**Small Boat SOPEP Instructions**

**General Understanding:**

 This instructional form has been created to help small boat fleet operators develop SOPEPs for their vessels. This form has been structured to have an “At a Glance” section that is a condensed version of the full SOPEP with the vital contacts. The contact information is greatly expanded upon in the sections following it that provide more than the essential contacts in the event of a spill.

 It is important to note that not all the contacts are considered vital, not because they are not all important, but in an emergency response, the contacts that can help in the clean-up are prioritized. Then, the contacts that need to simply be notified can be called later after the incident is brought under control; this time frame is usually within the first 24 hours after the incident has occurred.

**Section 1: SOPEP at a Glance**

This section’s purpose is providing the basic information on the vessel that will be vital in a spill. These details **must** be correct for this section to be helpful in expediting a spill clean-up.

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| **Length** | Search the construction specifics for the exact lengths and put in English units (feet, inches, gallons, etc.) |  |
| **Oil and Hydraulic Fuels** | It is also very important to share the exact type of hydraulic and fuels used onboard and their exact quantities on the vessel. You must count the oil amounts if you store the canisters onboard. If the canisters of oils are stored on the shore, then they should not be counted in the amount of oil onboard in this section. Any oil amounts less than 1 gallon onboard do not have to have a 95% calculation, but all types of oils used onboard should be noted. | *Ex. Compressor units: OIL-0007 Bauer Compressor Synthetic Oil (1 gallon)*The 95% calculation is for large amount onboard and should be an **exact calculation**.*Ex. Quantity of fuel onboard when 95% full: 1615 gallons full: 1700 gallons* |
| **Pipe Specifics** | Additionally, all pipe specifics should be measured exactly with a tape measurer and note whether the attachment is a male or female connector. These small measurements will be key in removing fuel (lightering) if this becomes a viable method to limit spill damage. Precious time can be lost if sizes are estimated and new gear is needed to start the process. | *Ex.* ***Lightering:*** *2” Camlock (male)*  |
| **Crew and Transient passengers:** | It is important to note the standing crew number and the transient passengers that could be on a vessel on a given day. Make sure to note under which conditions that the number of crew and passengers onboard changes. This often comes up in the case of research vessels that can have different numbers of passenger capacities based on day versus overnight trips or for the reason the vessel is being moved. | *Ex.* **Crew size*:*** *4 people (captain, mate, and 2 deck hands)***Any transient people/scientists*:*** *< 10 scientist plus crew (4) for overnight and < 29 plus crew (4) for a day trip*  |
| **General Notification Organizations and Compliance Law/Policy:** | Generally, across the NOAA small boat fleet, all the notification and compliance law/policy are all the same with the exception of the state organizations. The “General Compliance” **does not change** from vessel to vessel. The state organizations are a vital information piece that changes for every vessel. It important to note that based on the specifics of the kind of spill that occurs; there can be multiple state organizations that must be notified. In the example, Texas is the example and it has multiple state organizations. Texas has the primary contact, TCEQ, to always be called, but if, for example, birds were oiled, Fish and Wildlife would have to be called, but not otherwise. Pay close attention to the details of the state structure and regional offices that would be responding to your spill and have their information if the state regulatory agency is structured with regional regulation in mind. | *Ex.* **General Compliance Law and Policy effective for this ship*:*** *VGPs, and all applicable federal regulations applicable such as the Clean Water Act (CWA), Clean Air Act (CAA)***General Notification Organizations:** *United States Coast Guard (USCG), National Response Center (NRC), \_Texas Commission on Environmental (TCEQ ), Texas Emergency Oil Spill and Hazardous Substance Reporting Line, and Texas Fish and Wildlife (only if oiled wildlife* |
| **Vessel Diagram:** | This diagram is among one of the most important visuals in this entire document. The placement of the structures on the vessel and volumes must be as accurate as possible. **If you are unsure of something, go to the vessel and/or vessel manual and check the information.** Divers and OSROs can heavily rely on these to clean the spill more accurately, if the vessel must be moved in anyway, or stopping leakage/spilling fuel and oil from entering the environment. Remember, this diagram is not to note everything that is present on the vessel, but where sewage water, oil, fuel, and other hazardous materials are located on the vessel. Make sure to label everything as clearly and simply as possible. Note that on the R/V Manta, there are multiple deck hatches and a central label is used, but not when more vital information is around it and it is clearer to label individually toward the aft of the vessel. Add in the volumes of the liquids as noted in the example in English units (Gallons). Finally, when noting an integrated tank versus independent tanks, fill in the complete compartment between the bulkheads for integral tanks. An independent tank should be illustrated with the surrounding bulkheads and the separate fuel tank is illustrated in the next column. An Integrated fuel tank is illustrated in the example Manta Document.**Not all the important information will fit on the diagrams so add a section on engine, generator, communication specifics, and, if necessary, add a legend to make it easier for anyone to understand.** | Independent Fuel Tank (1200 gal.) |
| **Environmentally Sensitive Areas/Protected Areas:** | Noting where environmentally sensitive areas are a major key in the initial response plan. Making known where these areas are located can lead to early decision in the spill response plan to protect these areas before they are exposed. Additionally, wildlife organizations can be mobilized to clean animals and their environment if necessary and focus on more sensitive areas first. Make sure to look beyond just National Sanctuaries, and into public/private refuges and privately managed lands. If these are affected, eventually the representatives for these areas will be involved in remediation after the initial response addressed in this form, but that is beyond our scope.NOAA Office of Response & Restoration (OR&R) has created a database for the nation on environmentally sensitive areas and has color coded the species with their areas. **Prioritize printing these maps in color.** | Link to OR&R Database:<http://response.restoration.noaa.gov/maps-and-spatial-data/download-esi-maps-and-gis-data.html#Washington> |
| **Flowchart:** | There should only be changes made for each vessel in the “Reporting” section on the VOC, port notifications, state contact information, and specific coast guard stations. The previous section is standard to all small boat vessels. The flow chart condenses the essentials of this entire SOPEP for the first moments of response with initial emergency national calls and only essential local notification to start the clean-up quickly. Other emergency procedures are covered in other documentation.Moving into Secondary and External contacts, these sections are very subjective to the individual vessels. The Secondary contacts section should hold the important state contacts, pertinent financial information, port contacts, USCG secondary information, and the NOAA Emergency Spill contact information. NOAA splits the Emergency response department into regions so find your relevant region, the emergency number, and the person in charge of that field office.The External Contact is comprised only of the emergency OSRO contacts, but if there is judged to be other relevant external contacts, feel free to add them. It is important to fill out every field completely. Make sure to add the OSRO number with the Contractor name, call to ask if they have spill response minimum amounts, find the location of their operation, collect their emergency 24-hour contact lines as well as their general office line, and ask about their estimated arrival times. It is important to note that most OSRO’s have a separate emergency line that is forwarded to a network of people no matter the time. The office number often leads to a secretary that is an inefficient contact in an emergency and is not responsive after hours. |  |

**Section 2: Reporting Requirements**

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| **Reporting and Notifying State Authorities:** | Many states have response and reporting minimums for oil, fuel, and other hazardous substances. Each state’s requirement will be different and for hazardous materials, the MSDS forms, on the last page, have the national reporting minimums, which are a good rule of thumb. It is also a good idea to rank the state organizations for the primary, secondary, tertiary, etc. and their organizational descriptions, which will help significantly if someone who is not knowledgeable of all the ship’s specifics when reporting the spills to national and local contacts at any point in the initial spill response.In addition to reporting minimums, most state’s also have reporting requirements in their initial reports that **should be researched and noted in the initial response form**. |
| **Initial Response Form:** | The initial is self-explanatory in the fields required in the form, but note that this is a **dynamic form**, meaning that this form has been created from the NRC and basic state requirements, but may not be an accurate reflection of the state requirements where your vessel is located. When you are researching state requirements for initial reporting in the previous section, add the necessary fields to support state requirements. **Do not remove fields from this form.** |
| **Expanded Contact List:** | The Coast Guard RCC information should not change from the flowchart. The regional state contacts should be clearly added and noted though. Instead of listing all of the state organizations and their local structures, it is best to have the contacts of the primary state organization. In most states, if the primary state contact is contacted and the type of spill invoked another state response agency, they will notify each other. If they do not, the basic information provided in the secondary response will notify the secondary response agencies as much as needed and they will react as they see fit. |
| **Reporting Oil Spills to NOAA:** | The NOAA ERD should be notified before OR&R, because they are the designated NOAA response organization, OR&R is more helpful after the initial response in helping with PR and organizing the local organizations with federal agencies once more people have been notified after the initial response. Then the notification chain should have the Office of Assessment and Restoration (ARD) and then the Marine Debris Division (MDD) if the vessel is no longer in one piece. The primary concerns should the ERD and OR&R, the last two organizations will rarely be needed in the smaller spills created by small vessels. |

**Section 3: Finances and Interest Contacts:**

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| **Pertinent Financial and Spill Contacts:** | The financial information is the “heart” of this response. **These contacts must be correct and often checked to be correct.** The financial section picks up after the initial VOC’s $3500 credit card. The Acquisitions Department is split into Western and Eastern divisions so you must check and see which department you fall under. A general rule of thumb is that east of the Mississippi River is Eastern Acquisitions and anything west of the Mississippi is Western Acquisitions as a good place to start in classifying the vessel. No matter whether East or West, the financial structure is identical and well documented. It is best to list the procurement staff by increasing funding abilities. This is illustrated in the next column.Note: Many of these contacts are normal hours only and have secondary contacts (usually assistants) that can contact the officers off-hours to be able to respond to spills 24-hours a day and 7 days a week. Make sure to fill these people out in the financial structure. Additionally, the Bankcard Center information **never changes** from vessel to vessel. To use any federal card, **you must complete the official Credit Card Authorization form** and have it processed through Acquisitions. When using a government bank card, all services being paid for must agree with the Service Contracting Act. | The structure is (done in increasing order):Designated Procurement Authority (DPA) - 25K50KContracting Officer-150KSmall Acquisitions Procedure (SAP) Branch Chief-150KThe Acquisitions officer database: <http://www.ago.noaa.gov/docs/ago_staff_directory_division.pdf>Bankcard submission contact link: <http://www.ago.noaa.gov/acquisition/bankcard.html>Link to Service Contracting Act: <http://www.ago.noaa.gov/acquisition/docs/cam_1313_301_revised_february_2015.pdf> |
| **Ship Interest Contacts:** |  The ship interest contacts are a contact list that is much more free form based on the specific situation of the vessel. For the Manta, the Sanctuary contacts from the NOS line office are included, because the Manta is the sanctuary’s research vessel and sanctuaries is a subdivision of NOS. The Manta is also docked in the Texas A&M Galveston marina so they should be notified if a spill happens in port and for no other reason. For all vessels, the local EPA contact information should be noted**. As you can see the Ship interest is really at your discretion and the very specific situation of the vessel.** |  |

**Section 4: Steps to Control Discharge:**

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| **USCG OSRO List:** | This is the same information from the External contact in the “At a Glance” section. |
| **Operational Spill Prevention, Pipeline Leakage, Tank Overflow, Hull Leakage, Spills caused by…, etc.:** | No Changes should be made after the USCG OSRO list in Section 4. |