



Office of  
Deputy Commissioner  
of Maritime Affairs

THE REPUBLIC OF LIBERIA  
LIBERIA MARITIME AUTHORITY

Marine Notice

POL-015  
Rev.03/23

---

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES**

**SUBJECT: Approval of Operational Manuals for Oil Discharge Monitoring and Control Systems (ODMCS)**

**References:** (a) Maritime Law 10.296(5)  
(b) MARPOL Annex I, Regulation 31.4

**PURPOSE:**

This Notice provides guidance to vessel owners, operators and managers in the development and approval of Operational Manuals for Oil Discharge Monitoring and Control Systems (ODMCS) to meet the requirements of Regulation 31.4 of MARPOL Annex I.

**APPLICABILITY:**

The requirement applies to oil tankers of 150 gross tonnage and above equipped with an oil discharge monitoring and control system.

**1.0 REQUIREMENTS:**

1.1 Regulation 31.4 of MARPOL Annex I requires ships installed with ODMCS to have onboard an operational manual approved by the Administration providing instructions as to the operation of the system. This shall cover manual as well as automatic operations and shall be intended to ensure that at no time shall oil be discharged except in compliance with the conditions specified in **regulation 34** of MARPOL Annex I. [Marine Notice POL-002](#) provides guidance for manual means of monitoring and procedures for discharge in case of ODMCS failure

**3.0 ODMCS Manual Preparation:**

3.1 The ODMCS manual should be prepared taking into account the technical provisions in [Resolution MEPC.108\(49\) as amended by Resolution MEPC.240\(65\)](#) for oil tankers constructed on or after 01 January 2005 or [Assembly Resolution A.586\(14\)](#) for oil tankers constructed before 2005.

3.2 A model format for an ODMCS manual is provided Appendix 1 of this Marine Notice.

3.3 The ODMCS manual shall be written and available in English and a working language

understood by the master and officers, if the working language is not English.

- 3.4 Each ODMCS manual shall identify the ship to which it applies, using the ship's name and IMO number.

#### **4.0 REVIEW AND APPROVAL**

- 4.1 All ODMCS manuals required under regulation 31.4 of MARPOL Annex I shall be approved by the Administration or an [authorized RO](#).
- 4.2 The ODMCS manual that is submitted for approval to the Administration shall be in English.
- 4.3 A hard copy of the ODMCS manual may be sent to:

The Office of the Deputy Commissioner of Maritime Affairs, Republic of Liberia,  
Liberian International Ship & Corporate Registry, LLC,  
Attn: Plan Review  
22980 Indian Creek drive, Suite 200  
Dulles, Virginia  
20166, USA

A soft copy of the ODMCS manual may be sent to [planapproval@liscr.com](mailto:planapproval@liscr.com).

- 4.4 If the ODMCS manual is submitted to the Administration for review, the following documents are also required to be provided, as applicable:
- a) General arrangement plan
  - b) Cargo system
  - c) Ballast system
  - d) Tank arrangement
  - e) Pumping, piping and discharge arrangement
  - f) Manufacturer's Equipment Manual: Oil discharge monitoring and control system details, installation, commissioning, operating and troubleshooting
  - g) Calibration certificate
  - h) Approval certificates
- 4.5 To facilitate the review and plan approval process, it is recommended to complete the checklist in Appendix II to this notice which will be used by the Administration for plan approval and attach it to the submitted plan. The checklist identifies the applicable sections of the ODMCS manual.

Questions regarding this instruction, MARPOL requirements, and fees for ODMCS manual review and approval should be referred to [regsandstandards@liscr.com](mailto:regsandstandards@liscr.com) or you may call +1-703-790-3434.

\* \* \* \* \*

## APPENDIX I

### MODEL FORMAT OF OIL DISCHARGE MONITORING AND CONTROL SYSTEM

Cover Page

Table of contents

Record of changes

Index of sections

Part I: General

- 1.1 Ship Particulars and ODME data
- 1.2 Control of discharge of oil from cargo-tank areas of oil tankers
- 1.3 Extract from Manual on Oil Pollution Annex I – Prevention

Part II: Applicable regulations

- 2.1 List of applicable regulations

Part III: Systems Information and Instructions

- 3.1 General
- 3.2 Tank arrangement
  - 3.2.1 Cargo tanks
  - 3.2.2 Ballast tanks
- 3.3 Cargo Pumping and Piping System
  - 3.3.1 Cargo pumps
- 3.4 Stripping system
- 3.5 Cargo tank Washing System
- 3.6 Ballast Pumping and Piping System
  - 3.6.1 Ballast pumps
- 3.7 Ship's Outlet for Overboard Discharge
- 3.8 ODME Description
  - 3.8.1 Calculation of response time
- 3.9 Monitoring System Operational Procedures
- 3.10 Operation in Case of Malfunction of the Oil Discharge Monitoring and Control System
- 3.11 Maintenance and Maintenance Log

Appendices

## APPENDIX II

### Oil Discharge Monitoring and Control Systems (ODMCS) Plan Questionnaire

VESSEL NAME: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

Questionnaire	Y	N	Page/item in plan
<b>ODMCS Basic Requirements from MARPOL Annex I, Reg. 31.4</b>			
<b>Preamble</b>			
<b>Introduction.</b> An introductory paragraph summing up the intent of the plan.			
<b>Ship Particulars and ODME data:</b>			
Ship specific information: ✓ Name; ✓ Call Sign, ✓ IMO Number; ✓ Flag; ✓ Port of Registry; ✓ Gross Tonnage; ✓ DWT ✓ LOA ✓ Length between BP, ✓ Beam, ✓ DWT ✓ Class notation, ✓ Installation date of ODMCS ✓ Serial number			
<b>Index.</b> An index of sections to be included to reference the contents of the manual.			
<b>Purpose:</b> A brief introduction for the ship's crew, explaining the need for the ship ODMCS manual and the importance of accurate record keeping.			
<b>General arrangement Plan</b>			
<b>Scope of the Manual</b>			
General information containing the following: ✓ Definitions; ✓ Instructions for use of the manual; ✓ Extract from Manual on oil Pollution Annex I ✓ Applicable regulations			
<b>Tank Arrangement</b>			

<ul style="list-style-type: none"> <li>✓ Drawings of tank arrangement</li> <li>✓ Cargo tanks</li> <li>✓ Ballast tanks</li> </ul>			
<b>Cargo Pumping and Piping System</b>			
<ul style="list-style-type: none"> <li>✓ Drawing of cargo pumping and piping system;</li> <li>✓ Details of cargo pumps</li> <li>✓ Stripping system</li> <li>✓ Cargo tank washing system</li> </ul>			
<b>Ballast Pumping and Piping System</b>			
<p>General information containing the following:</p> <ul style="list-style-type: none"> <li>✓ Technical specifications;</li> <li>✓ Ballast pumps</li> </ul>			
<b>Other</b>			
<p>General information containing the following:</p> <ul style="list-style-type: none"> <li>✓ Ship's Outlet for Overboard Discharge</li> <li>✓ ODME Description</li> <li>✓ Calculation of response time</li> <li>✓ Monitoring System Operational Procedures</li> <li>✓ Operation in Case of Malfunction of the Oil Discharge Monitoring and Control System</li> </ul>			
<b>Maintenance</b>			
<p>General information containing the following:</p> <ul style="list-style-type: none"> <li>✓ Tests and Maintenance Procedures</li> <li>✓ Maintenance log</li> </ul>			