

National Oil Spill Contingency Plan

Chapter 2 – Forms



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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 ° 'S LONG ° '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 Specific gravity

Product name: API gravity

Product origin Kinematic viscosity

Crude oil Pour point

Refined product Volatility (flash point)

TOTAL AREA AFFECTED BY SPILL	AREA COVERED BY OIL
<p>Length x Width = Total Spill Area</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div> x <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div> = <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div> </div> <p style="display: flex; justify-content: space-around; margin-top: 5px;"> Km Km Km² </p>	<p>Percentage covered by oil</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div> x <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div> ÷ 100 = <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div> </div> <p style="display: flex; justify-content: space-around; margin-top: 5px;"> Total Spill Area (max. 100%) Km² </p>

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)							m³

* 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	OR Range and bearing <u>from</u> geographical feature:
Longitude: East/West	Bearing: degrees true/magnetic
Time position fixed: Hours	Distance: nm/km
	Feature:

POSITION OF SOURCE

Latitude: South	OR Range and bearing <u>from</u> geographical feature:
Longitude: East/West	Bearing: degrees true/magnetic
Time position fixed: Hours	Distance: nm/km
	Feature:

If spill source a vessel:

Speed: knots Approximate course: degrees true/magnetic

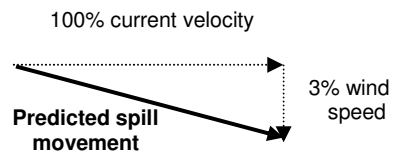
WEATHER CONDITIONS AT SPILL SITE

Sunny Overcast Cloudy Rain Fog

Sea state: Wind speed: knots/km Air temperature: °C
 Wave height: m Wind direction: degrees true/magnetic Sea temperature: °C
 Water depth: m Visibility: nm/km 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 Tides: next low at hours, height m
 Current direction: degrees true/magnetic next high at hours, height m
 Predicted slick speed: knots/km 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 Other (specify):
 - Equipment operators
 - (Number required:)
 - Equipment (list below)

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	km ²

TOTAL AREA AFFECTED BY SPILL	AREA COVERED BY OIL
$\text{Length (Km)} \times \text{Width (Km)} = \text{Total Spill Area (Km}^2\text{)}$	$\text{Total Spill Area} \times \frac{\text{Percentage covered by oil (max. 100\%)}}{100} = \text{Total Slick Area (Km}^2\text{)}$

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