
ANNEX 8

Response Forms

Forms

It is most important that accurate records are obtained and kept right from the first reported sighting of a pollution incident. To ensure that all relevant information is recorded, Pollution Incident Forms have been developed. These may be required as evidence in Court and/or to establish whom to charge for the clean-up operation.

1. **Pollution Report Check List.** This form enables the person receiving the initial call involving an incident to obtain first hand information of the incident. This information is vital for the person carrying out the investigation.
2. **Pollution Incident Investigation Form.** This form has been developed so that the person investigating the reported incident is able to record all the relevant information quickly and accurately.
3. **Spill report Form (Bulk Liquid Transfers).** Because of the probability of a spill occurring during bunkering operations etc, this form is for the use of the Port Taranaki Tanker Terminal Supervisor or such person acting on his behalf to record the necessary details of the incident.
4. **Pollution Incident Charge Out Sheet.** This form has been developed for use by Support Organisations in assisting them to set out details of their charges so as to ensure that payments can be made promptly.
5. **Record of Oil Samples.** This form has been developed to ensure the person taking samples is required to record all relevant information quickly and accurately.
6. **Notice of Requisition.** This form enables the Regional On-Scene Commander to requisition any property, being any land, building vehicle under section 318 of the Maritime Transport Act 1994.

THESE FORMS ARE CONTAINED OVERLEAF

Pollution Investigation Report Form

(to be completed when investigating a Pollution Incident)

Taranaki Regional Council, Compliance Manager

Facsimile 06 765 5097

Phone 06 765 7127

Initial Investigation report Serial No – P1 _____

1. Informed by _____ at _____ hrs.

2. Location of incident _____

3. Type of pollutant _____

4. Estimate quantity _____ Litres/tonnes

5. Area covered _____ approx. _____ m²

6. Wind/Sea condition _____ speed _____ knots

8. Tide: _____ making/ebbing

9. Description of pollutant

9.1 Oil (tick appropriate box)

Barely visible

Silvery Sheen

Traces of Colour

Bright Bands of Colour

Dull

Dark

9.2 Other pollutants

Description _____

Colour _____

10. Apparent source _____

10.1 If Vessel Name _____

Owner/Agent _____

11. Supposed cause _____

12. Clean-up required Yes/No

Pollution Report receiving list

(To be completed by person receiving the initial report)

Taranaki Regional Council, Compliance Manager

Facsimile 06 765 5097

Phone 06 765 7127

Questions to ask

1. Can you see the spill? Yes/No
 2. Location? _____

 3. Can you see where it's coming from? Yes/No
If yes – where _____

 4. It is still flowing? Yes/No
 5. What colour is it? _____
 6. Approximately what area does it cover? _____m²
 7. Any other information which may be helpful, eg, Name of ship/vessel

 8. What is your name? _____
 9. Address _____
 10. Phone No? _____
 11. Notified/faxed Regional Council?
 12. Time _____hrs Date _____
- Call received by _____ (name) _____ (Designation)

Spill Report Form

(Bulk Liquid Transfer Involving Vessels)

Taranaki Regional Council, Compliance Manager

Facsimile 06 765 5097

Phone 06 765 7127

Date _____

Time _____ hrs

Location _____

Notified Taranaki Hbr radio Channel 14 at _____ hrs

Vessel(s) involved _____

Agent _____

Wharf Operator _____

Transfer Checklist Signed _____ Yes/No

Product involved _____

Supplier _____

Estimated Quantity Spill _____ Litres/Tonnes _____

Supposed cause _____

If Ruptured Hose: Date of pressure _____

Test (and any other relevant engineering information) _____

Owner _____

Manufacturer _____

Initial clean-up _____

Response _____

Further comments _____

Signed _____

Designation _____

Pollution Incident Charge Out Form

Taranaki Regional Council

Facsimile 06 765 5097

Phone 06 765 7127

Pollution Incident

Charge Out Sheet

Pollution Incident No **PI** _____ Date ____/____/_____

Work undertaken by _____

Postal Address _____

Called by _____ Time _____

Details of account

Hours, activity undertaken, charge out rates

Record of oil samples

	Identification of samples	Date and time of taking sample	How sample obtained	Appearance of pollution in vicinity	Place where sample obtained	Question: Dispersant used prior to sample?	Other remarks	Name and signatures of persons taking samples
	Sample 1							
	Sample 2							
	Sample 3							
	Sample 4							
	Sample 5							
	Sample 6							
	Sample 7							
	Sample 8							
	Sample 9							
	Sample 10							

Notice of Requisition

To: _____
(Name of owner or person in charge of requisitioned property)

TAKE NOTICE that pursuant to section 305(1)(g) of the Maritime Transport Act 1994 (the Act), I

_____, Regional On-scene Commander
appointed

under section 318 of the Act, hereby requisition the following property:

(provide a description of the requisitioned property being any land, building, vehicle, New Zealand ship, or other real or personal property)

THE property is requisitioned for use in connection with a response to a marine oil spill and will remain under my control and direction until further notice.

DATED this _____ day of _____ 20__

Regional On-Scene Commander