

Oil Release Report, Message Format

NOTE: Refer to OPNAVINST 5090.1 series for additional information on message addressing, format, and contents.

- 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]; or
?? OIL SPILL REPORT, UNKNOWN VOLUME, [ACTIVITY NAME]; or
?? OIL SPILL REPORT, SHEEN SIGHTING.
- 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:

FROM: (Installation Commander) //CDO// (or spiller)

TO: COMNAVREG MIDLANT NORFOLK VA//00/N34//
Chain of Command
PWC NORFOLK VA//90//

INFO: CNI WASHINGTON DC//ENV//
COMFLTFORCOM NORFOLK VA//N773A//
Host Activity
CNO WASHINGTON DC//N45//
CHINFO WASHINGTON DC//JJJ//
COMNAVSEASYS COM WASHINGTON DC//00C//
NFESC PORT HUENEME CA//424//
NAVY JAG WASHINGTON DC//11//
COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//
COGARD MSO HAMPTON ROADS VA//MSO//
NAVPETOFF ALEXANDRIA VA//JJJ//

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

UNCLAS//N05090//

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

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.

5. ~~///~~ If oil/water mixture, indicate percent oil.
 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); 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.
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 numbers. //

Hazardous Substance Release Report, Message Format

NOTE: Refer to OPNAVINST 5090.1 series for additional information on message addressing, format, and contents.

1. **Precedence (for messages only).** Provided that prior voice reports have been made to the US Coast Guard National Response Center and the reporting command's Chain of Command, use "Routine Precedence" for Hazardous Substance (H S) Release Report Messages not classified as an "Extremely Hazardous Substance." If either voice report has not been made, use "Priority Precedence". If Extremely Hazardous Substance, always use "Priority Precedence."

2. **Classification or Special Handling Marks.** HS Release 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 HS Release Report Messages to be handled on a solely unclassified basis.

3. **Correcting HS Release Report Messages:** HS Release 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, amount, nature of substance, type of operation at source or cause of release. Similarly, *if the final estimate of the amount released 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 message.

4. Action and Info Addressees:

FM: (Installation Commander) //CDO// (or spiller)
TO: COMNAVREG MIDLANT NORFOLK VA//00/N34//
PWC NORFOLK VA//90//
INFO: CNI WASHINGTON DC//ENV//
CNO WASHINGTON DC//N45//
COMNAVSEASYS COM WASHINGTON DC//00C//
NFESC PORT HUENEME CA//424//
NAVY JAG WASHINGTON DC//11//
COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//
COGARD MSO HAMPTON ROADS VA//MSO//
COMFLTFORCOM NORFOLK VA//N773A//
LEGSVSSUPGRU OGC//ELO//

5. **Body of Report:** Use the following format for the body of all HS Release Report Messages:

UNCLAS//N05090//

SUBJ: HAZARDOUS SUBSTANCE RELEASE REPORT

MSGID/GENADMIN/ORIGINATOR//

RMKS/

1. LOCAL TIME AND DATE RELEASE [OCCURRED/DISCOVERED]:

2. [FACILITY/VESSEL] ORIGINATING RELEASE:

~~///~~ For Navy ships, list ship name, hull number and unit identification code (UIC).

~~///~~ For Navy shore facilities, list facility name and UIC.

~~///~~ For release occurring during transportation, list name of activity responsible for shipment.

~~///~~ 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. RELEASE LOCATION:

~~///~~ For release at sea, list latitude, longitude and distance to nearest land.

~~///~~ For release in port, list port name, host naval command (NAVSTA, Shipyard) and specific location.

~~///~~ For release ashore, list city, state, facility name and specific location (building designation).

~~///~~ For release during transportation, give exact location (highway mile marker or street number and city).

4. AMOUNT RELEASED:

~~///~~ Use convenient units of weight or volume (kg, lb., gallons, liters, etc.).

~~///~~ For continuous release, estimate rate of release and amount left in container.

~~///~~ Estimates should be made by examining loss at source: sounding tank, calculating flow rate of spill.

~~///~~ *Unreliable estimates of volume using visual observation of HS on water may not be reported here.*

~~///~~ If amount unknown at time of this report, *list only "Unknown"* until such time as definitively established.

5. HAZARDOUS SUBSTANCE RELEASED:

~~///~~ If Extremely Hazardous Substance, headline this paragraph "EXTREMELY HAZARDOUS SUBSTANCE RELEASED:" See chapter 10, subsection 10 -4.2 for additional notification requirements.

~~///~~ Consult container labels, user directions, reference books, expert advice.

~~///~~ Provide chemical/product names, formula, synonym, physical/chemical characteristics, and inherent hazards.

~~///~~ "Container label identifies substance as acrylonitrile. Synonyms: cyanseethylene, vintleyanide. Characteristics/hazards : poisonous liquid and vapor, skin irritant, highly reactive/flammable."

~~///~~ Describe appearance, physical/chemical characteristics, actual/potential hazards observed. For example:

~~///~~ "Substance released is colorless to light yellow unidentified liquid; highly irritating to eyes and nose; smells like kernels of peach pits; vaporizing quickly, posing ignition problem."

6. TYPE OF OPERATION AT SOURCE: Plating shop, painting shop, hazardous waste (HW) facility, truck, ship, pipeline, ship rebuilding, entomology shop, etc.
7. CAUSE OF RELEASE:
 - /// Provide narrative description of specific cause of release.
 - /// Account for personnel error, equipment failure, etc. directly contributing to release.
 - /// For example: "Railing supporting 55 -gal drums on a flatbed truck gave way because it was not securely fastened, causing seven drums to fall and rupture."
 - /// If cause unknown at time of this report, *list only "Unknown"* until such time as definitively established.
8. TYPE OF CONTAINER FROM WHICH SUBSTANCE ESCAPED:
 - /// 55-gal drums, 5-lb. bags, tank truck, storage tank, can, etc.
 - /// Estimate number of containers damaged or dangerously exposed.
9. RELEASE ENVIRONMENT:
 - /// Describe scene of release.
 - /// Include information on physical characteristics, size and complexity of release and weather conditions.
 - /// For Example: "Solvent released formed shallow pool covering area about 30 ft by 45 ft of bare concrete. Solvent slowly running into storm drain. Pool emitting highly toxic, flammable vapors. Dark clouds threatening rain. Light wind drifting vapors north bound to residential area about 30 ft above ground."
10. AREAS DAMAGED OR THREATENED:
 - /// Describe actual and potential danger or damage to surrounding environment,
 - /// Identify body of water, area or resources threatened or affected.
 - /// Nature and extent of damage to property, wildlife or other natural resources (if any).
11. NOTIFICATIONS MADE AND ASSISTANCE REQUESTED:
 - /// List all organizations informed of release within and beyond Navy jurisdiction.
 - /// Include Navy, federal, state, and local authorities, response teams, fire departments, hospitals, etc.
 - /// Specify type of assistance requested from these organizations.
 - /// If telephonic report to National Response Center made, list: DTG of telephonic report; NRC report/case number; name of NRC official taking report; and Navy Command making telephonic report.
12. FIELD TESTING:
 - /// Indicate findings and conclusions as to concentration, pH, etc.
13. CONTROL AND CONTAINMENT ACTIONS [PLANNED /TAKEN]:
 - /// If none, explain why.
 - /// Specify method used to control and contain release.
 - /// For example: "Gas barriers used to control and contain vapor emissions. Runoff contained by excavating ditch circumscribing affected area."
14. CLEAN-UP ACTIONS [PLANNED /TAKEN]:
 - /// If none, explain why.
 - /// Identify on-site or off-site treatment, method used, parties involved in clean-up/removal and disposal area.
 - /// For example: "No clean-up action taken. Toxic vapors present, potential danger to clean-up crew. Contaminated soil will be excavated and shipped by NAS personnel to Class I HW disposal site in Portstown, CA when conditions allow."
15. AMOUNT OF SUBSTANCE RECOVERED [VOLUME/WEIGHT] (Pure product.):
16. PARTIES PERFORMING [CONTAINMENT/CLEAN-UP] ACTIVITIES:
 - /// 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 regulatory 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 release have been avoided?
20. ACTIVITY CONTACT FOR ADDITIONAL INFORMATION: List name, rank/rate, command, code, DSN and/or commercial telephone numbers.//

AFTER ACTION REPORTS

The following After -Action Report message shall be made by the FIC after a minor, medium or major discharge. It provides updated data for analysis of response actions to improve prevention and control procedures and justification for funding requirements.

ROUTINE

FROM: NAVSTA NORFOLK VA//CDO//

TO: COMNAVREG MIDLANT//00/N34//
PWC NORFOLK VA//90//

INFO: COGARD MSO HAMPTON ROADS VA//MSO//

UNCLAS //N05090//

SUBJ: AFTER-ACTION REPORT

A. (DTG OF ORIGINAL OIL SPILL MESSAGE)

1. TRC: (TOTAL RESOURCES COMMITTED); I.E., NUMBER OF PERSONNEL, TRUCKS, SKIMMERS, BOATS, FEET OF BOOM, POUNDS / SHEETS OF SORBENTS, ETC. MILITARY RESOURCES WILL BE ASSUMED UNLESS OTHERWISE INDICATED).
2. RT: (TIME ELAPSED BETWEEN NOTIFICATION AND ARRIVAL OF NAVY ON-SCENE OPERATIONS TEAM ON SCENE.)
3. CT: TIME ELAPSED BETWEEN ARRIVAL AND FINAL DEPARTURE FROM SCENE.)
4. CM: (CONTAINMENT MEASURES EMPLOYED, I.E., BOOM, HERDER, WATER STREAM, BOAT WASH, SHIP HULL, ETC.)
5. MH: (TOTAL MAN-HOURS INVOLVED IN RESPONSE ACTION.)
6. RE: (REMOVAL MEASURES EMPLOYED, I.E., TYPE SKIMMER, SORBENT, DISPERSAL WITH FIRE HOSE, ETC.)
7. AR: (AMOUNT RECOVERED. STATE (EST) IF NOT ACTUALLY MEASURED.)
8. CL: (TOTAL LABOR COSTS (SEE NOTE). MILITARY LABOR ASSUMED UNLESS OTHERWISE STATED.)
9. CM: TOTAL COSTS OF EXPENDED MATERIALS. MILITARY MATERIALS ASSUMED UNLESS OTHERWISE STATED.)
10. CE: TOTAL EQUIPMENT COSTS (SEE NOTE 1). MILITARY EQUIPMENT ASSUMED UNLESS OTHERWISE STATED.)
11. AD: (ASSESSMENT OD DAMAGE TO WILDLIFE, MARINE LIFE, PROPERTY, ETC., AND ACTION TAKEN TO MITIGATE OR CORRECT SUCH DAMAGE.)
12. OA: (OTHER AGENCIES ON SCENE, I.E., USCG, EPA, DEPT. OF FISH AND GAME, REGIONAL WATER QUALITY CONTROL BOARD, ETC.)
13. ADD (ADDITIONS OR CORRECTIONS TO PREVIOUS REPORTS SUCH AS OPREP-3 NAVY BLUE, COMMANDERS SITUATION REPORT, CONSOLIDATED REPORTS, ETC.)
14. R/LL (RECOMMENDATIONS, LESSONS LEARNED AND REMARKS. AN EVALUATION OF CONTRACT PERFORMANCE, IF APPROPRIATE, CAN BE INCLUDED HERE.)

