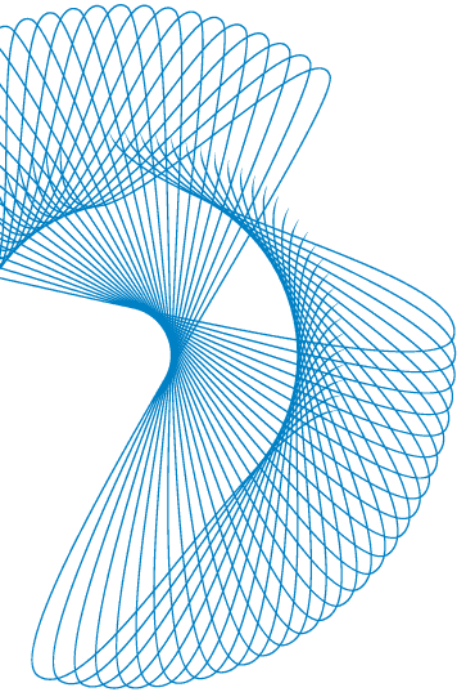
marinepollutionRESPONSEservice

MARITIME NEW ZEALAND



National Oil Spill Contingency Plan

Chapter 2 – Forms

Contents

Overview

Six separate forms are provided for regional council and offshore Industry use:

- Pollution Incident Evaluation Form
- Notification of a Marine Oil Spill
- Offshore Installation Notification of a Marine Oil Spill
- Marine Oil Spill Assessment (two pages)
- Regional Council Request for Maritime NZ Assistance
- Aerial Surveillance Observer Log

Summary of Forms

Pollution Incident Evaluation Form

This form is to be completed by the initial recipient of a reported oil spill. If the spill is reported to Maritime NZ this will be done by the RCCNZ, and if the spill is reported to the Regional Council, by the Pollution Hotline or equivalent.

Notification of a Marine Oil Spill

A template is provided for regional councils to report details of all oil spills to the Maritime NZ. For potentially significant spills, the RCCNZ should be notified immediately, and the Notification Form faxed through as soon as possible. For minor spills the Notification Form should be faxed through within three days.

Offshore Installation Notification of a Marine Oil Spill

A template is provided for offshore installations to report details of all oil spills to the Maritime NZ. For all spills the RCCNZ should be notified immediately, and the Notification Form faxed through as soon as possible.

Marine Oil Spill Assessment

A template is provided to ensure that the spill information necessary to mount an appropriate response is collected. Information includes spill location, weather conditions, predicted spill movement, spill size and oil type. The form can be updated and used as a situation report (SITREP) through a spill response.

This form (2 pages) should be filled in and faxed to the RCCNZ for significant spills, particularly if assistance may be required.

Regional Council Request for Maritime NZ Assistance

A template is provided to request Maritime NZ assistance with equipment and/or specialist advice. For any potentially significant spill, the RCCNZ should be immediately notified of the type and quantity of Maritime NZ equipment or specialist advice that may be needed.

Requests for assistance should be made as early as possible to allow personnel to be notified and prepared for possible mobilisation.

Aerial Surveillance Observer Log

A template is provided to provide assistance with observing oil spills from the air.

These forms will act as helpful reminders to On-Scene Commanders to initiate inquiries aimed at answering all of the relevant questions on the forms. It is acknowledge that you will not have all of these answers immediately. Indicate on the initial notification which data is being actively sought.

Providing that your regional council is able to demonstrate that all of these fundamental information needs were being addressed within the very initial stages of a marine oil spill response, Maritime NZ will be more assured that any final cost reimbursement sought from the Authority will be reasonable (i.e. a council did not act negligently or over-zealously in its response).

Pollution Incident Evaluation Form

Complete as much of this form as possible		
Person notified:	Time:	Date:
Name of Person Giving Notification:		
Phone Number:		
Availability of person making notification (next few hours):		
Location of Spill:		
Time of Spill:	Is oil still entering the water? Yes - No	
Origin of Spill:		
Type of Oil:		
Approximate area covered:		
Estimated quantity:		
What colour is the slick?		
Any wildlife or wildlife habitat affected or at risk:		
Any vessel in the vicinity?		
Weather conditions at the spill site:		
Wind speed:	Wind direction:	
Sea state:	Tide rising/falling:	
Can the person notifying the spill obtain a sample if required? Yes/no:		
Any other information which may be helpful?		

Notification of a Marine Oil Spill

FILL IN THIS FORM WITH A BLACK PEN AND FAX or EMAIL TO

Rescue Coordination Centre Maritime New Zealand	Fax: 04 577 8038 Phone: 04 577 8030 Email: RCCNZ@maritimenz.govt.nz	Number of pages: Urgent ○ Non-Urgent ○

THIS REPORT MADE BY: ……

Organisation……..

Date Time Phone Fax Mobile

ESTIMATED TIER OF RESPONSE

Tier 1 (Local) ○ Tier 2 (Regional) ○ Tier 3 (National) ○

SITUATION REPORT

Spill location

Date of spill Time of spill

LAT o 'S LONG o 'E (please complete)

TYPE OF OIL SPILT

Crude ○ HFO ○ LFO ○ Lubrication Oil ○ Marine Diesel ○ Hydraulic Oil ○ Kerosene/Av. Gas ○Petrol/Gasoline ○ Bilge ○ Unknown ○ Other (details) ○

ESTIMATED QUANTITY OF OIL SPILT

SOURCE OF OIL SPILT

Land-based ○ Vessel ○ Oil Transfer Site ○ Offshore Installation ○ Pipeline ○ Unknown ○

SOURCE DETAILS

Vessel/Site Name MSA No. Owner

Name Address

ACTIVITY

Vessel Loading/Unloading ○ Refuelling ○ Bilge Pumping ○ Capsize ○ Grounding ○ Collision ○ Sinking ○ Unknown ○ Other (details) ○

CAUSE

Equipment/Mechanical Failure ○ Human Error ○ Vandalism ○ Negligence ○ Unknown ○ Other (details) ○

ENVIRONMENTAL EFFECTS/DAMAGE

RESPONSE/ACTION TAKEN

Could spill escalate? Y/N Are response costs likely to exceed $5000 Y/N Is media interest likely Y/N
Is prosecution action likely? Y/N

IF YES TO ANY OF THE ABOVE. NOTIFY THE RCCNZ IMMEDIATELY BY PHONE, AND FAX THE RCCNZ THIS PAGE.Then complete the Marine Oil Spill Assessment form and fax through as soon as practical. Include all available information, Indicate information still to be obtained, and fax information updates when available.

IF NO TO **ALL** OF THE ABOVE, TICK NON-URGENT AT THE TOP OF THIS FORM AND FAX or EMAIL THIS PAGE TO RCCNZ WITHIN THREE DAYS

Offshore Installation Notification of a Marine Oil Spill

FILL IN THIS FORM WITH A BLACK PEN AND FAX OR EMAIL IT TO:

Rescue Coordination Centre Maritime New Zealand	Fax: 04 577 8038 Phone: 04 577 8030 Email: rccnz@maritimenz.govt.nz	Number of pages: Urgent ○ Non-Urgent ○

THIS REPORT MADE BY: ……

Installation……Organisation……

Date Time Phone Fax Mobile

ESTIMATED TIER OF RESPONSE

Tier 1 (Local) ○ Tier 2 (Regional) ○ Tier 3 (National) ○

SITUATION REPORT

Spill location

Date of spill Time of spill

LAT o ‘S LONG o ‘E

IS THIS A PRODUCTION WATER DISCHARGE? Y/N If yes complete details immediately below.

Hydrocarbon parts per million

Total volume of contaminated production water released

Time period release occurred over

TYPE OF OIL SPILT

Crude/Condensate ○ HFO ○ LFO ○ Lubrication Oil ○ Marine Diesel ○ Hydraulic Oil ○

Kerosene/Av. Gas ○ Petrol/Gasoline ○ Bilge ○ Unknown ○ Other (details) ○

ESTIMATED QUANTITY OF OIL SPILT

IS THE SPILL CONTINUING? Y/N

If yes, estimated rate of release:

SOURCE OF OIL SPILT

Vessel ○ Offshore Installation ○ Pipeline ○ Unknown ○

ACTIVITY

Vessel Loading/Unloading ○ Refuelling ○ Bilge Pumping ○ Collision ○ Production water ○ Unknown ○

Other (details) ○

CAUSE

Equipment/Mechanical Failure ○ Human Error ○ Vandalism ○ Negligence ○ Unknown ○

Other (details) ○

ENVIRONMENTAL EFFECTS/DAMAGE

RESPONSE/ACTION TAKEN

COULD SPILL ESCALATE? Y/N if yes provide details below

Please ensure that MNZ is notified immediately by phone and then fax or email the form through as soon as practical. Include all available information. Indicate information still to be obtained, and fax information updates when available.

Marine Oil Spill Assessment (Page 1 of 2)

Fill in this form with **black pen** and fax to the RCCNZ.

This report made by: ..... Organisation: .....

Date: ..... Time: ..... Phone: ..... Fax: ..... Mobile: .....

Spill reported by: ..... Organisation: .....

Date: ..... Time: ..... Phone: ..... Fax: ..... Mobile: .....

Address: ..... Availability (next few hours): .....

Spill observed from: ❑ Vessel Name: ..... Flag State: .....

❑ Aircraft Identification: ..... Altitude: ..... ft/m

❑ Land Location: .....

SOURCE OF SPILL: ..... Time spill started: .....

❑ Instantaneous spill: .....litres/tonnes ❑ Continuous spill:……..litres/tonnes per hour

TYPE OF OIL SPILT .....

Product name: .....

Product origin .....

❑ Crude oil

❑ Refined product

Specific gravity .....

API gravity .....

Kinematic viscosity .....

Pour point .....

Volatility (flash point) .....

TOTAL AREA AFFECTED BY SPILL

Length	x	Width	=	Total Spill Area
Km		Km		Km^2

AREA COVERED BY OIL

Total Spill Area	x	Percentage covered by oil (max. 100%)	÷ 100	=	Total Slick Area
					Km^2

SPILL VOLUME

1. Estimate the proportion of each oil type* within the total slick area (proportion = % ÷ 100)
2. Multiply the minimum **and** maximum loading x proportion x total slick area to calculate the minimum and maximum volume of each oil type
3. *Sum the volumes of each oil type to estimate total minimum spill and total maximum spill volume*

Oil Appearance	Thickness (mm)	Loading m^3 / Km^2		Coverage %		Total slick area Km^2		Volume m^3
Silvery Sheen	0.0001	0.1	x		x		=	
Rainbow Sheen	0.0003	0.3	x		x		=	
Yellow/Brown Slick	0.01	10	x		x		=	
Black/Brown Slick	0.1	100	x		x		=	
Brown/Orange Mousse	1.0	1000	x		x		=	
TOTAL				(Must =1)				m^3

* Give a proportion of total slick area only if more than one type of oil present.

Marine Oil Spill Assessment (Page 2 of 2)

FILL IN THIS FORM WITH A BLACK PEN AND FAX TO THE RCCNZ.

Incident Name: .....Report Number:.....

This report made by: ..... Organisation: ..... Date: ..... Time:

LOCATION OF SPILL.....

Latitude: .....South
Longitude:.....East/West
Time position fixed:.....Hours

OR Range and bearing from geographical feature:
Bearing: ..... degrees true/magnetic
Distance: .....nm/km
Feature:.....

POSITION OF SOURCE.....

Latitude: ..... South
Longitude:.....East/West
Time position fixed:.....Hours

OR Range and bearing from geographical feature:
Bearing: ..... degrees true/magnetic
Distance: .....nm/km
Feature:.....

If spill source a vessel:

Speed: ..... knots
Approximate course: ..... degrees true/magnetic

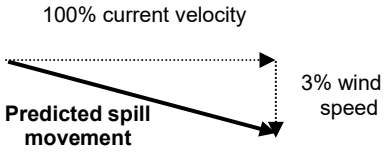
WEATHER CONDITIONS AT SPILL SITE ❑Sunny ❑ Overcast ❑ Cloudy ❑Rain ❑ Fog

Sea state: .....
Wave height:.....m
Water depth: .....m
Wind speed: .....knots/km
Wind direction: .....degrees true/magnetic
Visibility: ..... nm/km
Air temperature: ..... °C
Sea temperature: ..... °C
Salinity:.....ppt

Weather and sea conditions expected over the next 24 hours: .....
.....

PREDICTED SPILL MOVEMENT

Plot spill movement on appropriate nautical chart.
Predict slick direction and speed using
100% current velocity and 3% wind speed.



Note: Wind blows FROM the specified direction; currents flow TOWARDS the specified direction

Current velocity: .....knots/km
Current direction:..... degrees true/magnetic
Predicted slick speed:.....knots/km
Tides: next low at .....hours, height .... m
next high at.....hours, height .... m
Predicted slick direction: ..... degrees true/magnetic

Estimated distance to shore/sensitive area:.....nm/km
Estimated time for spill to reach shore/sensitive area:.....

Description of coastal areas and resources likely to be affected: .....
.....
.....

Regional Council Request for Maritime NZ Assistance

FILL IN THIS FORM WITH A BLACK PEN AND FAX TO THE RCCNZ.

Fax to: Rescue Co-ordination Center of New Zealand (RCCNZ) Maritime New Zealand	**URGENT** ❑ Fax: (04) 577 8038 Phone: (04) 577 8030 **NON-URGENT** ❑ Number of pages ……

This report made by: .....Organisation: ..... Date: ..... Time: .....

Phone: ..... Fax: .....Mobile: ..... Pager: .....

On-Scene Commander: .....Organisation: .....

Phone: ..... Fax: .....Mobile: ..... Pager:

- **THE FOLLOWING ASSISTANCE IS REQUESTED FROM MARITIME NZ**

Advice on:

❑ Oil characteristics ❑ Spill movement ❑ Cost recovery ❑ Other (specify): .....
.....
.....

❑ Response options ❑ Oil recovery ❑ Prosecution

❑ Dispersants ❑ Waste disposal ❑ Media relations

- **Staff and equipment:**

❑ Spill managers

❑ Equipment operators
(Number required: .....)

❑ Equipment (list below)

❑ Other (specify): .....
.....
.....
.....

EQUIPMENT REQUESTED: (Continue on separate page if necessary)

Type	Quantity	Priority	Type	Quantity	Priority
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Delivery contact: .....

Delivery address: .....

Phone: ..... Fax: ..... Mobile: ..... Pager:

Aerial Surveillance Observer Log

Incident	**Date**	**Observers**
Aircraft Type	**Call Sign**	**Area of Survey**
Survey Start Time	**Survey End Time**	**Average Altitude**
Wind Speed (knots)	**Wind Direction**	
Cloud Base	**Visibility (nm)**	
Time High Water	**Time Low Water**	

SPILL DETAILS

Spill Grid Parameters by Lat/Long				**Spill Grid Parameters by air speed**		**Spill Grid Dimensions**	
Length Axis		**Width Axis**		**Length Axis**	**Width Axis**	**Length**	**nm**
Start Latitude		Start Latitude		Time (secs)	Time (secs)	Width	nm
Start Longitude		Start Longitude				Length	km
End latitude		End Latitude		Air Speed (Kts)	Air Speed (Kts)	Width	km
End Longitude		End Longitude				Total Grid Area	km²

TOTAL AREA AFFECTED BY SPILL

Length	x	**Width**	=	**Total Spill Area**
Km		**Km**		**Km²**

AREA COVERED BY OIL

Total Spill Area	x	**Percentage covered by oil**	**÷ 100**	=	**Total Slick Area**
		(max. 100%)			**Km²**

SPILL VOLUME

1. Estimate the proportion of each oil type* within the total slick area (proportion = % ÷ 100)
2. Multiply the minimum **and** maximum loading x proportion x total slick area to calculate the minimum and maximum volume of each oil type
3. Sum the volumes of each oil type to estimate total minimium spill and total maximum spill volume

Oil Appearance	**Thickness** (mm)	**Loading** m^3 / Km^2		**Coverage** %		**Total slick area** Km^2		**Volume** m^3
Silvery Sheen	0.0001	0.1	**x**		**x**		**=**	
Rainbow Sheen	0.0003	0.3	**x**		**x**		**=**	
Yellow/Brown Slick	0.01	10	**x**		**x**		**=**	
Black/Brown Slick	0.1	100	**x**		**x**		**=**	
Brown/Orange Mousse	1.0	1000	**x**		**x**		**=**	
TOTAL				(Must = 1)				m^3