

Explanatory Notes for Schedule 310

Year:

- Please include operating costs for the previous Calendar Year.
- Fill out one form for each year and vessel type (Do not fill out a form for each vessel).

Vessel Types:

- Please include the number of vessels for which you are reporting as well as the vessel type:
 - Containerships (incl. Ro-Ro/containerships);
 - Ro-Ros (incl. PCTCs);
 - Bulk Carriers;
 - General Cargo carriers;
 - Heavy Lift; and
 - Product Tankers.

Voyage days:

- Include all operating days for the fleet. Days should correspond with operating expenses.

Operating expenses:

- Wages - Include base wages, overtime, pension and welfare, training, and other fringe benefits related to employment.
- Subsistence
- Stores
- M&R - Routine maintenance and repair costs to a vessel and her equipment while the vessel is in service. "Routine M&R" should be defined as expenses that do not require time out-of-service.
- Insurance - Include as applicable H&M, P&I, war P&I and certificates of financial responsibility.
- Other Vessel Expense -Include only management and administrative expense.

Once complete, please return the form in one of the following ways:

1. Click the "Submit" button located at the bottom of the Schedule 310 form; or
2. Email the completed Schedule 310 form to: [msp310forms.marad@dot.gov](mailto:mSP310forms.marad@dot.gov).

If you have any questions, please contact: Ruth DeVelbis on (202) 366-2314 (ruth.develbis@dot.gov) or Lisa Simmons at (202) 366-2321 (lisa.simmons@dot.gov).

Thank You