

2. NOTIFICATION REQUIREMENTS

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2.1 MANDATORY REQUIREMENTS

2.1.1 NRC

All spills of oil or hazardous substances or the threat of such a spill **MUST BE REPORTED IMMEDIATELY** and **DIRECTLY** by the Covered Vessel's representative (vessel master, owner, agent) to the NRC IOC 24-hour response number as follows:

1-631-224-9141 or 1-800-899-4672

It is imperative that the NRC IOC be notified immediately so that spill response resources can be mobilized without delay. The success of the containment and cleanup operation depends on the timely notification and activation of response resources, as directed by the NRC IC.

Note: Strait of Juan de Fuca Notification Requirements apply as follows:

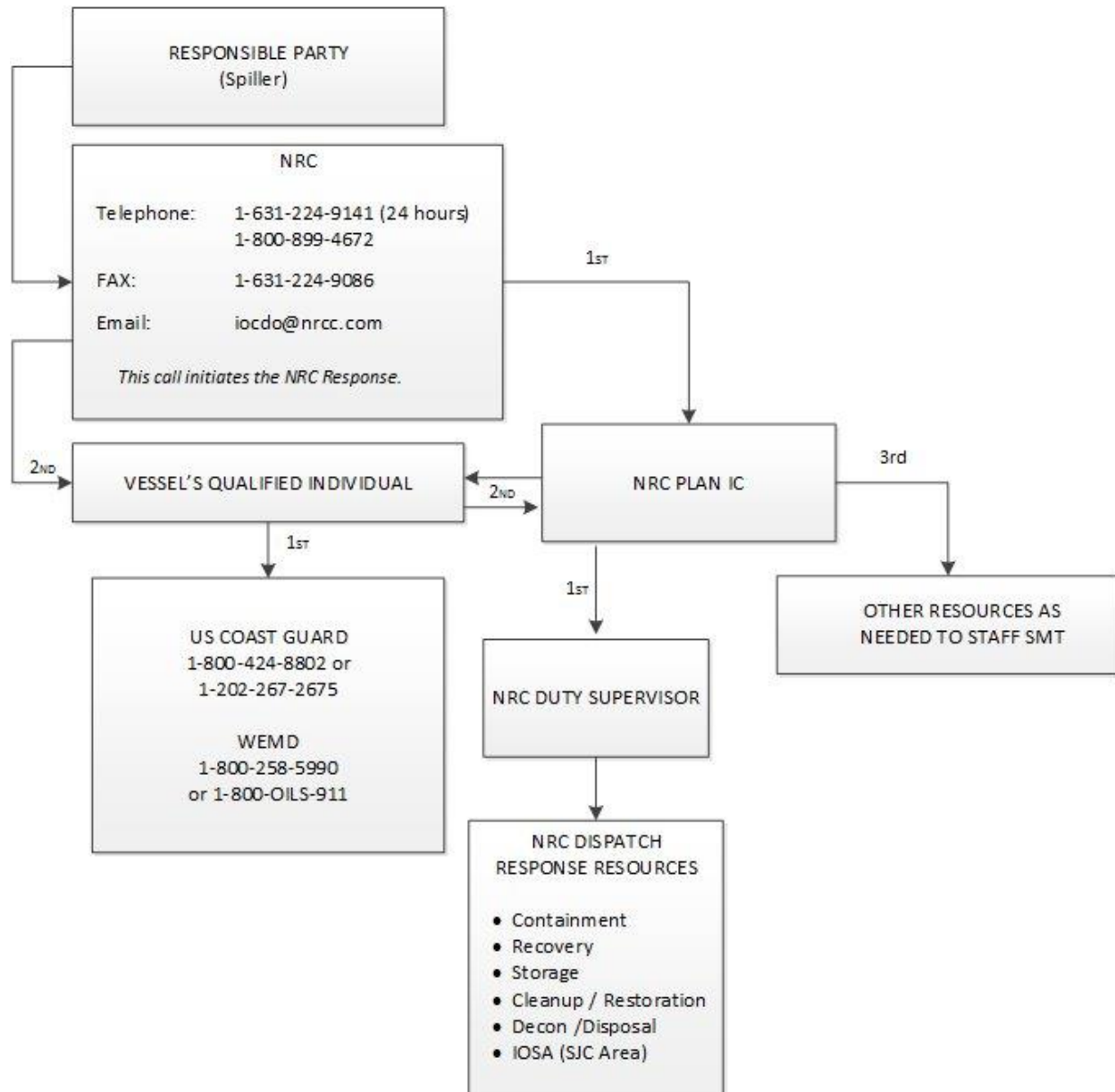
There is a reciprocal arrangement in place between NRC and WCMRC that applies to spill response notifications and coverage of NRC Covered Vessels inbound and outbound through the Strait of Juan de Fuca as follows:

NRC Plan Covered Vessels **inbound to or outbound from a Washington port** reporting a spill or threatened spill in the Strait of Juan de Fuca should notify the NRC IOC regardless of the location of the vessel (Canada or US/Washington Waters). If the Covered Vessel is determined to be located in Canadian waters at the time of the spill, NRC will notify WCMRC.

NRC Plan Covered Vessels **inbound to or outbound from Canadian port** reporting a spill or threatened spill in the Strait of Juan de Fuca should notify WCMRC at the Emergency Contact Number as shown on their WCMRC coverage agreement. If the vessel is determined to be located in US/Washington state waters at the time of the spill, WCMRC will contact the NRC IOC to commence response.

The on-call NRC IC will be notified on behalf of the Covered Vessel by NRC pursuant to its contract with the Covered Vessel for NRC Plan coverage. While on-duty, the NRC IC will be available for immediate call out, 24-hours per day. Cell phones will be utilized to ensure that a constant standby status is maintained.

Figure 2-1 Call-Down Sequence for Spill Reporting



2.1.2 Federal and State

Once the Covered Vessel's QI has been notified by the Covered Vessel, the QI will notify federal authorities unless the owner/operator directs otherwise.

Note: Any person who fails to notify the appropriate federal and state agencies immediately of a discharge, is, upon conviction, subject to fine or imprisonment, or both. It is important to coordinate these notifications in order to be certain that they are made on a timely basis. However, it is also important to not make redundant reports to the same agency.

The call-down sequence diagram, provided in Figure 2-1, includes NRC, the Covered Vessel QI, and internal NRC procedures for responding to an oil spill or threatened spill reports from Covered Vessels and all federal and state mandatory reporting requirements.

Title 33 CFR 153.203 requires that any person in charge of a vessel having knowledge of any discharge of oil or a hazardous substance must immediately notify:

- NATIONAL RESPONSE CENTER
1-800-424-8802

OR, if above is not practicable, notify the:

USCG Sector Command Center for the geographic area where discharge occurs or the nearest US Coast Guard unit -- provided, however, that the person in charge of the vessel also notifies the National Response Center as soon as possible.

The NRC Plan area of coverage falls in two USCG Sectors. The respective area of operation for these two Sectors along with contact information is listed below.

For spills in Puget Sound and along the outer coast, north of the Queets River (Jefferson/Grays Harbor County line) contact:

- USCG Sector Puget Sound Command Center
1-206-217-6001

For spills in Grays Harbor, along the outer coast, south of the Queets River, and in the Columbia/Willamette Rivers contact:

- USCG Sector Columbia River Command Center
1-503-861-6211

In addition to notifying the USCG, Washington State RCW 90.56.280 also requires any person discharging oil or hazardous substance or otherwise causing, or permitting, or allowing the same to enter the waters of the state to immediately notify:

- Washington Emergency Management Division (WEMD):
1-800-258-5990 - or - 1-800-OILS-911

Note: The Covered Vessel QI is responsible for notifying USCG and WEMD, unless the Covered Vessel representative confirms to the QI that the notification has or will be made by the Covered Vessel. WEMD will then notify predetermined agencies, organizations, and jurisdictions, specifically including Ecology.

2.2 WHAT TO REPORT

2.2.1 Reporting a spill or potential spill

The Initial Spill Report Form included in the NRC Field Document (see Figure 2-2) details the basic information necessary to report a spill or threatened spill. This form should be completed to the extent possible for notification and record purposes however, **DO NOT DELAY** notification even if all information is not immediately available.

- **Report only what you know.**
- **Do not guess or speculate.**

2.2.2 Reporting a vessel emergency

In addition to reporting an oil spill or potential oil spill, under Washington law, vessel owner/operators are also required to report any vessel emergency that results in the discharge or substantial threat of discharge of oil to state waters or that may affect natural resources of the state. This notification must be made within one (1) hour of the onset of the emergency and be reported to WEMD using the same number listed above (1-800-258-5990).

A vessel emergency is defined as “a substantial threat of pollution originating from a covered vessel, including a loss or serious degradation of propulsion, steering, means of navigation, electrical generating capability and seakeeping capability.”

Some examples of vessel emergencies might include uncontrolled fire or flooding; loss of propulsion in a drifting vessel; grounding, collision or sinking; major failure or damage to the vessel’s structure that could result in flooding or sinking; collision with a breach of the hull; reduction of stability for the vessel; explosion resulting in a major failure of or damage to the vessel’s structure, broken tow wire between a towing vessel and a barge or a breach of watertight envelope and/or tank containing oil. Some common-sense, reasonable factors in determining whether a vessel emergency substantially threatens the natural resources of the state include the following:

- Ship location and proximity to land or other navigational hazards
- Weather, tidal currents and sea state
- Traffic density
- Timing or likelihood of vessel repairs

Figure 2.2 Field Document Initial Spill Report Form



**INITIAL SPILL REPORT
 &
 "1 CALL REPORTING"**

DRILL, ACTUAL OR THREATENED* (CIRCLE ONE) **NRC CONTROL #:** _____

**NOTE: All Calls from NRC WA Plan Covered Vessels Must Immediately be Reported to the On-Duty NRC WA Plan IC*

DATE & TIME: _____ DUTY OFFICER: _____

*NAME OF CALLER: _____ *POSITION/TITLE: _____

*PHONE: _____ * FAX: _____

QI: NAME/PHONE: _____ FAX: _____

CASUALTY DESCRIPTION

*VESSEL OR ASSET NAME: _____

OWNER/OPERATOR: _____

*LOCATION (ADDRESS, BLOCK OR LAT/LONG): _____

*NATURE OF INCIDENT: _____

DATE/TIME INCIDENT OCCURRED: _____

*CARGO TYPE: _____ *AMOUNT ONBOARD: _____ AMOUNT SPILLED: _____

HAS SPILL BEEN STOPPED? _____

WHAT IS APPROXIMATE SPILL RATE? _____

WHAT IS APPARENT SIZE & DIRECTION OF THE SLICK? _____

ADDITIONAL INFORMATION: _____

***WHAT SPECIFIC ASSISTANCE OR SERVICES DO YOU REQUIRE (SPILL RESPONSE, FIREFIGHTING, SALVAGE, EMERGENCY LIGHTERING?):**

"ARE YOU GRANTING NRC AUTHORIZATION TO PROCEED?" YES NO
 I will be sending you an Authorization to Proceed form. Please sign, date and return fax to NRC at 631-224-9086 or email iocdo@nrcc.com.
 In the meantime I will initiate a response based on your verbal authorization. Is that acceptable? Yes / No

NOTIFICATION TIMES

____ PRESIDENT ____ VP OPS & MARINE ____ REGIONAL MGR
 ____ OPS DIRECTOR ____ LOGISTICS ____ FINANCE ____ AWAY TEAM
 ____ GROUP PAGE ____ RMG REP (954-764-8700)

SUPPLEMENTAL INFORMATION

CURRENT CONDITION OF VESSEL/RIG/FACILITY? _____

POB? _____ INJURIES? _____

IS THERE HAZMAT INVOLVED? YES NO MATERIALS: _____

CAN AN MSDS BE PROVIDED ASAP? YES NO

*CURRENT WEATHER CONDITIONS (IF KNOWN): WIND _____ SEAS _____ SKIES _____

TEMP _____ ADDITIONAL: _____

WHAT ASSISTANCE IS CURRENTLY ON SITE OR ENROUTE? ETA? _____

OTHER VESSEL INVOLVED? ITS STATUS? OWNERS? _____

WILL YOU REQUIRE COMMUNICATIONS COORDINATION ON SITE (MCCU)? YES NO

*VESSELS COMMUNICATION INFO: PHONE: _____ *FAX: _____ *VHF: _____

*NAME OF VESSEL MASTER: _____

*VESSEL'S LOCAL AGENT: _____ *PHONE: _____

ADDITIONAL INFORMATION:

NATIONAL RESPONSE CORPORATION, 3500 SUNRISE HIGHWAY, SUITE T103, GREAT RIVER, NY 11739
PHONE: 631-224-9141 FAX: 631-224-9082 IOC FAX: 631-224-9086
CORPORATE HEADQUARTERS

NRC Covered Vessels Washington State Contingency Plan

FIELD DOCUMENT

for Washington State Waters (except the Columbia River System)

EVERY SPILL OR THREAT OF A SPILL MUST BE REPORTED

24 Hour Number: 1-631-224-9141 or 1-800-899-4672

NOTICE FOR NRC PLAN COVERED VESSELS:

In accordance with Washington State Law, this FIELD DOCUMENT must be maintained on board the covered vessel and kept in a conspicuous and accessible location while the vessel is in Washington State waters.

This FIELD DOCUMENT must be kept on the navigation bridge and should be filed with any other pollution contingency plan documents for the vessel. As defined in the Plan, a threat of a spill or a "vessel emergency" is a substantial threat of pollution originating from a vessel, including loss or serious degradation of propulsion, steering, means of navigation, primary electrical generating capability, and seakeeping capability.

*An Emergency Response Towing Vessel (ERTV) is stationed at Neah Bay available to be hired by vessels experiencing a vessel emergency while in the Strait of Juan de Fuca and off the western coast of Washington State from Cape Flattery Light south to Cape Disappointment Light . **Call (206) 281 3810 or 1-800-562-2856 to contract this ERTV.***



OIL SPILL RESPONSE --EMERGENCY PROCEDURES

- STOP THE PRODUCT FLOW** -- Secure pumps and valves
- NOTIFICATIONS** -- Authorized Representative to make REQUIRED NOTIFICATIONS
- WARN PERSONNEL** -- Enforce safety and security measures
- SHUT OFF IGNITION SOURCES** -- Motors, electrical circuits, open flames, etc.
- CONTAIN / CONTROL SPILL** -- Use berms, boom, absorbents

DO NOT use cleaning or dispersing agents on the oil spill. The use of such products is strictly controlled by governmental laws and regulations and will result in fines/penalties.



REQUIRED NOTIFICATIONS: DO NOT DELAY

(NOTE: For spills on Columbia River, Notify M.F.S.A. 1-503-220-2055.)

NRC: NRC 24 Hour Number 1-631-224-9141 or 1-800-899-4672

Vessel's Qualified Individual: Contact Vessel owner, operator or demise charterer as needed for contact information. This information is also on file with NRC.

US Coast Guard National Response Center: 1-800-424-8802 or 1-202-267-2675

Washington Emergency Management Division: 1-800-258-5990

FIELD DOCUMENT INITIAL SPILL REPORT

* **NOTE:** It is not necessary to wait for all information before making initial notification.

Reported by (Your name, title, telephone number, or monitored radio frequency):

Vessel name, size, type, country of registry, official number, and call sign:*

Towing Vessel (if applicable): *

Date / time incident: * Date / time reported:* Date / time of next report:

Location of incident: *

Course, speed, and intended track of vessel: *

Type and quantity of oil onboard: *

Estimate of oil discharged; threat of discharge; details of pollution or potential: *

Nature of incident (e.g. grounding, collision, etc.) and extent of defects / damage: *

Weather conditions on scene: *

Actions taken or planned by persons on scene: *

Current condition of vessel: *

Injuries or fatalities: *

Assistance Required:*

Other pertinent information (use extra page if necessary):

.....NOTIFICATION RECORD.....

Date / Time		Incident/Case #
_____	❶ NRC 1-631-224-9141 or 1-800-899-4672	_____
_____	❷ Vessel Qualified Individual	_____
_____	❸ USCG National Response Center 1-800-424-8802	_____
_____	❹ WA State WEMD 1-800-258-5990	_____

FIELD DOCUMENT INITIAL SPILL REPORT Continued

**Procedures to Detect, Assess, and Document the Presence and Size of Oil Spill
For Initial Assessment from Vessel Crew**

1. Type of Oil Product Spilled _____

2. Color of Oil Spill:

- Rainbow
- Silver
- Dark

3. Length of Oil Slick _____ Feet/meters

4. Width of Oil Slick _____ Feet/meters

5. Coverage (% of oil versus water) Within Overall Area of Oil Slick _____ %

6. For overflow discharge, if duration of overboard discharge total time is known, estimate discharge by calculating: Volume loss = pump rate (gallons/barrels/liters per minute) multiplied by elapsed time in minutes:

_____ gallons/barrels/liters

7. For overflow, discharge, or other outflow/escape, as determined by gauging tanks, the amount of oil discharged/lost from vessel in gallons, barrels or liters:

_____ gallons/barrels/liters

8. Has the Spill Source Been Secured? Yes: ____ No: ____

If no, what is the estimated current rate of release: _____ ?

Sign _____ Date _____

2.3 NRC INTERNAL PROCEDURES

Immediately upon receipt of an initial spill or threatened spill report to the NRC IOC from a Covered Vessel, the following notifications will be made in this priority:

1. IOC will notify the NRC Plan IC. The NRC Plan IC calls the NRC Duty Supervisor and other resources as needed, i.e., IMT members and IOSA.
2. NRC Marine On-call Supervisor will dispatch response resources.
3. NRC Plan IC will contact Covered Vessel QI and confirm that notifications to USCG and WEMD have been made by QI or Covered Vessel.

The first IOC call is to the Plan IC and the second is to the QI. The IOC will have the contact information for the Plan IC and will provide to the QI along with spill details known at that time. In addition, the IOC will offer to assist the QI in making notifications as/if needed.

The IC's first call will be to the NRC Duty Supervisor. The second call would be to the QI – or from the QI to the IC. Since the IOC will have given the basic spill info to the QI, the first IC/QI conversation can focus on initial response actions taken and next steps.

The NRC Plan IC will initiate response activities and direct response resources in the initial phase of the response. The Plan IC will liaise so far as practicable with the Client and the QI regarding the response and resource direction. NRC Plan covered clients have authorized the NRC Plan IC to direct the response and directed their QI to coordinate with the Plan IC as soon as possible upon a report of a spill or threatened oil spill from the Covered Vessel.

The NRC Plan IC will represent the Responsible Party and its interests in the spill management team working in the unified command within the incident command system to ensure that all personnel and equipment resources necessary to the response will be called out to clean up the spill safely and to the maximum extent practicable.

The NRC Plan also provides the RP with a SMT located within Washington State to ensure rapid on-scene response. Covered Vessels will also designate their own QI when contracting for NRC Plan coverage. The contact information for each Covered Vessel QI is maintained on the NRC Plan website. The NRC Plan is also structured so that in the event of a spill, the Covered Vessel may transition to their own SMT directed by the QI and approved by the SOSC and FOSC, in which case the NRC Plan SMT members will work with the QI to ensure a smooth transition to Covered Vessel designated SMT.

A Change of Incident Commander form is included in Appendix C to document the transfer of responsibility from one IC to the next IC. Before replacing an active IC and SMT spill management, the RP will also need to satisfy the State and Federal OSCs of their ability to direct (continue) the recovery / cleanup without interruption. If the OSCs have concerns about this ability, the NRC Plan IC / SMT will continue in the ICS on behalf of the RP until the change in ICs is approved.

The NRC Plan IC will use the form, *NRC Plan IC Checklist*, to document initial actions, including notifications. Based on the spill incident information, the NRC Plan IC will use their best

professional judgment to determine the appropriate response resources. Because every incident is different there can really be no hard and fast guidelines on precisely what constitutes “appropriate” response resources. However it is the NRC Plan’s policy to be proactive and to call out any and all resources that may be needed to quickly and effectively deal with the oil spill and then stand this resource down if it is later determined to not be needed.

If the incident circumstances indicate there is sufficient spilled oil such that may be contained and recovered, or the threat of such a spill, then NRC resources will be dispatched to the scene. The exact type and quantity of these resources will be determined on a case by case basis. Factors to be considered when making these decisions include:

- quantity and type of oil released
- whether the source has been controlled
- the total potential release amount
- the extent to which the oil has spread or may spread
- proximity of the spilled oil to environmentally sensitive resources
- wind speed and direction
- stage of the tide and prevailing currents
- clean up and containment actions already taken by the vessel’s crew

In addition to assembling the appropriate resources to contain and recover the spilled oil, the NRC Plan IC will also determine to what extent additional staff are needed to manage the response and if standing up an expanded ICS spill management team is necessary. NRC will respond initially to a spill, then transition to a spill management team or QI as appropriate or as requested by the RP. If an overflight is required, the NRC Marine Operations Manager or designee will mobilize a charter aircraft and conduct the overflight.

If there is a significant threat to natural resources, the NRC Plan IC will call upon contract support from Polaris to work with the state trustee Environmental Unit Leader within the Planning Section. This will ensure environmentally sensitive areas are identified and appropriate priorities are set for protection strategies. Additionally, Polaris support will assist in the coordination of shoreline oiling assessments and the development of appropriate shoreline cleanup methods.

Contractor support from Genwest Systems will be called upon by the NRC Plan IC if there are specific needs for information management support. Genwest information management support may include such tasks as the preparation of situation maps and resource tracking software. Genwest may also be called upon to provide appropriate personnel to staff ICS positions as needed in the Planning or Logistics sections.

In the case of a spill that draws media interest beyond the initial report, the NRC Plan IC may call upon contract support from the NRC Plan designated PIO to draft press releases and coordinate media inquiries.

2.4 OTHER EMERGENCIES

The purpose of the NRC Plan is to provide Covered Vessels with an oil spill response contingency plan and an oil spill emergency response system to so that the Covered Vessel meets its Washington State contingency planning requirements and ensure that response resources will promptly and adequately respond to an oil spill. In the event a Covered Vessel

has an emergency other than an oil spill while in Washington waters, the following information is provided to assist the vessel master in dealing with that emergency:

Fires, Explosions, Evacuations, Emergency Access or Exclusion Contact:

- Nearest Coast Guard unit either
 - Via radio: **VHF-FM channel 16** or **HF SSB 2182.0 KHz** or
 - Via telephone:
 - **USCG Sector Puget Sound 1-206-217-6001**
For emergencies in Puget Sound and along the outer coast, north of the Queets River (Jefferson/Grays Harbor County line).
 - **USCG Sector Columbia River 866-284-6958**
For emergencies in Grays Harbor, along the outer coast, south of the Queets River, and in the Columbia/Willamette.
- Local fire / police / sheriff departments by calling **911**.
Remember: the 911 system connects the caller to emergency departments in the local calling area

To control ground traffic or access to the site, local police / sheriff departments can provide emergency services until a more permanent arrangement can be made, e.g. contractual arrangements with a security service / agency.

To control air traffic, contact the appropriate US Coast Guard Sector Command Center noted above. The US Coast Guard will request a Temporary Flight Restriction (TFR) from the Federal Aviation Administration. This TFR will establish specific restricted air space, allowing response support aircraft to enter the area and prohibiting non-essential aircraft.

If during a Covered Vessel emergency a spill occurs or a substantial threat of oil pollution determination is made by the Federal or State OSC, NRC will work within the lead agency command structure as necessary to clean up the spill or mitigate the threat of a spill as requested by the member or lead agency.

Table 2-1 Priority Calls for NRC Covered Vessel Responses

Priority	Name, NRC Position	ICS Position	Number
1	Tiffany Gallo, Program Manager	Ops Section Chief	206-730-0193
1	Jim Riedel, Compliance Manager	Ops Section Chief	206-550-0648
1	GenWest Staff	Planning Section Chief	425-771-2700
1	Ray Palacios, Accounting Manager	Finance Section Chief	253-255-8174
1	Nexus NW / Jeff Miltenberger	Information Officer	206-448-7642 / 503-319-6265
1	Jeff Loa, Operations Manager	Liaison Officer	206-719-1624
1	Bart Dodson, Sr. Project Manager	Logistics Section Chief	206-786-0875

1	Charles Pollock, Operations Coordinator	Logistics Section	206-255-6137
1	Sophie Todd, Resource Supervisor	Resource Unit	206-473-8094
1	Bill Walker, Safety Engineer	Safety Officer	206-719-3739
2	Kurt Van Campen, Project Supervisor	Operations	206-550-4109
2	Becky Crosby, Project Supervisor	Operations	206-730-0201
2	Kyle Sparrow, Marine Ops Supervisor	Operations	425-387-4979
2	GenWest Staff	Situation Unit	425-771-2700
	As Needed Notifications		
	Ken Koppler, H&S Manager, PNW	Safety Officer	971-285-0450
	Jason Potts, Land ER Manager	Air Operations Branch	206-423-1857