of the information provided.
6. Click the **Save and Continue** button.

# Ballast Water Management Report

BARGE ALASKA (3982)

The screenshot shows a web form titled "Ballast Water Management Report" for "BARGE ALASKA (3982)". The form is part of a multi-step process, with the current step being "5 Certification". The navigation bar at the top shows steps 3 (Ballast), 4 (Tanks), 5 (Certification), and 6 (Review), along with "Prev" and "Next" buttons. The main form area is titled "Certification of Accurate Information" and contains the following fields:

- First Name** (text input)
- Last Name** (text input)
- Title** (pull-down menu)
- Submitted By** (text input)
- Contact Information** (text input)

Below the input fields, there is a checkbox with the text: "I attest to the accuracy of the information provided and that the activities were in accordance with the ballast water management plan required by CFR 151.2050(g)." An information icon is present next to the text.

At the bottom of the form, there are two buttons: "Go Back" and "Save and Continue".



## Tab 6: Review

1. Ensure the accuracy of all information before clicking the **Submit for Review** button.

### BARGE ALASKA (3982)

3 Ballast   4 Tanks   5 Certification   6 Review   < Prev   Next >

## Review

Print Form ⓘ

#### Vessel Information ✎

Vessel Name	BARGE ALASKA
IMO or Official Number	3982
Country of Registry	USA
Owner/Operator	F.A. DETJEN
* Other Vessel Owner	
Type	Unmanned Barge
Gross Tonnage	10
Total Ballast Water Capacity	5 MT
Number of Tank	5
Onboard BW Management System	

#### Voyage Information ✎

Arrival Port (Berth)	Carpinteria (10)
Arrival Date (Time)	05/19/2017 (1500)
Last Port	Anacortes-USA
Next Port	Denmark-Denmark

2. After submitting for review, the vessel will appear on your Dashboard in the list of vessels under My Work, with the status “Submitted for Review.”


## My Work ⓘ

Form	Vessel	Arrival Port	Arrival Date	Status	Actions
BWMR	BARGE ALASKA (3982)	Carquinez	05/02/2017	Submitted for Review	


## How to Fill Out a New AVRF (Annual Vessel Reporting Form)


1. From the **Dashboard**, ensure that the vessel you want to submit for is listed under **My Vessels**. If not, type the vessel name or IMO number into the **Search Vessels** field, select the correct vessel, and click on the **Add to My Vessels**.
2. Select the vessel from the **My Vessels** list.

My Dashboard

My Work (Total = 0) Click on the row: to EDIT a SAVED/REJECTED report, or to VIEW a SUBMITTED report 

Form	Vessel	Arrival Port	Arrival Date	Status	Actions
------	--------	--------------	--------------	--------	---------

Search Vessels   [Add to My Vessels](#)

My Vessels (Total = 0) Click on the row: to VIEW Vessel History 


Your vessel list is empty.

To add a vessel to "My Vessels":

1. Start typing the vessel name or IMO number into the field to activate the search.


3. From the **Vessel History** page, click the **Create New AVRF** button.

Vessel History **Test Vessel (1234567)** [Create New BWMR !\[\]\(ba2c4e6e9b3030a64b1f3354486d6c9a\_img.jpg\)](#) [Create New AVRF !\[\]\(0363fbe6789abdbb08e06be2f5f3d58f\_img.jpg\)](#)

Search for another vessel   [GO TO VESSEL HISTORY](#)

[BWMRs](#) [AVRFs](#) [Open Port Calls](#) [Inspected Port Calls](#) [Vessel Details](#)

BWMR: Total = 0

Arrival Date	Arrival Port	Last Port	Next Port	 AMEND	Actions
--------------	--------------	-----------	-----------	---	---------

Tab 1: Responsible Officer Name & Reporting Year

1. Select the Reporting Year (Note: **Only one AVRF per year can be reported per vessel**).
2. Enter the Officer First Name, Last Name, and Title.
3. Enter Submit Date (DD/MM/YYYY).

## Annual Vessel Reporting Form


POLAR COD (9334557) \* date format: DD/MM/YYYY

---

1234567891011121314-17Review

---

**#1 Responsible Officer Name & Reporting Year:**

**Reporting Year** 

This field is required.

Only one AVRF per year can be reported per vessel.  
AVRF Reported Year(s) for this vessel include:  
**2019, 2017**

---

**Officer First Name**

  
First name is required


**Officer Last Name**

  
Last name is required

**Officer Title**

  
Title is required

---

**Submit Date (DD/MM/YYYY)** 

Make sure DATE is not in the FUTURE, or make sure DATE format(DD/MM/YYYY) is correct, or DATE has a valid value

---

Tab 2: Since delivery, has this vessel ever been removed from the water for maintenance?

Check the appropriate box to indicate whether, since delivery, the vessel has ever been removed from the water for maintenance.

- If, “**YES**”, enter the date (DD/MM/YYYY) and location for the most recent out-of-water maintenance period.

Annual Vessel Reporting Form ⓘ

POLAR COD (9334557) \* date format: DD/MM/YYYY

1 2 3 4 5 6 7 8 9 10 11 12 13 14-17 Review

#2 Since delivery, has this vessel ever been removed from the water for maintenance?

Yes  
 No

If YES, enter the date and location of the most recent out-of-water maintenance.

Last date out of water (DD/MM/YYYY) ⓘ

Last date out of water is required

Select either Port or Latitude/Longitude

Port ⓘ  Port is required If Port not found, please specify ⓘ

Latitude (N/S)  Longitude (E/W)

Go Back Save & Continue

- If, “**NO**”, enter the vessel’s delivery date (DD/MM/YYYY) and the location where the vessel was built.

# Annual Vessel Reporting Form ⓘ

POLAR COD (9334557)

\* date format: DD/MM/YYYY

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14-17
- Review

#2 Since delivery, has this vessel ever been removed from the water for maintenance?

- Yes
- No

If NO, enter the delivery date and location where the vessel was built.

Delivery Date (DD/MM/YYYY) ⓘ

Delivery date is required

Select either Port or Latitude/Longitude

Port ⓘ

Port is required

If Port not found, please specify ⓘ

Latitude (N/S)

Longitude (E/W)

[Go Back](#)

Save & Continue

**Tab 3:** Were the submerged portions of the vessel coated with an anti-fouling treatment or coating during the out-of-water maintenance or shipbuilding process listed in question #2?

- If **“YES, full coat applied”**, move on to Question 4.
- If **“YES, partial coat”**, list the completion date of the most recent full coat application of an anti-fouling treatment/coating.
- If **“NO coat applied”**, list the completion date of the most recent full coat application of an anti-fouling treatment/coating.

## Annual Vessel Reporting Form

\* date format: DD/MM/YYYY

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1	2	3	4	5	6	7	8	9	10	11	12	13	14-17	Review
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**#3** Were the submerged portions of the vessel coated with an anti-fouling treatment or coating during the out-of-water maintenance or shipbuilding process listed in question #2?

Yes, full coat applied  
 Yes, partial coat applied  
 No coat applied

---

[Go Back](#) [Save & Continue](#)

**Tab 4:** For the most recent full coat application of anti-fouling treatment, what type of anti-fouling treatment was applied and to which specific sections of the submerged portion of the vessel was it applied? List information for each anti-fouling treatment/coating if more than one was applied.

The screenshot shows a web form interface for question #4. At the top, there is a navigation bar with buttons numbered 1 through 17, and a 'Review' button. The question text is: "#4 For the most recent full coat application of anti-fouling treatment, what type of anti-fouling treatment was applied and to which specific sections of the submerged portion of the vessel was it applied?". Below the question, there are two red instructions: "1. 'Product Name': It is required to select at least one Product name." and "2. 'Applied on': It is required to select at least one of the 'applied on' locations for the selected product." The form includes a search box for 'Product Name' (displaying 10 of 54 matches) and a text input for 'Other Manufacturer/Model' if the product is not on the list. Underneath, there is a section titled 'Applied on (check all that apply)' with a grid of checkboxes for various vessel parts: Hull Sides, Sea Chest Gratings, Previous Docking Blocks, Bilge Keels, Hull Bottom, Propeller, Thrusters, Sea Chest, Rope Guard/Propeller Shaft, and Rudder.

**Tab 5:** Were the sea chests inspected and/or cleaned during the out-of-water maintenance listed on question #4? If no out-of-water maintenance since delivery, select Not Applicable. (Check all that apply).

The screenshot shows a web form interface for question #5. At the top, it says 'Annual Vessel Reporting Form' with an information icon and a date format note: '\* date format: DD/MM/YYYY'. Below this is a navigation bar with buttons numbered 1 through 17, and a 'Review' button. The question text is: "#5 Were the sea chests inspected and/or cleaned during the out-of-water maintenance listed on question #4? If no out-of-water maintenance since delivery, select Not Applicable. (Check all that apply)". The form contains four checkboxes: 'Yes, sea chests inspected', 'Yes, sea chests cleaned', 'No, sea chests not inspected or cleaned', and 'Not Applicable'. A red instruction below the checkboxes says 'Select at least one option'. At the bottom left, there are two buttons: 'Go Back' and 'Save & Continue'.

## Tab 6: Are Marine Growth Protection Systems (MGPS) installed in the sea chest(s) and/or sea strainer(s)?

- If “YES” list the Manufacturer and Model.
- If “YES” indicate if MGPS is installed in sea chests or sea strainers (or both).
- If “NO” move on to Question 7.

### Annual Vessel Reporting Form


\* date format: DD/MM/YYYY

1234567891011121314-17Review

#### #6 Are Marine Growth Protection Systems (MGPS) installed in the sea chest(s) and/or sea strainer(s)?

Yes  
 No

**Manufacturer / Model**

**If not on the list, please specify:** 

Manufacturer / Model is required

**If YES, MGPS installed in (check all that apply):**

Sea Chest(s)  
 Sea Strainer(s)

Select at least one\*

[Go Back](#)Save & Continue



**Tab 7:** Has the vessel undergone in-water cleaning to the submerged portions of the vessel since the last out-of-water maintenance period? In-water cleaning does not include cleaning carried out during out-of-water maintenance but does include cleaning carried out during the Underwater Inspection in Lieu of Dry-Docking (UWILD). For this question, out-of-water maintenance includes the shipbuilding process.

- If **“YES”**, provide the date, location and the vendor that conducted the most recent in-water cleaning (do not include cleaning performed during out-of-water maintenance period). Check the sections that were cleaned (all that apply). Check the appropriate cleaning method (divers, a robotic system, or both).
- If **“NO”**, go to Question 8.

## Annual Vessel Reporting Form ?

\* date format: DD/MM/YYYY

1	2	3	4	5	6	<b>7</b>	8	9	10	11	12	13	14-17	Review
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**#7 Has the vessel undergone in-water cleaning to the submerged portions of the vessel since the last out-of-water maintenance period?**

Yes

No

---

[Go Back](#) [Save & Continue](#)

**Tab 8:** Has the propeller been polished since the last out-of-water maintenance (including shipbuilding process) or in-water cleaning?

- If **“YES”** list the date of the most recent propeller polishing.
- If **“NO”** go to Question 9.

The screenshot shows the 'Annual Vessel Reporting Form' interface. At the top, the title 'Annual Vessel Reporting Form' is displayed with an information icon. A note on the right indicates '\* date format: DD/MM/YYYY'. Below the title is a navigation bar with buttons for questions 1 through 13, 14-17, and a 'Review' button. Question 8 is currently selected and highlighted. The question text is: '#8 Has the propeller been polished since the last out-of-water maintenance (including shipbuilding process) or in-water cleaning?'. Below the question are two radio button options: 'Yes' and 'No'. A red instruction reads 'Select Yes or No.'. At the bottom of the form, there are two buttons: 'Go Back' and 'Save & Continue'.

**Tab 9:** Are the anchor and anchor chains rinsed during retrieval? Check the appropriate box.

The screenshot shows the 'Annual Vessel Reporting Form' interface. At the top, the title 'Annual Vessel Reporting Form' is displayed with an information icon. A note on the right indicates '\* date format: DD/MM/YYYY'. Below the title is a navigation bar with buttons for questions 1 through 13, 14-17, and a 'Review' button. Question 9 is currently selected and highlighted. The question text is: '#9 Are the anchor and anchor chains rinsed during retrieval?'. Below the question are two radio button options: 'Yes' and 'No'. At the bottom of the form, there are two buttons: 'Go Back' and 'Save & Continue'.

**Tab 10:** Over the past four months, list the average speed (knots) the vessel traveled and the average length of time (either hours or days) the vessel spent in any given port.

## Annual Vessel Reporting Form

*\* date format: DD/MM/YYYY*

1 2 3 4 5 6 7 8 9 **10** 11 12 13 14-17 **Review**

**#10 List the following information for this vessel averaged over the last four months:**

**Average Voyage Speed (Knots)**  
  
**Voyage speed is required.**

**Average Port Residency Time**  
  
**Post residency time is required.**

**Average time unit (Hours or Days)**  
 Hours  
 Days  
**Vessel Average time unit is required**

[Go Back](#) **Save & Continue**

**Tab 11:** Since the hull was last cleaned (out-of-water or in-water), has the vessel visited:

- a. Freshwater ports (specific gravity of less than 1.005)
- b. Tropical ports (latitudes 23.5° S and 23.5° N)
- c. Panama Canal - If **“YES”**, list how many times.

## Annual Vessel Reporting Form ?

\* date format: DD/MM/YYYY

1	2	3	4	5	6	7	8	9	10	<b>11</b>	12	13	14-17	Review
---	---	---	---	---	---	---	---	---	----	-----------	----	----	-------	--------

**#11 Since the hull was last cleaned (out-of-water or in-water), has the vessel visited:**

**a. Fresh water ports (Specific gravity of less than 1.005)?**

Yes  
 No  
**Select Yes or No**

**b. Tropical ports (between 23.50° S and 23.50° N latitude)?**

Yes  
 No  
**Select Yes or No**

**c. Panama Canal?**

Yes  
 No  
**Select Yes or No**

[Go Back](#) Save & Continue

**Tab 12:** Starting with the most recent port, list the last 10 ports visited by the vessel in the order they were visited. Provide the port or place, country and the arrival and departure dates. If the vessel follows a regular route, visiting the same ports routinely, check the box and list the information for the most recently completed route.

NOTE: You do not have to use all ten spaces if the regular route involves less than 10 ports.

To enter ports and arrival and departure dates, select **Add Visited Port** button.

## Annual Vessel Reporting Form ?

\* date format: DD/MM/YYYY

1 2 3 4 5 6 7 8 9 10 11 **12** 13 14-17 **Review**

**#12 List the previous 10 ports visited by this vessel in the order they were visited (start with the most recent). You do not have to include 10 ports if the vessel has a regular route that involves less than 10 ports.**

Check if the vessel visits the same ports on regular route. **Add Visited Port**

### Visited Ports ?

*(Total ports: 0/10)*

Arrival Date	Departure Date	Port or Position	Edit/Delete
<b>Visited Port is required</b>			

[Go Back](#) **Save & Continue**

A **Port Visit (Tab #12)** pop-up window will appear. Enter the port, arrival date, and departure date for each port. After each port information, select **Save and Add Another Visit** to continue adding ports. Once all ports are entered, select **Save**.

**Port Visit (Tab #12)**

Select either Port or Latitude/Longitude

**Port** ⓘ

Search for Port...

**If Port not found, please specify** ⓘ

Enter Port and Country ...

--- or ---

**Latitude (N/S)**

ex: 15 55.4N/S

**Longitude (E/W)**

ex: 15 55.4E/W

**Arrival Date (DD/MM/YYYY)** ⓘ

**Tab 13:** Since the most recent hull cleaning (out-of-water or in-water) or delivery, has the vessel spent 10 or more consecutive days in any single location (Do not include the time out-of-water or during in-water cleaning).

- If “YES” list all the occurrences where the vessel spent 10 or more consecutive days in a single location.
- If “NO” enter the information for the single longest amount of time the vessel has spent in a single location.

## Annual Vessel Reporting Form ⓘ

\* date format: DD/MM/YYYY

1	2	3	4	5	6	7	8	9	10	11	12	13	14-17	Review
---	---	---	---	---	---	---	---	---	----	----	----	----	-------	--------

**#13** Since the most recent hull cleaning (out-of-water or in-water) or delivery, has the vessel spent 10 or more consecutive days in any single location (Do not include the time out-of-water or during in-water cleaning).

Yes  
 No

Select Yes or No

[Go Back](#)

## Tab 14-17: Does the vessel have a ballast water treatment system installed?

- If **“YES”** provide the system manufacturer or company, product name, model number and the date the system was commissioned. This date should be when the system was determined to be ready for active service including (1) Functionally ready for use, and (2) Has received all applicable use approvals.
- If Treatment System not installed, check **“NO”** and click Save & Continue.

The screenshot shows a web interface for the 'Annual Vessel Reporting Form'. At the top, there is a title bar with the text 'Annual Vessel Reporting Form' and an information icon. Below the title bar is a navigation bar with tabs numbered 1 through 13, followed by '14-17' (which is highlighted) and a 'Review' button. The main content area contains a question: '#14 - #17 Does the vessel have a ballast water treatment system installed?'. Below the question are two radio button options: 'Yes' and 'No'. A red instruction text reads 'Select Yes or No'. At the bottom of the form, there are two buttons: 'Go Back' and 'Save & Continue'.

## Tab 15: Has the installed ballast water treatment system been used to treat ballast water in the last 12 months? If “YES” list the number of times.

The screenshot shows a dialog box titled 'Add Treatment System'. At the top, there is a navigation bar with tabs numbered 14, 15 (which is highlighted), 16, and 17. The main content area contains a question: '#15 Has the installed ballast water treatment system been used to treat ballast water in the last 12 months?'. Below the question are two radio button options: 'Yes' and 'No'. A red instruction text reads 'Select Yes or No'. At the bottom of the dialog, there are three buttons: 'Back', 'Next', and 'Cancel'.



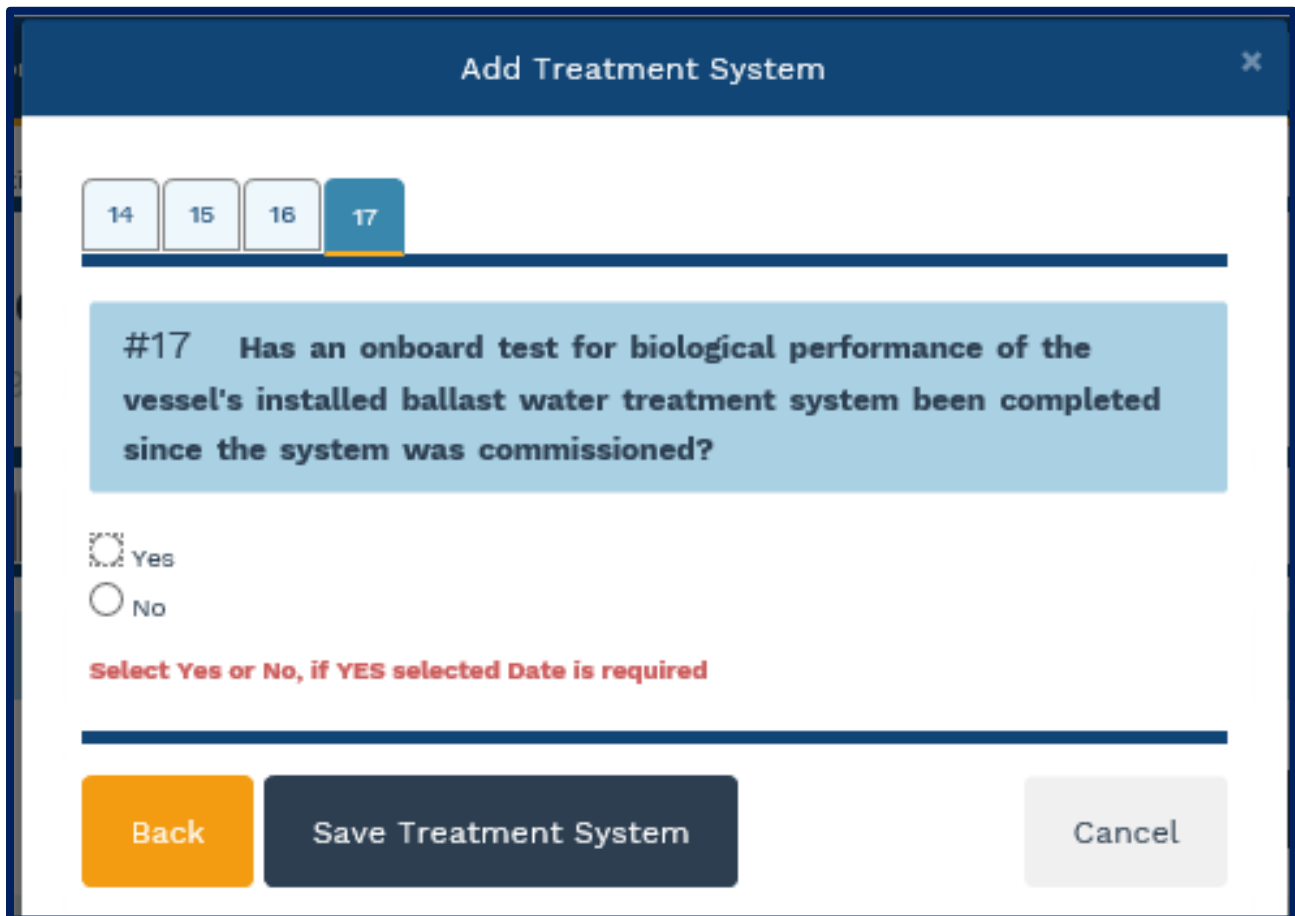
**Tab 16:** Has the installed ballast water treatment system malfunctioned in the last 12 months?

- If “YES” provide the date of the most recent malfunction, describe the malfunction including the type of malfunction (e.g., software, chemical, operational, plumbing). Describe all repairs that were completed as a result of each malfunction.
- If “NO” move on to Question 17.

The screenshot shows a web form titled "Add Treatment System" with a close button (X) in the top right corner. At the top, there are four numbered tabs: 14, 15, 16, and 17. Tab 16 is selected and highlighted with an orange underline. Below the tabs, a light blue box contains the question: "#16 Has the installed ballast water treatment system malfunctioned in the last 12 months?". Underneath the question are two radio button options: "Yes" and "No". Below the radio buttons, the text "Select Yes or No" is displayed in red. At the bottom of the form, there are three buttons: "Back" and "Next" are orange, and "Cancel" is light gray.

**Tab 17:** Has an onboard test for biological performance of the vessel's installed ballast water treatment system been completed since the system was commissioned?

- If **“YES”** list the dates of the test since the system was installed.
- If **“NO”**, this is the end of the report.



The screenshot shows a web form titled "Add Treatment System" with a close button (X) in the top right corner. At the top, there are four tabs labeled 14, 15, 16, and 17. Tab 17 is selected and highlighted with a blue underline. Below the tabs, a light blue box contains the question: "#17 Has an onboard test for biological performance of the vessel's installed ballast water treatment system been completed since the system was commissioned?". Below the question, there are two radio button options: "Yes" and "No". Below the radio buttons, a red text instruction reads: "Select Yes or No, if YES selected Date is required". At the bottom of the form, there are three buttons: "Back" (orange), "Save Treatment System" (dark blue), and "Cancel" (light gray).

Click Save Treatment System button.


### Tab: Review

1. Ensure the accuracy of all the information before clicking the SUBMIT button.
2. After submitting the report, the AVRF will appear on your Dashboard in the list of vessels under My Work, with the status “Submitted”.

## How to Edit and Complete an Incomplete BWMR and AVRF

1. From the Dashboard, under My Work, click on a vessel name in your list that shows a status of “Saved.”

### My Work

Form	Vessel	Arrival Port	Arrival Date	Status	Actions
BWMR	BARGE ALASKA (3982)	Carquinez	05/02/2017	Submitted for Review	
BWMR	CARNIVAL LEGEND (9224726)			Saved	

2. From either Ballast Water Management Report page or Annual Vessel Report Form page, continue filling out the incomplete fields on each tab in the report. NOTE: You cannot move to the next tab until all required fields on the current tab are complete.
3. You can Edit and Save your report, or you can complete all fields in each tab and submit your report.

## How Reports Get Added to “My Work,” and What is Listed under “My Work”




Any report associated with your account that has been started and saved, rejected, or submitted for review will be listed under My Work on the Dashboard. The Status column under My Work will indicate the current status of your reports.

A “**Saved**” status indicates that the report has not been completed. You can select and edit the saved report as appropriate. You can also delete a saved report.

A “**Submitted for Review**” status indicates that the report has been completed and submitted to the California State Lands Commission for review. At the time of submittal, a confirmation email is sent to the email address associated with your MISP account. You cannot edit or delete a submitted report.

A “**Rejected**” status indicates that the report has been submitted to the California State Lands Commission for review and was rejected. You can edit and correct a rejected report, and re-submit for review. You can also delete a rejected report.


### My Work

Form	Vessel	Arrival Port	Arrival Date	Status	Actions
BWMR	BARGE ALASKA (3982)	Carquinez	05/02/2017	Rejected	
BWMR	CARNIVAL LEGEND (9224726)		06/01/2017	Saved	
BWMR	BARGE ALASKA (3982)	Carpinteria	05/19/2017	Saved	
BWMR	LADY LOLA (1007328)	San Francisco	08/29/2013	Submitted for Review	

## How to Delete Items from “My Work”

1. To delete an item from My Work, move your cursor over the row with the vessel name you wish to remove.
2. Hover your cursor over the gray “X” until it turns red, then click the red “X.”

### My Work

Form	Vessel	Arrival Port	Arrival Date	Status	Actions
BWMR	BARGE ALASKA (3982)	Carquinez	05/02/2017	Submitted for Review	
BWMR	CARNIVAL LEGEND (9224726)			Saved	

3. When the Alert box appears, click the **Yes** button if you wish to remove the item, or click the **No** button if you want to cancel this action.

**ALERT** ✕

Are you sure you want to delete this report?


---

## What to do After Your BWMR or AVRF is Rejected

A report will be rejected if information in the report is incorrect. You will be notified via email if your report has been rejected, and the reason for the rejection should be detailed in the email message.

A rejected report will also be listed under My Work with that status “Rejected.”

### My Work

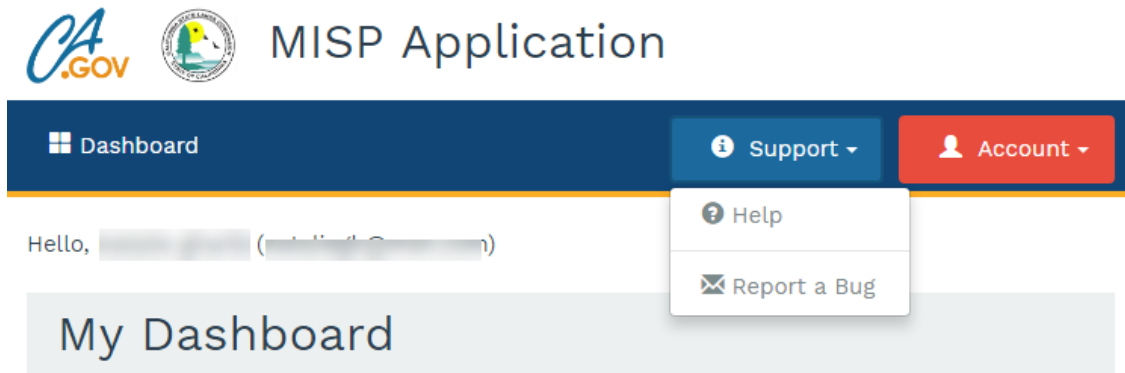
Form	Vessel	Arrival Port	Arrival Date	Status	Actions
BWMR	BARGE ALASKA (3982)	Carquinez	05/02/2017	Rejected	

You have two choices when a report is rejected:

1. You can open the rejected report and correct the information and re-submit the report for review.
2. You can delete the report from My Work and start a new report.

## How to Report a Bug

1. To report a bug, or to report a problem with this application or its functionality, click the blue **Support** button on the main menu at the top of any page.
2. Select “Report a Bug” from the pull-down menu to read the instructions.



Send your “bug report” to the following email address: [misp-bug@the-mcorp.com](mailto:misp-bug@the-mcorp.com). If possible, list or describe the steps to reproduce the bug.