

TECHNICAL MANUAL
FOR
*[SGML VERSION; SEE RECORD OF
REVISIONS]*

**U.S. NAVY SHIPBOARD
OIL AND HAZARDOUS
SUBSTANCE
SPILL CONTINGENCY PLAN
GUIDE**

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FOREWORD

Preventing Oil and Hazardous Substance (OHS) spills is one of the Navy's top priorities. OPNAVINST 5090.1 (series) requires every Navy ship to develop Shipboard OHS Spill Contingency Plans. It also permits the integration of both an oil spill plan and a hazardous substance spill plan into a single comprehensive document to address all shipboard OHS spills.

This guide was developed to assist Commanding Officers (CO) in preparing a Ship specific, comprehensive OHS Spill Contingency Plan, which addresses procedures for reporting, containing, controlling, recovering, and disposing of spilled oil and hazardous substances as well as information on protective clothing, spill cleanup materials, hazardous substances information sources, and notification Points of Contact (POC).

This guide is not intended to modify the ship's normal crew assignments. Each ship should tailor the OHS Spill Contingency Plan to reflect their specific ship's organization, OHS spill risk, and any Fleet instructions deemed relevant. The reporting requirements described in this guide are based on Navy policy and Federal requirements which must be adhered to.

This guide should be used strictly as a tool for developing a comprehensive plan to take immediate actions after a spill has occurred. It is not intended for developing spill prevention plans and/or protocols nor intended to replace or supersede emergency response procedures contained in the Ship's Toxic Gas Bill found in OPNAVINST 3120.32.

Ships, training activities, supply points, depots, Naval Shipyards and Supervisors of Shipbuilding are requested to arrange for the maximum practical use and evaluation of NAVSEA technical manuals. All errors, omissions, discrepancies and suggestions for improvement to NAVSEA technical manuals shall be forwarded to: COMMANDER, CODE 310 TMDER, BLDG 1389 NAVSURFWARCENDIV NSDSA 4363 MISSILE WAY PORT HUENEME CA 93043-4307 on NAVSEA/SPAWAR Technical Manual Deficiency/Evaluation Report (TMDER), NAVSEA form 4160/1. All feedback comments shall be thoroughly investigated and originators will be advised of action resulting therefrom. One copy of NAVSEA form 4160/1 is at the end of each separately bound technical manual 8-1/2 x 11 inches or larger. Copies of NAVSEA form 4160/1 may be requisitioned from the Naval Systems Data Support Activity Code 310 at the above address. Users are encouraged to transmit deficiency submittals via the Naval Systems Data Support Activity web site located at:

<https://nsdsa2.phdnswc.navy.mil/tmder/tmder-generate.asp?lvl=1>

FOREWORD - Continued

ACRONYMS

AEPC	Afloat Environmental Protection Coordinator
AOR	Area of Responsibility
CDO	Command Duty Officer
CFR	Code of Federal Regulations
CHENG	Chief Engineering Officer
CNO	Chief of Naval Operations
CO	Commanding Officer
COGARD	Coast Guard
DCA	Damage Control Assistant
EEZ	Exclusive Economic Zone
EOOW	Engineering Officer of the Watch
FOSC	Federal On-Scene Coordinator
GFE	Gas Free Engineer
HAZMINCEN	Hazardous Material Minimization Center
HM	Hazardous Material
HMIRS	Hazardous Material Information Resource System
HMUG	Hazardous Material User's Guide
HW	Hazardous Waste
LEL	Lower Explosive Limit
LPO	Leading Petty Officer
MGO	Marine Gas Oil
MSDS	Material Safety Data Sheets
NAVEDTRA	Navy Education and Training
NAVSEA	Naval Sea Systems Command
NOSC	Navy On-Scene Coordinator
NRC	National Response Center
NSN	National Stock Number
OHS	Oil and Hazardous Substance
OOD	Officer of the Deck
OPREP	Operational Report
OSL	On-Scene Leader
P2A	Pollution Prevention Afloat
POC	Points of Contact
POL	Petroleum, Oil, Lubricants
PPE	Personal Protective Equipment
PQS	Personnel Qualification Standard
SCP	Spill Contingency Plan
SITREP	Situational Report
SOH	Safety and Occupational Health
SUPSALV	Supervisor of Salvage and Diving

HOW TO USE THIS GUIDE

The Shipboard Oil and Hazardous Substance (OHS) Spill Contingency Plan (SCP) Guide was developed by the U.S. Naval Sea Systems Command (NAVSEA) to assist Commanding Officers in writing Ship specific contingency plans for OHS spill incident responses.

This guide is to be used as a model for developing a Ship specific plan to address necessary actions for an immediate response to an OHS spill. Ships can use this guide to develop their own OHS SCP thus complying with the Navy Environmental and Natural Resources Program Manual ([reference \(a\)](#)) and the Navy Safety and Occupational Health (SOH) Program Manual ([reference \(b\)](#)).

The following five core areas of OHS spill response are covered in this OHS Spill Contingency Plan Guide:

[Chapter 1](#) - General Information. This section provides general information on Navy policy and guidance for responding to OHS spills.

[Chapter 2](#) - OHS Spill Notification and Reporting Procedures. This section describes all associated OHS spill notification and reporting requirements.

[Chapter 3](#) - OHS Spill Response Measures. This section provides guidance and recommendations for the OHS Spill Response Team to contain, control, and recover OHS spilled material in a safe and effective manner.

[Chapter 4](#) - Training, Drills and Exercises. This section is an overview of OHS spill response training requirements.

[Chapter 5](#) - Recommended Spill Prevention Measures. This section provides general spill prevention practices to minimize potential OHS spills.

For more detailed information regarding notification and reporting procedures, response measures, and points of contact, refer to Appendices [A](#) through [E](#).

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CHAPTER 1

GENERAL INFORMATION

1-1. PURPOSE.

To establish effective Shipboard Oil and Hazardous Substance (OHS) spill response procedures as required by Navy Environmental and Safety and Occupational Health Regulations.

1-2. SCOPE.

This Guide applies to onboard and overboard OHS spills and is applicable to all U.S. Navy Surface Ships.

1-3. DISCUSSION.

To attain and maintain operational effectiveness, U.S. Navy Ships require the use and handling of a variety of petroleum, oil, lubricants (POL) and hazardous substances. Crew members should use care and prudence, per references (a), (b) and (c), when handling, using, and storing OHS in order to prevent injury to personnel and the environment. OHS materials can cause serious health hazards to personnel and damage to the environment when spilled or released. All hands, in accordance with reference (d), are to be familiar with the hazards and emergency procedures for responding to OHS spills.

Geo-political and press interest can result from an OHS spill dependent upon factors such as spill size, location and economic importance. U.S. Navy policy is to comply with the letter and spirit of the law as delineated per references (a) and (b).

Appendix A of this Guide is a draft example of a Shipboard OHS Spill Contingency Plan Instruction that ships should use for guidance in the event of an OHS spill. The Spill Response Team (enclosure (1) to Appendix A) will contain and cleanup the spill as quickly as possible, consistent with Ship's Force capability, without compromising crew safety or mission readiness. The Oil Spill Containment and Cleanup Kit (enclosure (2) to Appendix A) and the Hazardous Material (HM) Spill Response Kit (enclosure (3) to Appendix A), provide limited response capabilities for both onboard and overboard spill response operations. Due to the cleanup kits limited capabilities and safety concerns associated with overboard OHS spill recovery operations, Ship's Force will utilize shore-based cleanup services whenever practical and/or available.

Navy On-Scene Coordinators (NOSCs) (Enclosure (4) to Appendix A) are responsible for maintaining shore side OHS spill response capabilities, along with spill contingency plans that establish links with response organizations and regulatory agencies. If necessary, the response organizations and regulatory agencies can provide additional assistance and resources during a Navy OHS spill response incident. If a spill occurs while at a Navy facility or Port, the NOSC or Port Operations spill response team, will respond on behalf of the ship. In this type of situation, all response efforts involving Ship's Force should be closely coordinated with the shore response team or NOSC. The NOSC is only responsible for spill cleanup activities outside of the ship's hull and/or off the deck. The spilling ship's Commanding Officer (CO) will remain in charge of all spill response activities onboard the ship, and will provide assistance to the NOSC as requested and/or required. For spills which occur at non-Navy facilities or Ports, response activities will be coordinated with Host Country officials and/or Port Authorities through the NOSC.

1-4. GUIDE REVIEW AND PROCEDURES UPDATE.

The CO shall review the ship-specific plan annually and after any significant OHS spill. The review will determine the adequacy of the response effort and recommend changes to personnel or equipment allowances, as necessary. This review should also be conducted in conjunction with post-drill evaluations held after any ship-

board OHS spill drills. NAVSEA will review this Guide every five years or as deemed necessary based on Fleet input. Ship's Force should submit recommended changes to the general SCP guide or spill response improvements to NAVSEA at the following address:

Naval Surface Warfare Center, Carderock Division
Ships Systems Engineering Station, Code 635
Environmental Quality Systems Branch
Naval Business Center
5001 South Broad Street
Philadelphia, PA 19112-5083

1-5. NAVY POLICY AND GUIDANCE.

The Navy will respond immediately and effectively to all Navy OHS spills. Navy policy is to conduct all Navy OHS pollution responses in such a manner as to retain control of the response. The health and safety of Navy personnel and the public shall be the highest priority of all Navy OHS spill response operations.

In accordance with reference (a), every Navy Ship must maintain at least one spill kit onboard the ship; however, NAVSEA recommends that each ship maintain one spill kit for every two Repair Lockers for adequate spill response. If the response to overboard spills or unintended discharges into the water exceeds the ship's capability, the NOSC will provide appropriate assistance and direct response efforts. While mitigating the spill, the CO shall immediately report the incident to the appropriate shore activity CO, NOSC, and when appropriate, the National Response Center (NRC).

During overboard OHS spills, the NOSC is the Navy official pre-designated to coordinate efforts in his/her Area of Responsibility (AOR). The Federal On-Scene Coordinator (FOSC), which is the U.S. Coast Guard (COGARD) for overboard spills, is the federal official pre-designated to coordinate and direct federal responses when local Navy response actions are deemed ineffective or inadequate, and will work with Navy responders to ensure the spill is mitigated. Nonetheless, the CO shall remain in command and responsible for the safety of the ship and crew.

1-6. REFERENCES

- a. OPNAVINST 5090.1 (series), Navy Environmental and Natural Resources Program Manual
- b. OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
- c. NSTM 593 (Revision 5), Pollution Control.
- d. OPNAVINST 5100.28, Hazardous Material User's Guide (HMUG).

NOTE

This document will be incorporated into Naval Ships' Technical Manual (NSTM) Chapter 670 - Stowage, Handling, and Disposal of Hazardous General Use Consumables, Volume II in 2010.

- e. SECNAVINST 5090.7, Access to Ships and Shore Facilities, and Release of Information Regarding Navy Oil Spills.

- f. OPNAVINST 3100.6 (series), Special Incident Reporting.
- g. OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy.
- h. NAVSEA Publication 0900-LP-068-8010 (series), Torpedo MK 48 Safety Criteria and General Casualty Control Procedures of Otto Fuel II Spills and Hot Run

1-7. ACCESS AND PUBLIC AFFAIRS GUIDANCE.

The ship may receive requests from non-Navy entities for information pertaining to an OHS spill. The CO shall review reference (e) for guidance prior to responding to any inquiry of this nature.

a. Access to Ships.

The U.S. Coast Guard is the designated FOSC for oil spills in the coastal regions of the U.S. The Department of Defense is the designated FOSC for all hazardous substance spills involving DOD assets in the coastal region of the U.S. Ship access request from foreign/host nations during a spill emergency shall be vetted through the cognizant NOSC's staff lawyer for guidance prior to be granted permission.

b. Information Dissemination.

All requests for information shall be handled in accordance with reference (a) Chapter 22 and reference (c). Typically, all requests for information pertaining to the spill and/or the response efforts should be referred to and coordinated by the NOSC and his/her response staff. This will allow the ships crew to focus on the immediate response as it relates to the ship.

CHAPTER 2

OHS SPILL NOTIFICATION AND REPORTING PROCEDURES

2-1. INTERNAL SHIPBOARD OHS SPILL NOTIFICATION.

The Command Duty Officer (CDO) (in port) or Officer of the Deck (OOD) (at sea) shall be notified of all onboard OHS spills. Duty personnel should conduct a risk assessment of the incident and deploy the OHS Spill Response Team ([Enclosure \(1\)](#) to [Appendix A](#)) as deemed necessary.

2-2. NAVY POLICY ON OVERBOARD OHS SPILL NOTIFICATIONS.

Per [reference \(b\)](#), the CDO (in port) or OOD (at sea), CO, NOSC, and the ship's shore side chain of command shall be notified of all overboard OHS spills (refer to [paragraph 2.2.1](#) for a list of reportable spills). In addition, U.S. Federal Law requires that responsible parties immediately report to the National Response Center (NRC) all OHS spills within U.S. jurisdiction (including waters of the U.S. Exclusive Economic Zone (EEZ), territories and possessions). Additional information on NRC notifications can be found in [paragraph 2.2.2](#).

Notifications should not be delayed due to lack of information (i.e. cause of spill, spill size, etc.). Additionally, the NOSC can provide assistance/guidance to the ship to ensure that the proper authorities and agencies have been notified. The OHS Spill Notification Charts (U.S. waters and international or foreign territorial waters) in enclosures [\(5\)](#) and [\(6\)](#) to [Appendix A](#) provide a detailed list of all required parties to be notified in the event of an OHS spill impacting the water or environment. In addition, these parties shall be notified if a threat of such a spill occurs. Maintain a running log of all notifications made, including time the notification was made, format (voice or message), and the name of POC/Agency if applicable for documentation purposes. Parties not notified by voice shall receive a copy of the Oil/Hazardous Substance (HS) spill report (refer to [paragraphs 2.3.1](#) and [2.3.2](#)).

NOTE

Voice notification of all parties (except for the National Response Center) is not required for minor spills.

2-2.1 REPORTABLE SPILLS. Federal law provides criminal penalties for failure to report OHS spills within U.S. jurisdiction. Reporting requirements may vary by geographic area and in some case by current operation orders or other instructions. It is Navy Policy that the CO immediately report the following circumstances, by voice, to the NRC:

- a. Any discharge of oil which causes a sheen upon, or discoloration of, the surface of navigable water or adjoining shorelines, or causes a sludge or emulsion to be deposited beneath the surface of navigable water or upon adjoining shorelines – **whether attributable to a Navy source or not** .
- b. Any discharge of oil which threatens to reach the navigable waters of the United States.
- c. Any release of a hazardous substance in the United States (its territories, possessions or navigable waters) in excess of quantities proscribed by 40 Code of Federal Regulations (CFR), sections 117, 302 and 355, Reportable Quantities of Hazardous Substances.
- d. 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.
- e. When in doubt, call the NRC.

NOTE

The Hazardous Material Coordinator can provide guidance on reportable quantity limits when dealing with a hazardous substance release or spill.

CO's shall promptly and accurately respond to Federal, State and Local government requests for information necessary to coordinate spill response and cleanup efforts or to prevent and/or reduce environmental damage. CO's providing initial information should indicate that the information provided is preliminary, and is subject to verification or change during subsequent investigation.

2-2.2 NATIONAL RESPONSE CENTER NOTIFICATIONS. Naval ships shall ensure that voice notifications are made to the NRC and appropriate authorities (Host Nation, etc.) as quickly as possible. The NRC can be contacted by telephone at the following numbers, only if the spill takes place within U.S. waters:

1-800-424-8802 or 1-202-267-2675

If voice notification to the NRC is not possible, request the NOSC notify the NRC on behalf of the ship. Notification can also be made to any local U.S. Coast Guard Unit in the vicinity of the spill. Please refer to [Enclosure \(7\)](#) to [Appendix A](#) for additional information with respect to NRC reporting requirements.

2-3. NAVY OHS SPILL REPORTING.

2-3.1 OIL SPILL REPORTING MESSAGE. U.S. Navy Ships will send an oil spill report message, confirming the initial voice report, anytime their ship has been directly or indirectly involved in an incident involving oil reaching the water. Refer to [Enclosure \(8\)](#) to [Appendix A](#) for the oil spill message format.

2-3.2 HAZARDOUS SUBSTANCE SPILL REPORTING MESSAGE. U.S. Navy Ships will send a hazardous substance (HS) spill report message, confirming the initial voice report, anytime their ship has been directly or indirectly involved in an incident involving an HS release. Refer to [Enclosure \(9\)](#) to [Appendix A](#) for the hazardous substance message format.

NOTE

The OHS Spill Quick Reference Guides, located in [Appendix B](#), summarize immediate reporting requirements and response procedures. This guide should be removed, updated, and displayed in proximity to areas with a high probability of an OHS spill.

2-3.3 OPERATIONAL REPORT (OPREP)-3 SPECIAL INCIDENT REPORTS. Environmentally catastrophic spills (worldwide) that may result in significant media interest or geopolitical implications shall be reported immediately to the cognizant NOSC by voice communication and confirmed via message using the OPREP-3 reporting system which provides immediate notification of the event to the highest levels of military command authorities. This message should provide a clear picture of the problem and actions taken.

OPREP-3 categories may be OPREP-3 PINNACLE, OPREP-3 NAVY BLUE, or OPREP-3 NAVY UNIT SITUATIONAL REPORT (SITREP). In accordance with [reference \(f\)](#), requirements for when an OPREP-3 report should be initiated for an OHS spill incident are detailed below:

a. **OPREP-3 PINNACLE.** The OPREP-3 PINNACLE series messages shall be used to report disastrous spills

which are of national-level interest. This report provides the National Military Command Center and cognizant Naval Commanders with immediate notification of any incident or event where national (vice high level Navy) interest is indicated.

The initial voice message shall be sent **within 5 minutes** of discovery of incident. The OPREP-3 PINNACLE report shall be sent within **60 minutes** of knowledge of the incident with FLASH precedence.

- b. **OPREP-3 NAVY BLUE.** The OPREP-3 NAVY BLUE series messages shall be used to report serious spills which are of high level to the Navy but not necessarily of wide interest outside the Navy. The report will provide Chief of Naval Operations (CNO) and other Naval Commanders with immediate notification of incidents of military, political or press interest.

The initial voice message shall be sent within **5 minutes** of discovery of incident. The OPREP-3 NAVY BLUE report shall be sent **within 60 minutes** of knowledge of the incident with FLASH precedence.

- c. **OPREP-3 NAVY UNIT SITREP.** The OPREP-3 NAVY UNIT SITREP series messages shall be used to inform the operational commander, or appropriate higher authority, of significant events or incidents that do not meet the OPREP-3 PINNACLE or OPREP-3 NAVY BLUE criteria (i.e. – no media attention), or to augment these reports.

A voice report is not required for OPREP-3 NAVY UNIT SITREPs. The OPREP-3 NAVY UNIT SITREP report shall be sent **within 60 minutes** of knowledge of the incident with IMMEDIATE precedence.

NOTE

Please refer to [Enclosure \(10\)](#) to [Appendix A](#) for OPREP-3 message formats.

NOTE

Commands are responsible for ensuring that the overall classification marking on the message is the same as the highest classification level of the message content. The reporting unit is responsible for assigning the proper security classification to each report.

CHAPTER 3

OHS SPILL RESPONSE MEASURES

3-1. SHIPBOARD SPILL RESPONSE PROTOCOLS.

These procedures are provided as a ready reference for OHS spills. They are not intended to be a final source of information.

3-2. SAFETY INFORMATION FOR OHS SPILL RESPONSE PROTOCOL.

This section provides an overview of safety information for response to OHS spills. Material Safety Data Sheets (MSDS) shall be utilized for guidance during all OHS spill response operations.

- a. Hazard Evaluation. MSDSs shall be the primary source of product safety information. The MSDSs can be found in the office of the Hazardous Material Coordinator, and can also be obtained from the Hazardous Material Information Resource System (HMIRS). MSDSs contain important information about HM, including health hazard data and precautions for safe use and handling. Additional general HM information can be found in [reference \(d\)](#), the Hazardous Material User's Guide (HMUG).
- b. Personal Protective Equipment (PPE). Personnel safety is always paramount when responding to OHS spill incidents. MSDSs provide basic information for PPE usage which must be supplemented by an on site assessment. **If there is more than one option for PPE use, always employ the higher level of protective equipment.** Additional information on the selection of appropriate PPE for a specific material can be found in [reference \(d\)](#), the HMUG.

3-3. OHS SPILL RESPONSE AND CONTAINMENT KIT.

All ships should maintain at least one Oil Spill Containment and Cleanup Kit (AEL 2-550024006 (for Surface Fleet), 2-550024005 (for Small Craft), and 2-550024004 (for Minesweepers)) for every two Repair Lockers aboard the ship for onboard and overboard response operations when shore-based cleanup is not available. Each ship should also maintain at least one Hazardous Material Spill Response Kit (AEL 2-550024007 (for Surface Fleet), 2-550024008 (for Small Craft), and 2-550024009 for Minesweepers) for every two Repair Lockers aboard the ship. The Hazardous Material spill response kits should be used for onboard response operations only.

All spill response team members should be familiar with the kit contents, capabilities and limitations, and deployment methods. Please refer to enclosures (2) and (3) to [Appendix A](#) for spill kit contents and kit deployment methods when responding to shipboard and overboard spills. Additionally, all non-reusable kit components expended during any OHS spill response operation shall be replenished as soon as cleanup efforts are complete, and returned to the designated kit location.

3-4. SHIPBOARD OHS SPILL RESPONSE TEAM.

The CO should assign shipboard personnel to fulfill the roles of the OHS Spill Response Team. Size and composition of the response team will vary with type of ship, mission, and amount of risk. Each team member should be assigned specific duties and trained to properly execute these duties within the limits of the response equipment and crew safety. Team members should be familiar with proper donning of PPE and how to properly use an MSDS. Each OHS Spill Response Team member's name, rank, and assignment should be listed on the OHS Spill Response Team table located in [Enclosure \(1\)](#) to [Appendix A](#).

Upon receiving report of a spill, the CO or OOD/CDO should establish a command post on the bridge or Control Room and activate the OHS Spill Response Team as appropriate. When activated, the On-Scene Leader (OSL) will keep the bridge or Control Room updated as frequently as possible.

3-5. ORGANIZATION AND DUTIES.

In the absence of the personnel designated with OHS Spill Response duties as described in this Guide, the most senior departmental officer shall direct efforts to report and contain the spill.

NOTE

The following assignment of duties is provided as a guide only. The assigned duties are not intended to modify the ship's normal crew assignments.

a. CO:

- (1) Take, insofar as practical, immediate actions to mitigate the effects of the spill.
- (2) Immediately report the fact and the nature of any OHS spill/release (in any amount, at any location, worldwide) to the relevant NOSC ([Enclosure \(4\)](#) to [Appendix A](#)) and cognizant shore facility CO by the most expeditious means possible.
- (3) Ensure the National Response Center (NRC) is notified by telephone at **(800) 424-8802** only if the spill takes place within U.S. waters.
- (4) Submit a Naval message (Oil/HS) in accordance with [paragraphs 2.3.1](#) and [2.3.2](#) of this guide.
- (5) Pre-designate and train ship personnel to fulfill the roles of the OHS Spill Response Team, and make them fully aware of the OHS Spill Contingency Plan.
- (6) Maintain an up-to-date shipboard OHS Spill Contingency Plan and coordinate with the cognizant NOSC plan.
- (7) Ensure the ship holds at least one spill response drill annually.

b. OOD (At Sea)/CDO (In Port):

- (1) Coordinate ship's operations to contain and cleanup spilled oil and/or hazardous substances, keeping the CO informed.
- (2) When in port, the CDO should coordinate and establish liaison with shore-based facility response teams if applicable.
- (3) Assign personnel to assist in spill cleanup, as necessary or requested.
- (4) Ensure appropriate entries are made in the Ship's Deck Log and Engineering Log.

c. Engineering Officer (CHENG)/Main Propulsion Assistant (MPA):

- (1) Assign immediate actions to shut down transfer operations and reconfigure the ship's piping system to effectively isolate the source of a spill if applicable.
- (2) Keep the CO/OOD/CDO updated on progress of containment and cleanup.
- (3) Ensure appropriate entries are made in the Ship's Deck Log and Engineering Log.
- (4) Investigate the source of the spill. Inspect piping and ventilation systems if applicable.

d. Damage Control Assistant (DCA):

- (1) Supervise containment and cleanup operations and coordinate supporting damage control party's actions.
- (2) Assess effectiveness of cleanup and notify the CHENG when response and cleanup are completed.
- (3) Maintain the Spill Response Kits and ensure that each kit is inventoried monthly and replenished anytime

there has been an actual response, drill, or other use of the kits' contents. All shortages will be reported to the CHENG and replaced immediately by the Supply Officer.

- (4) Conduct annual OHS spill response drill and maintain crew training records.
- e. Hazardous Material Coordinator:
- (1) Issue equipment and supplies needed for the cleanup.
 - (2) Provide assistance to the OSL as required.
 - (3) Provide MSDSs and other information pertinent to the proper handling and storage of hazardous substances.
- f. Lead Petty Officer (LPO)/Work Center Supervisors:
- (1) Train personnel on the availability and use of MSDSs, the hazards associated with divisional OHS, and need for PPE before working around any OHS material.
 - (2) Identify and periodically inspect potential OHS spill areas.
- g. On-Scene Leader (OSL):
- (1) Direct the OHS Spill Response Team containment and cleanup efforts.
 - (2) Ensure that all personnel are properly dressed out in the appropriate level of PPE. Monitor conditions of all exposed personnel, advising the DCA when personnel should be relieved.
 - (3) Be familiar with the OHS spill kit deployment methods and spill kit limitations.
 - (4) Ensure that contaminated material is properly contained, labeled, and packaged for further disposal in accordance with [reference \(b\)](#).
- h. Medical Department Representative (MDR) (at sea)/Gas Free Engineer (GFE) (in port):
- (1) Verify atmospheric safety considerations for Shipboard Spill Response Team.
- i. Afloat Environmental Protection Coordinator (AEPC):
- (1) Be the CO's advisor on the shipboard environmental protection program.
 - (2) Ensure that proper personnel complete Watchstation 304 in the Hazardous Material/Environmental Protection Programs Afloat Personnel Qualification Standards (PQS) within six months of assignment.
 - (3) Ensure pollution prevention afloat (P2A) equipment is operational and in use.
- j. All Hands:
- (1) Be responsible for knowing the hazards associated with OHS.
 - (2) Consult all available sources of information, including MSDSs, HMUG, Work Center Supervisor, and HM Coordinator if there are any questions as to the safety precautions required when using HM.
 - (3) Ensure materials consolidated and collected after an OHS spill response operation are NOT discarded at sea or in trash receptacles when in port except when specifically authorized by the CO.
 - (4) Be prepared to respond to an OHS spill.
 - (5) Report all OHS spills to the Work Center Supervisor, HM Coordinator, CDO (in port) and the OOD (at sea).

3-6. NINE PHASES OF SPILL RESPONSE.

The following phases describe major actions that must take place immediately after a spill has occurred; however, some of the phases may occur simultaneously.

3-6.1 OHS SPILL DISCOVERY AND NOTIFICATION. All discoveries of spills or situations that may lead to spills must be reported immediately to supervisory personnel, Damage Control Central (DCC), and the OOD (at

sea) or CDO (in port). All spills shall be reported as required by this Guide (refer to [Chapter 2](#) for detailed notification and reporting procedures). Non-essential crewmembers are not to remain in the area to investigate the spill. However, whenever possible, the discoverer shall report the following information:

- a. Time of spill discovery.
- b. Location of spill.
- c. Identification of spilled material.
- d. Behavior of material (i.e. reactions observed).
- e. Source of spill (i.e. piping, container, etc.).
- f. Personnel in vicinity of spill.
- g. Volume of spill.
- h. Anticipated movement of spill (i.e. leakage to lower deck passage from amidships toward galley).
- i. Labeling or placarding information.

3-6.2 INITIATION OF ACTION.

WARNING

Do not enter the contaminated area until the necessary protective clothing and equipment have been determined and properly donned.

- a. Evacuate all personnel from areas that may be exposed to the spilled material, especially vapors.
- b. Cordon off the affected area.
- c. Arrange first aid and notify the Medical Department for any injured personnel.
- d. Prevent spills from entering other compartments by any means that do not involve personnel exposure to the spill, such as closing/covering drains, ventilation, ducts, doors and hatches.
- e. Disperse gases or vapors using forced exhaust ventilation. If atmosphere is suspected to be flammable or explosive, appropriate means shall be initiated by Damage Control to minimize and/or eliminate this hazard during ventilation operations. Atmosphere safety will be confirmed by the MDR/GFE.
- f. Eliminate any fire or explosion hazards such as electrical equipment, incompatible materials, and open flames.

3-6.3 EVALUATION. Proper evaluation of a spill can prevent fires, explosions, personal injury or permit steps to lessen the impact. This evaluation consists of the following three steps:

- a. Obtain as much of the following information as possible from container labels and MSDSs before starting response actions:
 - (1) Type and concentration of the spilled material.
 - (2) Hazardous characteristics of the spilled material.
 - a) Flash Point.

- b) Toxicity.
 - c) Corrosiveness.
 - d) Potentially incompatible substances.
 - e) Effects resulting from exposure.
 - f) First aid measures for exposure.
- b. Determine dangerous conditions or potential consequences of the spill, including:
- (1) Fire or explosion.
 - (2) Presence of oxygen-deficient atmosphere in compartment.
 - (3) Presence of toxic or explosive gases per the Toxic Gas Bill in [reference \(g\)](#).
 - (4) Possibility of dangerous vapors being drawn into ventilating system.
 - (5) Other HM in the compartment that would play a role in a fire or explosion or is incompatible with the spilled material.
- c. From the MSDS, determine the appropriate level of PPE for responding to the spill.

3-6.4 CONTAINMENT AND DAMAGE CONTROL.

WARNING

All personnel entering a contaminated space shall enter with another individual, and for each pair entering a space, a trained person with appropriate equipment, as determined by the OSL, will be on standby.

Actions taken during this phase are directed toward controlling the immediate spread of the spill and minimizing the impact to the ship and crew. Depending on the type of spill, some or all of the following procedures may be employed:

- a. Don required PPE as determined from the MSDS.
- b. Fight fire (if any), being careful to use fire fighting methods compatible with the material involved.
- c. Shut off or otherwise stem the spill at the source.
- d. Predict spill movement and take further action to prevent the spill from possibly entering other compartments.
- e. Contain liquid material using barriers, such as absorbents, rags or other equipment suitable to dam the flow.

A sample of a response action checklist is provided in [Appendix C](#) as a guide for operational incidents involving:

- 1) Transfer System Discharge.
- 2) Tank Overflow.
- 3) Hull Leakage/Tank Leakage
- 4) Mechanical Equipment Failure.

3-6.5 DISPERSION OF GAS/VAPOR. If a flammable gas or vapor is released as a result of the spill, the gas/vapor shall be dispersed or diluted as soon as possible. If possible and/or feasible, the gas vapor shall not be allowed to enter other compartments. Have the GFE check the spill area for the Lower Explosive Limit (LEL) and toxicity. The atmosphere can then be dispersed using a ventilation system deemed appropriate based on the situation.

3-6.6 CLEANUP AND DECONTAMINATION. During this response phase, personnel, as directed by the person in charge, shall employ the spill cleanup methods recommended on the MSDS and shall use the appropriate shipboard Spill Response and Containment Kits (refer to [paragraph 3.3](#)). Surfaces shall be thoroughly cleaned of the spilled material. In the event of an Otto Fuel II spill, see [reference \(h\)](#) for additional cleanup procedures. After the spill cleanup, the compartment shall be thoroughly ventilated. Reusable protective clothing, such as respirators, face shields and gloves shall be thoroughly decontaminated and otherwise maintained before it is returned to its proper storage location.

NOTE

Some Surface Ships may be equipped with Explosion Proof Pneumatic Wet/Dry Vacuums to assist in the cleanup of spilled oil and HM. The use of any vacuum other than the Explosion Proof Pneumatic Wet/Dry Vacuums to cleanup oil or HM spills is prohibited. Refer to [reference \(c\)](#) for additional information on the Explosion Proof Pneumatic Wet/Dry Vacuum.

3-6.7 DISPOSAL OF CONTAMINATED MATERIALS. All non-reusable cleanup materials are to be placed in impermeable containers, properly labeled, stored and disposed of as used hazardous material. These materials include unrecoverable protective clothing, sorbents, rags, brooms and containers. If different HM is involved, ensure the materials are segregated and labeled appropriately.

NOTE

Plastic discharges to the marine environment from Navy ships are prohibited as per OPNAVINST 5090.1 (series). Sorbent materials are composed of blown polypropylene, a type of plastic, and it is prohibited to discard the sorbent overboard. Sorbent material must be kept for disposal at a shore-based facility.

3-6.8 CERTIFICATION FOR SAFE RE-ENTRY. The spaces affected by the spill shall be certified safe by the Hazardous Material Coordinator, CHENG, or OOD/CDO before normal shipboard operations are resumed in that space. The following shall be verified before allowing general re-entry:

- a. All surfaces, decks, bulkheads and overheads, have been thoroughly cleaned of the spilled material.
- b. All compartments have been adequately ventilated as determined from analysis by the GFE.
- c. All contaminated cleanup materials, including protective clothing, have been packaged, marked and handled as used HM.

3-6.9 SPILL DOCUMENTATION. The details of all OHS spills, including the time, POC/Agency, and format (voice or report) for all notifications made, must be noted in the DCC Log and the Ship's Deck and/or Engineering Log.

NOTE

The OHS Spill Quick Reference Guides, located in [Appendix B](#), summarize immediate reporting requirements and response procedures. These guides should be removed, updated, and displayed in proximity to areas with a high probability of an OHS spill.

CHAPTER 4

TRAINING, DRILLS AND EXERCISES

4-1. TRAINING.

For locations where spills are most probable, each unit should train appropriate personnel in responding to, and controlling spills. This training should include the use of both the Oil Spill Response Kit and Hazardous Material Spill Response Kit items. These locations may include areas where spills have occurred in the past, or areas in close proximity to equipment that has the potential to discharge OHS. In addition, a computer based training detailing the Navy's shipboard oil and hazardous substance spill response kits, the nine phases of spill response, and spill response scenarios is available for surface ships. This training can be accessed via the Navy Knowledge Online (NKO) website under the General Engineering Training / Shipboard Oil and Hazardous Substance Spill Response Kits, catalog code: NAVSEA-SOHM-01.

4-2. DRILLS AND EXERCISES.

Each Duty Section shall conduct at least one OHS spill response drill annually. Drills shall incorporate the notification process, including simulated telephone calls and drafting "do not release" messages to higher authority (applicable for overboard spills only), safety precautions, appropriate duties, and damage control procedures. All drills shall be documented. Ships may take credit for responding to actual spills, when such spills meet drill objectives.

4-3. PERSONNEL QUALIFICATIONS.

All OHS Spill Response Team members must qualify to Watch Station 304, Oil/Hazardous Material (Substance) Spill Response Scene Leader, in the Hazardous Material/Environmental Protection Programs Afloat Personnel Qualification Standard (PQS), Navy Education and Training (NAVEDTRA) 43528-A within six months of assignment.

CHAPTER 5

RECOMMENDED SPILL PREVENTION MEASURES

5-1. ACTIONS PRIOR TO UNDERWAY.

Crews should ensure that all equipment discrepancies that have the potential to discharge OHS to the environment, are resolved and properly retested after corrective maintenance, prior to getting underway. Since operational commitments (i.e., away from home port, in port without a maintenance facility and/or technical assistance) should rarely preclude clearing the discrepancy prior to underway, the CO should keep his Immediate Supervisor in Charge (ISIC) informed as to the nature of the discrepancy. This includes the inability to clear the discrepancy and mitigating actions which will be employed to prevent an inadvertent discharge. A casualty which might endanger the ship or impair operations or operational effectiveness should be addressed through the SITREP or OPREP-3 process as appropriate.

Actions prior to getting underway include the inspections of oil, hydraulic fluid, and diesel fuel systems to ensure that packing glands, joints, drip pans, and catch containers are in place and ready to perform the functions to prevent inadvertent spills.

5-2. ACTIONS UNDERWAY.

All equipment should be maintained in accordance with Navy design specifications to prevent equipment failures that may result in OHS spills. Shipboard Standard Operating and Casualty Procedures provide ample directives in routine operations of equipment, as well as corrective action for emergencies or casualties. The OOD and Engineering Officer of the Watch (EOOW) should conduct tours of the spaces and immediately report potential threats to the CO. These tours are intended to identify and preempt any current or impending situations that would require emergency response actions. Additionally, all watch standers should be charged with the same keen sense of vigilance and continually evaluate the state of the equipment.

5-3. TRANSFER AND FUELING.

The following measures shall be taken to prevent spills during POL transfer and fueling procedures:

- a) Bilge transfers and internal transfers of fuel and oily waste after normal working hours (defined as 0800 to one hour before sunset – Monday through Friday) are prohibited.
- b) Ships should top off fuel at sea prior to entering a port.
- c) Ships should incorporate risk reduction in fuel management, including UNREP planning and minimizing import fuel transfers to support scheduled operations.
- d) Ships should implement comprehensive refueling checklists to verify prevention measures are in effect prior to fueling or transfer evolution.

APPENDIX A

DRAFT EXAMPLE OF SHIPBOARD OHS SPILL CONTINGENCY PLAN INSTRUCTION

INST XXXX.X
Date of Issue

USS XXXXXX INSTRUCTION XXXX.X

Subj: OIL AND HAZARDOUS SUBSTANCE (OHS) SPILL CONTINGENCY PLAN (SCP)

- Ref: (a) OPNAVINST 5090.1 (series), Navy Environmental and Natural Resources Program Manual
 (b) OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
 (c) NSTM 593 (Revision 5), Pollution Control
 (d) OPNAVINST 5100.28, Hazardous Material User's Guide (HMUG)
 (e) SECNAVINST 5090.7, Access to Ships and Shore Facilities, and Release of Information Regarding Navy Oil Spills
 (f) OPNAVINST 3100.6 (series), Special Incident Reporting
 (g) OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy

- Encl: (1) OHS Spill Response Team
 (2) Oil Spill Containment and Cleanup Kit AELs and Instructions
 (3) Hazardous Material Spill Response Kit AELs and Instructions
 (4) Navy On-Scene Coordinators (NOSC) Contact List
 (5) OHS Spill Notification Chart (U.S. Waters)
 (6) OHS Spill Notification Chart (International or Foreign Territorial Waters)
 (7) National Response Center (NRC) Spill Report Instructions
 (8) U.S. Navy Oil Spill Report (Message Format)
 (9) U.S. Navy Hazardous Substance Release Report (Message Format)
 (10) OPREP-3 Special Incident Reports (Message Formats)

1. Purpose. To establish effective OHS spill response procedures for USS XXXXX, as required by references (a) and (b).

2. Discussion. To attain and maintain operational effectiveness, U.S. Navy Ships require the use and handling of a variety of petroleum, oil, lubricants (POL) and hazardous substances. Crew members should use care and prudence when handling, using, and storing OHS in order to prevent injury to personnel and the environment. OHS materials can cause serious health hazards to personnel and damage the environment when spilled or released. All hands should be familiar with the hazards and emergency procedures related to handling OHS spills. Spills must be reported in accordance with references (a) through (d).

In the event of an OHS spill, the Spill Response Team listed in enclosure (1) will contain and cleanup the spill as quickly as possible, consistent with Ship's Force capability, without compromising crew safety. The Oil Spill Containment and Cleanup Kit and the Hazardous Material (HM) Spill Response Kit detailed in enclosures (2) and (3), provide limited response capabilities for both onboard and overboard spill response operations. Due to the cleanup kits limited capabilities and safety concerns associated with overboard OHS spill recovery operations, Ship's Force should utilize shore-based cleanup services whenever practical and/or available.

3 Scope. This instruction sets forth the procedures and responsibilities for response and notification of onboard and overboard OHS spills involving USS XXXXX.

4. Spill Contingency Plan Responsibilities.

- a. Commanding Officer (CO):
 - 1) Take, insofar as practical, immediate actions to mitigate the effects of the spill.
 - 2) Immediately report the fact and the nature of any OHS spill/release (in any amount, at any location, worldwide) to the relevant NOSC (enclosure (4)) and cognizant shore facility CO by the most expeditious means possible. The OHS Spill Notification Charts in enclosures (5) and (6) provide a detailed list of all required parties to be notified in the event of an OHS spill.
 - 3) Ensure the National Response Center (NRC) is notified by telephone at (800)424-8802 only if the spill takes place within U.S. waters in accordance with enclosure (7).
 - 4) Submit a Naval message (Oil/HS) in accordance with enclosure (8) and enclosure (9), and when applicable, an OPREP-3 message in accordance with enclosure (10).
 - 5) Pre-designate and train ship personnel to fulfill the roles of the OHS Spill Response Team.
 - 6) Maintain an up-to-date shipboard OHS Spill Contingency Plan and coordinate with cognizant NOSC plan.
 - 7) Ensure the ship holds at least one spill response drill annually.
- b. Officer of the Deck (OOD) (at sea)/Command Duty Officer (CDO) (in port):
 - 1) Coordinate ship's operations to contain and cleanup spilled oil and/or hazardous substances, keeping the CO informed.
 - 2) When in port, the CDO should coordinate and establish liaison with shore-based facility response teams if applicable.
 - 3) Assign personnel to assist in spill cleanup, as necessary.
 - 4) Ensure appropriate entries are made in the Ship's Deck Log and Engineering Log.
- c. Engineering Officer (CHENG)/Main Propulsion Assistant (MPA):
 - 1) Assign immediate actions to shut down transfer operations and reconfigure the ship's piping system to effectively isolate the source of a spill if applicable.
 - 2) Keep the CO/OOD/CDO updated on progress of containment and cleanup.
 - 3) Investigate the source of the spill. Inspect piping and ventilation systems if applicable.
- d. Damage Control Assistant (DCA):

- 1) Supervise containment and cleanup operations and coordinate supporting damage control party's actions.
 - 2) Assess effectiveness of cleanup and notify the CHENG when response and cleanup are completed.
 - 3) Maintain the Spill Response Kits and ensure that each kit is inventoried monthly and replenished anytime there has been an actual response, drill, or other use of the kits' contents. All shortages will be reported to the CHENG and replaced immediately by the Supply Officer.
 - 4) Conduct annual OHS spill response drill and maintain crew training records.
- e. Hazardous Material (HM) Coordinator:
- 1) Issue equipment and supplies needed for the cleanup.
 - 2) Provide assistance to the On-Scene Leader (OSL) as required.
 - 3) Provide Material Safety Data Sheets (MSDSs) and other information pertinent to the proper handling and storage of HM.
- f. Lead Petty Officer (LPO)/Work Center Supervisors:
- 1) Train personnel on the availability and use of MSDSs, the hazards associated with divisional OHS, and need for PPE before working around any OHS material.
 - 2) Identify and periodically inspect potential OHS spill areas.
- g. On-Scene Leader (OSL):
- 1) Direct the OHS Spill Response Team containment and cleanup efforts.
 - 2) Ensure that all personnel are properly dressed out in appropriate level of Personal Protection Equipment (PPE). Monitor conditions of all exposed personnel, advising the DCA when personnel should be relieved.
 - 3) Be familiar with the OHS spill kit deployment methods and spill kit limitations.
 - 4) Ensure that contaminated material is properly contained, labeled, and packaged for further disposal in accordance with reference (b).
- h. Medical Department Representative (MDR) (at sea)/Gas Free Engineer (GFE) (in port):
- 1) Verify atmospheric safety considerations for shipboard Spill Response Team.
- i. Afloat Environmental Protection Coordinator (AEPC):
- 1) Be the CO's advisor on the shipboard environmental protection program.

- 2) Ensure that proper personnel complete Watchstation 304 in the Hazardous Material/Environmental Protection Programs Afloat Personnel Qualification Standards (PQS) within six months of assignment.
- 3) Ensure pollution prevention afloat (P2A) equipment is operational and in use.

j. All Hands:

- 1) Be responsible for knowing the hazards associated with OHS.
- 2) Consult all available sources of information, including MSDSs, HMUG (reference (d)), Work Center Supervisor, and HM Coordinator if there are any questions as to the safety precautions required when using HM.
- 3) Ensure materials consolidated and collected after an OHS spill response operation are NOT discarded at sea or in trash receptacles when in port except when specifically authorized by the CO.
- 4) Be prepared to respond to an OHS spill.
- 5) Report all OHS spills to the Work Center Supervisor, HM Coordinator, CDO (in port) and the OOD (at sea).

5. Emergency Response. OHS SCPs are required in accordance with references (a) and (b).

SHIP CO SIGNATURE

A-1. ENCLOSURE 1, OHS SPILL RESPONSE TEAM.

OHS Spill Response Team		
ASSIGNMENT	NAME	RANK
Commanding Officer		
Officer of the Deck		
Command Duty Officer		
CHENG		
Main Propulsion Assistant		
Damage Control Assistant		
Hazardous Material Coordinator		
Lead Petty Officer		
Work Center Supervisor		
On-Scene Leader		
Medical Department Representative		
Gas Free Engineer		
Afloat Environmental Protection Coordinator		

A-2. ENCLOSURE 2, OIL SPILL CONTAINMENT AND CLEANUP KIT AELS AND INSTRUCTIONS.

2.1 SURFACE FLEET (i.e. amphibious class ships, aircraft carriers) - Oil Spill Containment and Cleanup Kit (AEL 2-550024006*).

ITEM	NATIONAL STOCK NUMBER (NSN)	QTY
Apron, Toxicological	8415-00-281-7815	5 EA
Bag, Plastic	8105-01-532-6918	10 EA
Bag, Plastic, 55 GAL	8105-01-183-9764	10 EA
Brush, Scrub	7920-01-530-8722	1 Unit
Coveralls, Disp, Tox. – L	8415-01-415-7450	5 EA
Coveralls, Disp, Tox. – M	8415-01-415-7451	5 EA
Drum, Shipping and Storage, 30 gal, steel	8110-00-866-1728	1 EA
Dustpan	7290-00-616-0109	1EA
Face Shield, Industrial	4240-00-542-2048	3 Units
Footwear Covers, Disposable	8430-01-556-1093	10 EA
Gloves, Surgeon, Sterile	6515-01-149-8841	10 PR
Gloves, Rubber	8415-01-013-7382	5 PR
Goggles, Industrial, Clear	4240-00-190-6432	6 PR
Handbook, DOT ERG	7610-01-350-5837	1 EA
Handbook, Instruction- Oil, S9593-DV-HBK-010	0910-LP-103-9709	1 EA
Handle, Extension, Aluminum	5340-01-530-8761	1 Unit
Labels, Used HM	0107-LF-127-4700	15 EA
Rope, Poly	4020-00-968-1350	1 EA
Shears, Straight, TRI	5110-00-161-6912	1 Unit
Snap Hook with Swivel eye	5340-00-275-4584	4 EA
Granular Sorbent, Oil	4235-01-528-0362 Can be replaced with NSN 4235-01-528-0381	10 lbs
Pad Sorbent, Oil	4235-01-528-0387 Can be replaced with NSN 4235-01-528-0390	50 EA
Pillow Sorbent, Oil	4235-01-528-0398 Can be replaced with NSN 4235-01-528-0402	10 EA
Sock Sorbent, Oil	4235-01-528-0409 Can be replaced with NSN 4235-01-528-0415	5 EA
Sweep Sorbent, Oil	4235-01-528-0419 Can be replaced with NSN 4235-01-528-0510	1 Unit
Squeegee, Deck	7920-01-530-8723	1 Unit
Tape, Duct	5640-00-103-2254	1 Unit
Tongs	7330-00-616-0998	1EA
Toolbox	2540-00-348-7792	1EA

NOTE

Check the AEL for the most up-to-date list of required materials.

2.2 SMALL CRAFT (i.e. frigates, cruisers, destroyers) - Oil Spill Containment and Cleanup Kit (AEL 2-550024005*).

ITEM	NATIONAL STOCK NUMBER (NSN)	QTY
Apron, Toxicological	8415-00-281-7815	2 EA
Bag, Plastic	8105-01-532-6918	5 EA
Bag, Plastic, 55 GAL	8105-01-183-9764	5 EA
Brush, Scrub	7920-01-530-8722	1 Unit
Coveralls, Disp, Tox. - L	8415-01-415-7450	2 EA
Drum, Shipping and Storage	9330-01-334-2337	1 EA
Dustpan	7290-00-616-0109	1EA
Face Shield, Industrial	4240-00-542-2048	2 Units
Footwear Covers, Disposable	8430-01-556-1093	4 EA
Gloves, Surgeon, Sterile	6515-01-149-8841	5 PR
Gloves, Rubber	8415-01-013-7382	2 PR
Goggles, Industrial, Clear	4240-00-190-6432	2 PR
Handbook, DOT ERG	7610-01-350-5837	1 EA
Handbook, Instruction- Oil, S9593-DV-HBK-010	0910-LP-103-9709	1 EA
Handle, Extension, Aluminum	5340-01-530-8761	1 Unit
Labels, Used HM	0107-LF-127-4700	5 EA
Rope, Poly	4020-00-968-1350	1 EA
Shears, Straight, TRI	5110-00-161-6912	1 Unit
Snap Hook with Swivel eye	5340-00-275-4584	4 EA
Granular Sorbent, Oil	4235-01-528-0362 Can be replaced with NSN 4235-01-528-0381	10 lbs
Pad Sorbent, Oil	4235-01-528-0387 Can be replaced with NSN 4235-01-528-0390	20 EA
Pillow Sorbent, Oil	4235-01-528-0398 Can be replaced with NSN 4235-01-528-0402	2 EA
Sock Sorbent, Oil	4235-01-528-0409 Can be replaced with NSN 4235-01-528-0415	3 EA
Sweep Sorbent, Oil	4235-01-528-0419 Can be replaced with NSN 4235-01-528-0510	1 Unit
Squeegee, Deck	7920-01-530-8723	1 Unit
Tape, Duct	5640-00-103-2254	1 Unit
Tongs	7330-00-616-0998	1EA

NOTE

Check the AEL for the most up-to-date list of required materials.

2.3 MINESWEEPERS (i.e. AM class, MCM class, MHC class) - Oil Spill Containment and Cleanup Kit (AEL 2-550024004*).

ITEM	NATIONAL STOCK NUMBER (NSN)	QTY
Apron, Toxicological	8415-00-281-7815	5 EA
Bag, Plastic	8105-01-532-6918	5 EA
Bag, Plastic, 55 GAL	8105-01-183-9764	5 EA
Brush, Scrub	7920-01-530-8722	1 Unit
Coveralls, Disp, Tox. – L	8415-01-415-7450	5 EA
Coveralls, Disp, Tox. – M	8415-01-415-7451	5 EA
Drum, Shipping and Storage	9330-01-334-2337	1 EA
Dustpan	7290-00-616-0109	1EA
Face Shield, Industrial	4240-00-542-2048	2 Units
Footwear Covers, Disposable	8430-01-556-1093	4 EA
Gloves, Surgeon, Sterile	6515-01-149-8841	10 PR
Gloves, Rubber	8415-01-013-7382	3 PR
Goggles, Industrial, Clear	4240-00-190-6432	6 PR
Handbook, DOT ERG	7610-01-350-5837	1 EA
Handbook, Instruction- Oil, S9593-DV-HBK-010	0910-LP-103-9709	1 EA
Handle, Deck Brush	7920-00-141-5452	1 Unit
Labels, Used HM	0107-LF-127-4700	15 EA
Rope, Poly	4020-00-968-1350	1 EA
Snap Hook with Swivel eye	5340-00-275-4584	4 EA
Granular Sorbent, Oil	4235-01-528-0362 Can be replaced with NSN 4235-01-528-0381	10 lbs
Pad Sorbent, Oil	4235-01-528-0387 Can be replaced with NSN 4235-01-528-0390	20 EA
Pillow Sorbent, Oil	4235-01-528-0398 Can be replaced with NSN 4235-01-528-0402	2 EA
Sock Sorbent, Oil	4235-01-528-0409 Can be replaced with NSN 4235-01-528-0415	3 EA
Sweep Sorbent, Oil	4235-01-528-0419 Can be replaced with NSN 4235-01-528-0510	1 Unit
Squeegee	7920-00-224-8339	1 Unit
Tape, Sealing	7510-01-362-7043	1 Unit
Tongs	7330-00-616-0998	1EA

NOTE

Check the AEL for the most up-to-date list of required materials.

2.4 Storage. The storage location(s) for the oil spill containment and cleanup kit is at the discretion of each command, but should take into account accessibility and proximity to compartments where a high probability of oil spill exists.

WARNING

Under no conditions should the sorbents be stored in any area where the temperature might exceed 300 degrees Fahrenheit. The sorbent material is combustible and extremely flammable at temperatures exceeding 300 degrees Fahrenheit.

Oil soaked sorbents must be properly stored for disposal to prevent further oil contamination and fire hazards.

2.5 Deployment Procedures. The following sections describe three spill situations and the recommended methods for controlling each. No two spill situations, however, will be alike. Factors such as wind, current, and the quantity of oil spilled all contribute to the degree and method of response that will be required.

WARNING

No personnel shall enter the space or contaminated area before donning appropriate PPE as determined by the MSDS or DCA.

WARNING

Do not stay in the hot zone (spill zone) longer than 45 minutes at one time. Dress out in new PPE if additional time in the hot zone is required. If using respirators, identify the limitations of the cartridge or air tank and do not remain in space beyond these time periods. Allow for a time safety margin of 20%.

2.5.1 Shipboard On-Deck Spill. *(Spill is kept within the confines of the ship)*

- a. Place sorbent socks or pads around the perimeter of the oil spill in order to fabricate a barrier and prevent further spreading. Leave these sorbents in place until the rest of the spill has been cleaned up.
- b. Place additional pieces of sorbent material (pillows, pads or granular) inside the containment barrier to absorb the remaining oil.
- c. When sorbents are saturated, or the spill has been completely soaked up, place the sorbents in metal containers (55-gallon drums) double lined with plastic bags. Label and store as a used hazardous material until containers can be disposed of at a shore-based facility. Ship's Force should turn in the used sorbent material and waste oil in appropriate containers, along with a DD Form 1348-1, to the ship's Hazardous Material Minimization Center (HAZMINCEN) for offload to shore.
- d. Once the spill has been thoroughly cleaned, decontaminate all surface areas that came in contact with the oil, reusable PPE, and equipment using water mixed with a mild general purpose detergent that complies with MIL-D-16791.

2.5.2 Ship at the Pier or Anchored – Spill Overboard.

- a. Shore side harbor assistance should be called for cleanup. If the Oil Spill Response and Containment kit is needed, determine the best means by which to deploy the sweeps dependent upon location of the ship in relation to piers, other ships and other structures.
- b. Small boats should not be used if sweeps can be deployed from deck or pier level.
- c. Both ends of the sorbent sweep should be attached to a tending line by means of a snap hook to assist in maneuvering and securing the sweep in place.

NOTE

Wind and water current conditions should be considered when setting the sweep.

- d. The sweep should be angled up current in such a way as to best capture the oil. The sweep should be kept tight so as to not sag and be dragged underwater.
- e. Leave the sweep in place until saturated. Deploy additional sweeps, if necessary, prior to removing the saturated ones. If needed, place additional pieces of sorbent sweep material inside the containment area to absorb the remaining oil.
- f. Request port services to recover the oily sweep and sorbents and provide disposal. Ship's Force should not recover oily sweeps unless no other method is available.
- g. If recovering oily sweep and saturated sorbents, place in metal containers (55-gallon drums) double lined with plastic bags. Label and store as used hazardous material until containers can be disposed of at a shore-based facility. Ship's Force should turn in the used sorbent material in appropriate containers, along with a DD Form 1348-1, to the ship's HAZMINCEN for offload to shore.

2.5.3 Ships Nested – Spill Between Ships.

- a. Since the two ships form a barrier on both sides of the slick, the primary concern should be to keep the slick from spreading past the bow (or stern, depending on wind and current conditions).
- b. The sorbent sweep should be deployed from the deck level and placed between the two vessels to create a barricade. Both ends of the sorbent sweep should be attached to a tending line by way of a snap hook, so that the sweep can be tied off between the two ships.
- c. Place additional pieces of sorbent sweep material inside the containment area and between the ships to absorb additional oil.
- d. A stream of water from the ship's fire hose can be used to direct the slick toward the sorbent sweep. Use the water stream to create a current, which will move the slick to the sweep.
- e. Request port service's assistance to recover the oily sweep and sorbents and provide disposal. Ship's Force should not recover oily sweeps unless no other method is available.
- f. If recovering oily sweeps, place in metal containers (55-gallon drums) double lined with plastic bags. Label and store as used hazardous material until containers can be disposed of at a shore-based facility. Ship's Force should turn in the used sorbent material in appropriate containers, along with a DD Form 1348-1, to the ship's HAZMINCEN for offload to shore.

NOTE

Refer to Instruction Handbook – Oil Spill Response Kit (S9593-DV-HBK-010) for detailed descriptions of the components, functions, and use of the Oil Spill Response Kits.

A-3. ENCLOSURE 3, HAZARDOUS MATERIAL SPILL RESPONSE KIT AELS AND INSTRUCTIONS.

3.1 SURFACE FLEET (i.e. amphibious class ships, aircraft carriers) - HM Spill Response Kit (AEL 2-550024007*).

ITEM	NATIONAL STOCK NUMBER (NSN)	QTY
Apron, Toxicological	8415-00-281-7815	5 EA
Bag, Plastic	8105-01-532-6918	10 EA
Bag, Plastic, 55 GAL	8105-01-183-9764	10 EA
Brush, Scrub	7920-01-530-8722	1 Unit
Coveralls, Disp, Tox. – L	8415-01-415-7450	5 EA
Coveralls, Disp, Tox. – M	8415-01-415-7451	5 EA
Decontaminating Agent	6850-01-230-8556	1 EA
Drum, Shipping and Storage, 30 gal, steel	8110-00-866-1728	1 EA
Dustpan	7290-00-616-0109	1EA
Face Shield, Industrial	4240-00-542-2048	3 Units
Footwear Covers, Disposable	8430-01-556-1093	10 EA
Gloves, Surgeon, Sterile	6515-01-149-8841	10 PR
Gloves, Toxicological	8415-00-753-6553	5 PR
Gloves, Rubber	8415-01-013-7382	3 PR
Goggles, Industrial, Clear	4240-00-190-6432	6 PR
Handbook, DOT ERG	7610-01-350-5837	1 EA
Handbook, Instruction- Oil, S9593-DV-HBK-010	0910-LP-103-9709	1 EA
Handle, Extension, Aluminum	5340-01-530-8761	1 Unit
Labels, PCB	0116-LF-008-6500	15 EA
Labels, Used HM	0107-LF-127-4700	15 EA
Locker, Medical	2090-00-368-4795	1 Unit
Paper – Litmus Blue	6640-00-290-0146	1 PG
Shears, Straight, TRI	5110-00-161-6912	1 Unit
Pad Sorbent, Hazardous Material	4235-01-528-0369 Can be replaced with NSN 4235-01-528-0354	50 EA
Pillow Sorbent, Hazardous Material	4235-01-528-0378 Can be replaced with NSN 4235-01-528-0382	10 EA
Sock Sorbent, Hazardous Material	4235-01-528-0392 Can be replaced with NSN 4235-01-528-0386	10 EA
Granular Sorbent, Hazardous Material	4235-01-528-1735 Can be replaced with NSN 4235-01-528-0403	1 BG
Squeegee, Deck	7920-01-530-8723	1 Unit
Tape, Duct	5640-00-103-2254	1 Unit
Tongs	7330-00-616-0998	1EA

NOTE

Check the AEL for the most up-to-date list of required materials.

3.2 SMALL CRAFT (i.e. frigates, cruisers, destroyers) - HM Spill Response Kit (AEL 2-550024008*).

ITEM	NATIONAL STOCK NUMBER (NSN)	QTY
Apron, Toxicological	8415-00-281-7815	2 EA
Bag, Plastic	8105-01-532-6918	5 EA
Bag, Plastic, 55 GAL	8105-01-183-9764	5 EA
Brush, Scrub	7920-01-530-8722	1 Unit
Coveralls, Disp, Tox. - L	8415-01-415-7450	2 EA
Decontaminating Agent	6850-01-230-8556	1 EA
Drum, Shipping and Storage	9330-01-334-2337	1 EA
Dustpan	7290-00-616-0109	1EA
Face Shield, Industrial	4240-00-542-2048	2 Units
Footwear Covers, Disposable	8430-01-556-1093	4 EA
Gloves, Surgeon, Sterile	6515-01-149-8841	5 PR
Gloves, Toxicological	8415-00-753-6553	2 PR
Gloves, Rubber	8415-01-013-7382	2 PR
Goggles, Industrial, Clear	4240-00-190-6432	2 PR
Handbook, DOT ERG	7610-01-350-5837	1 EA
Handbook, Instruction - HM		1 EA
Handle, Extension, Aluminum	5340-01-530-8761	1 Unit
Labels, PCB	0116-LF-008-6500	2 EA
Labels, Used HM	0107-LF-127-4700	5 EA
Paper - Litmus Blue	6640-00-290-0146	1 PG
Rope, Poly	4020-00-968-1350	1 EA
Shears, Straight, TRI	5110-00-161-6912	1 Unit
Pad Sorbent, Hazardous Material	4235-01-528-0369 Can be replaced with NSN 4235-01-528-0354	20 EA
Pillow Sorbent, Hazardous Material	4235-01-528-0378 Can be replaced with NSN 4235-01-528-0382	2 EA
Sock Sorbent, Hazardous Material	4235-01-528-0392 Can be replaced with NSN 4235-01-528-0386	3 EA
Squeegee, Deck	7920-01-530-8723	1 Unit
Tape, Sealing	7510-01-362-7043	1 Unit
Tongs	7330-00-616-0998	1EA

NOTE

Check the AEL for the most up-to-date list of required materials.

3.3 MINESWEEPERS (i.e. AM class, MCM class, MHC class) - HM Spill Response Kit (AEL 2-550024009*).

ITEM	NATIONAL STOCK NUMBER (NSN)	QTY
Apron, Toxicological	8415-00-281-7815	5 EA
Bag, Plastic	8105-01-532-6918	5 EA
Bag, Plastic, 55 GAL	8105-01-183-9764	5 EA
Brush, Scrub	7920-01-530-8722	1 Unit
Coveralls, Disp, Tox. – L	8415-01-415-7450	5 EA
Coveralls, Disp, Tox. – M	8415-01-415-7451	5 EA
Decontaminating Agent	6850-01-230-8556	1 EA
Drum, Shipping and Storage	9330-01-334-2337	1 EA
Dustpan	7290-00-616-0109	1EA
Face Shield, Industrial	4240-00-542-2048	2 Units
Footwear Covers, Disposable	8430-01-556-1093	4 EA
Gloves, Surgeon, Sterile	6515-01-149-8841	10 PR
Gloves, Toxicological	8415-00-753-6553	3 PR
Gloves, Rubber	8415-01-013-7382	3 PR
Goggles, Industrial, Clear	4240-00-190-6432	6 PR
Handbook, DOT ERG	7610-01-350-5837	1 EA
Handbook, Instruction- Oil, S9593-DV-HBK-010	0910-LP-103-9709	1 EA
Handle, Deck Brush	7920-00-141-5452	1 Unit
Labels, PCB	0116-LF-008-6500	15 EA
Labels, Used HM	0107-LF-127-4700	15 EA
Locker, Medical	2090-00-368-4795	1 Unit
Paper – Litmus Blue	6640-00-290-0146	1 PG
Pad Sorbent, Hazardous Material	4235-01-528-0369 Can be replaced with NSN 4235-01-528-0354	20 EA
Pillow Sorbent, Hazardous Material	4235-01-528-0378 Can be replaced with NSN 4235-01-528-0382	2 EA
Sock Sorbent, Hazardous Material	4235-01-528-0392 Can be replaced with NSN 4235-01-528-0386	3 EA
Squeegee	7920-00-224-8339	1 Unit
Tape, Sealing	7510-01-362-7043	1 Unit
Tongs	7330-00-616-0998	1EA

NOTE

Check the AEL for the most up-to-date list of required materials.

3-4. Storage. The storage location(s) for the HM spill response kits is at the discretion of each command, but should take into account accessibility and proximity to compartments where a high probability of a HM spill exists.

WARNING

Under no conditions should the sorbents be stored in any area where the temperature might exceed 300 degrees Fahrenheit. The sorbent material is combustible and extremely flammable at temperatures exceeding 300 degrees Fahrenheit.

3-5. Deployment Procedures. The following section describes a shipboard on-deck spill and the recommended methods for controlling the spill. No two spill situations, however, will be alike.

WARNING

No personnel shall enter the space or contaminated area before donning appropriate PPE as determined by the MSDS or DCA.

WARNING

Do not stay in the hot zone (spill zone) longer than 45 minutes at one time. Dress out in new PPE if additional time in the hot zone is required. If using respirators, identify the limitations of the cartridge or air tank and do not remain in space beyond these time periods. Allow for a time safety margin of 20%.

3-5.1 Shipboard On-Deck Spill. (Spill is kept within the confines of the ship)

- a. Neutralization. Concentrated acid and alkaline spills must be neutralized before cleanup procedures can begin. Only weak or comparatively non-hazardous materials shall be used to chemically neutralize spills and ONLY in accordance with the MSDS.
 - 1) Acids in general, are neutralized with baking soda/ sodium bicarbonate, soda ash or lime. See NSTM 593 (reference (c)) paragraph 593-5.10.6 for more information.
 - 2) Alkalis in general, are neutralized with diluted acetic acid. See NSTM 593 (reference (c)) paragraph 593-5.10.7 for more information.

Neutralizing agents should be applied slowly and cautiously at first, as the neutralization proceeds, apply the agent more generously. Byproducts of neutralization are vapors and heat, so be cautious. After several minutes, test the treated spill with litmus paper/ pH strips. If the strip turns bright red (acid) or bright blue (alkali) apply more neutralizing agent until a more neutral pH is achieved. See NSTM 593 (reference (c)), paragraph 593-5.10.8 for more information.

- b. Place sorbent socks or pads around the perimeter of the HM spill in order to fabricate a barrier and prevent further spreading. Leave these sorbents in place until the rest of the spill has been cleaned up.

NOTE

Spilled HM in a powder or solid form may be cleaned up using the brush and dustpan.

- c. Place additional pieces of sorbent material (pillows, pads or granular) inside the containment barrier to absorb the remaining oil.
- d. When sorbents are saturated, or the spill has been completely soaked up, place the sorbents in metal containers (55-gallon drums) double lined with plastic bags. Label and store as used hazardous material until containers can be disposed of at a shore-based facility. Ship's Force should turn in the used sorbent material in appropriate containers, along with a DD Form 1348-1, to the ship's HAZMINCEN for offload to shore.
- e. Once the spill has been thoroughly cleaned, decontaminate all surfaces that came in contact with the HM, reusable PPE, and equipment using water mixed with a mild general purpose detergent that complies with MIL-D-16791.

NOTE

The HM spill response kits are not designed for spills of sewage, mercury, OTTO II Fuel, or Freon.

A-4. ENCLOSURE 4, NAVY ON-SCENE COORDINATORS (NOSC) CONTACT LIST.

NOTE

The NOSC general notification points of contact, listed below, should be updated quarterly and can be obtained at www.NOSCnet.org.

Navy On-Scene Coordinator (NOSC) General Notification Points of Contact						
Activity	Area of Responsibility (AOR)	Address	24 Hour Contact (CDO, ROC, etc)	Telephone	Facsimile	Navy PLAD
Commander, Fleet Forces Command - Area Environmental Coordinator (AEC)						
Commander, U.S. Fleet Forces Command	All CONUS, Sea Ranges, OPAREAS	1562 Mitscher Drive Suite 250 Norfolk, VA 23351-2487	Quarterdeck	(757)836-3644	(757)836-7439	COMUSFLTFORCOM NORFOLK VA
Commander, Second Fleet	Second Fleet units not located in shore NOSCs AOR	FPO AE 09506-6000	Quarterdeck	(757)443-9850	(757) 445-8615	COMSECONDFLT
Commander, Navy Region Mid-Atlantic	Virginia, Delaware, Pennsylvania, Maryland, West Virginia, Maine, New Hampshire, Vermont, Connecticut, Massachusetts, Rhode Island, New Jersey, New York, DC, North Carolina	Commander, Navy Region, Mid Atlantic (N451) 1510 Gilbert Street Norfolk, VA 23511-2737	Regional Operations Center (ROC):	(757)268-6413 (c), (757)444-6859 (w), (888)200-3420 (p) Or (757)617-6362 (c), (757)445-6493 (w), (888)958-7882 (p)	(757) 444-1163	COMNAVREG MIDLANT NORFOLK VA
Commander, Navy Region Southeast	South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee, Kentucky, Louisiana, Texas, Oklahoma, Arkansas, Caribbean	Box 102 NAS Jacksonville, FL 32212-0102	Regional Operations Center (ROC):	(904) 542-3118	(904) 542-2414	COMNAVREG SE JACKSONVILLE FL
Commander, Navy Region Midwest	Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, Missouri, Kansas, Nebraska, Kentucky, Tennessee, North Dakota, South Dakota, Oklahoma, Arkansas	Bldg. 1A 2701 Sheridan Rd. Great Lakes, IL 60088	24 HR Regional Dispatch Center (for spills on land and/or water)	(847) 688-3333	(847) 688-3219	COMNAVREG MW GREAT LAKES IL

Navy On-Scene Coordinator (NOSC) General Notification Points of Contact						
Activity	Area of Responsibility (AOR)	Address	24 Hour Contact (CDO, ROC, etc)	Telephone	Facsimile	Navy PLAD
Commander, Navy Region Southwest	California, Arizona, Nevada, New Mexico, Colorado, Utah	3315 Buchanan St. Bldg 150 San Diego, CA 92136-5084	Regional Operations Center (ROC):	(619) 524-1198	(619) 524-1213	COMNAVREG SW SAN DIEGO CA
Commander, Navy Region Northwest	Alaska, Washington, Oregon, Idaho, Wyoming, Montana	1101 Tautog Circle, Suite 115 Silverdale, WA 98315-1101	Regional Operations Center (ROC):	(360) 315-5123 or 315-5122	(360) 315-5095	COMNAVREG NW SEATTLE WA
Commander, U.S. Pacific Fleet - Area Environmental Coordinator (AEC)						
Commander, U.S. Pacific Fleet	OCONUS for Pacific area	Fleet Environmental Office Attn N4655 250 Makalapa Drive Pearl Harbor, HI 96860-7000			(808) 474-5494	COMPACFLT PEARL HARBOR HI
Commander, Navy Region Hawaii	Hawaii, Midway Island, Kure Island, Wake Island, Johnston Island, Palmyra Island, and Kingman Reef	Regional Disaster Preparedness Officer 850 Ticonderoga St, Ste 100 Pearl Harbor, HI 96860	24 HR Regional Dispatch Center (for spills on land and/or water)	808-471-7117	(808) 473-2870	COMNAVREG PEARL HARBOR HI
Commander, Navy Region Marianas	Guam, Commonwealth of Northern Marianas Islands, Federated State of Micronesia, and Republic of Palau	PSC 455, Box 152 FPO AP 96540	Region Quarter Deck	(671) 339-7133 /3565	(671) 333-2035	COMNAVMIANAS GU
Commander, Naval Forces Japan	Japan, Diego Garcia	Environmental Office Bldg C-1, Room 102 Schiley Street Yokosuka Naval Base Yokosuka, JA 238 PSC 473, Box 12 FPO AP 96349-0051			011-81-46-816-6388	COMNAVFORJAPAN YOKOSUKA JA
Commander, Naval Forces Korea	Korea	Unit 15250 APO AP, 96205			011-82-2-7913-4908 011-82-2-7913-4730	COMNAVFORKOREA SEOUL KO
Commander, Third Fleet	Third Fleet units not located in shore NOSC's AOR	53690 Tomahawk Dr., Ste 338 San Diego, CA 92147-5004 or FPO AP 96601-6001			(619) 767-4880	COMTHIRDFLT
Commander, Seventh Fleet	Seventh Fleet units not located in shore NOSC's AOR	COMLOGWESTPAC) PSC 470 Box 2400 FPO AP 96534-2400			011-65-6750-2472	COMSEVENTHFLT

Navy On-Scene Coordinator (NOSC) General Notification Points of Contact						
Activity	Area of Responsibility (AOR)	Address	24 Hour Contact (CDO, ROC, etc)	Telephone	Facsimile	Navy PLAD
Commander, U.S. Naval Forces Europe - Area Environmental Coordinator (AEC)						
Commander, U.S. Naval Forces Europe	Eastern Atlantic, Iceland, United Kingdom, Mediterranean, Black, Baltic and Caspian Seas					COMUSNAVEUR NAPLES IT
Commander, Sixth Fleet	Sixth Fleet units not located in shore NOSCs AOR	PSC 810, Box 35 FPO AE 09619-3100				COMSIXTHFLT
Commander, Navy Region Europe	Eastern Atlantic, Iceland, United Kingdom, Mediterranean, Black, Baltic and Caspian Seas	PSC 817 Box 108 FPO AE 09622	NEPOCC	011-39-081-568-3721 DSN: 314-626-3721		COMNAVREG EUR NAPLES IT
Commander, U.S. Naval Forces Central Command - Area Environmental Coordinator (AEC)						
Commander, U.S. Naval Forces Central Command	Southwest Asia					COMUSNAVCENT
Commander, Fifth Fleet	Fifth Fleet units not located in shore NOSCs AOR	COMUSNAVCENT (N44) FPO AE 09501-6024			011-973-1785-3207 011-973-	COMFIFTHFLT
Commander, Navy Region Southwest Asia	Southwest Asia land mass	Environmental Dept (N40) PSC 451 Box 850 FPO, AE 09834-2800	Duty Surface Ops	(973-3-960-4126	973-1-785-3028	COMNAVREG SOUTHWEST ASIA BAHRAIN

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

COMNAVSEASYSCOM (SUPSALV) provides assistance to the NOSC's in the development of OHS spill contingency planning and response instructions, assists NOSC's in major OHS pollution response issues and in decision-making for major on/offshore salvage and pollution related incidents. Resources include those necessary for oil spill response, fendering, oil pumping and transfer, firefighting, salvage, shoreline protection, and shoreline cleanup. SUPSALV may be contacted directly for general inquiries related to contingency planning and/or pollution response operations.

SUPSALV may be contacted directly for general inquiries related to contingency planning and/or pollution response operations.

A-5. ENCLOSURE 5, OHS SPILL NOTIFICATION CHART (US WATERS)

OHS SPILL NOTIFICATION CHART (U.S. WATERS*) – Within 12 Nautical Miles			
Parties To Be Notified	Navy Personnel Making Notifications		References
	CO/OOD	NOSC	
National Response Center by Voice at: 1-800-424-8802 OR 202-267-2675	X		1
Cognizant Facility Incident Commander (FIC) (for spills in U.S. military port)	X		
Applicable Navy On Scene Coordinator (NOSC)	X		2
Send confirming Oil/HS Spill Report Message	X		3
UNIT SITREP/OPREP-3 Message (IF APPLICABLE)	X		4
Type Commander (if applicable)	X		
Fleet Commander (if applicable)	X		
State Authorities		X	5
Local Authorities		X	5

***LOG AND DATE ALL TELEPHONE CALLS**

1. In U.S. waters only.
2. See NOSC contact list in enclosure 4 to Appendix A.
3. See enclosure 8 to Appendix A for oil spill report message and enclosure 9 to Appendix A for HS spill report message.
4. See enclosure 10 to Appendix A for examples of UNIT SITREP/OPREP-3 messages.
5. Except for the NRC, external Navy contacts shall be coordinated with the cognizant NOSC.

A-6. ENCLOSURE 6, OHS SPILL NOTIFICATION CHART (INTERNATIONAL OR FOREIGN TERRITORIAL WATERS)

OHS SPILL NOTIFICATION CHART (INTERNATIONAL OR FOREIGN TERRITORIAL WATERS) - Outside 12 Nautical Miles*			
Parties To Be Notified	Navy Personnel Making Notifications		References
	CO/OOD	NOSC	
Applicable Navy On Scene Coordinator (NOSC) (for spills at sea or at non-U.S. military port)	X		1
Send confirming Oil/HS Spill Report Message	X		2
UNIT SITREP/OPREP-3 Message (IF APPLICABLE)	X		3
Type Commander (if applicable)	X		
Fleet Commander (if applicable)	X		
Local Authorities		X	4
Nearest country and USDAO that may be affected by the spill		X	5

***LOG AND DATE ALL TELEPHONE CALLS**

1. See NOSC contact list in enclosure 4 to Appendix A.
2. See enclosure 8 to Appendix A for oil spill report message and enclosure 9 to Appendix A for HS spill report message.
3. See enclosure 10 to Appendix A for examples of UNIT SITREP/OPREP-3 messages.
4. Except for the NRC, external Navy contacts shall be coordinated with the cognizant NOSC. If in foreign or international waters, local port authorities shall be notified in accordance with SOPA guidelines or local instructions.
5. See IMO Port Contact Information List in Appendix D. External Navy contacts shall be coordinated with the cognizant NOSC.

A-7. ENCLOSURE 7, NATIONAL RESPONSE CENTER (NRC) SPILL REPORT INSTRUCTIONS

National Response Center (NRC) Spill Report	
Instructions	
<p>The NRC should be notified of a spill as soon as possible, but no later than 30 minutes after the spill is discovered. The NRC may be reached at 1-800-424-8802 or 202-267-2675.</p> <p>For the initial notification, be prepared to provide the mandatory information (items that are red, bold, and CAPITALIZED). However, <i>do not wait longer than 30 minutes before making the initial report to the NRC</i> regardless of any information that may not be available. Additional information should be provided in follow-up reports to the NRC as it becomes available. Items in red print are mandatory, and must be in initial or follow-up reports.</p> <p>Reports may also be submitted electronically at http://www.nrc.uscg.mil/report.html.</p>	
IS THIS A DRILL REPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR E-MAIL ADDRESS:
1. Reporting Party	2. Suspected Responsible Party
PHONE 1: Phone Type:	LAST NAME:
LAST NAME:	First Name:
First Name:	Phone 1: Phone Type:
Phone 2: Phone Type:	Phone 2: Phone Type:
Phone 3: Phone Type:	Phone 3: Phone Type:
Company:	Company:
ORGANIZATION TYPE:	ORGANIZATION TYPE:
Address:	Address:
City:	City:
STATE:	STATE:
Zip:	Zip:
Does the caller wish to remain confidential?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you calling on behalf of responsible party?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you or your company responsible for the material released?		___ Yes ___ No					
3. 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:			
4. Accident Location							
LOCATION DESCRIPTION:							
ADDRESS OF LOCATION:				STATE:			
				COUNTRY:			
				ZIP:			
Nearest City:		Distance From Nearest City:		Units:		Direction:	
5. Legal Description And Latitude/Longitude							
Section:		Township:		Range:			
Latitude:	Degrees:		Minutes:		Seconds:	Quadrant:	
Longitude:	Degrees:		Minutes:		Seconds:	Quadrant:	
6. Vessel Details							
VESSEL TYPE:				VESSEL NAME:			
Vessel Number:		Flag:		Length:		Beam:	
						Draft:	

Hull Construction:		VESSEL AGROUND: <u> </u> YES <u> </u> NO	
Fuel Capacity:	Units:	Fuel on Board:	Units:
Cargo Capacity:	Units	Cargo on Board:	Units:
7. Material Involved			
MATERIAL	CHRIS CODE	RELEASE AMOUNT	UNITS
8. Material In Water Information			
AMOUNT IN WATER:		UNITS:	Body of Water Affected:
Offshore: <u> </u> Yes <u> </u> No	River Mile Marker:	Tributary of:	
Water Supply Contaminated: <u> </u> Yes <u> </u> No <u> </u> Unknown		Water Temperature:	Units:
Wave Condition:	Speed:	Units:	Direction:
9. Sheen Information			
Sheen Length:	Units:	Sheen Width:	Units:
Color:		Direction of Movement:	
Odor description:			
10. Impact Information			
Medium Affected (Soil, Water, Air, etc.):			
Detailed Medium Information:			

Fire? ___Unknown ___Yes ___No	Fire Extinguished? ___Yes ___No ___Unknown	
Injuries? ___Unknown ___Yes ___No	Number of Injuries:	
Fatalities? ___Unknown ___Yes ___No	Number of Fatalities:	
Evacuations? ___Unknown ___Yes ___No	Number of Evacuations:	
Damages? ___Unknown ___Yes ___No	Damage in Dollars:	
Road Closed? ___Unknown ___Yes ___No	Road:	
Track Closed? ___Unknown ___Yes ___No	Track:	
Air Corridor Closed? ___Unknown ___Yes ___No	Air Corridor:	
Waterway Closed? ___Unknown ___Yes ___No	Waterway:	
Community Impact due to Material: ___Yes ___No	Media Interest:	
11. Weather Information		
Weather Conditions:	Air Temperature:	Units:
Wind Speed:	Units:	Wind Direction:
12. Remedial Action Information		
Remedial Action Taken:		
Release Secured: ___Yes ___No ___Unknown	Duration of Release:	Unit:
Rate of Release:	Unit:	Per:
13. Additional Agency Information		
Federal Agencies Notified/On- Scene:		

State/Local Agencies Notified/On- Scene:	
State Agency's Report Number:	
14. ADDITIONAL INFORMATION	

A-8. ENCLOSURE 8, U.S. NAVY OIL SPILL REPORT (MESSAGE FORMAT).

A-8.1 PRECEDENCE (FOR MESSAGES ONLY). Provided that prior voice reports have been made to both the U.S. 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.

A-8.2 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..

A-8.3 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).

A-8.4 UPDATING OIL SPILL REPORT MESSAGE. Oil Spill Report Messages should be updated with a follow-up message as soon as the reporting activity becomes aware of new information concerning the origin, quantity, type, operation under way, root cause, or lessons learned of the spill. Similarly, *if the final estimate of the amount spilled differs substantially from the amount initially reported*, the reporting activity must send an update message to all action and info addresses on the original spill message

A-8.5 ACTION AND INFO ADDRESSEES.

FM: Navy Activity or Ship responsible for or discovering the spill

TO: Navy On-Scene Coordinator
Chain of Command

INFO: Area Environmental Coordinator

Host Activity

CNO WASHINGTON DC//N45//

CNIC WASHINGTON DC//N45//

CHINFO WASHINGTON DC//JJJ//

COMNAVSEASYS COM WASHINGTON DC//00C//

NFESC PORT HUENEME CA//424//

NOLSC DC FT BELVOIR VA//JJJ//

NAVJAG WASHINGTON DC//11//

NAVSURFWARCENCARDIV PHILADELPHIA PA//923//

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

COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//

A-8.6 BODY OF REPORT. Use the following format for the body of all Oil Spill Report Messages:

NOTE

It is important for data management purposes that this format be followed.

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 and hull number.
 - For Navy shore facilities, list the facility name.
 - 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 facility/vessel of spill 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 Marine Gas Oil (MGO), naval distillate (F-76), 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.
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).

- Include any evolution or operation that had been conducted within 4 hours of spill discovery that may have resulted in oil discharge.
 - If operation unknown or if no evolution can be attributable at time of this report, list only “Operation not known” or “To Be Determined” 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. This information will be used by NAVSEA for causal analysis and spill prevention.
 - If the spill resulted from a mechanical or equipment failure, identify failed equipment or suspected failed equipment by system, nomenclature, APL, service, part number and/or location.
 - If cause unknown or undetermined at time of this report, list only “To Be Determined” or “Under Investigation” 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 nm).
 - 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 made, list:
 - Time and Date of telephonic report.
 - NRC report/case number.
 - Name of NRC official taking report and quantity of oil reported.
 - If not made, provide reason why: beyond 12 nm from US shores, no threat to navigable water, etc.
 - 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: 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 OIL 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. COST OF RECOVERY: Probably not known for initial report. Include in follow up report to the extent known.
21. ACTIVITY CONTACT FOR ADDITIONAL INFORMATION: List name, rank/rate, command, code, DSN and/or commercial telephone numbers.//

A-9. ENCLOSURE 9, U.S. NAVY HAZARDOUS SUBSTANCE RELEASE REPORT (MESSAGE FORMAT).

A-9.1 PRECEDENCE (FOR MESSAGES ONLY). Provided that prior voice reports have been made to the U.S. Coast Guard National Response Center and the reporting command's Chain of Command, use "Routine" precedence for Hazardous Substance (HS) 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.

A-9.2 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.

A-9.3 CORRECTING HS RELEASE REPORT MESSAGES. HS Release Report Messages should be updated with a follow-up 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 root cause, or lessons learned of release. Similarly, if the final estimate of the amount released differs substantially from the amount initially reported, the reporting activity must send an updated message to all action and info addresses on the original message.

A-9.4 ACTION AND INFO ADDRESSEES.

FM: Navy Activity or Ship responsible for or discovering the spill
 TO: Navy On-Scene Coordinator
 Chain of Command
 INFO: Area Environmental Coordinator
 Host Activity
 CNO WASHINGTON DC//N45//
 CNIC WASHINGTON DC//N45//
 CHINFO WASHINGTON DC//JJJ//
 COMNAVSEASYS COM WASHINGTON DC//00C//
 NFESC PORT HUENEME CA//424//
 NAVJAG WASHINGTON DC//11//

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

COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//

A-9.5 BODY OF REPORT. Use the following format for the body of all HS Release Report Messages:

NOTE

It is important for data management purposes that this format be followed.

UNCLAS//N05090//
 SUBJ: HAZARDOUS SUBSTANCE RELEASE REPORT (MIN: CONSIDERED)
 MSGID/GENADMIN/ORIGINATOR//
 RMKS/

1. LOCAL TIME AND DATE RELEASE [OCCURRED/DISCOVERED]:
2. FACILITY/VESSEL] ORIGINATING RELEASE :
 - For Navy ships, list ship name and hull number
 - For Navy shore facilities, list the facility name.
 - 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:” refer to OPNAVINST 5090.1C Chapter 12, Subsection 12-5.4 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. For example:
 - “Container label identifies substance as acrylonitrile. Synonyms: cyansethylene, 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 northbound 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; quantity of hazardous substance released; 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. CLEANUP ACTIONS [PLANNED /TAKEN]:
- If none, explain why.
 - Identify on site or off site treatment, method used, parties involved in cleanup/removal and disposal area. For example:
 - “No cleanup action taken. Toxic vapors present, potential danger to cleanup 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/CLEANUP] 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.//

A-10. ENCLOSURE 10, OPREP-3 SPECIAL INCIDENT REPORTS (MESSAGE FORMATS).

A-10.1 OPREP-3 PINNACLE Message Format.

TO: NMCC WASHINGTON DC
 Unified Commander (Based on operational assignment):
 USJFCOM NORFOLK VA or
 USPACOM HONOLULU HI or
 USEUCOM VAIHINGEN GE
 CNO WASHINGTON DC
 Fleet Commander (Based on operational assignment):
 COMLANTFLT NORFOLK VA//CDO// or
 COMPACFLT PEARL HARBOR HI//FCC// or
 COMUSNAVEUR LONDON UK
 NUMBERED FLEET COMMANDER

INFO: USCINCTRANS SCOTT AFB IL//TCJ3/J4//
 COMSC WASHINGTON DC//N00/N00EP/N3/7//
 MSC AREA COMMANDER//N00/N00EP/N3/N7//
 MSC OFFICE or Local Representative
 NAVICECEN SUITLAND MD
 NAVY JAG WASHINGTON DC
 MAJOR SHORE COMMANDERS (For incidents which occur in port or vicinity.)
 APPROPRIATE US COAST GUARD DISTRICT (CCGD_)
 SOPA (For incidents that occur in port.)

MESSAGE: MSGID/OPREP 3/Ship name/Three digit serial number of report/-//
 FLAGWORD/PINNACLE OR NAVY BLUE//
 TIMELOC/DTG OF INCIDENT/LOCATION OF INCIDENT//
 GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/Provide a brief description of the incident, who was involved, where it happened, when it happened, why it happened, describe initial cleanup and containment actions taken and effect on ship's operation. Information should include course, speed and intended track of ship, type of oil or substance involved, type of incident (transfer error, grounding, collision, rupture, etc.), estimate of amount involved, weather on scene, current condition of the ship and if any injuries or fatalities occurred.

A-10.2 OPREP-3 NAVY BLUE Message Format.

TO: CNO WASHINGTON DC
Fleet Commander (Based on operational assignment):
COMLANTFLT NORFOLK VA// or
COMPACFLT PEARL HARBOR HI// or
COMUSNAVEUR LONDON UK
NUMBERED FLEET COMMANDER

INFO: USCINTRANS SCOTT AFB IL//TCJ3/J4/TCJ3-MCC//
JOINT STAFF WASHINGTON DC//J3 NMCC
COMSC WASHINGTON DC//N00/N00EP/N3/N7//
MSC AREA COMMANDERS//N00/N00EP/N3/N7//
MSC OFFICE or Local Representative
NAVICECEN SUITLAND MD
NAVY JAG WASHINGTON DC
Unified Commander (Based on operational assignment):
USJFCOM NORFOLK VA or
USPACOM HONOLULU HI or
USEUCOM VAIHINGEN GE
MAJOR SHORE COMMANDERS (For incidents which occur in port or vicinity.)
APPROPRIATE US COAST GUARD DISTRICT (CCGD_)
SOPA (For incidents that occur in port.)

MESSAGE: MSGID/OPREP 3/Ship name/Three digit serial number of report/-//
FLAGWORD/PINNACLE OR NAVY BLUE
TIMELOC/DTG OF INCIDENT/LOCATION OF INCIDENT//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/Provide a brief description of the incident, who was involved, where it happened, when it happened, why it happened, describe initial cleanup and containment actions taken and effect on ship's operation. Information should include course, speed and intended track of ship, type of oil or substance involved, type of incident (transfer error, grounding, collision, rupture, etc.), estimate of amount involved, weather on scene, current condition of the ship and if any injuries or fatalities occurred.

A-10.3 OPREP-3 NAVY UNIT SITREP Message Format.

IMMEDIATE/ PRIORITY/ ROUTINE (As appropriate)
 FM/SHIP NAME
 TO/CNO WASHINGTON DC
 COMSC WASHINGTON DC
 SECRET/CONFIDENTIAL/UNCLASSIFIED (As appropriate)
 EXER/Exercise Name// (No line if N/A)
 MSGID/UNIT SITREP/COMSC/Serial number//
 FLAGWORD/UNITSITREP/-//
 TIMELOC/GMT Date and Time/Location//
 GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/Brief description of the incident, who is involved, why it happened, initial cleanup and containment actions and effect on ship's operation. Include information on ship course, speed, weather, type of oil or HS, estimate of amount and any injuries or fatalities as applicable. Include only known information.//
 RMKS/AMPLIFYING INFO TO FOLLOW or FINAL REPORT THIS INCIDENT

A-10.4 Sample OPREP-3 report (NAVY BLUE OR PINNACLE).

UNCLAS/NO3120//
 MSGID/OPREP 3NB/USNS NEVERSPILL/001/-//
 FLAGWORD/NAVY BLUE//
 TIMELOC/070227ZDEC96/MOORED PIER 11, NORFOLK NOB//
 GENTEXT/DESCRIPTION OF INCIDENT/APPROXIMATELY 10,000 GALLONS DFM SPILLED INTO SURROUNDING WATER DUE TO OVERFLOW OF SURGE TANK DURING REFUELING. SPILL CONTAINED WITHIN OIL BOOM. USING OIL SPILL CONTAINMENT KIT TO COLLECT OIL ON DECK. USN/USCG OIL SPILL RESPONSE TEAM ENROUTE TO ASSIST IN CLEANUP. NRC, MSO HAMPTON ROADS, NOSC NOTIFIED.//

APPENDIX B

OHS SPILL QUICK REFERENCE GUIDES

B-1. INITIAL SPILL REPORT INFORMATION.

1. Date, Time and Location of Spill:
2. Spill Substance (By Name):
3. Behavior of Spilled Substance (reactions observed):
4. Spill Cause and Source:
5. Damage and/or Injuries:
6. Response and Cleanup Action:
7. Problems Encountered:
8. Disposal Method:
9. Action Taken to Prevent Spill Recurrence:
10. Ship's On-Scene Leader (OSL):

_____ Date

_____ Date

_____ Date

_____ Date

Reviewed: _____
Commanding Officer Date

FOR SHIPBOARD USE ONLY

B-2. ONBOARD OIL AND HAZARDOUS SUBSTANCE SPILL RESPONSE PROCEDURES.

Immediate actions:

1. Report the spill to the Officer of the Deck (OOD)/Command Duty Officer (CDO).

NOTE

The OOD/CDO shall immediately notify the Commanding Officer when underway and available in port.

2. Evacuate all unnecessary personnel from areas that may be exposed to spilled material, especially vapors.

3. Secure the source of the spill.

Use damage control procedures and/or the Oil or Hazardous Substance Spill Response Kits to secure the source of the spill. If the source cannot be secured, take action to minimize the amount of the oil or hazardous substance spilled.

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

Location(s) of the Hazardous Material Spill Response Kit: _____

WARNING

Unprotected personnel shall not attempt to clean a spill unless the spilled materials are known to be non-hazardous and no dangerous conditions exist, such as oxygen-deficient, flammable or toxic atmospheres.

4. Assess the situation and dispatch the following response teams as needed:

- Spill Response Team
- Damage Control Team
- Fire Party
- Medical Department Representative
- Gas-Free Engineer

NOTE

An operational spill response checklist is located in Appendix C of the Shipboard OHS SCP Guide

B-3. OVERBOARD OIL AND HAZARDOUS SUBSTANCE SPILL RESPONSE PROCEDURES.

Immediate actions:

1. Stop and contain the spill or release with all available means.

NOTE

If the Oil Spill Response and Containment kit is needed (not to be deployed for overboard spills of HM), determine the best means by which to deploy the sweeps dependent upon location of the ship in relation to piers, other ships and other structures.

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

2. Notify and request assistance from Naval Station Command Duty Officer (if applicable):

Tele. # _____

3. Notify the following personnel providing each with the information listed in step 4 below:

- | | |
|---|------------------------|
| • Commanding Officer | Tele. # _____ |
| • Executive Officer | Tele. # _____ |
| • Cognizant Department Head | Tele. # _____ |
| • OOD/CDO | Tele. # _____ |
| • Naval Station Port Operations | Tele. # _____ |
| • Navy On-Scene Coordinator (NOSC) | Tele. # _____ |
| • Federal Fire Department (In-Port) | Tele. # _____ |
| • National Response Center (For spills
in U.S. waters) | Tele. # (800) 424-8802 |

4. Information to report:

- Activity/Ship originating release.
- DTG release discovered.
- Duration of release.
- Location of release.
- Type of OHS and volume/weight discharged.
- Cause of release.
- Corrective actions taken.
- Points of contact for additional information

APPENDIX C.

OPERATIONAL SPILLS CHECKLIST

NOTE

The following actions are to be used as guidelines only and are not to replace the onboard Damage Control Manual.

Operational Spills Checklist				
	CDO	CHENG / MPA	DCA	CREW
Secure the source of the spill. Stop pumping, close valves, divert flow				
Notify space supervisor, officer of the deck, or other appropriate officer/supervisor				
Notify transfer facility/entity (i.e.- fuel barge)				
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				
Cordon off affected area				
Don appropriate PPE				
Fight fire, if present				
Reduce affected tank level by gravity transfer or pumping (for tank overflow)				
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				
Certify areas affected by spill are safe for re-entry				
Prepare follow-up report				

APPENDIX D.**INTERNATIONAL MARITIME ORGANIZATION (IMO) LIST OF COUNTRY CONTACTS**

The following page should 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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Address <http://www.imo.org/> Go Links

INTERNATIONAL MARITIME ORGANIZATION
SAFE, SECURE AND EFFICIENT SHIPPING ON CLEAN OCEANS

ABOUT IMO NEWSROOM SAFETY MARINE ENVIRONMENT LEGAL HUMAN ELEMENT FACILITATION TECHNICAL CO-OPERATION PUBLICATIONS INFORMATION RESOURCES

Contact points

MSC-MEPC.6/Circ.1 (ANNEX 2 for SOPEP) - 30/9/2006
LIST OF NATIONAL OPERATIONAL CONTACT POINTS RESPONSIBLE FOR THE RECEIPT, TRANSMISSION AND PROCESSING OF URGENT REPORTS ON INCIDENTS INVOLVING HARMFUL SUBSTANCES, INCLUDING OIL FROM SHIPS TO COASTAL STATES.
This information enables compliance with Regulation 26 of Annex 1 of MARPOL 73/78 which, inter alia, requires that shipboard oil pollution emergency plans (SOPEP) shall contain a list of authorities or persons to be contacted in the event of an oil pollution incident.

Flag State contact points for Port State Control - 21/11/2006

STCW.8/Circ.1/Rev.1 - 27/10/2003
NATIONAL AUTHORITIES MAINTAINING REGISTERS OF STCW CONVENTION CERTIFICATES AND ENDORSEMENTS Verification of validity and authenticity of certificates

FAL.5/Circ.22 - 30/11/2004
E-ADDRESSES OF GOVERNMENTAL AUTHORITIES FOR FACILITATING THE EXCHANGE OF ELECTRONIC INFORMATION E-addresses of appropriate Governmental authorities (not of individual employees) for facilitating the exchange of electronic information between ships and shore-based authorities

BC.1/Circ.63 - 22/3/2006
CONTACT NAMES AND ADDRESSES OF THE OFFICES OF DESIGNATED NATIONAL COMPETENT AUTHORITIES RESPONSIBLE FOR THE SAFE CARRIAGE OF GRAIN AND SOLID BULK CARGOES

FAL.5/Circ.23 - 24/5/2005
CONTACT ADDRESSES OF THE OFFICES OF DESIGNATED NATIONAL AUTHORITIES AND INTERNATIONAL ORGANIZATIONS FOR FACILITATION PURPOSES

- ▶ IMO Circulars
- ▶ Numerical list of MSC Circulars
- ▶ Numerical list of MEPC Circulars
- ▶ Contact points
- ▶ MSC (Maritime Safety Committee) Circulars
- ▶ STCW (International Convention on Standard of Training, Certific
- ▶ MEPC (Marine Environment Protection Committee)
- ▶ List of certificates to be carried on ships
- ▶ Reports on Piracy
- ▶ Reports on Stowaway Incidents
- ▶ Reports on Illegal Migrants
- ▶ FSI Casualty Statistics and Investigations
- ▶ FSI Port State Control
- ▶ FSI Information on Recognized Organizations (ROs)
- ▶ AFS 2001 Anti-Fouling Systems on Ships
- ▶ BLG (Bulk Liquid Gases)
- ▶ CLC Insurance Certificates
- ▶ COLREG (Collision Regulations)
- ▶ COMSAR (Radiocommunications and Search and Rescue)
- ▶ CSC (International Convention For Safe Containers)
- ▶ DSC (Dangerous Goods, Solid Cargoes & Containers)
- ▶ FAL (Convention on Facilitation of International

Internet

APPENDIX E.

GLOSSARY

The Navy uses several terms that are relevant to oil spill response. Further information on these terms and Navy policy can be found in OPNAVINST 5090.1(series).

Area Contingency Plan (ACP): A plan prepared by the Area Committee to respond to worst case OHS spill scenarios, which identifies equipment and personnel available for such response activities. The ACP also identifies and prioritizes sensitive areas and natural resources, identifies strategies for their protection, and pre-approves specific countermeasures and removal actions within the planning area.

Area Environmental Coordinators (AECs): AECs are responsible for coordination of environmental issues within their designated regions. AECs shall appoint RECs and Navy On-Scene Coordinators (NOSCs) within the AEC's area of responsibility (AOR).

Discharge/Release:

a. Discharge (oil): Includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying, or dumping of oil. Also included in the definition are situations which result in a substantial threat of discharge.

b. Release (hazardous substances): Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, of any hazardous substance (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any HS or pollutant or contaminant). The term "release" excludes any spilling, leaking, etc. that results in exposure to persons solely within a workplace.

Facility Incident Commander (FIC): Commanders or Commanding Officers (COs) of designated naval shore facilities pre-designated by the regional Navy On-Scene Coordinator (NOSC). FIC designations are based on Oil and Hazardous Substance (OHS) spill risk and response capability of the command to ensure rapid, effective response to OHS spills within the assigned area. The FIC will designate a qualified individual for spills originating from within the assigned area and, as Incident Commander, will direct all local Navy response action.

Facility Response Plan (FRP): A detailed plan that contains an emergency response action plan and information on resources that a facility will use to respond to oil spills.

Federal On-Scene Coordinator (FOSC): The federal official designated to coordinate and direct Federal responses under the National Contingency Plan (NCP). The FOSC has the ultimate responsibility for the cleanup of a spill. The FOSC for oil spills in U. S. waters is either the USCG, or the U.S. Environmental Protection Agency (EPA). 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. The Navy On-Scene Coordinator (NOSC) is the FOSC for all Navy hazardous substance releases.

Hazardous Material: Any material that, because of its quantity, concentration or physical, chemical or infectious characteristics, may pose a substantial threat to human health or the environment. In the case of ships, this includes used or excess HM.

Hazardous Substance: HM or HW.

Hazardous Waste: A solid waste or combination of solid wastes, which because of its quantity, concentration or physical, chemical or infectious characteristics may:

- a. Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or
- b. Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

The term solid waste includes liquid, semi-solid or contained gaseous material.

MSDS (Material Safety Data Sheet): A sheet containing information about hazardous substances including chemical properties, safety concerns, health risks, exposure limits, and other pertinent information. Manufacturers are required to prepare and provide these sheets for all chemicals and these should be made available to employees handling these substances.

Navy On-Scene Coordinator (NOSC): The Navy command designated to coordinate Navy Oil and Hazardous Substance (OHS) spill planning and response efforts in a geographic area. Shore side NOSCs are normally commands that are Regional Environmental Coordinators (RECs). Fleet NOSCs are responsible for oil and HS spill planning and response within assigned ocean and foreign waters outside of shore side NOSC responsibilities. The NOSC directs spill response efforts for spills from U. S. Navy ships and facilities and is the FOSC for all Navy HS releases. Shore side NOSC areas extend 12 nautical miles seaward from their assigned coastal areas. Beyond that zone, Fleet NOSCs are responsible.

National Contingency Plan (NCP): The legal framework for Federal government OHS pollution contingency planning and response above the facility level. The NCP describes the National Response Team, the Regional Response Teams and the National Response Center and designates the roles and responsibilities of DOD in national OHS spill response planning.

National Response Center (NRC): (800-424-8802 or 202-267-2675.) The 24-hour OHS spill notification center. The NRC is the single Federal notification point (outside the Navy 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.

NOSC Response Plan: The Navy plan to respond to OHS spill incidents within the NOSC's pre-assigned area of responsibility (AOR) that is beyond the capability of the spilling facility or vessel. This plan is used in conjunction with the Facility Response Plan (FRP).

Oil: For U.S. Clean Water Act compliance, the term "oil" refers to oil of any kind or in any form, including petroleum, fuel oil, sludge, oil refuse, vegetable oil and oil mixed with waste other than dredge spoils.

For the purposes of international law, in compliance with MARPOL and the Act to Prevent Pollution from Ships, the term "oil" refers to any petroleum-based fluid or semisolid, including crude oil, liquid fuels (like gasoline, aviation, kerosene, diesel), lubricating oil, waste oil, oil sludge and oil refuse. Oil also includes synthetic-based lubricating and transmission products.

On-Scene Response Leaders: The senior enlisted assistant to the On Scene Leader during an oil or hazardous substance spill. Carries out the orders of the On Scene Leader. Responsible for the safety and health of the response organization.

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

Regional Environmental Coordinators (REC): RECs serve as the senior Navy officer in a local region to coordinate environmental matters and public affairs. AECs designate RECs, and may designate them as NOSCs for spill response.

Sheen: An iridescent appearance on the surface of the water.

Spill: An accidental or not permitted discharge, or potential discharge, of oil or a release of hazardous substances into or upon the water. As used in this Shipboard Oil Spill Contingency Plan, the definition does not apply to spills that do not go, or threaten to go, over the side.

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

United States (U.S.) Waters: For purposes of this plan for reporting of spills, U.S. waters are within 12 nautical miles of the several coastal 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.

NAVSEA/SPAWAR TECHNICAL MANUAL DEFICIENCY/EVALUATION REPORT (TMDER)

INSTRUCTIONS: Continue on 8 1/2" x 11" page if additional space is needed.

1. Use this report to indicate deficiencies, problems and recommendations relating to publications.
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