

TB 55-1900-252-14

DEPARTMENT OF THE ARMY TECHNICAL BULLETIN

**UNITED STATES ARMY
WATERCRAFT**

**OIL SPILL AND SHIPBOARD POLLUTION
RESPONSE PLAN**

DISTRIBUTION STATEMENT A – Approved for public release; distribution is unlimited.

MARCH 2008

HEADQUARTERS, DEPARTMENT OF THE ARMY

U.S. Army Watercraft Oil Spill Contingency Plan

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HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 31 MARCH 2008

TECHNICAL BULLETIN

UNITED STATES ARMY
WATERCRAFT

OIL SPILL AND SHIPBOARD POLLUTION
RESPONSE PLAN

REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS

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U.S. Army Watercraft Oil Spill Contingency Plan

FOREWORD

The U.S. Army Fleet is required by DOD 4715.6-R1 (Series) to maintain a Shipboard Oil Spill Contingency Plan (SOSCP). A SOSCP is designed to aid ships in responding to an oil spill. This Army Watercraft Oil Spill Contingency Plan sets forth the roles and responsibilities of the Army ship's force, notification procedures, procedures to control and respond to a spill, training and preventative measures. This plan is general in nature and applies to all U.S. Army non-tank watercraft. However, each vessel should include the unique aspects of the ship and the ship systems, and their training into this plan.

This plan is a tool for initiating immediate actions after a spill has occurred, it provides information for oil spill response, including training efforts, personnel responsibilities and procedures for containment, cleanup, and reporting.

The suggested assignments of responsibilities in this plan are illustrative of what should be covered and is not intended to modify the ship's normal organization. Each ship should tailor this plan to its organization, mission, oil pollution risk, and fleet and type commander instructions. Any additional requirements imposed by your Fleet, Region, Base or local directives should be incorporated into this document, as appropriate.

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QUICK REFERENCE GUIDE

OIL SPILL EMERGENCY

1. Control the source of the spill.

Implement damage control measures to contain the spill and breakout the Shipboard Oil Spill Response Kit to commence clean-up operations.

Location(s) of the Shipboard Oil Spill Response Kit: _____

2. Report the spill to the Vessel Master/Chief Engineer.

3. Assess the situation and initiate notifications as appropriate dependent upon the spill location:

- Harbormaster Tel. # _____
- Local Fire Department Tel. # _____
- Shore Response Team Tel. # _____
- Unit/Company Commander Tel. # _____
- Port Authorities Tel. # _____
- National Response Center (NRC) Tel.# (800) 424-8802

NOTE

Spill response checklists are located in Section 3 of this plan. **Select the appropriate Emergency Procedures Checklist and ensure that all items on the checklist are addressed.** Each ship should tailor these checklists appropriately.

NOTE

Crew Members shall execute assigned responsibilities in accordance with Appendix C of this plan.

4. Obtain Port Cleanup and Hazardous Material removal services as required.

- Port Cleanup Services Tel. # _____
- Hazardous Material Removal Tel. # _____

NOTE

Telephone numbers for Shore Response Teams, Port Authorities and Oil Spill Response Organizations (OSRO's) will differ from port to port. The Vessel Master should request oil spill response information from port authorities when reporting in new ports.

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SECTION 1: INTRODUCTION AND GENERAL INFORMATION

U.S. Army Watercraft Oil Spill Contingency Plan

Section 1: Introduction and General Information

Any discharge of oil into the water from this vessel is prohibited. U.S. laws, international treaties, state laws and foreign laws prohibit the discharge of oil and require the spiller to notify proper authorities, initiate clean up operations, or request assistance in clean up operations. This plan will aid the vessel in the necessary steps to take in the event of an oil spill emergency.

1.1 Introduction.

This section sets forth the general information about this plan and the vessel on which this plan is maintained. Vessel information should be recorded in Table 1 and this information should be conveyed when reporting a spill to an outside activity. Spaces are provided for the insertion of the vessel name, commanding officer, vessel home port location, and the incident commander. These blank spaces should be completed upon receipt of this plan or any time personnel changes or major ship changes occur.

TABLE 1: Vessel Information					
Vessel Name/Hull Number	Commanding Officer/Vessel Master	Home Port Location	Country of Registry	Call Sign	Official Number

1.2 Plan Review and Updates.

This plan shall be reviewed annually by the Vessel Master or after any shipboard oil spill in which the plan was utilized. All changes to the plan shall be recorded in the Record of Change (ROC) page located at the front of this plan. Each page of the plan affected by a revision shall be marked in the lower right corner with a revision number and date. This information shall also be inserted into the ROC page anytime a revision has been inserted into the SOSCP.

1.3 Incident Commander Roles and Responsibilities.

The Incident Commander is the official that coordinates and directs Army cleanup efforts at the scene of an oil spill on or near the vessel. The initial Incident Commander (IC) is typically the Vessel Master or the most senior level personnel. The IC shall supervise all actions involved in managing a spill response from the vessel including a potential spill from this vessel due to an incident. The IC shall perform the following actions:

- Make initial notifications.
- Initiate recommended response actions reflected in this Oil Spill Response Plan.
- Coordinate with Federal and State regulatory agencies.
- Direct U.S. Army response assets.

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1.4 Regulatory guidance.

This Army Vessel Spill Contingency Plan is intended to address the requirements of both Regulation 26 of MARPOL 73/78 and the requirements of subparts D, E, F, and G of 33 CFR 155. All vessels covered by this plan are public vessels of the United States of America, and are maintained and operated by the U. S. Army.

This plan was developed to be realistic, practical, and easy to use. It is consistent with the requirements of the National Contingency Plan, applicable Area Contingency Plans, and local facility response plans. It provides a level of environmental protection consistent with the requirements of the following:

- (1) 33 CFR Part 155 Vessel Response Plans.
- (2) Oil Pollution Act of 1990 (OPA-90).
- (3) Federal Water Pollution Control Act (FWPCA) of 1973 as amended.
- (4) Regulation 26 of ANNEX I, MARPOL 73/78.
- (5) 33 CFR 151.26 Shipboard Oil Pollution Emergency Plans
- (6) International Maritime Organization, IMO MEPC 32/20 Annex 4; Guidelines for the Development of Shipboard Oil Pollution Emergency Plans.
- (7) 40 CFR Part 300, National Contingency Plan.

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SECTION 2: NOTIFICATION PROCEDURES

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Section 2: Notification Procedures

It is critical to notify the proper personnel and/or organizations immediately after the discharge or discovery of a spill. Overboard spills can impact human and aquatic life and violate state, federal and international laws. This section covers those notifications required for proper spill response operations to commence and to ensure compliance with applicable laws and regulations.

2.1 Discharge Notification Requirements.

Federal law requires that responsible parties immediately report all oil and hazardous substance spills to the Federal Authorities (i.e.- USCG or EPA) within the U.S. Exclusive Economic Zone (EEZ) (extends out to 200 NM from the U.S. coastline). Spills which require notifications are as follows:

- (1) A discharge, or potential discharge, resulting from damage to the ship or its equipment, or for the purpose of securing the safety of the ship or saving life at sea.
- (2) Any release of a hazardous substance in the United States (its territories, possessions or navigable waters).
- (3) A discharge occurring from another vessel.
- (4) Anytime oil is visible on the water's surface (i.e. sheen) – whether attributable to Army sources or not.

Note: The requirement to report applies even when no actual spill has occurred, but there is a probability that one could. Probable discharge reports should, for example, be made in cases of:

- (1) Damage, failure, or breakdown that affects the safety of the ship, such as a collision, grounding, fire, explosion, or structural failure; or
- (2) Failure or breakdown of machinery or equipment that results in impairment of safe navigation, such as failure or breakdown of steering gear, propulsion plant, or electrical generating systems.

2.2 Notification Information.

Any crewmember discovering an overboard spill/discharge, or observing an oil sheen in the vicinity of the ship, shall immediately notify the Vessel Master or senior license personnel. Crewmembers shall not remain in a hazardous area to investigate the spill but should make notifications as quickly as possible.

The Vessel Master/senior licensed personnel shall immediately report the spill by radio, telephone or facsimile, to the Army chain of command, Federal, state, or local agencies as identified in this plan, and to the U.S. Army MACOM environmental office and support installation (48 hour notification requirement).

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2.2.1 Spill Notification Procedures.

Notification procedures may vary according to geographical location. Spill reports are to be made according to the notification chart located in Appendix A. These notifications should include, at minimum, the following information:

- (1) Date of the spill incident;
- (2) Identity of the ship;
- (3) Where the spill occurred;
- (4) Time the spill was discovered;
- (5) Wind and sea condition prevailing at the time of the incident;
- (6) Type of substance spilled;
- (7) Quantity of substance discharged or likely to be discharged;
- (8) Cause of the incident;
- (9) Damages or injuries incurred as a result of the incident;
- (10) Condition of the vessel;
- (11) Response and cleanup measures taken;
- (12) Any problems encountered;
- (13) Method of disposal of contaminated materials; and
- (14) Actions taken to prevent similar spills.

2.2.2 National Response Center (NRC) Notifications.

The Vessel Master/senior licensed personnel shall immediately notify the National Response Center (NRC), as soon as possible. The NRC can be contacted at the following numbers:

National Response Center (NRC)
1-800-424-8802 or 1-202-267-2675, telex number 892427

For further information on NRC reporting requirements please refer to Appendix A. If immediate notification to the NRC is not possible, reports may be made via the nearest United States Coast Guard (USCG) unit. U.S. Coast Guard points of contact can be located in Appendix B.

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SECTION 3: DISCHARGE CONTROL MEASURES

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Section 3: Discharge Control Measures

This plan covers a spill emergency both originating from Army vessels and those occurring from or sighted from an Army vessel. This section will address the discharge control measures to employ while a spill is occurring from an Army vessel. If the spill is occurring from a known source all steps should be taken to stem the spill. These steps are not separate from the other sections of this plan, but may be occurring simultaneously. For example while the vessel master is making the appropriate notifications, the chief engineer will direct the discharge control measures and damage control measures. For additional information on assignments and duties please refer to Appendix D.

3.1 Potential Locations for spills.

In order to prevent spills from occurring or to control them once they have begun it is important to be aware of locations onboard the vessel where spills are most likely to originate. Potential locations can include but are not limited to storerooms, hazardous material lockers, engine rooms, near oil pollution control equipment, holding tanks, and pipes. Areas where potential spills can occur should be checked regularly for dangerous conditions and repaired or monitored to prevent spills.

A spill can usually be grouped into one of the following categories:

- a. **Operational spills** - Operational spills involve the day-to-day functionality of the vessel.
- b. **Spills resulting from casualties** – Casualty spills are a result of damage to the vessel structure and include grounding or stranding, collision, explosion or fire, or both, hull failure, excessive list, equipment failure (e.g., main propulsion, steering gear, etc.).

3.2 Operational Spills.

Operational spills can include transfer system leaks, tank overflows, suspected cargo tank, fuel tank, or hull leak, equipment and fittings, used in transfers. Operational spills can result from improper training of duties, lack of communication, improperly functioning equipment, improperly following directions, and incomplete directions. If a spill occurs during normal shipboard operations, steps should be taken immediately to control the discharge.

3.2.1 Operational Spills Checklist.

The steps below can be used as a guide to control operational spills. However these steps should not supplant official procedures. Check off each block for the person or team that completes each task.

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TABLE 2: Operational Spills Checklist

	Crew	Vessel Master	Chief Engineer	Port Services
Notify space supervisor, officer of the deck, or other appropriate officer				
Notify transfer facility				
Alert and evacuate all personnel from areas that may be exposed to the spilled material				
Arrange first aid for injured personnel				
Call firefighting party and spill response team				
Secure the source of the spill. Stop pumping, close valves, divert flow				
Cordon off affected area				
Fight fire, if present				
Reduce head pressure (for tank leakage)				
Eliminate fire or explosion hazards (i.e. Secure electrical circuits in the damaged area.) Note: This should be done at a distance of the scene				
Close off or plug scuppers and drains and prevent overboard flow of the spill if possible				
Prevent spill from entering other areas by means that do not involve personnel exposure to the spill, such as closing drains, ventilation, ducts, doors and hatches				
Isolate and drain affected line(s) if necessary				
Test air for toxic or explosive gases or for lack of oxygen				
Disperse gases or vapors. If required, provide fresh air through normal exhaust ventilation such as the air conditioning system (explosion-proof only), doors and hatches open to the weather, portable blowers (explosion-proof only), blow-out ventilation (forced exhaust--explosion-proof only) or by bleeding the ship's service air line				
Secure damaged or leaking pipelines by shutting valves or using soft patches.				
If pipeline is unable to be secured by these methods then it should be isolated by the first intact stop outside the damaged area				
Begin spill response and cleanup efforts				

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3.3 Spills Resulting from Casualties.

This section describes the procedures to be taken in the event of an oil spill resulting from causality to the watercraft. In the event of a vessel casualty, the damage control team will, if possible, take action to protect the vessel. Efforts to prevent or mitigate a spill during this type of event should also occur. Damage control efforts may include internal or ship-to-ship transfers of cargo and fuel in an emergency, plugging leaks, and vessel shoring

3.3.1 Casualty Spills Checklist.

The steps below can be used as a guide, but should not supplant official procedures. Each step is not mandatory if not applicable but should be considered in the event of an oil spill resulting from a casualty. Check off each block for the person or team that completes each task.

TABLE 3: Casualty Spills Checklist

	Crew	Vessel Master	Chief Engineer	Port Services
Sound alarm to alert vessel's crew and other vessels in the vicinity.				
Ascertain vessel's position.				
Take appropriate emergency action				
Arrange first aid for injured personnel				
Close watertight doors, fire screen doors and secure ventilation.				
Secure the source of any spills. Stop pumping, close valves, divert flow.				
Fight fire, if present.				
Deploy Damage Control Team and determine extent of damage. <ul style="list-style-type: none"> ▪ Ullage all cargo and bunker tanks and sound void spaces. ▪ Check watertight integrity of all compartments. 				
Set condition "Emergency."				
Initiate relevant notifications including spill response team				
Transfer cargo from affected tank(s) and/or consider lightering assistance.				
Determine need for salvage and clean-up assistance.				
Monitor weather, sea conditions and tidal effects on vessel.				

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SECTION 4: SPILL RECOVERY AND RESPONSE

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Section 4: Spill Recovery and Response

This vessel shall prepare to respond to Army spill incidents and undertake immediate, direct action to minimize the effect of a spill upon the environment. Each spill will be unique in nature but the steps outlined in this section should aid in responding to a variety of spill emergencies. This section contains both onboard and on water spill response operations, either set of procedures should be tailored to be consistent with vessel protocol and damage control procedures.

4.1 Spill Evaluation and Safety.

The MSDS shall be the primary source of product safety information. The MSDS contains several sections, the most important of which are the sections providing health hazard data and precautions for safe use and handling.

4.1.1 Personal Protective Equipment (PPE).

Whenever any response efforts are performed the proper PPE shall be worn. The type of PPE used shall be determined based on the following considerations: type of material spilled, the location of the spill, and the MSDS. The incident commander should give direction to the appropriate level of PPE. The following list represents the proper order for donning PPE. Using all of these items represents a high level of protection and may not always be available or required. Personnel shall not respond or enter a spill area without the proper protection.

- (1) Body Protection. Body protection includes coveralls and aprons.
- (2) Foot Protection. Foot protection includes boots, safety shoes, chemical protection boot covers over safety shoes. Boot covers, shoes, and boots shall be taped to the legs of the coveralls thereby creating a seal preventing the splashing of chemicals.
- (3) Respiratory Protection.
- (4) Face and Eye Protection. Includes goggles and face shields.
- (5) Hand Protection. Don Gloves, surgical gloves first then outer gloves. Gloves shall be taped to the arm of the coveralls thereby creating a seal preventing the splashing of chemicals into the coveralls.

4.2 On-board Spill Response.

4.2.1 Shipboard Oil Spill Response Kit.

Each Army vessel should have at least one oil spill response kit stowed onboard. These kits can vary in stowage location but should be readily accessible in the event of a spill. Additionally, kit components should be utilized every time refueling operations or oily waste offload operations occur. All spill response team members and or crewmembers should be familiar with the oil

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spill kit contents, proper deployment measures, kits response capability and limitations, and stowage location.

The shipboard oil spill response kit is stowed in _____ (Insert Location of Kit)

Each kit may vary slightly in the quantity and type of materials it contains. However, the following section reflects the general types of sorbents one may come across in a shipboard spill response kit. Additional sorbents or spill response materials are available through the stock system.

4.2.1.1 Socks.

Socks are sorbent materials covered in outer fabric or netting and the length greatly exceed the width and thickness. Socks can be used to prevent spill movement as well as sorb spills. To prevent the movement of the spill, socks should be placed around the edge of the spill. Sorbents placed around the spill shall be left in place until they are saturated or until the spill area has been completely sorbed. If necessary, these sorbents can also be placed on the spill area to sorb the liquid.

4.2.1.2 Pillows.

Pillows are sorbent materials covered in outer fabric or netting, length and width exceed the thickness. Pillows can be used for sorbing large quantity spills. Pillows can be placed directly on the spill to sorb the liquid.

4.2.1.3 Pads.

Pads are sorbent materials where length and width greatly exceed the thickness. Pads can be used to sorb a thin or hard to reach spill and to clean up any residue left after using other sorbents. These sorbents can be placed on the spill to absorb the liquid. They can also be used to wipe off contaminated surfaces or to sorb dripping HM.

When each of the sorbents used become saturated, remove the sorbents and place them in a plastic bag for disposal. Each kit should have large plastic bags for disposal, if not large heavy-duty garbage bags or steel drums may be used.

Warning

The Marine Plastic Pollution Research and Control Act of 1987 prohibits at sea dumping of plastic materials. Since sorbent sweeps are composed of blown polypropylene, a type of plastic, it is prohibited to discard the sorbent overboard. The sorbent material must be kept for disposal at a shore-based facility.

4.2.2. On-board Spill Clean-up.

- (1) Surround the spill area with sorbent socks. Leave these sorbents in place until the rest of the spill has been removed.

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- (2) If needed place a second row of sorbents on the outside of the bounded spill area.
- (3) Place additional sorbent material in the bounded spill area.
- (4) When sorbents are saturated or the spill has been completely sorbed, pick up the sorbents and place them in a plastic bag or drum for disposal.
- (5) Once the spill has been sorbed, thoroughly, decontaminate all surfaces, reusable PPE, and equipment (boots, goggles, dustpans, etc.) of spilled materials using water, solvents or detergents as per the MSDS. If the items cannot be immediately decontaminated, double bag and properly label until decontamination can be performed. Return all decontaminated materials to storage.

4.3 On-Water Response Strategies.

This section identifies Army requirements to plan for and respond to spills from Army vessels overboard and away from the home port. Most Army ships shall rely on shore based response organizations to clean up any oil not contained on deck. Shore-side support services will usually be required for spills that enter the water.

For overboard spills that occur in the inland waterways of U.S. navigable waters, the Environmental Protection Agency (EPA) assumes the role of the Federal On Scene Coordinator (FOSC). The USCG assumes the role of the FOSC for overboard spills that occur in all other waterways. Typically, the EPA or USCG FOSC will monitor the Army response effort and advise appropriate action, if necessary. If the EPA or USCG FOSC determines that the Army response is inadequate or inappropriate, then the FOSC will assume control of the spill response. In this case, Vessel Masters and/or COs shall remain in command of their vessels and shipboard personnel. In addition to response assets available from local port services, the FOSC may activate commercially available oil pollution response contractors via the USCG's Basic Ordering Agreement (BOA) Contract. The BOA contract identifies pre-approved oil spill response organizations (OSRO's) for each USCG Captain of the Port Zone (COTP) with pre-negotiated response rates.

The incident commander can also request assistance from the U.S. Navy's Supervisor of Salvage (SUPSALV) for all spills that exceed local capabilities. SUPSALV maintains and operates an extensive inventory of marine pollution and salvage equipment with the requisite knowledge and expertise to support such operations.

4.3.1 On-water oil clean-up equipment

Port services, the FOSC, and or SUPSALV have the equipment, personnel, and training to respond to overboard spills.

4.3.1.1 Sorbents.

Sweeps are sorbent materials that are pads or sheets connected along the length by reinforced stitching or fabric, where the length greatly exceeds width and thickness. Sweeps are to be used

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for containment and cleanup of overboard spills; however, not all ships are equipped with sweeps. If available, the following are guidelines for the use of sorbent sweeps **while pierside**:

(1) Deploy sorbent sweep from the deck of the vessel:

(a) Both ends of the sorbent sweep should be attached to a tending line to assist in maneuvering and securing the sweep in place. Be sure to consider the wind and current conditions when setting the sweep. Ensure the sweep is kept tight to keep it from being dragged underwater.

(b) Leave sweeps in place until saturated.

(2) Collect the oil soaked sorbent in plastic bags or steel drums; seal the drums, label and store as hazardous material for disposal ashore. Request port services assistance to recover the oily sweep, if needed.

4.4 Temporary Storage and Waste Management.

The vessel shall retain all hazardous materials they have deployed/recovered during the spill response effort. These materials shall be double bagged and stored in 55 gallon steel drums or equivalent and properly labeled. Contaminated materials from spill clean-up shall be properly stored for shore-side disposal. Port services shall be contacted to arrange for pier side waste pick up.

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SECTION 5: TRAINING, DRILLS AND EXERCISES

U.S. Army Watercraft Oil Spill Contingency Plan

Section 5: Training, Drills and Exercises

5.1 Vessel Personnel.

The Army provides training to vessel crews in pollution prevention and response as part of the T School Program. Additionally, the vessel master shall assign shipboard personnel to the spill response team. Each member of the team shall be given specific duties and trained to those duties. The team member's name, rank, position on the team and training completed should be entered into Appendix C.

5.2 Drill Types and Frequencies.

All vessel personnel shall be familiar with proper safety precautions, appropriate duties, the vessel's initial response capabilities, damage control procedures, and notifications. Spill drills shall be conducted to ensure that crew members are familiar with the response actions described in this plan and, that the plan reflects the most up-to-date information (contact numbers, call out procedures, etc.). As per TB 55-1900-206-14 environmental response drills shall be conducted semiannually. Although each vessel should develop and conduct drills as per their own requirements, the outline in Appendix D provides a drill outline as an example which can be used as an aid. Army shipboard documentation and MSDS should be incorporated into shipboard drills as appropriate. An actual shipboard spill response with a post spill review can take the place of a drill for documentation/requirement purposes. Contact information contained in this plan shall be verified and updated during spill response drills.

5.3 Record Keeping and Follow-up Reports.

Documentation of all actions taken should be entered into the appropriate vessel log book. This can include, but is not limited to the vessel master log book and or the Chief Engineer's log book.

5.4 Post Spill Review.

A post review shall occur after all actual spills to determine the following:

- (1) Why the spill occurred;
- (2) What could have been done to prevent a similar spill from occurring;
- (3) Changes to operational procedures; and
- (4) Changes to spill response efforts to increase safety or cleanup efficiency.

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SECTION 6: RISK ASSESSMENT AND PREVENTION MEASURES

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Section 6: Risk Assessment and Prevention Measures

6.1 Vessel Inspections and Maintenance.

All shipboard personnel shall regularly inspect shipboard equipment associated with fuel transfers (internal and external). These inspections should include the following:

- Oil filter and strainer housing drains.
- Oil purifiers, centrifuges, and clarifiers.
- Machinery lubricating oil pump drains.
- Oil drains from gutters around machinery.
- Fuel oil leaks from diesel engine injectors.
- Run off from the automatic or manual oiling of machinery.
- Leakage from oil pumps.
- When changing disposable fuel/oil filter cartridges.

Some classes of Army Watercraft employ oil-lubricated stern bearings and oil seals, and/or hydraulically controlled propellers. Although minor, some oil leakage from these systems is possible; this may result in exceeding the standards of the Federal Water Pollution Control Act. Therefore, inspections of oil-lubricated bearings and oil seals and hydraulically controlled propellers should be conducted on a periodic basis.

6.2 Bunkering Operations.

Most ports and or harbors have fueling/waste removal operations in place. When entering a new port the vessel master should contact the local harbor master and port-services to ensure that all requirements are fulfilled. General precautions and procedures listed here are to ensure that a spill does not occur. These steps should not be used in place of normal shipboard operations but as an additional measure of safety.

- (1) Warning signals are properly displayed;
- (2) Vessel mooring lines are secured and adequate to prevent the breaking or stretching of fuel;
- (3) Hoses, piping, and valves are properly aligned and in good working order;
- (4) All scuppers, free ports, and deck drains on deck where fuel connections are made, are blocked to prevent fuel spills;
- (5) All portholes on the side of the vessel from which fuel is being received are secured;
- (6) All vessels will have a fire extinguisher on deck beside or near the fueling operation;
- (7) All natural and powered ventilation intakes are secured;
- (8) A static electrical grounding cable is properly installed before the fuel hose is connected. This electrical bonding shall be maintained until after the fuel hose has been disconnected and returned to the fuel discharge facility;

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- (9) A drip pan or other suitable containment device shall be placed under each hose connection and cleaned after the completion of transfer;
- (10) A floating boom shall be placed around both vessels to contain any POL products spilled into the water;
- (11) Both parties involved in the fuel transfer (i.e. the vessel personnel and the fuel barge operator) are in complete understanding of each other in reference to emergency shutdown signals, amount of fuel being transferred, and any other information pertaining to the safety conditions desired by either party;
- (12) All vessels equipped with fire fighting equipment will have their fire main charged and at least one fire hose run out as a precautionary measure during fueling operations; and
- (13) Communication will be established and maintained with the Port Services/Harbormaster before, during, and after transfer occurs. Vessels will notify Port Services/Harbormaster at the start and stop times, the total amount and kind of product that was transferred, and time that everything is secured.

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APPENDIX A - RESPONSE NOTIFICATION INFORMATION

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A-1: Oil Spill Notification Chart

A-2: Telephone Log

A-3: National Response Center Vessel Spill Report Questions

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A-1: OIL SPILL NOTIFICATION CHART		
Notifications for Overboard Spills within the U.S. Contiguous Zone	Notifications for Overboard Spills outside the U.S. Contiguous Zone	Notifications for Overboard Spills in Foreign Countries
<p>For oil or hazardous substance spills within the U.S. contiguous zone, ship's Incident Commander shall immediately notify the following individuals/response teams using the most expeditious means possible:</p> <ul style="list-style-type: none"> ▪ Chain of Command/Cognizant Facility Commanding Officer ▪ Harbormaster ▪ Shore Response Team/Local Fire Department ▪ Port Authorities/Base Environmental Coordinator ▪ National Response Center by telephone at (800) 424-8802 	<p>For oil or hazardous spills outside of the U.S. contiguous zone, ship's shall immediately notify the following individuals/response teams using the most expeditious means possible:</p> <ul style="list-style-type: none"> ▪ Chain of Command/Cognizant Facility Commanding Officer ▪ National Response Center by telephone at (800) 424-8802. <p>OR</p> <ul style="list-style-type: none"> ▪ U.S. Coast Guard (See Table X for telephone numbers according to USCG Command Centers) ▪ Army Headquarters <ul style="list-style-type: none"> - Command Center - VSO - Relevant Army Representative ▪ State Authorities (if applicable) 	<p>For oil or hazardous spills in waters of foreign countries, ship's shall immediately notify the following individuals/response teams using the most expeditious means possible:</p> <ul style="list-style-type: none"> ▪ Chain of Command/Cognizant Facility Commanding Officer ▪ Army Headquarters <ul style="list-style-type: none"> - Command Center - VSO - Relevant Army Representative ▪ Potentially affected country/Closest Port ▪ Defense Attaché Office (notification made by shoreside authority)

Note: The Incident Commander shall ensure either the vessel or shoreside authorities make all of the above notifications.

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A-2: TELEPHONE LOG

SHIP NAME _____ CALL SIGN _____ DATE _____

U.S. COAST GUARD NATIONAL RESPONSE CENTER (800) 424-8802

(For spills in U.S. waters including Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Commonwealth of the Northern Marianas, or Canada or Mexico Territorial Waters.)

NRC CASE NUMBER _____

DISCUSSION SUMMARY: _____

USCG CAPTAIN OF THE PORT (COTP)

Contact list in App C

(Spills in U.S. waters)

DTG OF CALL _____ PERSON CONTACTED _____

DISCUSSION SUMMARY: _____

STATE / LOCAL AGENCY/ COUNTRY

Contact list in App B

As required based on location of spill

DTG OF CALL _____ PERSON CONTACTED _____

DISCUSSION SUMMARY: _____

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ADDITIONAL ARMY COMMANDS

(All spills)

DTG OF CALL _____ PERSON CONTACTED _____

DISCUSSION SUMMARY: _____

ADDITIONAL ARMY COMMANDS

(All spills)

DTG OF CALL _____ PERSON CONTACTED _____

DISCUSSION SUMMARY: _____

ADDITIONAL INFORMATION

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A-3: National Response Center (NRC) Spill Report		
Instructions		
<p>The NRC should be notified at 1-800-424-8802 or 202-267-2675 as soon as possible. Reports may also be submitted electronically at http://www.nrc.uscg.mil/report.html.</p> <p>The information contained below can be used as a guide when contacting the NRC. For the initial notification, be prepared to provide the mandatory information (items that are red, bold, and CAPITALIZED). Additional information should be provided in follow-up reports to the NRC as it becomes available.</p>		
IS THIS A DRILL REPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
1. Reporting Party		
PHONE 1:	Phone Type:	
LAST NAME:		
First Name:		
Phone 2:	Phone Type:	
Phone 3:	Phone Type:	
ORGANIZATION:		
STATE:		
2. Incident Description		
DESCRIPTION OF INCIDENT (include product believed spilled and preliminary estimate of amount spilled):		
INCIDENT DATE:	TIME:	OCCURRED/DISCOVERED/PLANNED (circle one)
Type of Incident: Vessel		INCIDENT CAUSE:
3. Accident Location		
LOCATION DESCRIPTION:		

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National Response Center (NRC) Spill Report							
4. Latitude/Longitude							
Latitude:	Degrees:		Minutes:		Seconds:		Quadrant: :
Longitude:	Degrees:		Minutes:		Seconds:		Quadrant: :
5. Vessel Details							
VESSEL TYPE:				VESSEL NAME:			
Vessel Number:	Flag:	Length:	Beam:	Draft:			
Hull Construction:				VESSEL AGROUND: ___ YES ___ NO			
Fuel Capacity:	Units:	Fuel on Board:	Units:				
Cargo Capacity:	Units:	Cargo on Board:	Units:				
6. Material Involved							
MATERIAL		RELEASE AMOUNT			UNITS		
7. Material In Water Information							
AMOUNT IN WATER:			UNITS:		Body of Water Affected:		
Offshore: ___ Yes ___ No	River Mile Marker:			Tributary of:			
Water Supply Contaminated: ___ Yes ___ No ___ Unknown				Water Temperature:		Units:	
Wave Condition:	Speed:	Units:		Direction:			

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National Response Center (NRC) Spill Report			
8. Impact Information			
Medium Affected (Soil, Water, Air, etc.):			
Fire? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Fire Extinguished? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Number of Injuries:		
Fatalities? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Number of Fatalities:		
Evacuations? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Number of Evacuations:		
Damages? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Damage in Dollars:		
Waterway Closed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Waterway:		
Community Impact due to Material: <input type="checkbox"/> Yes <input type="checkbox"/> No	Media Interest:		
9. Weather Information			
Weather Conditions:		Air Temperature:	Units:
Wind Speed:	Units:	Wind Direction:	
10. Remedial Action Information			
Remedial Action Taken:			
Release Secured: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Duration of Release:	Unit:
11. Additional Agency Information			
Federal Agencies Notified/On-Scene:			
12. ADDITIONAL INFORMATION			

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After transmission of the initial notification, as much information, as possible, that is essential for the protection of the marine environment should be reported to the appropriate on-scene coordinator in follow-up reports. This information should include:

- (A) Additional details on the type of oil on board;
- (B) Additional details on the condition of the vessel and ability to transfer cargo, ballast, and fuel;
- (C) Additional details on the quantity, extent, and movement of the pollution and whether the discharge is continuing;
- (D) Any changes in the on-scene weather or sea conditions; and
- (E) Actions being taken with regard to the discharge and the movement of the ship.

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APPENDIX B - OIL SPILL RESPONSE TELEPHONE CONTACT LISTS

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B-1: United States Army Watercraft Division

B-2: U.S. NAVY SUPSALV

B-3: USCG Captains of the Port

B-4: U.S. State Agencies

B-5: International Maritime Organization (IMO) List of Country Contacts

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B-1: UNITED STATES ARMY WATERCRAFT DIVISION			
Activity	Location	DSN	Commercial
FORT EUSTIS, VA			
ATZF-CSS	Fort Eustis VA 23604-5113	927-1327	(804)878-1327

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B-2: NAVAL SEA SYSTEMS COMMAND (NAVSEA)	
Office of the Director, Supervisor of Salvage and Diving (SUPSALV)	DSN: 326-1731 COMM: 202-781-1731
NAVSEA Duty Officer	DSN: 326-3889 COMM: 202-781-3889

COMNAVSEASYSYSCOM (SUPSALV) provides assistance to the DOD in the development of OHS spill contingency planning and response instructions, assists DOD in major OHS pollution response issues and in decision-making for major or offshore/ salvage-related incidents. Resources include those necessary for oil spill response, oil pumping and transfer, firefighting, salvage, shoreline protection, and shoreline cleanup.

SUPSALV may be contacted directly for general inquiries related to pollution response operations.

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B-3: U.S. Coast Guard Information

The following maps can be used to determine which U.S. Coast Guard district and section the vessel is in to make the appropriate contacts.

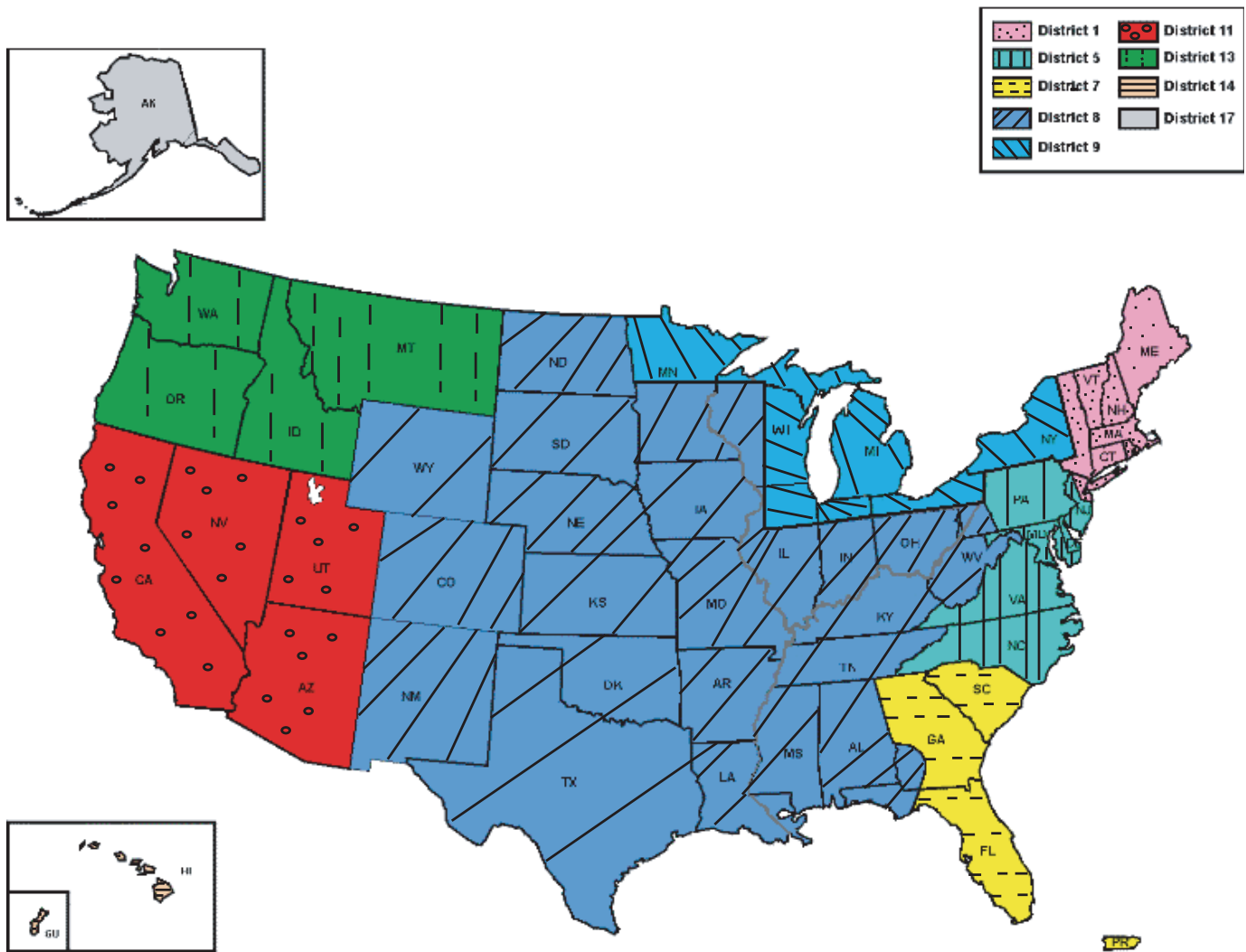
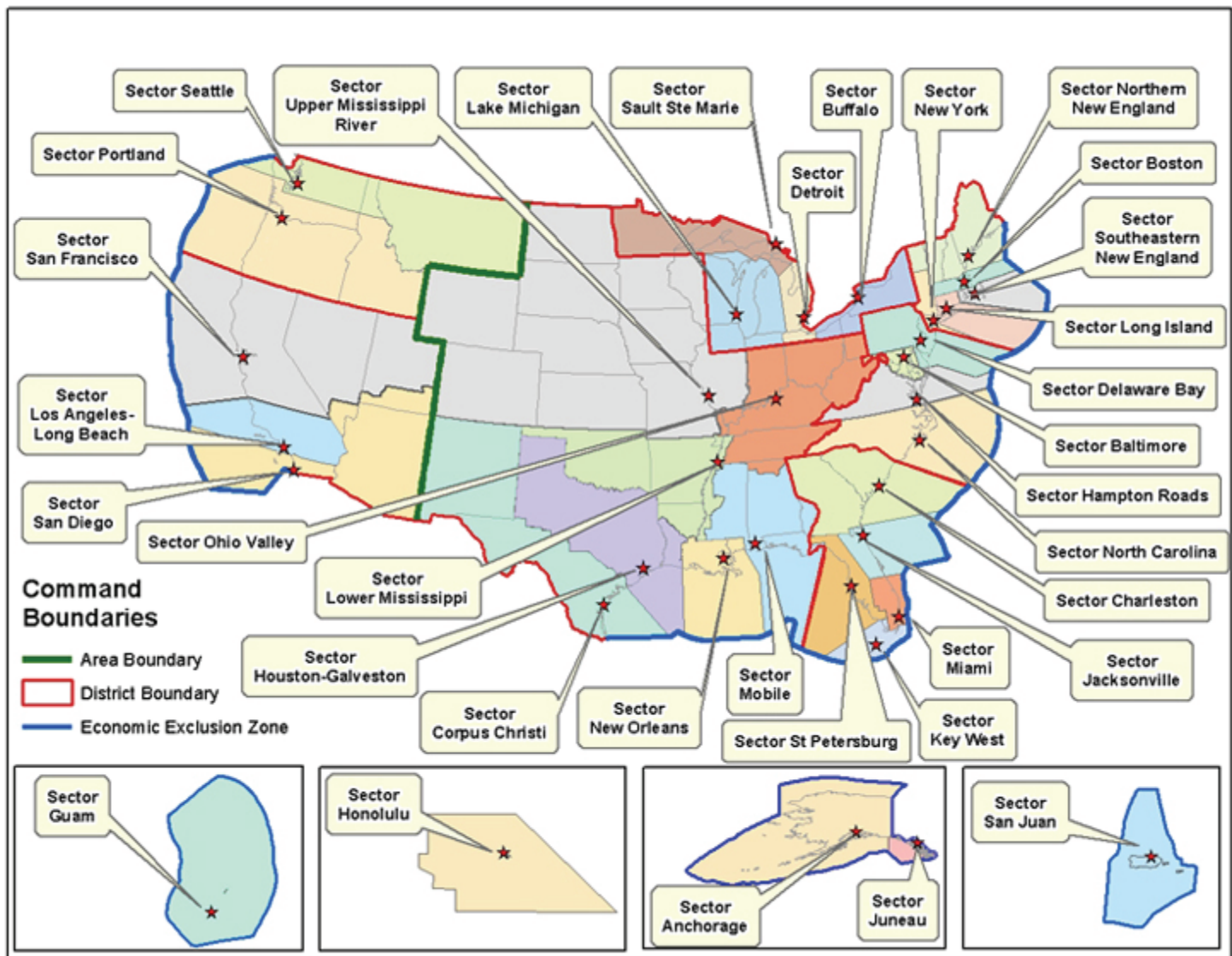


Figure B-1: U.S. Coast Guard Districts

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Figure B-2: U. S. Coast Guard Sector Command Areas of Responsibility

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B-3: USCG Captains of the Port		
USCG Marine Safety Unit	Mailing Address	Telephone Numbers
First District		
Sector Boston	455 Commercial Street Boston MA 02109-1045	Tel: 617-223-3000 24-hour: 617-223-5750 Fax: 617-223-3318
Sector Long Island Sound	120 Woodward Ave. New Haven, CT 06512-3698	Tel: 203-468-4472 24-hour: 203-468-4404 24-hour: 800-697-8724 Fax: 203-468-4443
Sector New York	212 Coast Guard Drive Staten Island, NY 10305	Tel: 718-354-4001 24-hour: 718-354-4353
Sector Northern New England (includes area previously under former MSO Portland)	259 High Street South Portland, ME 04106-0007	Tel: 207-767-0320 24-hour: 207-767-0303 24-hour: 800-410-9549 Fax: 207-741-5328
Sector Southeastern New England (includes area previously under former MSO Providence)	20 Risho Ave. East Providence, RI 02914-1208	Tel: 401-435-2300 24-hour: 508-548-5151 Fax: 401-435-2382
Fifth District		
Sector Baltimore	2401 Hawkins Point Rd. Baltimore MD 21226-1791	Tel: 410-576-2561 24-hour: 410-576-2693 Fax: 410-576-2575
Sector Delaware Bay (includes area previously under former MSO Philadelphia)	1 Washington Ave. Philadelphia, PA 19147-4395	Tel: 215-271-4800 24-hour: 215-271-4940 24-hour: 215-271-4807
Sector Hampton Roads	4000 Coast Guard Blvd Portsmouth, VA 23703	Tel: 757-668-5555 (opt 2) 24-hour: 757-668-5555 (opt1) Fax: 757-295-2046
Sector North Carolina (includes area previously under former MSO Wilmington)	2301 East Fort Macon Road Atlantic Beach, NC 28512	Tel: 252-247-4501 24-hour: 252-247-4570 Fax: 252-247-4505
Seventh District		
Sector Charleston (includes area previously under former MSO Savannah, GA)	196 Tradd Street Charleston, SC 29401-1899	Tel: 843-724-7600 24-hour: 843-724-7616 Fax: 843-724-7608
Sector Jacksonville	4200 Ocean Street Atlantic Beach, FL 32233	Tel: 904-564-7500 24-hour: 904-564-7511/12 Fax: 904-564-7519

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Sector Key West	100 Trumbo Point Annex Key West, FL 33040	Tel: 305-292-8809 24-hour: 305-292-8727 Fax: 305-292-8739
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B-3: USCG Captains of the Port (continued)		
USCG Marine Safety Unit	Mailing Address	Telephone Numbers
Seventh District (continued)		
Sector Miami	100 Macarthur Causeway Miami Beach, FL 33139	Tel: 305-535-8700 Tel: 305-535-4111 24-hour: 305-535-4472/73 Fax: 305-535-8761/4490
Sector San Juan	P.O. Box 71526 San Juan PR 00936-8626 Walk-in Address: USCG Base La Puntilla Final	Tel: 787-289-2300 Tel: 787-289-2040 Fax: 787-289-6618
Sector St. Petersburg (includes area previously under former MSO Tampa)	600 8 th Avenue SE St. Petersburg, FL 33701	Tel: 813-228-2191 Tel: 727-824-7534 24-hour: 727-824-7506 Fax: 813-228-2050 Fax: 727-824-7610
Eighth District (coastal)		
Sector Corpus Christi	8930 Ocean Drive Corpus Christi TX 78419	Tel: 361-939-6269 24-hour: 361-939-6349/6393 Fax: 361-939-6240
Sector Mobile	Brookley Complex, Bldg 102 South Broad Street Mobile, AL 3661501309	Tel: 251-441-5960 Tel: 251-441-5508 24-hour: 252-441-5121 Fax: 252-441-6168
Sector New Orleans (includes area previously under former MSO Morgan City)	201 Old Hammond Highway Metairie, LA 70005	Tel: 504-589-6196 24-hour: 504-846-6160 24-hour: 504-846-5924 Fax: 504-846-6189
Sector Houston –Galveston (includes area previously under former MSO Port Arthur)	9640 Clinton Drive Houston, TX 77029	Tel: 713-671-5100 24-hour: 713-671-5113 Fax: 713-671-5117
Ninth District		
Sector Buffalo (included area previously under former MSO Cleveland)	1 Fuhrmann Blvd. Buffalo NY 14203	Tel: 716-843-9315 24-hour: 716-843-9527 Fax: 716-843-9594
Sector Detroit (includes area previously under former MSO Toledo)	110 Mount Elliott Ave. Detroit, MI 48207-4380	Tel: 313-568-9571 24-hour: 313-568-9524 Fax: 313-568-9581/9517
Sector Lake Michigan (includes area previously under former MSO Milwaukee and MSO Chicago)	2420 S. Lincoln Memorial Dr. Milwaukee, WI 53207-1997	Tel: 414-747-7156 24-hour: 414-843-5807
Sector Sault Ste Marie	337 Water Street Sault Ste Marie, MI 49783-9501	Te: 906-635-3211 24-hour: 906-635-3233 Fax: 906-635-3321

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MSU Duluth (sub-unit under Sector Lake Michigan, but retains COTP authority)	600 S. Lake Ave Canal Park Duluth MN 55802-2352	Tel: 218-720-5286 24-hour: 218-522-0707 Fax: 218-720-5258
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B-3: USCG Captains of the Port (continued)		
USCG Marine Safety Unit	Mailing Address	Telephone Numbers
Eleventh District		
Sector Los Angeles/Long Beach	1001 S. Seaside Ave. Bldg 20 San Pedro CA 90731-7333	Tel: 310-732-2000 24-hour: 800-221-8724 Fax: 310-732-2070
Sector San Diego	2710 N. Harbor Drive San Diego, CA 92101-1064	Tel: 619-278-7033 24-hour: 619-295-3121 24-hour: 800-854-9834 Fax: 619-278-7035
Sector San Francisco Bay	1 Yerba Buena Island San Francisco, CA 94130	Tel: 415-399-3523 24-hour: 415-556-2103 Fax: 415-399-3521
Thirteenth District		
Sector Portland	6767 North Basin Avenue Portland, OR 97217-3992	Tel: 503-240-9310 24-hour: 503-240-9311
Sector Seattle	1519 Alaska Way S. Seattle, WA 98134-1192	Tel: 206-217-6200 24-hour: 206-217-6001 Fax: 206-217-6345
Fourteenth District		
Sector Guam	PSC 455, Box 176 FPO AP 96540-1056	Tel: 671-339-2001 24-hour: 671-339-6100
Sector Honolulu	400 Sand Island Parkway Honolulu, HI 96819	Tel: 808-842-2640 24-hour: 808-842-2600 Fax: 808-842-2649
Seventeenth District		
Sector Anchorage	510 L Street, Suite 100 Anchorage AK 99501-1946	Tel: 907-271-6700 24-hour: 907-229-8203 Fax: 907-271-6751
MSU Valdez (sub-unit under Sector Anchorage, but retains COTP authority)	105 South Clifton Valdez AK 99686-0486	Tel: 907 835-7200 24-hour: 907-835-7205 Fax: 907-835-7207
Sector Juneau	2760 Sherwood Lane, 2A Juneau, AK 99801-8545	Tel: 907-463-2450 24-hour: 907-463-2000 Fax: 907-463-2445

Updated information is available at www.uscg.mil/vrp/faq/stateagency.shtml

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B-4: State Agencies		
First District		
Sector Boston		
Massachusetts	Department of Environmental Protection	617-556-1133 (24hr)
	Department of Environmental Protection	888-304-1133 (24hr)
Sector Long Island Sound		
Connecticut	Department of Environmental Protection	860-424-3338(24hr)
New York	Department of Environmental Conservation	800-457-7362 (24hr)
Sector New York		
New York	Department of Environmental Conservation	800-457-7362 (24hr)
New Jersey	Department of Environmental Protection	609-292-7172 (24hr)
Sector Northern New England		
Maine	Department of Environmental Protection (MDEP)	207-287-7800
	Department of Environmental Protection (MDEP)	800-482-0777 (24hr)
New Hampshire	Department of Environmental Services	603-271-3503
Sector Southeastern New England		
Rhode Island	Department of Environmental Management	401-222-1360
	Department of Environmental Management (after hours)	401-222-3070
Massachusetts	Department of Environmental Protection	617-556-1133 (24hr)
	Department of Environmental Protection	888-304-1133 (24hr)
Fifth District		
Sector Baltimore		
Delaware	Department of Natural Resources	302-739-4506
	Department of Natural Resources	800-662-8802 (24hr)
Maryland	Department of Environment	410-631-3084
	Department of Environment	800-633-6101 (24hr)
Virginia	Department of Environmental Quality	540-562-6700
	Department of Environmental Quality	800-468-8892 (24hr)
Sector Delaware Bay		
Pennsylvania	Department of Environmental Protection (out of state)	717-787-4343
	Department of Environmental Protection (in state)	800-541-2050
	Emergency Management Agency	717-651-2001 (24hr)
New Jersey	Department of Environmental Protection	609-292-7172 (24hr)
Delaware	Department of Natural Resources	302-739-4506
	Department of Natural Resources	800-662-8802 (24hr)

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B-4: State Agencies (continued)		
Fifth District (continued)		
Sector Hampton Roads		
Virginia	Department of Environmental Quality	540-562-6700
	Department of Environmental Quality	800-468-8892 (24hr)
Maryland	Department of Environment	410-631-3084
	Department of Environment	800-633-6101 (24hr)
North Carolina	Department of Environment (out of state)	919-733-3687 (24hr)
	Department of Environment (in state)	800-858-0368 (24hr)
Sector North Carolina		
North Carolina	Department of Environment (out of state)	919-733-3867 (24hr)
	Department of Environment (in state)	800-858-0368 (24hr)
Seventh District		
Sector Charleston		
Georgia	Emergency Management Agency	800-241-4113 (24hr)
South Carolina	Department of Environmental Control (in state)	803-253-6488 (24hr)
	Department of Environmental Control	888-481-0125 (24hr)
Sector Jacksonville		
Florida	Emergency Management Agency	850-413-9911
	State Emergency Operations Center	800-320-0519 (24hr)
Georgia	Emergency Management Agency	800-241-4113 (24hr)
Sector Key West		
Florida	Emergency Management Agency	850-413-9911
	State Emergency Operations Center	800-320-0519 (24hr)
Sector Miami, FL		
Florida	Emergency Management Agency	850-413-9911
	State Emergency Operations Center	800-320-0519 (24hr)
Sector San Juan		
Puerto Rico	EQB	787-766-2823
	Department of Natural Resources	787-723-2055
Virgin Islands	Department of Natural Resources	340-776-8600
Sector St. Petersburg		
Florida	Emergency Management Agency	850-413-9911
	State Emergency Operations Center	800-320-0519 (24hr)
Eighth District		
Sector Corpus Christi		
Texas	Texas General Land Office	800-832-8224 (24hr) 512-424-2277 (24hr)

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B-4: State Agencies (continued)		
Eighth District (continued)		
Sector Mobile		
Alabama	Department of Environmental Management	251-450-3400 (24hr)
	Emergency Management Agency	800-843-0699 (24hr)
Florida	Emergency Management Agency	850-413-9911
	State Emergency Operations Center	800-320-0519 (24hr)
Mississippi	Emergency Response	800-222-6362 (24hr)
Sector New Orleans		
Louisiana	Office of Emergency Preparedness	225-925-7500 (24hr)
Mississippi	Emergency Response	800-222-6362 (24hr)
Sector Houston/Galveston		
Louisiana	Office of Emergency Preparedness	225-925-7500 (24hr)
Texas	Texas General Land Office	800-832-8224 (24hr)
		512-424-2277 (24hr)
Ninth District		
Sector Buffalo		
New York	Department of Environmental Conservation	800-457-7362 (24hr)
Ohio	Environmental Protection Agency	800-282-9378 (24hr)
Pennsylvania	Department of Environmental Protection (out of state)	717-787-4343
	Department of Environmental Protection (in state)	800-541-2050
	Emergency Management Agency	717-651-2001 (24hr)
Sector Detroit		
Michigan	Department of Environmental Quality (out of state)	517-373-7660 (24hr)
	Department of Environmental Quality (in state)	800-292-4706 (24hr)
Ohio	Environmental Protection Agency	800-282-9378 (24hr)
Sector Lake Michigan		
Illinois	Emergency Management Agency (in state)	217-782-7860 (24hr)
	Emergency Management Agency	800-782-7860 (24hr)
	Emergency Response	217-782-3637 (24hr)
Indiana	Department of Environmental Management (in state)	317-233-7745 (24hr)
	Department of Environmental Management	888-233-7745 (24hr)
Michigan	Department of Environmental Quality	517-335-6873
	Emergency Hotline (in state)	800-292-4706 (24hr)
Wisconsin	Department of Natural Resources	608-267-7454 (24hr)
Sector Sault Ste. Marie		
Michigan	Department of Environmental Quality (out of state)	517-373-7660 (24hr)
	Department of Environmental Quality (in state)	800-292-4706 (24hr)
Wisconsin	Department of Natural Resources	608-267-7454 (24hr)

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B-4: State Agencies (continued)		
Ninth District (continued)		
MSU Duluth		
Minnesota	Pollution Control	612-296-6300
	Public Safety (in state)	800-422-0798 (24hr)
Michigan	Department of Environmental Quality (out of state)	517-373-7660 (24hr)
	Department of Environmental Quality (in state)	800-292-4706 (24hr)
Wisconsin	Department of Natural Resources	608-267-7454 (24hr)
Eleventh District		
Sector Los Angeles/Long Beach		
California	Office of Emergency Services	800-852-7550 (24hr)
	Fish and Oil Spill Prevention and Response	916-445-0045 (24hr)
Sector San Diego		
California	Office of Emergency Services	800-852-7550 (24hr)
	Fish and Oil Spill Prevention and Response	916-445-0045 (24hr)
Sector San Francisco		
California	Office of Emergency Services	800-852-7550 (24hr)
	Fish and Oil Spill Prevention and Response	916-445-0045 (24hr)
Thirteenth District		
Sector Portland		
Oregon	Emergency Response	503-378-6377 (24hr)
Washington	Emergency Management Division	800-258-5990 (24hr)
Sector Seattle		
Washington	Emergency Management Division	800-258-5990 (24hr)
Fourteenth District		
Guam		
Guam	Guam Environmental Protection Agency	671-475-1658/9
Honolulu, Hi		
Hawaii	Department of Health	808-586-4249
Seventeenth District		
Sector Anchorage		
Alaska	Department of Environmental Conservation SE (Juneau)	907-465-5340
	Department of Environmental Conservation Central (Anchorage)	907-269-3063
	Department of Environmental Conservation Northern (Fairbanks)	907-451-2121
	Department of Environmental Conservation (after hours)	800-478-9300

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B-4 State Agencies (continued)		
Seventeenth District (continued)		
MSU Valdez		
Alaska	Department of Environmental Conservation SE (Juneau)	907-465-5340
	Department of Environmental Conservation Central (Anchorage)	907-269-3063
	Department of Environmental Conservation Northern (Fairbanks)	907-451-2121
	Department of Environmental Conservation (after hours)	800-478-9300
Sector Juneau		
Alaska	Department of Environmental Conservation SE (Juneau)	907-465-5340
	Department of Environmental Conservation Central (Anchorage)	907-269-3063
	Department of Environmental Conservation Northern (Fairbanks)	907-451-2121
	Department of Environmental Conservation (after hours)	800-478-9300

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B-5: INTERNATIONAL MARITIME ORGANIZATION (IMO) LIST OF COUNTRY CONTACTS

The following pages provide shall be updated periodically by printing the new MSC-MEPC.6 Circular as soon as possible after it is published. The circular can be obtained from the IMO website by following the below procedure:

1. Go to <http://www.imo.org> and enter the site.
2. Click on the “Marine Environment” button in the top toolbar.
3. Click on the “Contact Points” button in the right hand column.
4. Click on the applicable MSC-MEPC.6/Circular to access this information. Print a copy of the new information and replace the previous circular.

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APPENDIX C - SPILL EMERGENCY RESPONSE TEAM

Name	Position	Rate/Rank	Training Received
	<i>(ex. On-Scene Response Leader)</i>		
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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APPENDIX D - SPILL RESPONSE DRILL OUTLINE

Oil Spill Response Drill Scenario

Date of Drill:

Spill Scenario:

(Examples of spill scenarios used can include: a leak through a deteriorated gasket during refueling operations, a improperly drained fuel line empties contents into the water, a spill from a rupture to a tank during a collision)

Varying levels of impact should be drilled to ensure preparedness in different situations. Each time a drill is conducted the team should rotate through the following spill impacts (check one):

- Most probable spill
- Maximum probable spill
- Reasonable worst case spill
- Worst cases spill

Spill Size (in gallons):

Spill Location:

Personnel In Attendance:

Spill Response Team Knowledge Check:

Personal Protective Equipment Location

Spill Response Kit Location

Break out kit

Ensure each team member understands the use of each kit component

Familiarity with Refueling Checks

Familiarity with Damage Control Procedures

This Spill Contingency Plan

Ensure all involved have an understanding of the vessel's ability to respond to spill and when additional services are required

Notifications

Ensure all team members are familiar with the notifications in this plan

Check to ensure the POCs in this plan are current

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APPENDIX E – ACRONYMS, TERMS, AND DEFINITIONS

1. ACRONYM LIST

BOA	Basic Ordering Agreement
CFR	Code of Federal Regulations
COTP	USCG Captain of the Port
EEZ	Exclusive Economic Zone
EP	Environmental Protection
EPA	Environmental Protection Agency
FOSC	Federal On Scene Coordinator
FWPCA	Federal Water Pollution Control Act
HM	Hazardous Material
HS	Hazardous Substance
IMO	International Maritime Organization
MSDS	Material Safety Data Sheets
NAVSEA	Naval Sea Systems Command
NCP	National Contingency Plan
NRC	National Response Center
OHS	Oil and Hazardous Substance
OOD	Officer of the Deck
OPA-90	Oil Pollution Act of 1990
OSL	On Scene Leader
OSRO	Oil Spill Response Organization
POL	Petroleum, Oil or Lubricating Oil
PPE	Personal Protective Equipment
SUPSALV	Navy Supervisor of Salvage
USCG	United States Coast Guard
USDAO	US Defense Attaché Office

2. Relevant Terms and Definitions.

The Department of Defense, USCG, and the EPA have established certain terms that are relevant to OHS spill response planning and operations. The following definitions summarize the more detailed definitions found in the regulations. The applicable regulations should be consulted for more specific legal definitions of these terms.

a. **Captain of the Port (COTP) Zone:** means a zone specified in 33 CFR Part 3 and, for coastal ports, the seaward extension of that zone to the outer boundary of the exclusive economic zone (EEZ).

b. Discharge/Release

(1) **Discharge (oil):** Includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying or dumping of oil. It excludes:

(a) Discharges by permit under the CWA.

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(b) Discharges resulting from circumstances identified, reviewed and made a part of the public record regarding a permit issued or modified under the CWA, and subject to a condition in such permit.

(c) Continuous or anticipated intermittent discharges from a point source identified in a permit or permit application under the CWA and caused by events occurring within the scope of relevant operating or treatment system. The NCP defines discharge to include a substantial threat of discharge.

(2) **Release (hazardous substances):** Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing of hazardous substances into the environment. This includes abandonment of barrels or other containers containing any hazardous substance or pollutant or contaminant.

c. **Exclusive economic zone:** means the zone contiguous to the territorial sea of United States extending to a distance up to 200 nautical miles from the baseline from which the breadth of the territorial sea is measured.

d. **Federal On-Scene Coordinator (FOSC):** The Federal official pre-designated by the EPA or the USCG to coordinate and direct spill response and removal actions. The FOSC has the ultimate responsibility for the cleanup of a spill. The FOSC for oil spills in U. S. waters is either the EPA (for inland spills) or the USCG (for coastal waters). The FOSC has statutory authority and extensive resources to assume control of the spill response effort if the spiller's actions are considered inadequate or ineffective. In the case of any Army hazardous substance release, the AOSC assumes responsibility as the FOSC.

e. **Significant harm to the environment means:**

(1) In the navigable waters of the United States, a discharge of oil as set forth in 40 CFR 110.3 or a discharge of hazardous substances in quantities equal to or exceeding, in any 24-hour period, the reportable quantity determined in 40 CFR part 117;

(2) In other waters subject to the jurisdiction of the United States, including the EEZ:

(a) A discharge of oil in excess of the quantities or instantaneous rate permitted in 33 CFR 151.10 or 151.13 during operation of the ship; or

(b) A discharge of noxious liquid substances in bulk in violation of §§153.1126 or 153.1128 of this chapter during the operation of the ship; and

(3) In waters subject to the jurisdiction of the United States, including the EEZ, a probable discharge of oil, hazardous substances, marine pollutants, or noxious liquid substances. The factors you must consider to determine whether a discharge is probable include, but are not limited to:

(a) Ship location and proximity to land or other navigational hazards;

(b) Weather;

(c) Tide current;

(d) Sea state;

(e) Traffic density;

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- (f) The nature of damage to the vessel; and
- (g) Failure or breakdown aboard the vessel, its machinery, or equipment

f. **National Response Center (NRC). (800-424-8802 or 202-267-2675).** The 24-hour OHS spill notification center, located at USCG headquarters in Washington, DC. The NRC is the single Federal notification point (outside the Army chain of command) for emergency spill response. Having reported a spill to the NRC, an activity need make no further Federal notifications. The NRC is responsible for notifying the pre-designated Federal OSC of reported OHS pollution incidents.

g. **Navigable Waters.** The surface waters of the United States, including the territorial seas. The term includes:

(1) All waters currently used, used in the past, or susceptible to future use in interstate or foreign commerce, including all waters subject to the ebb and flow of the tide;

(2) Interstate waters, including interstate wetlands;

(3) All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sand flats, and wetlands, the use, degradation or destruction of which would affect or could affect interstate or foreign commerce including any such waters:

(a) That are or could be used by interstate or foreign travelers for recreational or other purposes;

(b) From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or

(c) That are used or could be used for industrial purposes by industries in interstate commerce;

(4) All impoundments of water otherwise defined as navigable waters under this sub-section;

(5) Tributaries of waters identified in paragraphs a through d of this sub-section, including adjacent wetlands; and

(6) Wetlands adjacent to waters identified in paragraphs a through e of this sub-section: provided that waste treatment systems (other than cooling ponds meeting the criteria of this paragraph) are not navigable waters of the United States.

h. **Oil.** Animal, vegetable or petroleum-based oil of any kind or in any form, including, but not limited to, fuel oil, sludge, oil refuse, oil mixed with wastes other than dredge spoils and refined products such as gasoline, diesel, jet fuel, and cooking oil.

i. **Public Vessel.** A vessel owned (or bareboat chartered) and operated by the U.S., or by a State or political sub-division thereof, or by a foreign nation, except when such vessel is engaged in commerce.

j. **Responsible Party.** The person or persons who have caused, or could potentially cause an HS release or oil discharge, including vessel owners, operators, or anyone bareboat chartering a vessel.

k. **Spill of National Significance.** A spill which, due to its severity, size, location, actual or potential impact on the public health and welfare, or the environment, or due to the necessary

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response effort, is so complex that it requires extraordinary coordination of Federal, State, local, and Responsible Party resources to contain and cleanup the discharge.

l. **Territorial Sea.** For the purposes of this chapter, the territorial sea extends 3 nm seaward from the mean low water line of the nearest U.S. shoreline, including islands. (For international law purposes, however, the "territorial sea" extends 12 nm from shore.).

m. **United States (U.S.).** The several States, District of Columbia, Commonwealth of Puerto Rico, Commonwealth of the Northern Marianas Islands, Guam, American Samoa, U.S. Virgin Islands, and any other territory or possession over which the U.S. has jurisdiction.

n. **Vessel.** Every type of watercraft or other artificial conveyance used, or capable of being used as a means of transportation upon the navigable waters of the U.S.

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APPENDIX F - REFERENCES

- a. Army Regulation 56-9 – Watercraft
- b. Army Regulation 200-1 – Environmental Protection and Enhancement
- c. Army Regulation 385-40 – Accident Reporting and Records
- d. Army Technical Bulletin TB 55-1900-206-14
- e. 33 CFR Part 155; Vessel Response Plans
- f. Oil Pollution Act of 1990 (OPA-90) (NOTAL)
- g. Regulation 26 of Annex I, MARPOL 73/78 (NOTAL)
- h. 33 CFR Part 153; Control of Pollution by Oil and Hazardous Substances, Discharge Removal
- i. 40 CFR Part 300; National Contingency Plan
- j. 29 CFR 1910.119 and 120, Hazardous Waste and Emergency Response;
- k. 40 CFR 117, 302 and 355, Reportable Quantities of Hazardous Substances.
- l. 40 CFR 300, National Oil and Hazardous Substances Pollution Contingency Plan.

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These are the instructions for sending an electronic 2028.

The following format must be used if submitting an electronic 2028. The subject line must be exactly the same and all fields must be included; however, only the following fields are mandatory: 1, 3, 4, 5, 6, 7, 8, 9, 10, 13, 15, 16, 17 and 27.

From: "Whoever" whoever@avma27.army.mil
To: whoever@avma27.army.mil
To: TACOM-TECH-PUBS@ria.army.mil

Subject:DA Form 2028

1. **From:** Joe Smith
2. **Unit:** home
3. **Address:** 4300 Park
4. **City:** Hometown
5. **St:** MO
6. **Zip:** 77777
7. **Date Sent:** 19-OCT-93
8. **Pub no:** 55-1915-200-10
9. **Pub Title:** TM
10. **Publication Date:** 11-APR-88
11. **Change Number:** 12
12. **Submitter Rank:** MSG
13. **Submitter Fname:** Joe
14. **Submitter Mname:** T
15. **Submitter Lname:** Smith
16. **Submitter Phone:** 123-123-1234
17. **Problem:** 1
18. **Page:** 1
19. **Paragraph:** 3
20. **Line:** 4
21. **NSN:** 5
22. **Reference:** 6
23. **Figure:** 7
24. **Table:** 8
25. **Item:** 9
26. **Total:** 123
27. **Text:**

This is the text for the problem below line 27.

TB 55-1900-252-14

RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS					Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE: Date form is filled out.
For use of this form, see AR 310-1; the proponent agency is the US Army Adjutant General Center.						
TO: (Forward to proponent of publication or form) (Include ZIP Code)					FROM: (Activity and location) (Include ZIP Code)	
Mailing address found on title block page.					Your mailing address.	
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS						
PUBLICATION/FORM NUMBER: TB X-XXXX-XXX-XXX					DATE: Date of the TM.	TITLE: Title of TM.
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO.	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Exact wording of recommended change must be given)
	0019 00 1	3	1	1		Step No. 2 says to secure doors open with locking bar or hooks from where to what? The bars or hooks are not identified.
	0019 00 4	4	1	1		Step No. 19 states to remove locking bars, pins or hooks from where to what? The bars, pins or hooks are not identified. Where are they stored?
SAMPLE						
* Reference to line numbers within the paragraph or subparagraph.						
TYPED NAME, GRADE OR TITLE				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE
Doe, John, CPL				755-1313		CPL John Doe

TB 55-1900-252-14

TO: (Forward to proponent of publication or form) (Include ZIP Code)				FROM: (Activity and location) (Include ZIP Code)				DATE:	
PART II- REPAIR PARTS AND SPECIAL TOOL LISTS AND SUPPLY CATALOGS/SUPPLY MANUALS									
PUBLICATION/FORM NUMBER: TB X-XXXX-XXX-XXX					DATE: Date of the TM.		TITLE: Title of TM.		
PAGE NO.	COLM NO.	LINE NO.	FEDERAL STOCK NUMBER	REFERENCE NO.	FIGURE NO.	ITEM NO.	TOTAL NO. OF MAJOR ITEMS SUPPORTED	RECOMMENDED ACTION	
PART III - REMARKS (Any general remarks or recommendations, or suggestions for improvement of publications and blank forms. Additional blank sheets may be used if more space is needed.)									
* Reference to line numbers within the paragraph or subparagraph.									
TYPED NAME, GRADE OR TITLE Doe, John, CPL				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION 755-1313			SIGNATURE CPL John Doe		

SAMPLE

RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS						Use Part II (<i>reverse</i>) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE
For use of this form, see AR 25-30; the proponent agency is OAASA							
TO: (<i>Forward to proponent of publication or form</i>) (<i>Include ZIP Code</i>)						FROM: (<i>Activity and location</i>) (<i>Include ZIP Code</i>)	
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS							
PUBLICATION/FORM NUMBER						DATE	TITLE
ITEM	PAGE	PARA-	LINE	FIGURE NO.	TABLE	RECOMMENDED CHANGES AND REASON	
TYPED NAME, GRADE OR TITLE					TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE

TO: <i>(Forward direct to addressee listed in publication)</i>	FROM: <i>(Activity and location) (Include ZIP Code)</i>	DATE
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PART II - REPAIR PARTS AND SPECIAL TOOL LISTS AND SUPPLY CATALOGS/SUPPLY MANUALS

PUBLICATION NUMBER			DATE		TITLE			
PAGE NO.	COLM NO.	LINE NO.	NATIONAL STOCK NUMBER	REFERENCE NO.	FIGURE NO.	ITEM NO.	TOTAL NO. OF MAJOR ITEMS SUPPORTED	RECOMMENDED ACTION

PART III - REMARKS *(Any general remarks or recommendations, or suggestions for improvement of publications and blank forms. Additional blank sheets may be used if more space is needed.)*

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RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS						Use Part II (<i>reverse</i>) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE
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TO: (<i>Forward to proponent of publication or form</i>) (<i>Include ZIP Code</i>)						FROM: (<i>Activity and location</i>) (<i>Include ZIP Code</i>)	
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS							
PUBLICATION/FORM NUMBER						DATE	TITLE
ITEM	PAGE	PARA-	LINE	FIGURE NO.	TABLE	RECOMMENDED CHANGES AND REASON	
TYPED NAME, GRADE OR TITLE					TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE

TO: <i>(Forward direct to addressee listed in publication)</i>	FROM: <i>(Activity and location) (Include ZIP Code)</i>	DATE
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For use of this form, see AR 25-30; the proponent agency is OAASA							
TO: (<i>Forward to proponent of publication or form</i>) (<i>Include ZIP Code</i>)						FROM: (<i>Activity and location</i>) (<i>Include ZIP Code</i>)	
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS							
PUBLICATION/FORM NUMBER						DATE	TITLE
ITEM	PAGE	PARA-	LINE	FIGURE NO.	TABLE	RECOMMENDED CHANGES AND REASON	
TYPED NAME, GRADE OR TITLE						TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION	SIGNATURE

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ITEM	PAGE	PARA- GRAPH	LINE	FIGURE NO.	TABLE	RECOMMENDED CHANGES AND REASON	
<i>* Reference to line numbers within the paragraph or subparagraph.</i>							
TYPED NAME, GRADE OR TITLE						TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION	SIGNATURE

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PAGE NO.	COLM NO.	LINE NO.	NATIONAL STOCK NUMBER	REFERENCE NO.	FIGURE NO.	ITEM NO.	TOTAL NO. OF MAJOR ITEMS SUPPORTED	RECOMMENDED ACTION

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TYPED NAME, GRADE OR TITLE	TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION	SIGNATURE
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GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:

JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army
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