Guidance for Completing Information Required in Spill Notification Pro forma

Guidance on the information required when submitting a spill notification *pro forma* is appended below.

A. Identity of Observer/Reporter

Full details of the person submitting the notification should be completed as per requested details.

B. Incident Details

Operator/Permit Holder Responsible for the Incident: In the majority of incidents it is foreseen that this will be the permit holder, or if there is no permit holder, the operator of the acreage / field. If this is not the case the organisation responsible should be identified. These details will be used within any annual report. If organisation is unknown record as "unknown/third party".

Date of incident: Date of when incident was observed

Time of incident: Time at which incident was observed

Installation Facility: Name of installation/facility from where release has occurred. If unknown and release is not suspected from reporters installation mark as 'unknown/third party'

Fixed/Mobile: Refers to installation. Delete as applicable

Field Name: Name of the field where release has been detected / has occurred

Latitude & Longitude: Provide release location

Quad & Block No: Where release has been detected/occurred

Oil Release/Chemical Release Notification or Permitted Discharge Notification

Tick appropriate incident notification and complete column details on PON1

Oil Release Notification

Maximum and Minimum Released: This is the total quantity released to sea in tonnes. On all occasions efforts should be made to quantify maximum total lost using measured/calculated or estimated operational/production losses. No minimum figure is required if using these methods.

Where the above is not possible the following Bonn Agreement Codes shall be utilised to estimate losses from a visual assessment of oil on the sea surface. A maximum and minimum figure shall be provided where Bonn codes are utilised in order to allow a suitable assessment of potential pollution in the sea.

Code	Release Appearance	Litres per km^2
1	Sheen (silvery/grey)	40 to 300
2	Rainbow	300 to 5,000
3	Metallic	5,000 to 50,000
4	Discontinuous true oil colour	50,000 to 200,000
5	Continuous true oil colour	200,000 to more than 200,000

Type of Oil: Example-Crude, Condensate, Diesel, if other-please state, or Unknown.

Tier of response: In accordance with Oil Pollution Emergency Plan arrangements indicate whether a Tier 1, Tier 2 or Tier 3 response to the incident is being activated.

Appearance: Report in accordance with Bonn Agreement Appearance Codes: Not visible; Sheen (silver/grey); Rainbow; Metallic; Discontinuous true oil colour; Continuous true oil colour as per the table above.

Approx area: If conditions permit indicate the area of the visual evidence of oil on the sea surface in either m^2 or km^2 indicating as applicable

Chemical Release Notification

Quantity Released: This is the total quantity of chemical/substance released to sea in kilograms

Chemical Name: Name of Chemical Released (as per CEFAS lists if approved) i.e. OBM XPO7

Chemical use: What is the chemical used for on the installation i.e. drilling fluid

% oil if OBM or base oil: State the % of oil in the product released

Warning label: Enter chemical warning label i.e. PLO-PLONOR

Appearance: If applicable information relating to the appearance of the release i.e. white/cloudy or using Bonn codes as per table above

Approx area: If conditions permit indicate the area of the release event on the sea surface in either m^2 or km^2 indicating as applicable

Permitted Discharge Notification

Maximum and Minimum Oil discharged: This is the total quantity of oil that has been discharged to sea causing circumstances to warrant notification using a notification. For example if a produced water treatment upset has been ongoing for three hours then it is the total quantity of oil which has been discharged to sea over that three hour period. On all occasions efforts should be made to quantify maximum total discharged using measured/calculated or estimated operational/production figures. No minimum figure is required if using these methods.

Where the above is not possible the following Bonn Agreement Codes shall be utilised to estimate the quantity of oil within the discharge using a visual assessment of the oil on sea surface. A maximum and minimum figure shall be provided where the following Bonn codes are utilised in order to allow a suitable assessment of potential pollution in the sea.

Code	Discharge Appearance	Litres per km^2
1	Sheen (silvery/grey)	40 to 300
2	Rainbow	300 to 5,000
3	Metallic	5,000 to 50,000
4	Discontinuous true oil colour	50,000 to 200,000
5	Continuous true oil colour	200,000 to more than 200,000

Type of Oil: Example-Crude, Condensate, Diesel, if other-please state, or Unknown.

Oil Conc. in discharge: If known enter the concentration of oil within the discharge being made (mg/l).

Discharge Rate: The rate at which the discharge is/was being discharged from the installation (m^3/hour)

Appearance: Report in accordance with Bonn Agreement Appearance Codes: Not visible; Sheen (silver/grey); Rainbow; Metallic; Discontinuous true oil colour; Continuous true oil colour as per above table

Approx area: If conditions permit indicate the area of the visual evidence of oil on the sea surface in either m^2 or km^2 indicating as applicable

Is Release Ongoing: If release/incident is ongoing this should be indicated and an updated notification, giving the release since last report (tonnes), and the total release to date (tonnes), must be submitted each 24 hr period for the duration of the incident unless otherwise directed by Indian Coast Guard. If a number of notifications are submitted in connection with the same incident these will be logged as a single incident event within the Indian Coast Guard database.

Source of Pollution: Brief details should be given of where the release is originating i.e. area of the installation and/or part of the process e.g. Module 4 hydraulic skid unit.

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Cause of Pollution: Brief details should be given of the circumstances that caused the incident. It is appreciated that in the early stages of an incident these details may not be fully available but all efforts should be made to provide information where available.

Steps taken to Respond to Pollution and Prevent Incident Re-occurrence: Brief details should be given of actions being taken to respond to the pollution and the steps being taken to prevent reoccurrence of the incident.

Pollution Likely to reach Median Line or Shore: Indicate YES or NO as applicable. If Yes give an approximate location and time if available.

C. Weather Conditions

Wind Speed: Enter in Knots

Wind Direction: Enter between 0 and 360^0

Wave Height: Enter in metres

Beaufort Scale: Enter 1-12 as applicable

Beaufort Scale (Force)	Wind Speed (knots)	Description	State of Sea	Probable Wave Height (m)
0	0 – 1	Calm	Like a mirror	0
1	1 – 3	Light Air	Ripples like scales are formed	0
2	4 – 6	Light Breeze	Small wavelets, still short but more pronounced, not breaking	0.1
3	7 – 10	Gentle Breeze	Large wavelets, crests begin to break; a few white horses	0.4
4	11 – 16	Moderate Breeze	Small waves growing longer; fairly frequent white horses	1
5	17 – 21	Fresh Breeze	Moderate waves taking more pronounced form; many white horses, perhaps some spray	2
6	22 – 27	Strong Breeze	Large waves forming; white foam crests more extensive; probably some spray	3
7	28 – 33	Near Gale	Sea heaps up; white foam from breaking waves begins to blow into streaks	4
8	34 – 40	Gale	Moderately high waves of greater length; edge of crests breaks into spindrift; foam blown into well-marked streaks	5.5
9	41 – 47	Severe Gale	High waves with tumbling crests; dense streaks of foam; spray may affect visibility	7
10	48 – 55	Storm	Very high waves with long overhanging crests; dense streams of foam make surface of sea white. Heavy tumbling seas; visibility affected	9
11	56 – 63	Violent Storm	Exceptionally high sea waves, sea completely covered with long white patches of foam, edge of wave crests blown into froth, visibility affected	11
12	64 and above	Hurricane	Air filled with foam and spray; sea completely white with driving spray; visibility very seriously affected	14

Enquiries

Any enquires concerning this guidance or reporting of should be sent to the address below:

Headquarters

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Complex New
Delhi 110001
Telefax: + 91 11 2338 4934

Or alternatively, can be e-mailed to: **dte-fe@indiancoastguard.nic.in**