

**INSTRUCTIONS FOR SCHEDULE 310, VESSEL OPERATING STATEMENT**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2133-0005. Public reporting for this collection of information is estimated to be approximately 1 hour per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Maritime Administration, MAR-390, 1200 New Jersey Avenue, SE, Washington, DC 20590.

The information below, required by 46 CFR Part 382.2(b)(8,9), is to be completed on the Schedule 310. This information must be completed annually for the prior calendar year. While not all line items on the Schedule 310 are required by the bulk preference rule, its completion in its entirety is appreciated.

**Do not fill in shaded areas.**

**The following items are required:**

- Period:** January 1 to December 31 of the prior calendar year.
- Vessel type:** List vessel type and vessel name(s).
- Operating Days:** Any day on which a vessel or barge unit is in a seaworthy condition fully manned, and whether in operation or standing ready to begin operations.
- Wages:** Annual payment for salaries and wages of officers and unlicensed crew, including relief crews and others regularly employed aboard the vessels, fringe benefits, vacation payments and accrued payroll taxes.
- Subsistence:** Annual cost of all edibles including sales taxes and delivery and inspection charges.
- Stores:** Annual cost of consumable stores, supplies and equipment excluding fuel but including lube oils and all related sales taxes and delivery and inspection charges.
- M & R:** Annual cost of vessel maintenance and repair not covered by insurance, including accrual for drydocking, if applicable. Do not include capitalized repair costs or costs of cleaning the vessel's tanks or holds.
- Insurance:** Annual cost of hull and machinery insurance, protection and indemnity insurance and other marine risk insurance involving the vessel (not the cargo).
- Other Vessel Expense:** Annual cost of miscellaneous items incidental to the operation of the vessel, i.e. fresh water, vessel communication etc. Do not include overhead expenses such as agency fees and management fees.
- Idle Status Costs:** If not already included above, include here the annual cost of Wages, Subsistence, Stores, M&R, Insurance, and Other Vessel Expenses when the vessel is inactive. Also include, wharfage and dockage, port expenses and miscellaneous expenses attributable to the inactive period.