

Draft 01/08/03

OIL SPILL REPORT MESSAGE FORMAT

Ref: OPNAVINST 5090.1B, CH-2, Appendix H

1. **Precedence (for messages only).** Provided that prior voice reports have been made both to the US Coast Guard National Response Center and the reporting command's Chain of Command, use "Routine" precedence for Oil Spill Report Messages. If either voice report has not been made, use "Priority" precedence.
2. **Classification or Special Handling Marks.** Oil Spill Report Messages are unclassified and do not warrant special handling marks unless classified or sensitive business information must be incorporated. Avoid inclusion of such information to the maximum extent possible to allow Oil Spill Report Messages to be handled on a solely unclassified basis.
3. **Spill Volume Classification:** To better advise the Navy On-Scene Coordinator and Navy leadership of the magnitude of each oil spill, the Subject line of an Oil Spill Report Message should bear a volume estimate of the spill, if known, in the following format:
 - OIL SPILL REPORT, X GALLONS, [ACTIVITY NAME] (MINIMIZE CONSIDERED); or
 - OIL SPILL REPORT, UNKNOWN VOLUME, [ACTIVITY NAME] (MINIMIZE CONSIDERED); or
 - OIL SPILL REPORT, SHEEN SIGHTING (MINIMIZE CONSIDERED).
4. **Updating Oil Spill Report Messages:** Oil Spill Report Messages should be updated with a follow-up SITREP message as soon as the reporting activity becomes aware of new information concerning the origin, quantity, type, operation under way or cause of the spill. Similarly, ***if the final estimate of the amount spilled differs substantially from the amount initially reported,*** the reporting activity must send a SITREP update message to all action and info addresses on the original spill message.
5. **Action and Info Addressees:**

FM: Navy Activity or Ship responsible for or discovering the spill
 TO: COMNAVREG MIDLANT NORFOLK VA/00/N36//
 Chain of Command

INFO: COMLANIFLT/JJJ//
 Host Activity
 CNO WASHINGTON DC//N45//
 CHINFO WASHINGTON DC//JJJ//
 COMNAVSEASYS COM WASHINGTON DC//00C//
 NFESC PORT HUENEME CA//424//
 NAVPETOFF ALEXANDRIA VA//JJJ//

[Add the following Info Addressee for spills into or upon the navigable waters of the United States, its contiguous zone (generally within 12 nautical miles of US shores) and adjacent shorelines.]

COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//

[Add the following Info Addresses for spills within CNRMA AOR]

PWC NORFOLK VA//90// (Hampton Roads incidents)

ENCLOSURE (3)

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COGARD MSO HAMPTON ROADS//JJJ// (for spills in Virginia, Maryland - Ocean side of Eastern Shore)

COGARD MSO BALTIMORE//JJJ// (for spills in the remainder of the state of Maryland and the District of Columbia)

COGARD MSO PHILADELPHIA//JJJ// (for spills in Delaware and the eastern half of Pennsylvania)

NAVPHIBASE LITTLE CREEK VA//PM PUBLIC SAFETY/N05//

[Installation]//00//

NAVSTA NORFOLK VA//PM PORT OPS/N3//

6. Body of Report: Use the following format for the body of all Oil Spill Report Messages:

UNCLAS//NO5090//

SUBJ: OIL SPILL REPORT, X GALLONS, [ACTIVITY NAME] (MINIMIZE CONSIDERED) or
OIL SPILL REPORT, UNKNOWN VOLUME, [ACTIVITY NAME] (MINIMIZE CONSIDERED) or
OIL SPILL SHEEN SIGHTING, (MINIMIZE CONSIDERED)

MSGID/GENADMIN/ORIGINATOR//

RMKS/

1. LOCAL TIME AND DATE SPILL [OCCURRED/DISCOVERED].
2. [FACILITY/VESSEL] ORIGINATING SPILL:
 - For Navy ships, list ship name, hull number and unit identification code (UIC).
 - For Navy shore facilities, list facility name and UIC.
 - For non-Navy spills, list name of responsible party, if known.
 - For organizations under contract to Navy, list firm name and contracting Navy activity.
 - If source unknown at time of this report, list only "Unknown" until such time as definitively established.
3. SPILL LOCATION:
 - For spills at sea, list latitude, longitude and distance to nearest land.
 - For spills in port, list port name, host naval command (NAVSTA, Shipyard) and specific location (pier or mooring designation).
 - For spills ashore, list city, state, facility name and specific location (building designation).
4. VOLUME SPILLED IN GALLONS:
 - Estimates must be made by examining loss at source: i.e. sounding tank, calculating flow rate of spill.
 - If amount unknown at time of this report, list only "Unknown" until such time as definitively established.
 - Estimating volume by visual observation of oil on water can be very unreliable.
 - If volume estimate can only be made by visual observation of oil on water, do not report estimate here.
 - If oil/water mixture, indicate percent oil.
5. TYPE OF OIL SPILLED:
 - List whether diesel fuel marine (DFM); naval distillate; jet fuel (JP-4 or 5); aviation/automotive gasoline; automotive diesel; heating fuels (grade 1 or 2, kerosene); residual burner fuel (grade 4, 5 or 6); lubricating oil; hydraulic oil; oil/oil mixture (including slops and waste oil); oil/water mixture (including bilge waste).
 - If type unknown at time of this report, list only "Unknown" until such time as definitively established.

ENCLOSURE (3)

6. OPERATION UNDER WAY WHEN SPILL [OCCURRED/DISCOVERED]:
 - If fueling/defueling, list whether underway or in port by pipeline, truck or barge.
 - Whether conducting internal fuel oil transfer operations (including movement from one storage tank to another); pumping bilges; conducting salvage operations; aircraft operations; or "Other" (specify).
 - If operation unknown at time of this report, list only "Unknown" until such time as definitively established.
7. SPILL CAUSE:
 - Classify the cause of the spill by citing one or more of the following categories and then provide a narrative description of specific spill cause: Structural; electrical; hose; valve/fitting; tank level indicator; oil/water separator/oil content monitor; other equipment (specify component that failed); collision, grounding, or sinking; valve misalignment; monitoring error; procedural/communications error; chronic/recurring; or weather related.
 - If cause unknown at time of this report, list only "Unknown" until such time as definitively established.
8. SLICK DESCRIPTION AND MOVEMENT:
 - Size: length and width (yards or nm) and percentage of that area covered.
 - Color: silver transparent, gray, rainbow, blue, dull brown, dark brown, black, brown-orange mousse.
 - Odor: noxious, light, undetectable.
 - Slick movement: set (degrees true toward) and drift (knots).
9. SPILL ENVIRONMENT:
 - Weather: clear, overcast, partly-cloudy, rain, snow, etc.
 - Prevailing wind at scene: direction (degrees true from), speed (knots), fetch (yards or nautical miles).
 - Air and water temperature: indicate ice cover.
 - Sea state: Beaufort Force number.
 - Tide: high, low, ebb, flood or slack / Current: set (degrees true toward) and drift (knots).
10. AREAS DAMAGED OR THREATENED:
 - Body of water, area or resources threatened or affected.
 - Nature and extent of damage to property, wildlife or other natural resources (if any).
11. TELEPHONIC REPORT TO NATIONAL RESPONSE CENTER [WAS/WAS NOT] MADE:
 - If not made, provide reason why: beyond 12 nm from US shores, no threat to navigable water, etc.
 - If made, list: DTG of telephonic report; NRC report/case number; name of NRC official taking report; and
 - Navy Command making telephonic report.
12. SAMPLES [WERE/WERE NOT] TAKEN:
 - If taken, identify location(s) from which taken: tanks, hoses, piping, slip, jetty, etc.
 - If taken, identify collecting officer by name, rank and agency.
13. CONTAINMENT METHOD [PLANNED/USED]:
 - If none, state reason.

- Otherwise, indicate equipment utilized: boom; ship's hull; camel; water spray; chemical agent.
14. SPILL REMOVAL METHOD [PLANNED/USED]:
- If none, state reason.
 - Equipment planned/used: used: Rapid Response Skimmer or Dip 3001 skimmer; portable skimmer, absorbent materials (oil absorbent pads, chips, etc.); dispersants; vacuum trucks/pumps; other (specify).
15. VOLUME OF PRODUCT RECOVERED IN GALLONS: (Decanted pure product.)
16. PARTIES PERFORMING SPILL REMOVAL:
- Identify lead organization in charge: Navy Command; USCG; EPA.
 - Identify all other parties involved: commercial firms; supporting Navy activities; State or local agencies.
17. FEDERAL, STATE OR LOCAL REGULATORY ACTIVITY DURING THIS INCIDENT:
- Identify by name and agency any official attending on-scene or making telephonic inquiry.
 - Note whether officials boarded vessel and include date, time and spaces inspected.
18. ASSISTANCE REQUIRED/ADDITIONAL COMMENTS:
19. LESSONS LEARNED: How could this spill have been avoided?
20. ACTIVITY CONTACT FOR ADDITIONAL INFORMATION: List name, rank/rate, command, code, DSN and/or commercial telephone