

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Marine Safety Center

US Coast Guard Stop 7430  
2703 Martin Luther King Jr Ave SE  
Washington, DC 20593-7430  
Staff Symbol: MSC-4  
Phone: (202) 795-6729  
Email: msc@uscg.mil

MSC-WI-C3-01  
November 16, 2021

## MARINE SAFETY CENTER WORK INSTRUCTION C3-01

Subj: PROCESSING TONNAGE FILE REQUESTS

Ref: (a) MTN 01-98, as amended, *Tonnage Administrative Policy*  
(b) TG 03, as amended, *Tonnage Measurement Records*  
(c) BP-11, as amended, *Tonnage Correspondence Guidelines*

1. **PURPOSE.** To establish a consistent procedure for processing authorized measurement organization requests for copies of tonnage measurement records in tonnage files maintained by the Marine Safety Center (MSC). Because such records may be used as the basis for tonnage recertification actions, it is important that the measurement organizations be provided with complete record copies matching the vessel that is the subject of the request.
2. **DEFINITIONS.**
  - a. **Files Database:** An MSC database that catalogs all tonnage measurement records for which the MSC is responsible, including those that were transferred to a Federal Records Center or the National Archives. Additionally, this database provides information on copies of tonnage measurement records that have been transmitted to authorized measurement organizations and other entities, as well as vessel identification information, such as former names, through links to the MISLE Extract database. Files Database was initially developed in 1995, and currently catalogs records for approximately 57,000 vessels, under either the vessel's official number, or other identifying information, such as the vessel's name, or the builder and hull number.
  - b. **Tonnage Files:** The term given to the tonnage measurement records associated with the measurement of a particular vessel.
  - c. **Tonnage Measurement Records:** Tonnage calculations, tonnage certificates and/or water ballast justification approval letters, in original, copy, microfiche and/or electronic form.
  - d. **Tonnage Data Sheet:** A single page generated using Files Database that contains current information on tonnage measurement records for a specific vessel, as well as vessel tonnage and identification information from the MISLE system. A sample Tonnage Data Sheet is attached as enclosure (1).

- e. Vessel Identification Number (VIN): A unique identification number associated with a particular vessel. Examples of VINs include the vessel's official number (ON), International Maritime Organization (IMO) number, or Coast Guard (CG) number. In the case of a vessel having multiple VINs, for purposes of this business procedure, use the ON (if available), otherwise the IMO number (if available), and lastly the CG number (if neither an ON nor IMO number is available).
3. RESPONSIBILITIES. This procedure applies to all requests for copies of tonnage measurement records by authorized measurement organizations under the provisions of reference (a), referred to as "file requests". It involves only those records created by the Coast Guard (or predecessor agencies) that reside at the MSC, or were sent to a Federal Records Center by the Coast Guard (or predecessor agency). Refer to reference (b) for information on file requests by other entities.
- a. Tonnage Division Chief
    - (1) Ensure overall compliance with this procedure.
    - (2) Log file requests into MASCOT.
    - (3) Verify that tonnage measurement records cannot be located prior to their designation as "*Missing*".
    - (4) Ensure Files Database is properly maintained and improved as needed.
    - (5) Audit Files Database and MASCOT for quality control.
  - b. Tonnage Division Staff
    - (1) Process assigned file requests in accordance with this procedure, complying with the 2 business day service standard for MSC responses of reference (a).
    - (2) Conduct tonnage measurement record searches in Files Database for the associated vessel, or sister vessel if necessary.
    - (3) Retrieve tonnage measurement records that are stored at a Federal Records Center.
    - (4) Review tonnage measurement records to ensure their completeness, and to verify their association with the identified vessel.
    - (5) Generate and save an electronic copy of the requested records (if not already available), and the Tonnage Data Sheet for the vessel.
    - (6) Obtain Division Chief review and approval before designating a tonnage measurement record that cannot be located as "*Missing*".
    - (7) Provide MSC responses, via email, attaching the requested tonnage measurement record copy (if available) and the associated Tonnage Data Sheet.
    - (8) Update Files Database to reflect transmission of tonnage measurement record copies, and to identify missing records.
    - (9) Log the response email out of MASCOT.

c. Office Automation Assistant

- (1) Process file requests consistent with procedures for processing plan review submittals.
- (2) Provide assistance in creating copies of tonnage measurement records, upon request.

4. GENERAL GUIDANCE.

a. Overview

Measurement organizations submit file requests to the MSC in accordance with Section 5 of reference (a). Upon receipt, the MSC logs file requests into MASCOT and conducts a records search using Files Database. If the associated tonnage measurement records are missing or incomplete, a similar search is conducted for sister vessel records. After locating, creating and saving an electronic copy of the tonnage file, the MSC transmits the copy to the requestor, along with a copy of the Tonnage Data Sheet. Files Database is updated accordingly, with the request logged out of MASCOT. Detailed procedures for MSC processing of file requests are provided below.

b. Log-in

Log file requests into MASCOT under Project Number P005725, to ensure proper tracking. Include the requestor name, vessel name and VIN in the Activity remarks block (e.g., “*J. Smith: HAPPY DAYS (ON 1234567)*”). To preclude delays in response times, Tonnage Division staff members may process requests in advance of MASCOT log-in of submittals. In such cases, provide a copy of the file request to the Tonnage Division Chief, annotated to indicate the response date and capture time in MASCOT using a “CatchAll” Document/Activity.

c. Searching for Records

Search for tonnage measurement records in Files Database, using the vessel’s official number or other vessel identifying information provided by the requestor. If the desired records are missing, search for sister vessel records as indicated by the requestor, and/or through the use of the sister vessel table in the Files Database. In the event that an official number is not available, hardbound copies of the discontinued publication “Merchant Vessels of the United States” may assist in locating records, through listings that cross-reference former names to current names. If records are determined to be missing, request Tonnage Division Chief verification before designating them as “*Missing*” in Files Database.

## d. Locating Records

Locate the tonnage measurement records in the MSC's tonnage files or the tonnage microfilm/fiche file cabinet. If the records are located at a Federal Records Center, submit a request to permanently withdraw the associated box of records for permanent retention by the MSC. Obtain assistance for submitting such requests from the Unit's Federal Records Center Coordinator, as needed.

## e. Reviewing Records

Review tonnage measurement records for completeness, as specified below. Copies of additional records filed with the tonnage file (e.g., drawings, decision letters, or water ballast calculations) may be included in the MSC's response, if considered of potential use to the measurement organization, and with the Tonnage Division Chief's approval.

- (1) Tonnage Certificate (e.g., CG Form 1414): Ensure vessel identifying information on the tonnage certificate matches that on the Tonnage Data Sheet. Note that due to different filing systems maintained by admeasurement staff at Coast Guard field units, the tonnage file for documented vessels may not include a tonnage certificate copy. In such cases, the record is not considered to be missing, as a copy may be obtained by the measurement organization from the National Vessel Documentation Center (NVDC) per reference (b). The MSC does not obtain copies of such records from the NVDC for this purpose.
- (2) Tonnage Calculations (e.g., CG Form 1410): Ensure that vessel identifying information on the tonnage calculations matches that on the Tonnage Data Sheet, and verify completeness of the tonnage calculations (e.g., under-deck calculations are specified, and do not reference those of another vessel).
- (3) Water Ballast Justification Approval Letters: For vessels where the amount of water ballast exceeds 30% of the regulatory gross tonnage (as calculated without any allowance for water ballast), ensure that a copy of the water ballast justification approval letter is included in the tonnage file.

## f. Missing or Otherwise Unavailable Records

If the requested tonnage measurement records are missing, otherwise unavailable, or incomplete (e.g., under-deck calculations reference those of another vessel), attempt to locate the missing information in the tonnage file of another vessel. Include any information found as part of the MSC's response (e.g., by attaching the relevant records from the sister vessel tonnage file). Copies of missing water ballast justification approval letters may be available in the Tonnage Division official files, and can sometimes be located by searching the Tonnage Division Abstracts Database using the vessel's builder and hull number. Complete the "File In Missing Status" block for all missing or otherwise unavailable tonnage measurement records. If the requested tonnage measurement record does not exist in the Files Database, create a

record in the database. In all cases, include a short remark describing the results of the search.

g. Copying Records

After locating the tonnage measurement records, make an electronic Adobe Portable Document Format (pdf) copy (if not already available), through scanning or other electronic imaging technology (e.g., the electronic microfiche copier). It is good practice to minimize file size while ensuring the electronic documents are fully legible. OAA assistance in completing this tasking may be utilized, as authorized by the Tonnage Division Chief.

h. Assembling and Saving the File

Assemble the electronic pdf tonnage file, with the certificate(s) first, followed by the tonnage calculations, and lastly the water ballast justification approval letter (if applicable). If measured under multiple systems, group the records for each system together, and order the groups as follows: convention first, followed by regulatory, Suez, and lastly Panama. Save the assembled electronic copy in the P005725 project folder using the VIN as the file name (e.g., "1234567.pdf"). If the file must be subsequently divided due to size limitations for transmittal, use the following naming convention: "1234567\_1.pdf", "1234567\_2.pdf", etc.

i. Generating the Data Sheet

Using Files Database, generate a pdf copy of the Tonnage Data Sheet for the vessel. Save the Tonnage Data Sheet in the P005725 project folder, including the VIN in the file name, followed by the expression "Tonnage Data Sheet" (e.g., "1234567 Tonnage Data Sheet.pdf"). If a Tonnage Data Sheet already exists under the same file name, overwrite the existing data sheet.

j. Providing the Response

Unless otherwise authorized by the Tonnage Division Chief, use email to respond to file requests per reference (c), without making or retaining any additional copies of the response. Attach the electronic tonnage file copy (if available) and the associated Tonnage Data Sheet (in all cases in which a vessel has an official number assigned). The response shall include a brief description of the information being transmitted (e.g., "A copy of the requested file and the associated Tonnage Data Sheet is attached." or "As indicated on the attached Tonnage Data Sheet, the requested file is missing." or "We have no records responsive to your file request.")

Subj: PROCESSING TONNAGE FILE REQUESTS

MSC-WI-C3-01  
November 16, 2021

k. Logging-Out and Updating Databases

Update the vessel's record in the Files Database to reflect the disposition of the file request, save the outgoing email in the relevant vessel folder, and then log out the file request activity in MASCOT.



S. T. BRADY  
Chief, Tonnage Division  
U.S. Coast Guard  
By direction

Encl: (1) Sample Tonnage Data Sheet

Sample Tonnage Data Sheet:

11/07/2011	<b>MSC AND MISLE DATABASE TONNAGE DATA SHEET FOR VESSEL (ON):</b> 522048																																	
The information contained on this data sheet was extracted from MSC and MISLE databases on the date indicated above. It is provided to authorized measurement organizations for informational purposes only. The information on this data sheet MUST NOT be used as the basis for tonnage certification actions unless the measurement organization independently verifies its accuracy. Refer questions to the MSC Tonnage Division (MSC-4).																																		
<b>MSC TONNAGE FILE DATA</b>																																		
<b>Current File Location</b>	<b>File Contents</b>	<b>File Missing Status Info</b>																																
Agency <input type="text" value="MSC"/> Xfer Date* <input type="text"/>	File type <input type="text"/>	Date unable to locate file: <input type="text"/>																																
Location <input type="text" value="Filed by O/N"/> Box/ID # <input type="text"/>	Paper <input checked="" type="checkbox"/> US <input checked="" type="checkbox"/>	Vessel formally measured:																																
Electronic Copy Previously Available: <input type="checkbox"/>	Microfilm <input type="checkbox"/> ITC <input type="checkbox"/>	<input type="checkbox"/> MSC has no record of file																																
	Suez <input type="checkbox"/>	<input type="checkbox"/> File not in designated location																																
	Panama <input type="checkbox"/>	Vessel simplified measured <input type="checkbox"/>																																
* Xfer date is date transferred either to or from the MSC	Ballast Justification: <input type="checkbox"/>																																	
<b>MISLE TONNAGE DATA (Dimensions in Feet)</b>																																		
ORG <input type="text" value="USCG"/>	<b>MISLE VESSEL NAME DATA</b>																																	
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Registered Indicator</th> <th>Length</th> <th>Breadth</th> <th>Depth</th> </tr> </thead> <tbody> <tr> <td>CONV</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>HULL</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>PRE-1990</td> <td><input type="text" value="1"/></td> <td><input type="text" value="56.0"/></td> <td><input type="text" value="24.0"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="text" value="7.6"/></td> </tr> <tr> <td>GT ITC</td> <td><input type="text"/></td> <td>NT ITC</td> <td><input type="text"/></td> </tr> <tr> <td>GRT (C/D)</td> <td><input type="text" value="119"/></td> <td>NRT (C/D)</td> <td><input type="text" value="81"/></td> </tr> <tr> <td>DUAL MSMT</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </tbody> </table>	Registered Indicator	Length	Breadth	Depth	CONV	<input type="text"/>	<input type="text"/>	<input type="text"/>	HULL	<input type="text"/>	<input type="text"/>	<input type="text"/>	PRE-1990	<input type="text" value="1"/>	<input type="text" value="56.0"/>	<input type="text" value="24.0"/>				<input type="text" value="7.6"/>	GT ITC	<input type="text"/>	NT ITC	<input type="text"/>	GRT (C/D)	<input type="text" value="119"/>	NRT (C/D)	<input type="text" value="81"/>	DUAL MSMT	<input type="text"/>			Date listed may represent the date when MISLE data was imported from another data system (e.g., MSIS). Also, pre-1989 name data is incomplete.	
Registered Indicator	Length	Breadth	Depth																															
CONV	<input type="text"/>	<input type="text"/>	<input type="text"/>																															
HULL	<input type="text"/>	<input type="text"/>	<input type="text"/>																															
PRE-1990	<input type="text" value="1"/>	<input type="text" value="56.0"/>	<input type="text" value="24.0"/>																															
			<input type="text" value="7.6"/>																															
GT ITC	<input type="text"/>	NT ITC	<input type="text"/>																															
GRT (C/D)	<input type="text" value="119"/>	NRT (C/D)	<input type="text" value="81"/>																															
DUAL MSMT	<input type="text"/>																																	
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th colspan="2">Other Tonnage Data</th> <th>current / former names</th> <th>date entered</th> </tr> </thead> <tbody> <tr> <td>Unspecified Length</td> <td><input type="text" value="56"/></td> <td>M/V ALEXIS ALANIE</td> <td><input type="text" value="05/27/2005"/></td> </tr> <tr> <td>Deadweight Tons</td> <td><input type="text"/></td> <td>VICKI LYNNE</td> <td><input type="text" value="12/17/2001"/></td> </tr> <tr> <td>Displacement Tons</td> <td><input type="text"/></td> <td>RIVER QUEEN</td> <td><input type="text" value="08/01/1986"/></td> </tr> <tr> <td>Total Passengers</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Overnight Passengers</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </tbody> </table>	Other Tonnage Data		current / former names	date entered	Unspecified Length	<input type="text" value="56"/>	M/V ALEXIS ALANIE	<input type="text" value="05/27/2005"/>	Deadweight Tons	<input type="text"/>	VICKI LYNNE	<input type="text" value="12/17/2001"/>	Displacement Tons	<input type="text"/>	RIVER QUEEN	<input type="text" value="08/01/1986"/>	Total Passengers	<input type="text"/>			Overnight Passengers	<input type="text"/>												
Other Tonnage Data		current / former names	date entered																															
Unspecified Length	<input type="text" value="56"/>	M/V ALEXIS ALANIE	<input type="text" value="05/27/2005"/>																															
Deadweight Tons	<input type="text"/>	VICKI LYNNE	<input type="text" value="12/17/2001"/>																															
Displacement Tons	<input type="text"/>	RIVER QUEEN	<input type="text" value="08/01/1986"/>																															
Total Passengers	<input type="text"/>																																	
Overnight Passengers	<input type="text"/>																																	
<b>Additional Simplified Measurement Parameters</b>	<b>Other Tonnage Data</b>																																	
GRT <input type="text"/> NRT <input type="text"/>	Unspecified Length <input type="text" value="56"/>																																	
PROPEL MACH LOC <input type="text"/> MULTI-HULL <input type="text"/>	Deadweight Tons <input type="text"/>																																	
( 0 = No, False or Null ; 1 = Yes or True )	Displacement Tons <input type="text"/>																																	
	Total Passengers <input type="text"/>																																	
	Overnight Passengers <input type="text"/>																																	
	HULL_SHAPE <input type="text"/>																																	
	DECKHOUSE <input type="text"/>																																	
<b>OTHER MISLE VESSEL DATA</b>																																		
HAILING PORT <input type="text" value="NEW ORLEANS"/>	SELF PROPELLED <input type="text" value="1"/>	CONTRACT DATE <input type="text"/>																																
STATE <input type="text" value="LA"/> FLAG <input type="text" value="US"/>	INSP SUBCHAPTER <input type="text" value="C"/>	KEEL LAID DATE <input type="text"/>																																
CALL SIGN <input type="text" value="WDC5220"/>	IN DOCUMENTATION <input type="text" value="1"/>	DELIVERY DATE <input type="text"/>																																
CG NUMBER <input type="text"/>	OUT OF SERVICE <input type="text"/>	CONVERSION DATE <input type="text"/>																																
IMO NUMBER <input type="text"/>	COMPLETED DATE <input type="text" value="1969"/>																																	
HULL NUMBER <input type="text"/>	SHIPYARD <input type="text" value="BOLLINGER MACHINE SHOP"/>																																	
HIN <input type="text"/>	COMPLETED BY <input type="text"/>																																	
SERVICE <input type="text" value="Towing Vessel"/>	COMPLETED CITY <input type="text"/> COMPLETED STATE <input type="text"/>																																	
CLASS <input type="text" value="Towing Vessel"/>	COMPLETED COUNTRY <input type="text"/>																																	
TYPE <input type="text" value="Pushing Ahead (Towboat)"/>	HULL BUILDER <input type="text" value="BOLLINGER MACHINE SHOP"/>																																	
SUB TYPE <input type="text" value="General"/>	HULL BUILT CITY <input type="text" value="LOCKPORT"/> HULL BUILT STATE <input type="text" value="LA"/>																																	
	HULL BUILT COUNTRY <input type="text" value="UNITED STATES"/>																																	
( 0 = No, False or Null ; 1 = Yes or True )																																		