



Marine Safety Center Technical Note

MTN 01-98 CH-9
16717/46CFR69/P009016
July 29, 2009

Subj: TONNAGE ADMINISTRATIVE POLICY

1. Purpose: This Technical Note provides administrative requirements for certification of tonnages and dimensions by authorized measurement organizations acting under the provisions of Title 46, Code of Federal Regulations, Part 69 (46 CFR 69), *Measurement of Vessels*. It replaces MTN 01-98 CH-8.
2. Discussion: This Technical Note is organized into sections addressing specific requirements for tonnage measurement and certification, Coast Guard oversight, and tonnage file maintenance. These are followed by appendices that include sample documents, a listing of the authorized measurement organizations, and a discussion of the changes to the previous version of this document (MTN 01-98 CH-8). Sidebars are used throughout this Technical Note to identify substantive changes. The pages of this Technical Note are numbered sequentially from the beginning of the document to facilitate electronic use.
3. Applicability: The requirements of this Technical Note are used by authorized measurement organizations in certifying tonnages and dimensions for vessels for which the application of a law of the United States depends on the vessel's tonnage. Refer to Navigation and Vessel Inspection Circular (NVIC) 11-93, *Applicability of Tonnage Measurement Systems to U.S. Flag Vessels*, for information on tonnage measurement system applicability. Refer to MTN 01-99, *Tonnage Technical Policy*, for technical interpretations of the tonnage measurement regulations.
4. Action: Authorized measurement organizations are requested to implement this Technical Note immediately. Any deviation from this Technical Note requires written approval from the Marine Safety Center (MSC).

A handwritten signature in blue ink, appearing to read "PELITTLE".

P. E. LITTLE

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1. TONNAGE CERTIFICATION PROCESS

1.1 PURPOSE

The purpose of this section is to delineate general requirements for the process by which authorized measurement organizations assign and certify vessel tonnages and registered dimensions under 46 CFR 69.

1.2 DESCRIPTION OF PROCESS

Under the provisions of 46 CFR 69, Subparts B, C and D, vessel owners submit applications for measurement services, along with related drawings and supporting information, to an authorized measurement organization. The measurement organization obtains dimensions and other information required in the vessel measurement process from the submitted information or other sources (such as additional drawings, or directly from the vessel itself). The measurement organization calculates the tonnages in accordance with the current requirements of 46 CFR 69, Subparts B, C, or D, and associated interpretations provided by the MSC. After completing an onboard survey, the measurement organization issues the appropriate tonnage certificate(s) for the vessel. Detailed requirements concerning specific aspects of this process are provided in the sections which follow.

1.3 TONNAGE CONSULTING

Tonnage consulting is defined as giving advice regarding the assignment of tonnages for a fee or consideration (i.e., other compensation). Providing advice under these circumstances on a vessel for which tonnages will be certified by the same measurement organization raises the appearance of impropriety, since it could compromise the objectivity of tonnage certification in the event that the advice was incorrectly given or applied. As a consequence, a measurement organization shall not certify tonnages on a vessel for which either: 1) an employee of the measurement organization engaged in tonnage consulting; or 2) an employee of a contractor or subcontractor of the measurement organization engaged in tonnage consulting and also provided measurement services on the measurement organization's behalf on the same vessel.

1.4 ONBOARD SURVEY

Once all work on the vessel that could affect the assigned tonnages or registered dimensions has been completed, but before the appropriate tonnage certificate(s) is issued, the measurement organization shall conduct an onboard survey (physical inspection) of the vessel. The purpose of this survey is to obtain dimensions and other information required in the tonnage measurement process that is not readily available from other sources, and to verify that:

(a) DIMENSIONAL INFORMATION

Previously available dimensional information used in the tonnage measurement process is correct and of sufficient accuracy (e.g., drawings, computer models);

(b) SPACE UTILIZATION

Spaces which could have a bearing on the tonnage assignment according to their use are properly accounted for (e.g., all cargo spaces have been identified on vessels measured under the convention system);

(c) LABELING / MARKING

Tonnage-related labeling and marking of the vessel is correct;

(d) EXCLUDED SPACES

Excluded spaces (if applicable) meet the requirements of Section 69.61(g) of MTN 01-99 (e.g., are not fitted with means designed for securing cargo or stores);

(e) TONNAGE OPENINGS

Tonnage openings and associated tonnage opening cover plates (if applicable) meet the requirements of Sections 69.117(d) and (e) of MTN 01-99.

(f) BALLAST SPACES

Ballast systems associated with exemptible water ballast tanks (if applicable) meet the requirements Section 69.117(f) of MTN 01-99.

1.5 TONNAGE CERTIFICATE ISSUANCE

The measurement organization prepares and issues tonnage certificates to certify tonnages and registered dimensions assigned in accordance with 46 CFR 69, Subparts B, C, or D as follows:

(a) U.S. TONNAGE CERTIFICATE

Issue a U.S. Tonnage Certificate if a vessel is assigned tonnages under the regulatory measurement system (46 CFR 69 Subparts C or D). In addition, issue a U.S. Tonnage Certificate if the vessel is assigned tonnages under the convention measurement system (46 CFR 69 Subpart B) and the vessel is not issued an International Tonnage Certificate (1969).

(b) INTERNATIONAL TONNAGE CERTIFICATE (1969)

Issue an International Tonnage Certificate upon the request of the vessel's owner if the vessel is 79 feet or over in convention length and is assigned tonnages under the convention measurement system (46 CFR 69 Subpart B). Refer to the most recent revision of Navigation and Vessel Inspection Circular (NVIC) 11-93 for the definition of convention length.

A tonnage certificate is not considered valid until it is signed by an authorized representative of the measurement organization. Detailed instructions on preparing tonnage certificates are provided in Sections 2 and 3 of this document. The signature on the tonnage certificate attests to the validity of the information provided thereon, including the correctness of any tonnages and dimensions assigned by the issuing measurement organization. **NOTE: Letters formerly used to certify tonnages of vessels measuring under 5 net tons are no longer authorized.**

1.6 DISTRIBUTION OF ORIGINAL CERTIFICATES

The measurement organization provides the original tonnage certificate(s) to the vessel's owner. There is no requirement to maintain the U.S. Tonnage Certificate on board the vessel; however, it is highly recommended that the original certificate, or a copy, be maintained on board the vessel at all times. The original International Tonnage Certificate shall be maintained onboard the vessel whenever the vessel is engaged on a foreign voyage.

1.7 DISTRIBUTION OF COPIES

The measurement organization sends a copy of the U.S. Tonnage Certificate (or the International Tonnage Certificate (1969), if a U.S. Tonnage Certificate is not issued) to either of the following locations, as applicable: 1) the USCG National Vessel Documentation Center (NVDC) for vessels that are documented, or are to be documented, as vessels of the United States; or 2) the MSC for all other vessels. The copy sent to the NVDC shall be a valid certified copy, marked to attest to this fact using any one of the following methods:

(a) WRITTEN STATEMENT

A statement attesting to the fact that the copy is a certified copy (e.g., “I certify this to be a true copy of the original.”), with the statement signed and dated by an authorized representative of the measurement organization, whose title is given.

(b) STAMP WITHOUT SEAL

A stamped impression providing the words “Certified True Copy”, “Certified Copy” or equivalent, and including the signature of an authorized representative of the measurement organization, the date when signed, and the title of the authorized representative.

(c) STAMP WITH SEAL

A stamped impression providing the words “Certified True Copy”, “Certified Copy” or equivalent, and including the official seal of the measurement organization.

(d) EMBOSSSED/WATERMARKED PAPER

A stamped impression providing the words “Certified True Copy”, “Certified Copy”, or equivalent, with the paper watermarked or embossed with the official seal of the measurement organization.

1.8 REISSUANCE OF TONNAGE CERTIFICATES

The measurement organization reissues a tonnage certificate to update or correct information on a previously issued certificate. The following requirements apply:

(a) MANDATORY REISSUANCE

Reissue a tonnage certificate to: 1) reflect tonnage and/or dimension changes resulting from remeasurement; 2) reflect changes to applicability of tonnage measurement systems and (where applicable) associated grandfathering provisions; 3) correct errors in assigned tonnages and dimensions (other than those of a small magnitude, as described in Section 4.2(d)); and 4) replace a required lost original International Tonnage Certificate for a vessel that engages on foreign voyages. *NOTE: Under these criteria, a U.S. Tonnage Certificate shall be reissued in the case of a vessel that was assigned tonnage under only the regulatory measurement system, and is later additionally measured under the convention measurement system for the purpose of being issued an International Tonnage Certificate.*

(b) OPTIONAL REISSUANCE

At the option of the measurement organization/vessel's owner, reissue a tonnage certificate to: 1) update or correct information not addressed by Section 1.8(a) (e.g., changes to vessel identifying information such as the vessel's name or type); or 2) replace a lost original certificate where replacement is not required (e.g., a lost original U.S. Tonnage Certificate in the case where a copy of the original certificate is available).

(c) RETURN OF SUPERSEDED CERTIFICATES

The MSC does not require a tonnage certificate to be returned to the issuing measurement organization or the Coast Guard when superseded by a later revision. However, a measurement organization may impose this requirement for a certificate that it issues.

(d) CURRENT REQUIREMENTS

When a tonnage certificate is reissued, ensure that the certificate meets all current requirements. For example, a required remark cannot be omitted from a revised tonnage certificate on the basis that the remark was not required at the time the original certificate was issued.

1.9 CANCELLATION OF TONNAGE CERTIFICATES

Tonnage certificates issued under the provisions of this document do not have expiration dates. However, tonnage certificates cease to be valid and are considered cancelled under any of the circumstances listed below. Once a certificate is cancelled, the measurement organization assigns tonnages and registered dimensions to the vessel as if it were being measured for the first time, using the latest measurement regulations and interpretations. The MSC does not require a cancelled tonnage certificate to be returned to the issuing measurement organization or the Coast Guard, although a measurement organization may impose this requirement for a certificate that it issues.

(a) FLAG CHANGE

The vessel changes flag to another State. Under the provisions of Article 10 of the International Convention on Tonnage Measurement of Ships, 1969, an International Tonnage Certificate issued under the provisions of this document remains valid for a period not exceeding three months following the change of flag State, or until the Administration of the new flag State issues an International Tonnage Certificate to replace it, whichever comes first.

(b) MEASUREMENT UNDER SIMPLIFIED SYSTEM

The vessel's owner elects to have the vessel measured only under 46 CFR 69 Subpart E, Simplified Measurement.

(c) TONNAGE VIOLATIONS

The vessel has been altered, undergone a change in the use of its spaces, or undergone a change in service that resulted in its operation in violation of the tonnage laws of the United States (e.g., was altered to the extent that the vessel should have been remeasured, per the requirements of 46 CFR 69.19).

(d) TONNAGE LAWS OF THE U.S. NO LONGER APPLICABLE

The tonnage laws of the United States no longer apply to the vessel (e.g., the vessel changed operations or service, was scrapped, or was otherwise rendered in such a condition that it no longer is considered a "vessel" as defined in Section 8).

1.10 FEES AND FEE SCHEDULES

Measurement organizations are authorized to charge fees for the measurement services they perform. These services may include the development of the necessary drawings, sketches and/or computer models in the event that required drawings are not included in the application package. The MSC does not review or control fees charged by authorized measurement organizations. However, measurement organizations shall provide copies of the current schedules of measurement fees and related charges to the MSC following any changes to those schedules.

2. PREPARING INTERNATIONAL TONNAGE CERTIFICATES

2.1 PURPOSE

The purpose of this section is to provide instructions for preparing International Tonnage Certificates (1969). The instructions are predicated on the use of a tonnage certificate form, approved by the MSC, that is based on the International Tonnage Certificate issued by the U.S. Coast Guard (formerly Department of Transportation, USCG Form 5343). A sample International Tonnage Certificate is included in Appendix A.

2.2 GENERAL

(a) DIMENSIONS

- (1) **Metric** - Express dimensions in meters, rounded to the nearest centimeter (e.g., “112.23 m”).
- (2) **English** - Express dimensions in feet, rounded to the nearest tenth of a foot (e.g., “368.2 ft”).

(b) VOLUMES

- (1) **Metric** - Express volumes in cubic meters, rounded to the nearest hundredth of a cubic meter (e.g., “45.88 m³”).
- (2) **English** - Express volumes in cubic feet, rounded to the nearest hundredth of a cubic foot (e.g., “1620.11 ft³”).

2.3 FRONT SIDE OF CERTIFICATE

(a) CERTIFICATE NUMBER

Specify a unique serial number (including revision number/letter, as applicable).

(b) GENERAL INFORMATION

- (1) **Name of Ship** - Specify the vessel’s name. If a name has not been assigned, specify a dash (“-”).
- (2) **Distinctive Number or Letters** - Specify the following, as applicable:
 - (i) **IMO Number** - Specify the IMO number with the prefix IMO (e.g., “IMO 8712345”) as described in IMO Resolution A.600(15). The IMO number is a Lloyd’s Register (LR) number, allocated at the time of build or when a ship is first included in the register.
 - (ii) **Official Number** - If an IMO (Lloyd’s) number is not available, specify the six or seven digit official number assigned by the USCG National Vessel Documentation Center (or its predecessors) with the prefix ON. Official numbers do not include letters (e.g., use “ON 234567” vice “ON D234567”).

(iii) **CG Number** - If neither of the above categories apply (e.g., in the event an IMO number or official number has not been available), specify the vessel's Coast Guard (CG) number with the prefix CG (e.g., "CG 987923"). The MSC will assign a CG number upon request, if one is not already assigned. To obtain a CG number, forward a copy of the completed measurement application to the MSC. The MSC's service standard for response time is 2 business days from receipt of the request.

(3) **Port of Registry** - Specify the hailing port as defined in 46 CFR 67.119. Ensure that this agrees with the marking on the vessel's hull.

(4) **Date** - Specify the date as defined by the asterisk (*) notation on the tonnage certificate. For the definition of "alterations or modifications of a major character", use the definition of "substantially altered" in the most recent change to NVIC 11-93. Specify the year only, unless that year is either 1982 or 1994, in which case specify the day and month as well.

Examples: "1991" or "JULY 18, 1994."

(c) **MAIN DIMENSIONS**

Specify registered dimensions in both meters and feet. Place the letters "m" for meters and "ft" for feet to the right of the numerals. English units (feet) are specified in brackets "()" and are placed either below or to the right of metric units. For vessels assigned registered dimensions using definitions different than those of 46 CFR 69.53 (e.g., semi-submersible drilling units), annotate the dimensions (e.g., "146.23 m (479.8 ft) *"), and add a corresponding statement to the "REMARKS" block describing the dimensions used. **Example:** "* Vessel is a semi-submersible drilling unit. Length and breadth are overall dimensions."

(d) **CONVENTION TONNAGES**

Truncate tonnages to the next lower whole numbers (e.g., a calculated gross tonnage of "99.5" appears as "99").

(1) **Gross Tonnage** - Specify the Gross Tonnage as defined in 46 CFR 69.57.

(2) **Net Tonnage** - Specify the Net Tonnage as defined in 46 CFR 69.63.

(e) **ISSUING INFORMATION**

Specify the following issuing information:

(1) **Issued at** - Specify the location where the certificate is issued as the town and state/territory (abbreviated) if located in the United States, or town, state/province/region (optional) and country (unabbreviated) if located abroad. **Example:** "NEW YORK, NY" or "PARIS, FRANCE".

(2) **Date** - Specify the date of issuance. **Example:** "this 16th day of February 1998."

(3) **Issuing Officer** - Specify the name of the issuing officer.

(f) **AUTHORIZATION SIGNATURE AND SEAL**

After all information has been correctly entered on the tonnage certificate, an authorized official of the measurement organization signs the certificate on the appropriate line and places or embosses an official measurement organization seal in the location indicated. Omit the seal if the tonnage certificate has other features which would identify it as an original document (e.g., special paper which does not facilitate photocopying).

2.4 REVERSE SIDE OF CERTIFICATE

(a) SPACES INCLUDED IN TONNAGE (GROSS AND NET)

List under the appropriate heading those spaces defined in 46 CFR 69.59 as enclosed spaces and cargo spaces.

- (1) **Name of Space** - Provide a brief description of the space. Abbreviations are acceptable (e.g., “FOCSL”). If the enclosed space contains excluded space, add an asterisk at the end of the description (e.g., “1ST TIER*”), and include a description of the excluded space in the EXCLUDED SPACES block below.
- (2) **Location** - Specify the longitudinal location of the space using the frame numbers at the extreme ends of the space, separated by a hyphen (e.g., “FR 3-10”). For the underdeck (the space bounded by the vessel’s hull and the upper deck), specify a dash or series of dashes (e.g., “-”). If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g., “5-10 m aft of stem”) for all spaces except the underdeck.
- (3) **Length** - Specify the length in meters (e.g., “123.44 m”) for all spaces except the underdeck. For the underdeck, specify a dash or series of dashes (e.g., “-”).

(b) EXCLUDED SPACES

List spaces here that are defined in 46 CFR 69.61 as excluded spaces. Include a brief description of the space. **Examples:** “1st Tier Side Openings; 2nd Tier End Opening.” The preprinted statement concerning the asterisk does not apply to this block; it refers instead to items in the GROSS TONNAGE block above.

(c) NUMBER OF PASSENGERS

Specify the number of passengers in each category as defined in 46 CFR 69.53. If there are no passengers in the associated category, use the number “0”, or the word “Nil”.

(d) MOLDED DRAFT

Specify the draft as defined in 46 CFR 69.53.

(e) DATE AND PLACE OF ORIGINAL MEASUREMENT

Specify the day, month and year of the original measurement (e.g., “JANUARY 10, 1994” or “10 JAN 1994”). Specify the place as town and state/territory (abbreviated) if measured in the United States, or town, state/province/region (optional) and country (unabbreviated), if measured abroad (e.g., “ST. LOUIS, MO” or “VICTORIA, CANADA”). This refers to the initial certification of tonnages and dimensions in accordance with the measurement system of the 1969 Tonnage Convention, regardless of flag State; it does not refer to measurement under the regulatory (standard or dual) system. **NOTE: the date and place of certification of tonnages and dimensions may or may not coincide with the date and place of the onboard survey of the vessel.**

(f) DATE AND PLACE OF LAST PREVIOUS MEASUREMENT

Leave this space blank if the vessel has not been remeasured under the convention measurement system (46 CFR 69, Subpart B). Otherwise specify the date and place of the last assignment of

tonnages and dimensions in accordance with the convention measurement system. The date and place is in the same format as for the original measurement block.

(g) REMARKS

Include the following remarks, where applicable. Refer to NVIC 11-93 for definitions and details related to tonnage “grandfathering” eligibility. Additional remarks may be included only where specifically authorized by the MSC.

- (1) All Vessels** - For all vessels: “Overall length as defined under 46 CFR 69 Subpart E is VVVVV m (WWWWW ft). Vessel built by XXXXX. Hull number is YYYYY. Official number is ZZZZZ.”, where VVVVV and WWWWW are the vessel’s overall length as defined in 46 CFR 69 Subpart E (simplified measurement), in meters and feet, respectively, XXXXX is the name of the company or yard that originally constructed the vessel, YYYYY is the hull number or hull identification number assigned by the builder, and ZZZZZ is the official number assigned to the vessel. **Example:** “Overall length as defined under 46 CFR 69 Subpart E is 85.59 m (280.8 ft). Vessel built by Jones Iron and Steel Company. Hull number is 46. Official number is 123456.” Omit a statement if it is not applicable, if the information appears elsewhere on the certificate, or if the information is not available (e.g., for an undocumented vessel, omit reference to the official number).
- (2) Vessels Reissued International Tonnage Certificate** - For those vessels being reissued an International Tonnage Certificate for any reason, a BRIEF remark explaining the reason why the International Tonnage Certificate was reissued. **Examples:** “Certificate reissued to reflect addition of new deck structure.”; “Certificate reissued to replace lost original.”; “Certificate reissued to correct error in net tonnage.”
- (3) Vessels Grandfathered Under Article 3(2)(d)** - For any vessel eligible to retain regulatory tonnages under article 3(2)(d) of the 1969 Tonnage Convention: “The ship is remeasured according to article 3(2)(d) of the 1969 Tonnage Convention. The GROSS TONNAGE according to the measurement system previously in force to the measurement system of the International Convention on Tonnage Measurement of Ships, 1969, is ZZZZZ RT, according to the regulations of the United States.”, where ZZZZZ is the gross tonnage assigned under the regulatory measurement system.
- (4) Vessels Grandfathered Under Interim Schemes** - For any vessel eligible to retain regulatory tonnages under any IMO Interim Scheme: “The ship is additionally measured according to IMO Resolution YYYYY. The GROSS TONNAGE according to the measurement system previously in force to the measurement system of the International Convention on Tonnage Measurement of Ships, 1969, is ZZZZZ RT, according to the regulations of the United States.”, where YYYYY is any Interim Scheme Resolution that applies to the vessel (e.g., A.494XII or A.541(13)), and ZZZZZ is the gross tonnage assigned under the regulatory measurement system. **Example:** “The ship is additionally measured according to IMO Resolution A.494XII and A.541(13). The GROSS TONNAGE according to the measurement system previously in force to the measurement system of the International Convention on Tonnage Measurement of Ships, 1969, is 16903 RT, according to the regulations of the United States.”
- (5) Vessels With Dedicated Clean Ballast Tanks** - For any vessel with dedicated clean ballast tanks not used for cargo which are excluded from the total volume of cargo spaces (V_c) in the tonnage calculations, and carrying a single IOPP Certificate: “This ship carries an IOPP Certificate in conformity with regulation 13A, Annex I, MARPOL 73/78. The following

tanks are dedicated solely to the carriage of clean ballast water: _____.
These tanks have been omitted from Vc.” List appropriate tanks in the blank space.

- (6) **Vessels with Space Reserved for Temporary Deck Equipment** - For vessels assigned tonnages based on an allowance for temporary deck equipment: “Assigned tonnages include YYYYYY cubic meters of enclosed space reserved for temporary deck equipment, located FR ZZZZZZ.”, where YYYYYY is the enclosed volume of the temporary deck equipment and ZZZZZZ is the longitudinal frame location of the equipment. If the vessel is assigned tonnage under the regulatory measurement system and the vessel is entitled to grandfathering remarks under Section 2.4 (g) (3) or (4), include the following additional statement: “This reserved space contributes AAAAAA tons of space to the regulatory measurement system gross tonnage.”, where AAAAAA is the tonnage, expressed in tons of 100 cubic feet, of the space associated with the temporary deck equipment (after exemptions are applied) when calculating the regulatory measurement system gross tonnage. **Example:** “Assigned tonnages include 103.68 cubic meters of enclosed space reserved for temporary deck equipment, located FR 61-73. This reserved space contributes 25.73 tons of space to the regulatory measurement system gross tonnage.” If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g., “5-10 m aft of stem”).
- (7) **Vessels Not Issued a U.S. Tonnage Certificate** - For vessels not issued a U.S. Tonnage Certificate: “A U.S. Tonnage Certificate was not issued for this vessel. The dimensions on the front of this certificate are the registered dimensions.”
- (8) **Reduced Gross Tonnage for Vessels With Segregated Ballast** - For vessels with segregated water ballast that qualify under the provisions of IMO Resolution A.747(18), add the following remark upon request of the vessel's owner: “The segregated ballast tanks comply with regulation 13 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto, and the total tonnage of such tanks exclusively used for the carriage of segregated water ballast is YYYYYY. The reduced gross tonnage which should be used for the calculation of tonnage based fees is ZZZZZZ.”, where YYYYYY and ZZZZZZ are the appropriate tonnages calculated in accordance with Resolution A.747(18).
- (9) **Reduced Gross Tonnage for Open-Top Containerships** - For open-top containerships that qualify under the provisions of IMO Resolution MSC.234(82), add the following remark upon request of the vessel's owner: “In accordance with Resolution MSC.234(82), the reduced gross tonnage which should be used for the calculation of tonnage based fees is ZZZZZZ.”, where ZZZZZZ is the reduced gross tonnage calculated in accordance with MSC.234(82).

3. PREPARING U.S. TONNAGE CERTIFICATES

3.1 PURPOSE

The purpose of this section is to provide instructions for preparing U.S. Tonnage Certificates. The instructions are predicated on the use of a tonnage certificate form, approved by the MSC, that is based on the U.S. Tonnage Certificate issued by the U.S. Coast Guard (formerly Department of Transportation, USCG Form 1414). A sample U.S. Tonnage Certificate is included in Appendix A.

3.2 GENERAL

(a) DIMENSIONS

- (1) **Metric** - Express dimensions in meters, rounded to the nearest centimeter (e.g., “112.23 m”).
- (2) **English** - Express dimensions in feet, rounded to the nearest tenth of a foot (e.g., “368.2 ft”).

(b) VOLUMES

- (1) **Metric** - Express volumes in cubic meters, rounded to the nearest hundredth of a cubic meter (e.g., “45.88 m³”).
- (2) **English** - Express volumes in cubic feet, rounded to the nearest hundredth of a cubic foot (e.g., “1620.11 ft³”).

3.3 FRONT SIDE OF CERTIFICATE

(a) CERTIFICATE NUMBER

Specify a unique serial number (including revision number/letter, as applicable).

(b) GENERAL INFORMATION

- (1) **Vessel Name** - Specify the vessel’s name. If a name has not been assigned, use a dash (“-”).
- (2) **Vessel Number** - Specify the following, as applicable:
 - (i) **Official Number** - Specify the six or seven digit official number assigned by the USCG National Vessel Documentation Center (or its predecessors) with the prefix “ON”. Official numbers do not include letters (e.g., use “ON 234567” vice “ON D234567”).
 - (ii) **IMO Number** - If an official number is not available, specify the IMO number with the prefix IMO (e.g., “IMO 8712345”) as described in IMO Resolution A.600(15). The IMO number is a Lloyd’s Register (LR) number, allocated at the time of build or when a ship is first included in the register.
 - (iii) **CG Number** - If neither of the above categories apply (e.g., in the event that the vessel is undocumented and an IMO number is not available), specify the vessel’s Coast Guard (CG) number with the prefix CG (e.g., “CG 987923”). The MSC will assign a CG number upon request, if one is not already assigned. To obtain a CG number, forward a

copy of the completed measurement application to the MSC. The MSC's service standard for response time is 2 business days from receipt of the request.

- (3) **Vessel Type** - Select the vessel type from the list which follows. For self-propelled vessels certificated under two or more categories, show the type as “Multiple Service”, and add a remark describing the services. **Example:** “Vessel to be certificated for service as both an offshore supply vessel and a freight vessel”. **NOTE:** *Vessel type is specified for identification purposes only, to assist in matching a tonnage certificate to a specific vessel. It shall not be used as evidence that a vessel has been certified to operate in any particular service.*
- (i) **Barge** - A non-self-propelled vessel. Unless otherwise provided for in this section, use the “Barge” descriptor for any non-self-propelled vessel, regardless of whether or not the vessel falls into any another vessel type category.
 - (ii) **Fishing Vessel** - A vessel that commercially engages in the catching, taking, or harvesting of fish or an activity that can reasonably be expected to result in the catching, taking, or harvesting of fish.
 - (iii) **Fish Processing Vessel** - A vessel that commercially prepares fish or fish products other than by gutting, decapitating, gilling, shucking, icing, freezing, or brine chilling.
 - (iv) **Fish Tender** - A vessel that commercially supplies, stores, refrigerates, or transports fish, fish products, or materials directly related to fishing or the preparation of fish to or from a fishing, fish processing, or fish tender vessel or a fish processing facility.
 - (v) **Freight Vessel** - A self-propelled vessel of more than 15 gross tons that carries freight for hire, except an oceanographic research vessel or an offshore supply vessel.
 - (vi) **Mobile Offshore Drilling Unit** - A vessel capable of engaging in drilling operations for the exploration or exploitation of subsea resources. Use this descriptor for non-self-propelled vessels as well as self-propelled vessels.
 - (vii) **Oceanographic Research Vessel** - A vessel employed only in instruction in oceanography or limnology, or both, or only in oceanographic or limnological research, including those studies about the sea such as seismic, gravity meter, and magnetic exploration and other marine geophysical or geological surveys, atmospheric research, and biological research.
 - (viii) **Offshore Supply Vessel** - A motor vessel of more than 15 gross tons but less than 500 gross tons (Standard, Dual or Simplified) or 6000 gross tons (Convention) that regularly carries goods, supplies, or equipment in support of exploration, exploitation, or production of offshore mineral or energy resources and is not a small passenger vessel. “Crew Boats” that are inspected under 46 Code of Federal Regulations (CFR) Subchapter L are considered to be offshore supply vessels. In no case shall a vessel be classified as an offshore supply vessel if the vessel is assigned a regulatory measurement system gross tonnage of 500 GRT or above.
 - (ix) **Passenger Vessel** - A vessel that carries at least one passenger for hire, and does not fall into any other vessel type category.

- (x) Recreational Vessel - A vessel being manufactured or operated primarily for pleasure; or leased, rented, or chartered to another for the latter's pleasure.
 - (xi) Tanker - A self-propelled tank vessel constructed or adapted primarily to carry oil or hazardous material in bulk in the cargo spaces.
 - (xii) Training Vessel - A vessel operated by or in connection with a nautical school or similar educational institution.
 - (xiii) Towing Vessel - A commercial vessel engaged in or intending to engage in the service of pulling, pushing, or hauling along side, or any combination of pulling, pushing, or hauling along side.
 - (xiv) Unclassified Vessel - A vessel that does not fall into any of the categories listed above.
- (4) **Builder** - Specify the name of the company or yard that originally constructed the vessel.
- (5) **Hull Number** - Specify the following, as applicable:
- (i) Hull Number - Use the vessel's hull number as assigned by the builder, if one is assigned and the vessel is not assigned a hull identification number.
 - (ii) Hull Identification Number - Use the vessel's hull identification number (HIN) if one is assigned (e.g., "TRU12345M84E"). Coast Guard regulations (33 CFR 181) require assignment of HIN's to recreational vessels.
 - (iii) "NONE" - Use "NONE" if a hull number or hull identification number was not assigned for the vessel.
 - (iv) "-" - Use a dash ("-") if a hull number or hull identification is not available.
- (6) **Where Built** - Specify the location described below, as applicable.
- (i) Town, State (abbreviated) - If the vessel was built in the United States, use the town and abbreviated state or territory where built. (e.g., "ST. LOUIS, MO").
 - (ii) Town, State/Province/Region (optional), Country - If the vessel was built in a foreign country, use the town, state/province/region(optional) and the country where built. Do not abbreviate. (e.g., "VICTORIA, CANADA").
- (7) **Propulsion** - Place an "X" in the appropriate block to indicate whether or not the vessel is self-propelled. Note that a vessel propelled by sail is a self-propelled vessel.
- (8) **Date Keel Laid/Vessel Altered** - Specify the keel laid date and, if applicable, the substantially altered date, separated from the keel laid date by a forward slash (e.g., "1981" or "1981 / 1992"). Refer to the definitions below. Specify the year only, unless that year is either 1982 or 1994, in which case specify the day and month as well. (e.g., "JULY 18, 1994").
- (i) Keel Laid Date - The date that the vessel's keel was laid, or the vessel was at a similar stage of construction.

(ii) Substantially Altered Date - If the vessel has undergone substantial alterations since it was completed, use the date that the last substantial alterations on the vessel were commenced.

(c) **MAIN DIMENSIONS**

For each set of dimensions assigned to the vessel, specify the length, breadth and depth in the appropriate block in terms of both meters and feet, and place an “X” in the applicable “Registered Dimensions” column, as follows. If a dimension is not assigned, the corresponding block is left blank.

- (1) **Convention** - These are the dimensions assigned under the definitions of 46 CFR 69.53. Place an “X” in the “Registered Dimensions” block in all cases where registered dimensions are assigned and the “X” block is not checked for the “Pre-1990” category.
- (2) **Overall** - These are the registered dimensions assigned under the definitions of 46 CFR 69.203. If the vessel is assigned optional regulatory measurement system tonnages under the simplified measurement system, specify the length, breadth and depth; otherwise, specify only the length, and leave the breadth and depth blocks blank. In either case, leave the “Registered Dimensions” block blank.
- (3) **Pre-1990** - These are the dimensions assigned under the definitions of 46 CFR 69.03-13 through 17, as they appeared in Code of Federal Regulation prior to October 12, 1989 (e.g., the registered length was taken at the line of the tonnage deck). Show the Pre-1990 dimensions only if the registered dimensions were assigned while these definitions were in effect, and the vessel has not undergone changes which affect any of the dimensions or has not been remeasured at the request of the owner to reflect the new definitions. For vessels being assigned tonnages only for the purpose of issuance of an International Tonnage Certificate, retain the Pre-1990 dimensions in the appropriate blocks. If Pre-1990 dimensions are shown, place an “X” in the “Registered Dimensions” block.

(d) **TONNAGES**

Specify all tonnages assigned to the vessel in the appropriate blocks, truncated to the next lower whole number (e.g., a calculated gross tonnage of 99.95 appears as 99), along with the corresponding Subpart of 46 CFR 69 (i.e., B, C, D, or E). If two tonnages are assigned under 46 CFR 69 Subpart D, list the higher tonnage first and separate the two tonnages by a forward slash (e.g., “1600 / 400”). If tonnages are not assigned, leave the corresponding blocks blank. Following each assigned tonnage, provide the appropriate acronym, as follows:

Convention Gross - GT ITC
Convention Net - NT ITC
Regulatory Gross - GRT
Regulatory Net - NRT

(e) **CERTIFICATION AND ISSUING INFORMATION**

(1) **Issued at** - Specify the location where the certificate is issued as the town and state/territory (abbreviated) if located in the United States, or town, state/province/region (optional) and country (unabbreviated) if located abroad. **Example:** “NEW YORK, NY” or “PARIS, FRANCE”.

(2) **Date** - Specify the date the certificate is issued (e.g., “FEBRUARY 16, 1994”).

(3) **Issuing Officer** - Specify the name of the issuing officer.

(f) AUTHORIZATION SIGNATURE AND SEAL

After all information has been correctly entered on the tonnage certificate, an authorized official of the measurement organization signs the certificate on the appropriate line, and places or embosses an official measurement organization seal in the location indicated. Omit the seal if the tonnage certificate has other features which would identify it as an original document (e.g., special paper which does not facilitate photocopying).

3.4 REVERSE SIDE OF CERTIFICATE

(a) CONVENTION MEASUREMENT SYSTEM INFORMATION

Complete this block only if the vessel is assigned tonnages under the convention measurement system.

(1) **Enclosed Spaces and Cargo Spaces** - List under the appropriate heading, those spaces defined in 46 CFR 69.59 as enclosed spaces and cargo spaces.

(i) **Name of Space** - Provide a brief description of the space. Abbreviations are acceptable (e.g., “FOCSL”). If the enclosed space contains excluded space, add an asterisk at the end of the description (e.g., “1ST TIER*”), and include a description of the excluded space in the Excluded Spaces block below.

(ii) **Location** - Specify the longitudinal location of the space using the frame numbers at the extreme ends of the space, separated by a hyphen (e.g., “FR 3-10”). For the underdeck (the space bounded by the vessel’s hull and the upper deck), specify a dash or series of dashes (e.g., “-”). If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g., “5-10 m aft of stem”) for all spaces except the underdeck.

(iii) **Length** - Specify the length in meters (e.g., “123.44 m”) for all spaces except the underdeck. For the underdeck, specify a dash or series of dashes (e.g., “-”).

(2) **Excluded Spaces** - List spaces that are defined in 46 CFR 69.61 as excluded spaces. Include a brief description of the space. **Examples:** “1st Tier Side Openings; 2nd Tier End Opening.” The preprinted statement concerning the asterisk does not apply to this block; it refers instead to items in the Enclosed Spaces block.

(3) **Number of Passengers** - Specify the number of passengers in each category as defined in 46 CFR 69.53. If there are no passengers in the associated category, use the number “0”, or the word “Nil”.

(4) **Molded Draft** - Specify the molded draft as defined in 46 CFR 69.53 in terms of both meters and feet.

(b) MEASUREMENT HISTORY

The following requirements apply. In this context, “measurement” means the certification of tonnages and dimensions by the responsible measurement organization, which may or may not coincide with the onboard survey of the vessel or the issuance of the tonnage certificate.

- (1) Date and Place of Original Measurement** - Specify the day, month and year of the original measurement (e.g., “JANUARY 10, 1994” or “10 JAN 1994”). Specify the place as town and state/territory (abbreviated) if measured in the United States, or town, state/province/region (optional) and country (unabbreviated), if measured abroad (e.g., “ST. LOUIS, MO” or “VICTORIA, CANADA”). This refers to the initial certification of tonnages and dimensions under the laws of the United States.
- (2) Date and Place of Last Previous Remeasurement** - Leave this space blank if the vessel has not been remeasured under the laws of the United States. Otherwise specify the date and place of the last remeasurement of the vessel under the laws of the United States, regardless of whether or not the convention tonnages changed. Use the same format for date and place as is used for the original measurement block.

For vessels assigned tonnages under simplified measurement system (46 CFR 69 Subpart E) use the date and issuance location indicated on the tonnage certificate or other tonnage certifying document, if such a document was issued. If such a document was not issued, use the date on which the simplified application or builder's certificate was signed, and show the location as “Unspecified - Simplified Measurement”. If no date was provided on the simplified application, show the date as “Unspecified”.

(c) REMARKS

Include the following remarks, where applicable. Additional remarks may be included only where specifically authorized by the MSC.

- (1) Vessels issued an International Tonnage Certificate** - For those vessels issued an International Tonnage Certificate by an authorized U.S. measurement organization: “International Tonnage Certificate (1969) issued for this vessel.”
- (2) Vessels Reissued U.S. Tonnage Certificate** - For those vessels being reissued a U.S. Tonnage Certificate for any reason: a BRIEF statement explaining the reason for reissuing the certificate. **Examples:** “Certificate reissued to reflect addition of new deck structure.”; “Certificate reissued to replace lost original.”; “Certificate reissued to correct error in net tonnage.”; “Certificate reissued to reflect assignment of tonnages under the convention measurement system.”
- (3) Vessels with Great Lakes Restrictions** - For vessels which are exempt from the requirement to be measured under the convention measurement system because they operate exclusively on the Great Lakes: “Assigned tonnages valid for Great Lakes voyages only.”
- (4) Vessels with Space Reserved for Temporary Deck Equipment** - For vessels assigned tonnages based on an allowance for temporary deck equipment: “Assigned tonnages include YYYYYY cubic meters of enclosed space reserved for temporary deck equipment, located FR ZZZZZ.”, where YYYYYY is the enclosed volume of the temporary deck equipment and ZZZZZ is the longitudinal frame location of the equipment. If the vessel is assigned tonnage under the regulatory measurement system, include the following additional statement: “This reserved space contributes AAAAAA tons of space to the regulatory measurement system

gross tonnage.”, where AAAAA is the tonnage, expressed in tons of 100 cubic feet, of the space associated with the temporary deck equipment (after exemptions are applied) when calculating the regulatory measurement system gross tonnage. **Example:** “Assigned tonnages include 103.68 cubic meters of enclosed space reserved for temporary deck equipment, located FR 61-73. This reserved space contributes 25.73 tons of space to the regulatory measurement system gross tonnage.” If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g., “5-10 m aft of stem”).

- (5) **Vessels with Water Ballast Exemption in Excess of 30%** - For vessels for which the water ballast exemption exceeds 30% of the gross tonnage, thereby requiring approval of a water ballast exemption under the provisions of 46 CFR 69.117(f): “Water ballast in excess of 30% of regulatory gross tonnage. Regulatory tonnages valid for XXXX service only.”, where XXXX is the service as stated in the water ballast justification approval letter.
- (6) **Vessels Measured Under Dual Measurement System** - For vessels which are assigned tonnages under the dual measurement system, one of the following remarks, as appropriate:
- (i) Two Deck Vessel With High/Low Tonnage Assigned “Tonnage mark is assigned, located XXXX feet below the mark at the uppermost complete deck.”, where XXXX is the appropriate distance in feet and tenths of a foot as certified under the provisions of 46 CFR 69.179.
 - (ii) Two Deck Vessel With Single Low Tonnage Assigned “Tonnage mark and Load Line Mark are assigned, located XXXX feet below the mark at the uppermost complete deck. Submerging these marks will invalidate regulatory measurement system tonnages and necessitate remeasurement.”, where XXXX is the appropriate distance in feet and tenths of a foot as certified under the provisions of 46 CFR 69.179.
 - (iii) One Deck Vessel “Vessel measured as single deck vessel. Exceeding a draft of YYYY feet will invalidate regulatory measurement system tonnages and necessitate remeasurement.”, where YYYY is the draft at which any portion of the line of the uppermost complete deck is submerged.
- (7) **Vessels With IMO Number Assigned (Optional)** - In cases where the IMO number does not appear on the front side of the certificate and at the option of the measurement organization: “IMO number is XXXXXXX.”, where XXXXXXX is the IMO number as described in IMO Resolution A.600(15). The IMO number is a Lloyd’s Register (LR) number, allocated at the time of build or when a ship is first included in the register.
- (8) **Vessels \geq 24 Meters / $<$ 79 Feet in Length** - For vessels that are 24.0 meters or more but less than 79 feet in convention length: “Under United States interpretations, the 1969 Tonnage Convention does not apply to this vessel, regardless of voyage type, based on its length as expressed in English units. ”

4. MEASUREMENT ORGANIZATION OVERSIGHT BY USCG

4.1 PURPOSE

The purpose of this section is to supplement the requirements of MTN 04-03, Authorized Class Societies Technical Support and Oversight, for tonnage measurement work performed by authorized measurement organizations on behalf of the Coast Guard.

4.2 REGULAR OVERSIGHT ASSESSMENTS

The MSC conducts regular oversight assessments of tonnage files to ensure that the requirements of USCG regulations, policy documents, and other guidance on tonnage matters are being properly applied. The specific procedure by which the MSC conducts oversight assessments is as follows:

(a) NOTIFICATION OF COMPLETED WORK

Measurement organizations will notify the MSC by e-mail as they complete each tonnage work item, in accordance with MTN 04-03.

(b) FILE SELECTION

The MSC will select files to receive an oversight assessment, and notify the measurement organization accordingly.

(c) FILE TRANSFER

The measurement organization will transfer the selected file(s) to the MSC, or will provide the MSC with a complete copy of the file. Should the measurement organization require a vessel file during the time it is in the custody of the MSC, the MSC will ensure that it is returned to the measurement organization by the fastest available means. The measurement organization is then responsible for returning the file to the MSC as soon as possible after its use is no longer required.

(d) OVERSIGHT ASSESSMENTS AND REPORTING OF RESULTS

The MSC will conduct oversight assessments of files provided by the measurement organization. The MSC will provide the measurement organization with written results of these assessments, classifying nonconformities as follows:

- (i) **Category 1:** A nonconformity that **does not affect** any of the following: 1) assigned tonnages; 2) assigned dimensions; or 3) tonnage measurement system applicability to a vessel. Examples of Category 1 nonconformities include obvious typographical errors, record keeping discrepancies, or errors made in determining tonnages or dimensions of a small enough magnitude (within 5% for tonnages and 1% for dimensions) as to not require a change to assigned tonnages or dimensions.
- (ii) **Category 2:** A nonconformity which indicates a difference exists in how the measurement organization and the MSC interpret and apply governing requirements. An example of a Category 2 nonconformity is a reasonable interpretation of the tonnage regulations by the measurement organization that is at odds with the MSC's interpretation, in a situation where the MSC never formally communicated its interpretation of the regulations to the measurement organization.
- (iii) **Category 3:** A nonconformity that **affects** any of the following: 1) assigned tonnages; 2) assigned dimensions; or 3) tonnage measurement system applicability to a vessel. Examples of Category 3 nonconformities include errors of more than 5% in the assigned gross or net tonnage, errors of more than 1% in the registered length, or authorization for

tonnage measurement grandfathering (e.g., use of Interim Schemes) in cases where it is not allowed.

(e) FILE RETURN

Following completion of its assessment, the MSC will return the vessel file(s) to the measurement organization.

(f) CORRECTIVE ACTION

Unless otherwise directed by the MSC, the measurement organization shall complete corrective actions within three (3) weeks of receipt of the oversight results from the MSC, depending on the classification of the nonconformity, as follows:

(i) Category 1: Correction of the nonconformity within the three (3) week timeframe is at the discretion of the measurement organization. If the nonconformity will not be corrected in this timeframe, include a note in the associated vessel file describing the nonconformity, and correct the nonconformity the next time the vessel is remeasured and/or the associated tonnage certificate(s) is reissued. For nonconformities involving assigned tonnages or dimensions, the nonconformity need be corrected at the time of remeasurement only if the portion of the vessel to which the nonconformity applies is being remeasured.

(ii) Category 2: Correction of the nonconformity is at the discretion of the measurement organization.

(iii) Category 3: Correct the nonconformity and reissue the associated tonnage certificate(s). Initiate any necessary changes to measurement organization processes and/or procedures to preclude recurrence of a similar nonconformity in the future.

If the measurement organization is unable to complete the required corrective action(s) within the three (3) week time period, the measurement organization shall submit a written request for an extension to the MSC. The request shall include: 1) a description of actions that have already been taken to resolve the nonconformity; 2) a detailed plan addressing the remaining actions needed to correct the nonconformity; and 3) scheduled completion dates for each remaining action.

4.3 OTHER OVERSIGHT ASSESSMENTS

The MSC may perform other oversight assessments in addition to the assessments identified above. These assessments can consist of, but are not limited to, on-site inspections of tonnage files at measurement organizations and onboard surveys of vessels. The MSC will provide written notice at least two (2) weeks prior to conducting any such assessment.

5. COPIES OF MSC TONNAGE MEASUREMENT RECORDS

5.1 PURPOSE

The purpose of this section is to provide procedural requirements applicable to measurement organizations seeking copies of MSC tonnage measurement records for use in the remeasurement, or possible remeasurement, of a vessel as authorized by the vessel's owner/agent under the provisions of 46 CFR 69.19. Refer to MSC Tonnage Guide 3, *Tonnage Measurement Records*, for information on obtaining copies of tonnage measurement records under other circumstances.

5.2 GENERAL

In this context, MSC tonnage measurement records consist of tonnage calculations, certificates and/or water ballast justification approval letters issued by the Coast Guard (or predecessor agencies) and for which the MSC remains responsible. The records are collectively referred to as the vessel's "tonnage file". The records may reside at the MSC, a Federal Records Center (FRC), or a measurement organization in original, copy and/or microfiche form. All requests under this section shall be submitted by a measurement organization representative to the MSC (even for records that do not reside at the MSC).

5.3 SUBMITTALS TO THE MSC

To obtain copies of MSC tonnage measurement records under the provisions of this section, submit a written request to the MSC referencing this section. Include the vessel's name and a unique vessel identification number (e.g., official number, IMO number or CG number), if such a number is available. If such a number is not available, specify other identifying information to assist the MSC in locating the vessel's file (e.g., vessel type, builder's name and hull number, place and year built), or that of a sister vessel. A sample request in email format is included in Appendix A. Refer to Tonnage Guide 3 for information on obtaining copies of tonnage measurement records from entities other than the MSC.

5.4 MSC RESPONSE

The MSC will provide written responses to requests for copies of records under this section. The MSC's service standard for response time is 2 business days from receipt of the request, for records maintained on-site at the MSC. For records maintained off-site, additional time is required for the record to be transferred to the MSC.

5.5 RECORD TRANSFERS

The MSC no longer transfers original MSC tonnage measurement records to measurement organizations. Refer to Section 6.4 for additional information about records which had previously been transferred.

6. TONNAGE FILE CONTENT AND MAINTENANCE

6.1 PURPOSE

The purpose of this section is to delineate minimum requirements for the content and maintenance of tonnage files. These requirements are effective for all vessels measured or remeasured subsequent to promulgation of this Technical Note.

6.2 FILE CONTENTS

The tonnage file is the record of principal information used by measurement organizations to assign and certify tonnages and dimensions for a given vessel. Measurement Organizations are not subject to the Freedom of Information Act (FOIA), and all releases of information from tonnage files are at the discretion of the measurement organization, subject to the constraints of Section 6.4 regarding release of Coast Guard tonnage records. Specific requirements are as indicated below.

(a) VESSELS BEING INITIALLY MEASURED

For vessels assigned tonnages for the first time under U.S. regulations, the tonnage file consists of the following:

- (1) **Tonnage Calculations** - The complete calculations used to arrive at tonnages which appear on associated tonnage certificates. Specify in the calculations the vessel's name and official number (or IMO number or Coast Guard number if an official number is not assigned) and provide a location in the vessel to at least the nearest frame (or equivalent) for all dimensions used in volume calculations (e.g., "2nd Tier Fr 2-12"). If computer tools are used to calculate tonnages, also include written or electronic output showing all dimensions involved in the calculations (e.g., offsets). If tonnage calculations from a sister vessel are used as the basis for establishing tonnages, include a copy of the complete calculations from the sister vessel.
- (2) **Tonnage Certificates** - Copies of the U.S. Tonnage Certificate and/or International Tonnage Certificate (1969) issued for the vessel.
- (3) **Water Ballast Justification Information** - Copies of water ballast justification submittal and approval letters, along with all supporting calculations and drawing information.
- (4) **Drawings** - Copies of any drawings that were used as the basis for obtaining dimensions or other information used in establishing tonnages or registered dimensions. If drawings or computer models were not used as this basis, include sketches and/or scaled photographs providing the equivalent information (e.g., body plan, inboard profile, midship cross-section, and hull and deck arrangements, reflecting all dimensions used in establishing tonnages and registered dimensions). For measurement under 46 CFR 69 Subparts C or D, include details showing relevant features such as the depth of side and bottom frames or floor timbers. The sketches need not be drawn to scale unless the measurement organization finds it to be necessary for accuracy or to ensure against claim of error.
- (5) **Molded Draft Records** - Copies of Load Line Certificates, stability letters, or other records used as the basis for the assigned molded draft that appears on the reverse of the International or U.S. Tonnage Certificate.
- (6) **Tonnage Mark Certification Documents** - Copies of documents required under 46 CFR 69.179(a) for certifying dual measurement system markings.

(b) VESSELS BEING REMEASURED

For vessels being remeasured, the tonnage file requirements for vessels being initially measured also apply. Copies of superseded tonnage records for the vessel that were created by the measurement organization shall be retained in the tonnage file. Copies of tonnage records that were created by other measurement organizations and the Coast Guard (or predecessor agencies) may be included in the tonnage file at the discretion of the measurement organization.

6.3 RETENTION OF TONNAGE RECORDS

Requirements on retention of information in the tonnage file are as follows:

(a) LONG-TERM RECORDS

Tonnage calculations, tonnage certificates, water ballast justification approval letters, and tonnage mark certification records are considered long-term records, and shall be retained until such time that the measurement organization's Memorandum of Agreement (or equivalent) with the Coast Guard is terminated. At that time, copies of International Tonnage Certificates and associated tonnage calculations for those vessels whose International Tonnage Certificates are still in effect shall be provided to the MSC to meet requirements under Article 10(3) of the International Convention on Tonnage Measurement of Ships, 1969. Once these copies have been provided to the MSC, disposition of the long-term records is at the discretion of the measurement organization.

(b) OTHER INFORMATION

Vessel file material other than that described in Section 6.3(a) shall be retained, as a minimum, for one year following issuance of the associated tonnage certificate, or until the measurement organization's Memorandum of Agreement (or equivalent) with the Coast Guard is cancelled, whichever comes first.

6.4 COAST GUARD TONNAGE RECORDS

Between 1993 and 2003, the Coast Guard transferred MSC tonnage measurement records to measurement organizations for vessels that were being remeasured by the measurement organization, or for which the parent classification society had classed the vessel. These records are designated as "Permanent" records and remain the property of the Coast Guard. The measurement organization may return these records to the MSC at any time. They shall be returned to the MSC following termination of the governing Memorandum of Agreement (or equivalent) or upon request by the MSC. Information from these records shall not be released to other parties without prior authorization from the MSC. Parties interested in obtaining information from these records shall be directed to the MSC.

7. APPROVAL OF WATER BALLAST JUSTIFICATIONS

7.1 PURPOSE

The purpose of this section is to delineate minimum requirements for approving water ballast justifications submitted under the provisions of 46 CFR 69.117(f)(4).

7.2 GENERAL

Water ballast justifications meeting all of the requirements of 46 CFR 69.117(f)(4) shall be approved by a letter issued by the measurement organization and addressed to the water ballast justification submitter. A copy of the letter shall be retained in the tonnage file.

7.3 APPROVAL LETTER CONTENTS

As a minimum, the water ballast justification approval letter shall contain the following information:

- (a) **Vessel Name** The vessel's name, if available.
- (b) **Official Number** The vessel's official number, if assigned. If an official number is not assigned, include builder and hull / hull identification number.
- (c) **Purpose of Water Ballast** A brief statement identifying the applicable purpose(s) for carrying the water ballast that is(are) listed in 46 CFR 69.117(f).
- (d) **Ballast Tank Information** A listing of all ballast tanks in the water ballast system, their approximate location by frame number, and the fluid capacity (e.g., cubic feet of volume available for water ballast) of each. If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g., "5-10 m aft of stem").
- (e) **Service** The vessel service for which the approval applies (e.g., fishing service).

8. VESSEL DETERMINATIONS ON NON-TRADITIONAL WATERCRAFT

8.1 PURPOSE

The purpose of this section is to provide requirements on obtaining vessel determinations on non-traditional watercraft.

8.2 DISCUSSION

The legally operative definition for the word “vessel” as it is used in the tonnage measurement regulations (46 CFR 69), is found in Title 1, United States Code, Section 3 (1 U.S.C. 3). This definition reads: “*The word “vessel” includes every description of watercraft or other artificial contrivance used, or capable of being used, as a means of transportation on water.*” The U.S. Supreme Court has asserted that in determining whether a particular craft is also a vessel, “the question remains in all cases whether the watercraft’s use ‘as a means of transportation on water’ is a practical possibility or merely a theoretical one” (Willard Stewart v. Dutra Construction Company, 2005). To conform to the Supreme Court’s decision, the Coast Guard will assess whether a non-traditional watercraft is considered a vessel when applying the tonnage measurement regulations, through a process referred to as a “vessel determination”. On May 11, 2009, the Coast Guard published a notice of policy in the Federal Register (74 FR 21814) addressing this process for craft that routinely operate dockside and do not usually get underway.

8.3 NON-TRADITIONAL WATERCRAFT

In this context, non-traditional watercraft are those that either by design or intent do not usually get underway and/or do not possess the practical capability or equipment for being used as a means of transportation on water. These include, but are not limited to, craft that are in fact permanently or semi-permanently moored and/or are otherwise prevented as a practical matter from getting underway (e.g., are not fit for underway service, routinely operated dockside, surrounded by cofferdams, etc.).

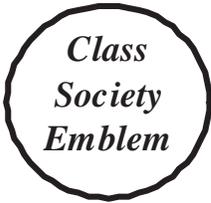
8.4 VESSEL DETERMINATION PROCEDURE

Before accepting an application for measurement of a non-traditional watercraft, the measurement organization shall contact the Tonnage Division (MSC-4) staff for instructions as to whether a vessel determination is required, and if so, the process for obtaining such a determination. Per the May 11, 2009 Federal Register notice, vessel determinations for craft that routinely operate dockside and do not usually get underway are made by the cognizant Coast Guard Officer in Charge, Marine Inspection (OCMI).

APPENDIX A

SAMPLE DOCUMENTS

SAMPLE INTERNATIONAL TONNAGE CERTIFICATE (FRONT)



Certificate Number:
CXX-111-ITC

**International
Tonnage Certificate (1969)**

Issued under the provisions of the International Convention on Tonnage Measurement of Ships, 1969,
under the authority of the Government of the

UNITED STATES OF AMERICA

for which the Convention came into force on February 10, 1983, by the

CLASS SOCIETY NAME

Name of Ship	Distinctive Number or Letters	Port of Registry	*Date
Sample	7202554	Seattle, WA	2001

*Date on which the keel was laid or the ship was at a similar stage of construction (Article 2(6)), or date on which the ship underwent alterations or modifications of a major character (Article 3(2)(b)), as appropriate.

MAIN DIMENSIONS

Length (Article 2(8))	Breadth (Regulation 2(3))	Molded Depth amidships to Upper Deck (Regulation 2(2))
102.11 m (335.0 ft)	21.31 m (69.9 ft)	8.69 m (28.5 ft)

THE TONNAGES OF THE SHIP ARE:

GROSS TONNAGE 9720
NET TONNAGE 3477

This is to certify that the tonnages of this ship have been determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969.

Issued at Washington, DC this 17th day of April 2002

The undersigned declares that he/she is duly authorized by the United States Government to issue this certificate.

T. G. Akins

T. G. AKINS

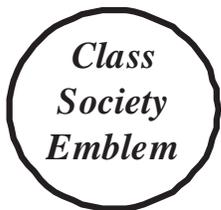
Issuing Officer

(SEAL)

SAMPLE INTERNATIONAL TONNAGE CERTIFICATE (REVERSE)

SPACES INCLUDED IN TONNAGE					
GROSS TONNAGE			NET TONNAGE		
Name of Space	Location	Length (m)	Name of Space	Location	Length (m)
Underdeck	---	---	Proc 1st Tier	Fr 15-50	6.29
1st Tier	Fr 15-16	8.71	Proc 2nd Tier	Fr 15-50	6.29
2nd Tier*	Fr 16-60	8.71	Cargo Hold 1	Fr 5-9	2.42
3rd Tier	Fr 16-60	4.05	Cargo Hold 2	Fr 30-35	2.73
4th Tier	Fr 16-23	2.77	Cargo Hold 3	Fr 60-65	2.73
P/S Funnel	Fr 65-67	0.79			
Crane Posts	Fr 56	0.40			
Crane Cab	Fr 55-56	0.69			
Seasonal Trailers	Fr 52-58	3.72			
			NUMBER OF PASSENGERS (Regulation 4(1))		
			Number of passengers in cabins with not more than 8 berths: 0		
			Number of other passengers: 0		
EXCLUDED SPACES (Regulation 2(5)) 2nd Tier Overhang			MOULDED DRAUGHT (Regulation 4(2)) 6.52 m		
An asterisk (*) should be added to those spaces listed above which comprise both enclosed and excluded spaces.					
Date and place of original measurement: July 13, 1994 at Washington, DC					
Date and place of last previous remeasurement: April 17, 2002 at Washington, DC					
REMARKS:					
Overall length as defined under 46 CFR 69 Subpart E is 105.10 m (344.8 ft). Vessel built by Southeastern Steel and Iron Works. Official number is 123456.					
Certificate reissued to reflect new midbody section and reserved space for temporary deck equipment.					
Assigned tonnages include 579.93 cubic meters of temporary deck equipment, located FR 52-58. This reserved space contributes 196.23 tons of space to the regulatory measurement system gross tonnage.					

SAMPLE U.S. TONNAGE CERTIFICATE (FRONT)



Certificate Number:
CXX-111-US

UNITED STATES OF AMERICA

CLASS SOCIETY NAME

TONNAGE CERTIFICATE

GENERAL INFORMATION

Vessel Name Sample	Vessel Number 123456	Vessel Type Fish Processing Vessel
Builder Southeastern Steel and Iron Works	Hull Number None	Propulsion <input checked="" type="checkbox"/> Self-Propelled <input type="checkbox"/> Non-Self-Propelled
Where Built Savannah, GA	Date Keel Laid/Altered 1944 / 2001	

MAIN DIMENSIONS

Definition Used	Registered Dimensions	Length	Breadth	Depth
Convention	X	102.11 m 335.0 ft	21.31 m 69.9 ft	8.69 m 28.5 ft
Overall		105.10 m 344.8 ft	m ft	m ft
Pre - 1990		m ft	m ft	m ft

TONNAGES

Measurement System	46 CFR 69 Subpart	Gross Tonnage	Net Tonnage
CONVENTION	B	9720 GT ITC	3477 NT ITC
REGULATORY	C	4879 GRT	4313 NRT

I CERTIFY that I am duly authorized by the United States Government to issue this certificate:

Issued at: **Washington, DC**

T. G. Akins
Issuing Officer: **T. G. AKINS**

(SEAL)

Date: **April 17, 2002**

SAMPLE U.S. TONNAGE CERTIFICATE (REVERSE)

CONVENTION MEASUREMENT SYSTEM INFORMATION					
ENCLOSED SPACES			CARGO SPACES		
Name of Space	Location	Length (m)	Name of Space	Location	Length (m)
Underdeck	----	----	Proc 1st Tier	Fr 15-50	6.29
1st Tier	Fr 15-16	8.71	Proc 2nd Tier	Fr 15-50	6.29
2nd Tier*	Fr 16-60	8.71	Cargo Hold 1	Fr 5-9	2.42
3rd Tier	Fr 16-60	4.05	Cargo Hold 2	Fr 30-35	2.73
4th Tier	Fr 16-23	2.77	Cargo Hold 3	Fr 60-65	2.73
P/S Funnel	Fr 65-67	0.79			
Crane Posts	Fr 56	0.40			
Crane Cab	Fr 55-56	0.69			
Seasonal Trailers	Fr 52-58	3.72			
			NUMBER OF PASSENGERS		
			Number of passengers in cabins with not more than 8 berths: 0		
			Number of other passengers: 0		
EXCLUDED SPACES 2nd Tier Overhang			MOLDED DRAFT		
			6.52 m 21.4 ft		
An asterisk (*) should be added to those spaces listed above which comprise both enclosed and excluded spaces.					
MEASUREMENT HISTORY					
Date and place of original measurement: July 5, 1945 at Savannah, GA					
Date and place of last previous remeasurement: April 17, 2002 at Washington, DC					
REMARKS					
International Tonnage Certificate (1969) issued for this vessel.					
Certificate reissued to reflect new midbody section and reserved space for temporary deck equipment.					
Assigned tonnages include 579.93 cubic meters of temporary deck equipment, located FR 52-58. This reserved space contributes 196.23 tons of space to the regulatory measurement system gross tonnage.					

SAMPLE REQUEST FOR COPIES OF TONNAGE MEASUREMENT RECORDS

(For Use By Authorized Measurement Organizations Only)

Akins, Thomas

From: Akins, Thomas
Sent: Thursday, January 15, 2009 11:42
To: msc@uscg.mil
Subject: Tonnage File Request: LISA M (ON 123456)

Per Section 5 of MTN 01-98, please provide a copy of the MSC tonnage file for the subject vessel.

Sincerely,

T.G. Akins
Tonnage Measurement Staff
Class Society Name

APPENDIX B

MEASUREMENT ORGANIZATIONS

Organizations currently authorized to perform tonnage measurement on behalf of the U.S. Coast Guard under the provisions of Title 46, Code of Federal Regulations, Part 69 are listed below:

American Bureau of Shipping (ABS)

Bureau Veritas (BV)

Det Norske Veritas (DNV)

Germanischer Lloyd (GL)

Lloyd's Register of Shipping (LR)

Current addresses, phone numbers, and points of contact for these organizations are available on the MSC's web site.

APPENDIX C

DISCUSSION OF CHANGES

- 1. General** The material of this MTN has been reorganized by merging the two enclosures and the cover document into a single document, to facilitate electronic use (e.g., the number on the printed document will now agree with the displayed page number when viewed electronically). Originally, this MTN was organized into separate enclosures to reduce the electronic file size, allowing for faster downloads from the internet. Recent advances in information technology have enabled most users to quickly access files on the order of 1 megabyte or more. The file size of the combined MTN 01-98 document is approximately 200 kilobytes.
- 2. Section 1.1 - Purpose** A reference to the tonnage measurement regulations was added for completeness.
- 3. Section 1.2 - Description of Process** This section was revised to clarify that 46 CFR 69 requires vessel owners to submit vessel drawing and supporting information to measurement organizations, and that this information is used in conjunction with other available information, including that obtained during onboard surveys. Also, the expression “physical inspection” was replaced with “onboard survey” for consistency with language used in Section 1.4.
- 4. Section 1.4 - Onboard Survey** This section was restructured to more clearly delineate survey requirements by listing them in individual subsections, and revised to explicitly state that one purpose of the onboard survey is to obtain dimensions and other information not available from drawings or other sources. Also, language concerning verification of the accuracy of drawings and computer models was expanded to include verification of other information used in the tonnage measurement process. Finally, all CFR references were replaced with references to corresponding sections of MTN 01-99 (which includes interpretative material, along with the CFR text).
- 5. Section 1.5 - Tonnage Certificate Issuance** This section was restructured for clarity, with the information regarding letters formerly used to certify tonnages incorporated in a “Note” at the end of the section.
- 6. Section 1.6 - Distribution of Copies** This section was revised to require that copies of tonnage certificates for undocumented vessels be sent to the MSC, consistent with the action of MSC letters Serial C3-0803336, C3-0803797, C3-0803798, C3-0803799, and C3-0803800, dated December 29, 2008. This requirement will ensure that tonnage information for undocumented vessels is entered into the Coast Guard's Marine Information System for Safety and Law Enforcement (MISLE). The MSC now has the capability to both input tonnage information into MISLE and upload copies of tonnage certificates into this database for access by interested Coast Guard parties.
- 7. Section 1.8 - Reissuance of Tonnage Certificates** Throughout this section, the term “reissuance” was substituted for the term “revision” when referring to the process by which a new tonnage certificate is issued to replace an existing certificate. This terminology more accurately reflects how original certifying documents, such as tonnage certificates, are updated.
- 8. Section 1.8(a) - Mandatory Reissuance** This section was clarified to reflect that mandatory reissuance of tonnage certificates is not necessary to correct certain errors in assignment of tonnages and dimensions that are of small magnitude, as provided for in Section 4.2(d), and to reflect that reissuance of a lost International Tonnage Certificate is necessary for a vessel that engages on foreign voyages. In addition, a “Note” was

added to explicitly address the situation where a vessel is additionally measured under the convention measurement system, requiring reissuance of the U.S. Tonnage Certificate.

9. **Section 1.9 - Cancellation of Tonnage Certificates** This section was revised to specify the following two additional scenarios under which tonnage certificates are cancelled: 1) tonnage violations; and 2) circumstances which would result in the tonnage laws of the United States no longer applying to the vessel (e.g., permanent mooring of a watercraft that previously operated as a vessel). These scenarios are addressed in new Sections 1.9(c) and 1.9(d).

10. **Section 2.3(b)(2)(ii) - Official Number** This section was revised to require that the prefix ON be used when specifying the official number on the International Tonnage Certificate, to help avoid confusion.

11. **Section 2.3(b)(2)(iii) - CG Number** This section was revised to require specification of a unique vessel identifier on International Tonnage Certificates for all vessels, by requiring Coast Guard (CG) numbers be assigned if the vessel has neither an IMO number nor an official number, and by providing instructions for obtaining CG numbers from the MSC. These changes implement on a permanent basis the procedural changes established by MSC letters Serial C3-0803336, C3-0803797, C3-0803798, C3-0803799, and C3-0803800, dated December 29, 2008, as supplemented by MSC letter Serial C3-0900050 dated January 8, 2009.

12. **Section 2.4(e) - Date and Place of Original Measurement** This section was revised to clarify that the date and place of original measurement under the convention measurement system is irrespective of the assigning flag State (i.e., this information shall refer to the first time the vessel was measured in accordance with the 1969 Tonnage Convention). Also, the information in this section regarding onboard surveys was incorporated into a “Note”, for emphasis.

13. **Section 2.4(g)(6) - Vessels with Space Reserved for Temporary Deck Equipment** This section was revised to address reservation of space for temporary deck equipment under the regulatory measurement system, consistent with the action of MSC letter Serial C3-0802399 dated August 12, 2008. A corresponding remark is provided.

14. **Section 2.4(g)(9) - Reduced Gross Tonnage for Open-Top Containerships** This section was updated to reflect the changes to the method for determining reduced gross tonnage on open-top containerships, per IMO Resolution MSC.234(82).

15. **Section 3.3(b)(2)(i) - Official Number** This section was revised to require that the prefix ON be used when specifying the official number on the U.S. Tonnage Certificate, to help avoid confusion.

16. **Sections 3.3(b)(2)(ii),(iii) - IMO Number, CG Number** These sections were revised, consistent with the revisions to section 2.3(b)(2), to require that a unique vessel identification number (either official number, IMO number or CG number) be specified on all U.S. Tonnage Certificates, and to provide the procedure for obtaining CG numbers from the MSC.

17. **Section 3.3(b)(3) - Vessel Type** The instructions regarding treatment of vessels that operate in more than one service have been revised to reflect that some vessels may operate in three or more different services, with the term “Multiple Service” replacing the term “Dual Service”. Also, a “Note” has been added to clarify that the vessel type specified on the U.S. Tonnage Certificate is for identification purposes only, and shall not be used as evidence of certification to operate in any particular service.

18. **Section 3.3(b)(5) - Hull Number** The subsections on “Hull Number” and “Hull Identification Number” have been revised to reflect that some commercial vessels are assigned hull identification numbers, and that

such numbers shall be used in lieu of builder's hull numbers, in cases where both are assigned. This situation can arise when vessels are constructed for both commercial and recreational use (e.g., smaller passenger and fishing vessels).

19. **Section 3.4(b) - Measurement History** This section was revised to provide instructions for specifying the date and issuance location of original or previous measurement for the case where a vessel had been measured under the simplified measurement system, consistent with MSC letter Serial C3-0601847 dated July 18, 2006.

20. **Section 3.4(c)(4) - Vessels with Space Reserved for Temporary Deck Equipment** This section was revised to address reservation of space for temporary deck equipment under the regulatory measurement system, consistent with the change to Section 2.4(g)(6).

21. **Section 3.4(c)(7) - Vessels With IMO Number Assigned (Optional)** This section was revised for consistency with the changes to Section 3.3(b)(2), requiring a unique vessel identification number (official number, IMO number or Coast Guard number) to be specified on the U.S. Tonnage Certificate.

22. **Section 3.4(c)(8) - Vessels \geq 24 Meters and $<$ 79 Feet in Length** This new section was added to address the situation where a vessel's length is 24.0 meters or more but less than 79 feet, consistent with the action of MSC letter Serial C3-0800309 dated February 8, 2008. The preamble for the associated final rule (54 Federal Register 37652 dated September 12, 1989) discussed the decision to use English units in applying the 79 foot length applicability breakpoint of the 1969 Tonnage Convention.

23. **Section 5.1 - Purpose** This section was revised to more clearly describe the circumstances under which measurement organizations are provided copies of tonnage measurement records (i.e., for use in the remeasurement, or possible remeasurement, of a vessel). A reference to the Tonnage Guide on tonnage measurement records (Tonnage Guide 3) was also included.

24. **Section 5.2 - General** This new section provides an overview of the kinds of tonnage records maintained by the MSC, as well as the location of such records. Consistent with the previous Change to this MTN, this section requires submittals for such records to be addressed to the MSC, regardless of the location of the records.

25. **Section 5.3 - Submittals to the MSC** This section incorporates updated material from previous Section 5.2 to reflect new procedural requirements for requesting copies of tonnage measurement records from the MSC. These changes are intended to streamline the request process, by eliminating the need for the signed request and file transfer form that was previously mandated, and allowing email (without attachments) to be used instead. A sample email request is provided in Appendix A.

26. **Section 5.4 - MSC Response** This section incorporates updated material from previous Section 5.3, consistent with the new procedural requirements for obtaining copies of tonnage measurement records described above. The specified service standard for responding to such requests is 2 days from receipt of the request.

27. **Section 5.5 - Record Transfers** This section incorporates material from previous Section 5.4, and includes a reference to Section 6.4 for additional information about records which had previously been transferred to measurement organizations. The material in previous Section 5.5 regarding identification of sister vessel tonnage records had been deleted: the MSC currently uses electronic tools that have greatly reduced the time required to locate sister vessel records.

28. **Section 6.2(a)(1) - Tonnage Calculations** This section was revised to ensure that a unique vessel identification number is specified on the tonnage calculations, consistent with the changes to Sections 2.3(b)(2) and 3.3(b)(2).
29. **Section 8 - Vessel Determinations on Non-Traditional Watercraft** This new section provides requirements on obtaining vessel determinations from the MSC for non-traditional watercraft, to ensure that such watercraft meet the definition of “vessel” before applications for tonnage measurement are accepted. This section supersedes requirements set forth in MSC letters Serial C3-0800970, C3-0800971, C3-0800972, C3-0800973, and C3-0800974 dated April 3, 2008, and is consistent with the notice of policy published in the Federal Register on May 11, 2009 (74 FR 21814) addressing vessel determinations for craft routinely operated dockside.
30. **Appendix A - File Request Form** This form has been deleted. Refer to the discussion of the change to Section 5.3, above.
31. **Appendix A - Sample International Tonnage Certificate (Reverse)** The temporary deck equipment remark was revised, consistent with the change to Section 2.4(g)(6).
32. **Appendix A - Sample U.S. Tonnage Certificate (Reverse)** The date of last previous remeasurement was corrected to agree with the issuance date, as expressed on the front of the sample certificate. Also, the temporary deck equipment remark was revised, consistent with the change to Section 3.4(c)(4).
33. **Appendix A - Sample Request For Copies of Tonnage Measurement Records** This new sample form was added, consistent with the change to Section 5.3.
34. **Appendix B - Measurement Organizations** The web address for the MSC was deleted. Specifying the web address is not necessary, and can cause confusion if the web address changes.
35. **Editorial and Administrative Changes** Editorial clarifications and corrections, along with administrative updates, were made throughout the document. In addition, to improve its readability and for consistency, the active voice replaces the passive voice and the word “shall” replaces the word “should”, where appropriate.