



Office of  
Deputy Commissioner  
of Maritime Affairs

# THE REPUBLIC OF LIBERIA

## LIBERIA MARITIME AUTHORITY

22980 Indian Creek Drive,  
Suite 200  
Dulles, Virginia 20166, USA  
Tel: +1 703 790 3434  
Fax: +1 703 790 5655  
Email: [regsandstandards@liscr.com](mailto:regsandstandards@liscr.com)  
Web: [www.liscr.com](http://www.liscr.com)

**17 April 2025**

### **Marine Advisory: 10/2025**

**Subject: Guidance on recording “final total quantity retained” in the Ballast Water Record Book (BWRB)**

**References:** (a) [BWM.2/Circ.80/Rev.1](#)  
(b) Liberian BWRB (RLM-124/Rev 2025)  
(c) [Resolution MEPC 369\(80\)](#)  
(d) [Marine Notice POL-014](#)  
(e) [Marine Advisory: 30/2024](#)

**To: Shipowners/Operators/Inspectors/Masters**

#### **Purpose**

The purpose of this Marine Advisory is to provide guidance to shipowners, operators, inspectors and masters on recording “final total quantity retained” as referenced in the Ballast Water Record Book (BWRB).

#### **Background**

Regulation B-2 of the BWM Convention requires that a ship shall have onboard a BWRB which shall at least contain the information specified in appendix II to the Convention (Form of Ballast Water Record Book).

[BWM.2/Circ.80/Rev.1](#) and Liberian BWRB (RLM-124/Rev 2025) use the term “final total quantity retained” or “final quantity retained” for making certain entries in the BWRB.

#### **Guidance**

The “final total quantity retained” or “final quantity retained”, where required to be entered in the BWRB, refers to the final total quantity (in cubic meters) of ballast water on board in all tanks, and not the quantity in individual tanks. Please refer to the examples in the Appendix of the Marine Advisory.

Questions regarding this guidance should be referred to [regsandstandards@liscr.com](mailto:regsandstandards@liscr.com) or telephone +1-703-790-3434.

\* \* \* \* \*

## Appendix

### Example 1: When ballast water is taken on board (ballasting operation) – at port

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
03-MAR-2025	A	1	Start - 1000 hrs (UTC) (hhmm SMT) on 02-MAR-2025 at UN/LOCODE or port name or Lat/Long
		2	Completion - 0800 hrs (UTC) (hhmm SMT) on 03-MAR-2025 at UN/LOCODE or port name or Lat/Long
		3	4P, 4S, 5P and 5S BW tanks
		4	Uptake 4000 m3. Final quantity retained: 4900 m3
		5	Yes. Ballasting as per BWMP for D-2 compliance
		6	Approved BWMS
			Signed----- Name----- Rank-----

### Example 2: When ballast water is discharged into the port (aquatic environment)

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
03-MAR-2025	B	1	Start - 11:00 hrs (UTC) (hhmm SMT) at UN/LOCODE or port name
		2	Completion - 1900 hrs (UTC) (hhmm SMT) at UN/LOCODE or port name
		3	2P, 2S, 4P and 4S BW tanks
		4	Discharged 3600 m3. Final quantity retained: 800 m3
		5	Yes. Deballasting as per BWMP for D-2 compliance
		6	Approved BWMS
			Signed----- Name----- Rank-----

**Example 3: Whenever ballast water is exchanged (without any treatment)**

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
03-MAR-2025	C	1.1	Start - 0600 hrs (UTC) (hhmm SMT) at Lat /Long
		1.2	Completion - 1600 hrs (UTC) (hhmm SMT) at Lat /Long
		1.3	Minimum distance 650 nm and minimum depth 5000 metres
		1.4	Yes. Sequential method as approved in the BWMP
		1.5	3P, 3S, 4P, 4S, 5P and 5S
		1.6	Exchanged 5600 m3. Final total quantity retained 5600 m3
		1.7	None
			Signed----- Name-----Rank-----

**Example 4: Uptake of ballast water from a port-based or reception facility**

Date	Code (letter)	Item (number)	Record of operations/signature of officer in charge
03-MAR-2025	D	1	Start - 1100 hrs (UTC) (hhmm SMT) from "facility / terminal name" at the Port of (insert UN/LOCODE)
		2	Completion - 2000 hrs (UTC) (hhmm SMT)
		3	Uptake
		4	2DB(P), 2DB(S), 4TST (P), 4TST (S) and Aft Peak Tank
		5	7200 m3. Final quantity retained 7200 m3
		6	Yes. Treated ballast water intake as per BWMP
		7	None.
			Signed----- Name-----Rank-----