

**R/V Tatoosh**

**Shipboard Oil**

**Pollution Emergency**

**Plan**

**(SOPEP)**

**(For vessels under 300 GT)**

## **Shipboard Oil Pollution Emergency Plan (SOPEP): R/V Tatoosh**

### **Preamble:**

This Shipboard Oil Pollution Emergency Plan (hereafter referred to as the “Plan”) is a written guide on the initial response to an oil spill on a NOAA small boat vessel. All vessels covered by this plan are public vessels of the United States of America, operated by the National Ocean Atmospheric Administration (NOAA) under 300 gross tons. This plan was developed to ensure the highest level of protection to the environment, public health, welfare of the United States, and other areas throughout the world in which NOAA operates. Though public vessels are exempt from many of the environmental protection regulations that affect commercial (i.e., non-public) vessels, NOAA chooses voluntarily to meet or exceed these requirements within the constraints of NOAA's mission. This contingency plan is designed to meet or exceed federal and foreign response planning requirements. This program is built on a series of plans starting with ship's individual plans, shore and fleet command plans, regional, and area plans.

In addition, the Federal Waterways Pollution Control Act of 1973, as amended, requires reporting of all spills that cause a visible sheen on or visible emulsion or sludge below the surface of the water. All OHS spills into the water occurring within the limits of the Exclusive Economic Zone (EEZ) of the United States must be reported to the National Response Center (NRC). Compliance with the letter and spirit of the law is NOAA policy.

This plan provides guidance for spill notification and response, and lists points of contact for all coastal States (as compiled by the International Maritime Organization (IMO) and USCG Captain of the Port (COTP) Zones. Key organizations requiring notification and/or providing response services/assistance are described below.

The following crew members are in charge in the event of an oil spill- actual or probable- to bring the accident under control, limit outflows, organize onboard clean-up procedures, and determine the additional personnel needed. Arrangements should be made that in case of sudden unavailability of superior ranks other available ranks are prepared to take over.

### **Introduction:**

1. The purpose of this plan is to provide a specific contingency plan for all aboard the “R/V Tatoosh” to follow in the event of any oil pollution incidents or probable oil pollution incidents. This SOPEP accomplishes that by providing the following:
  - Procedures to report an oil pollution incident
  - Coastal State Contacts and Port Contact Lists to be contacts in the event of an Oil Pollution Incident
  - Response actions to reduce or control the discharge of oil following an incident
  - Coordination with national and local authorities in combating oil pollution
  - Promote a practiced response when faced with an oil spill

2. This plan is available to assist the R/V Tatoosh personnel in dealing with an unexpected discharge of oil. This Plan provides the necessary chain of events and contacts that must occur in the event of a probable or actual oil discharge that results in any chance of pollution in the environment.

3. This Plan contains all information on the operational instructions required by the “Guidelines for the development of the Shipboard Oil Pollution Emergency Plan” as developed by the Organization (IMO) published under the MEPC.54(32) and amended by MEPC.86(44).

4. The VOC and other relevant on-shore contacts should have a copy of the vessel’s SOPEP to be able to effectively use if circumstances prevent effective reporting a response from on-board crew.

5. Any changes to the Plan can be completed by the master and/or primary operator. Other managers and operators must be notified of any changes or updates to this SOPEP. The information in this document will be reviewed and updated annually along with the Risk Assessment during inspections. It is vital to keep all contacts up to date to not limit the efficacy for the plan.

How to correctly maintain for annual checks:

- The Master is responsible for maintaining the SOPEP and making sure that the contingency plan is correctly done in the event of a spill and that the vessel stays within compliance of the Plan.
- Call the numbers to make sure they are still active (OSRO and financial contacts should be prioritized-hour estimate to complete)
- Check the NOAA structure to make sure all players are still employed in the same position
- Check USCG OSRO list to make sure OSRO status maintained and still active
- Offer to inspector to be seen and assessed

## **Section 1: SOPEP at a Glance**

This section provides basic information on the R/V Tatoosh, a diagram of important landmarks on the vessel, environmentally sensitive areas around the home port, and a flow chart on immediate actions in response to a spill event.

### 1.1 Basic Ship Information on the R/V Tatoosh :

Vessel name: R/V Tatoosh

Name of Home Port: Coast Guard Group Port Angeles

GPS Location/Address (if in port): 338 West First Street, Port Angeles, WA 98362

Hull Number: R3801

Size (ft.): 38 feet

Principal Characteristic: Non-tank vessel

Travel Area/radius: 300 nautical miles

Oil Countermeasures Onboard: absorbent pads, containment boom, sausages, etc.

Number of fuel tanks: 1 fuel tank

Quantity of fuel in ***each*** tank when 95% full: 380 gallons full: 400 gallons

Hydraulic Oil (95%): ~ 7 gallons full: 7 gallons

Types of Hydraulic Oils: Unknown (not provided)

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Lightering (Specifics on pipe size, kind of ship that can attach): Unknown

Crew size: 2? (Ship manager and assistant?)

Any transient people/scientists: \_\_\_\_\_

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: Washington State Department of Ecology, United States Coast Guard (USCG), USCG Response Coordination Center (RCC)

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## 1.2 Notes/Specs on Diagram:

### Legend:

**Any grey areas are above the main deck and the black outlined areas are below the main deck**

- Engine: Twin Caterpillar 3126 400HP with Hamilton 291 Jet Drives
- Generator: No Generator onboard
- Bridge Communications: Marine Band VHF, Satellite/Cell Phone, WAAS enabled GPS chartreader, magnetic steering compass, fluxgate compass, weather station, Radar, depth sounder, Nobeltec visual navigation suite, AIS responder and display.

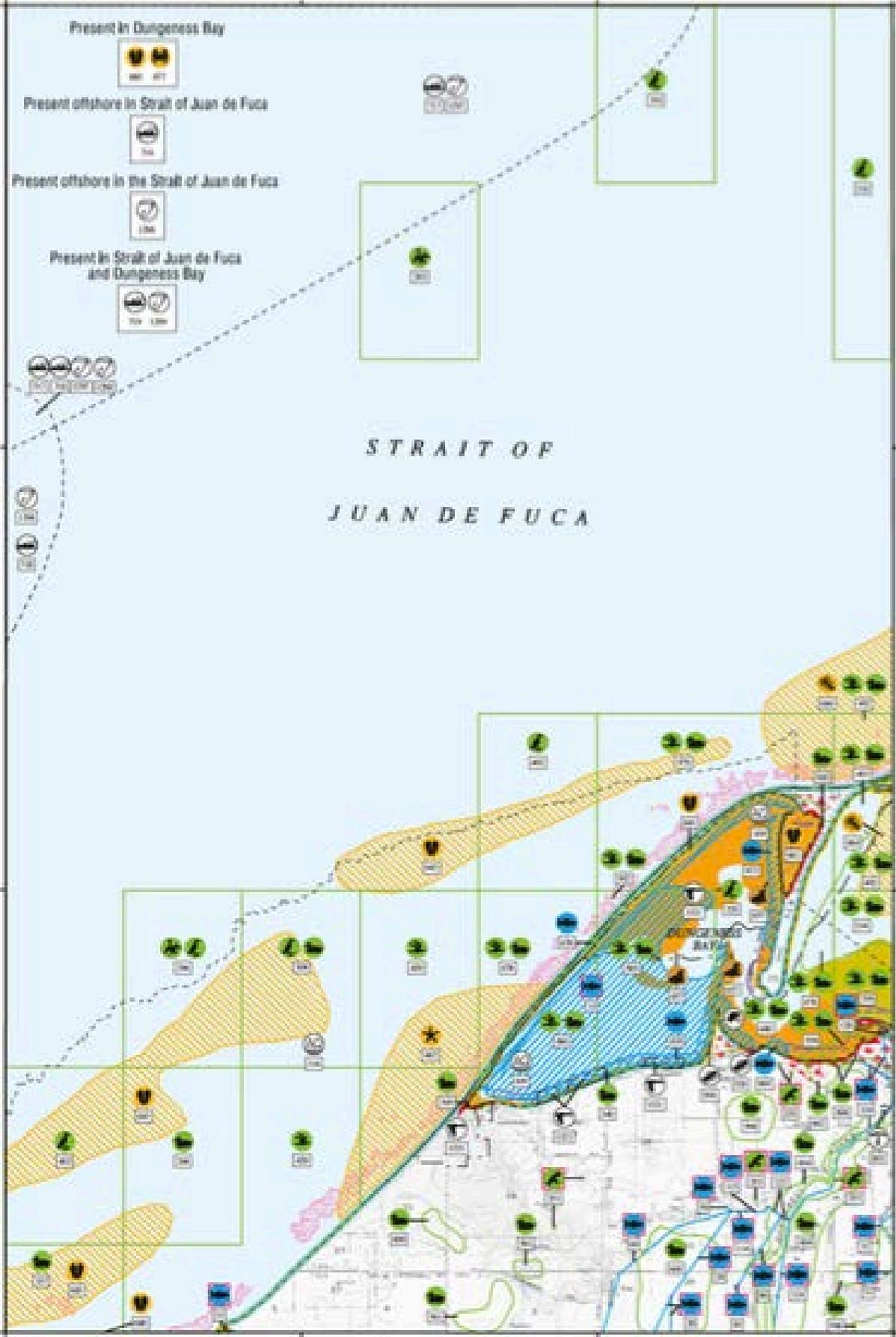
## 1.3 Basic Environmental Sensitivity Information:

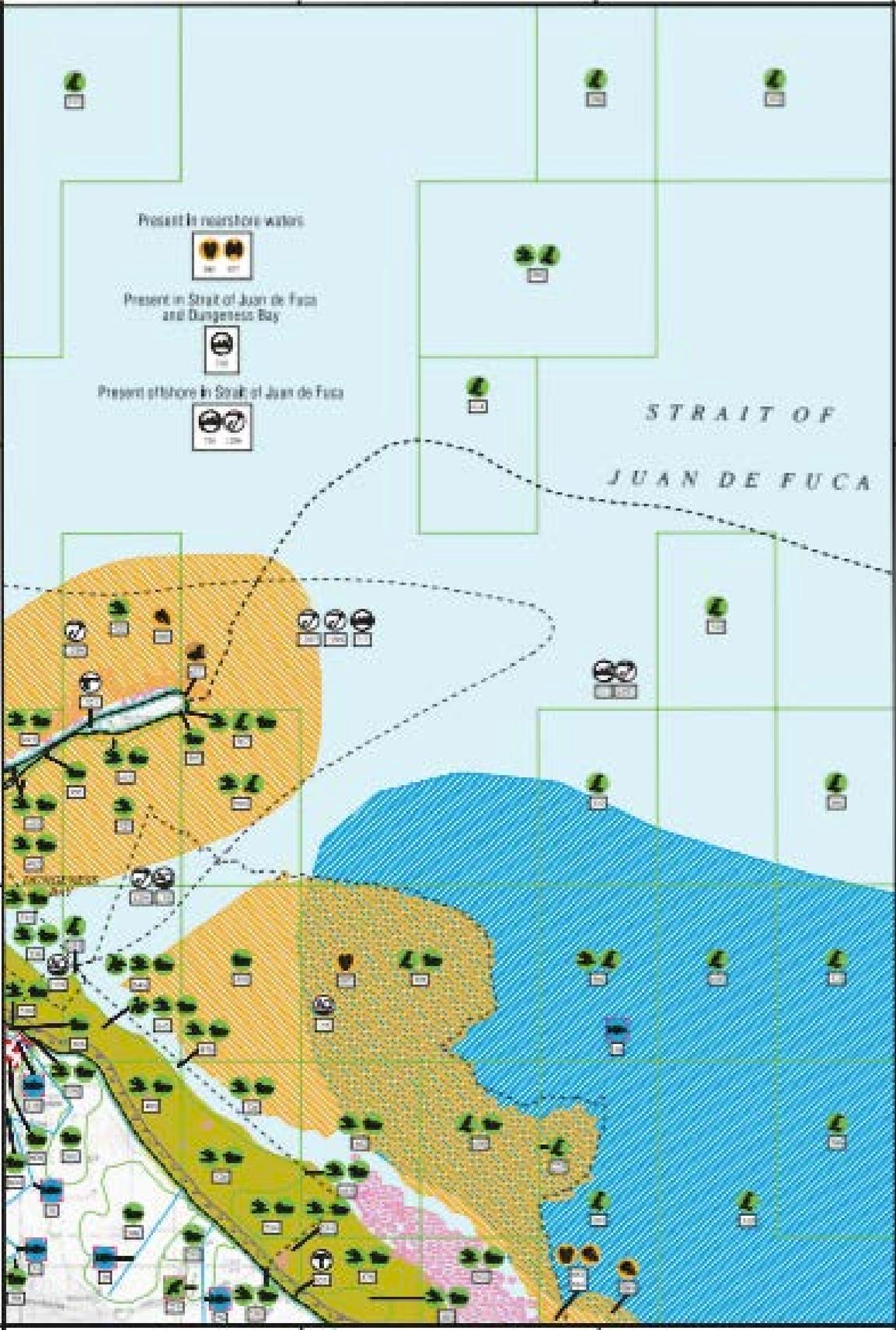
**Environmentally sensitive areas in travel range:** Olympic Marine National Sanctuary

Database for multiple states and their sensitive areas (Home Port):

<http://response.restoration.noaa.gov/maps-and-spatial-data/download-esi-maps-and-gis-data.html#Washington>

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OR&R sensitive area charts**





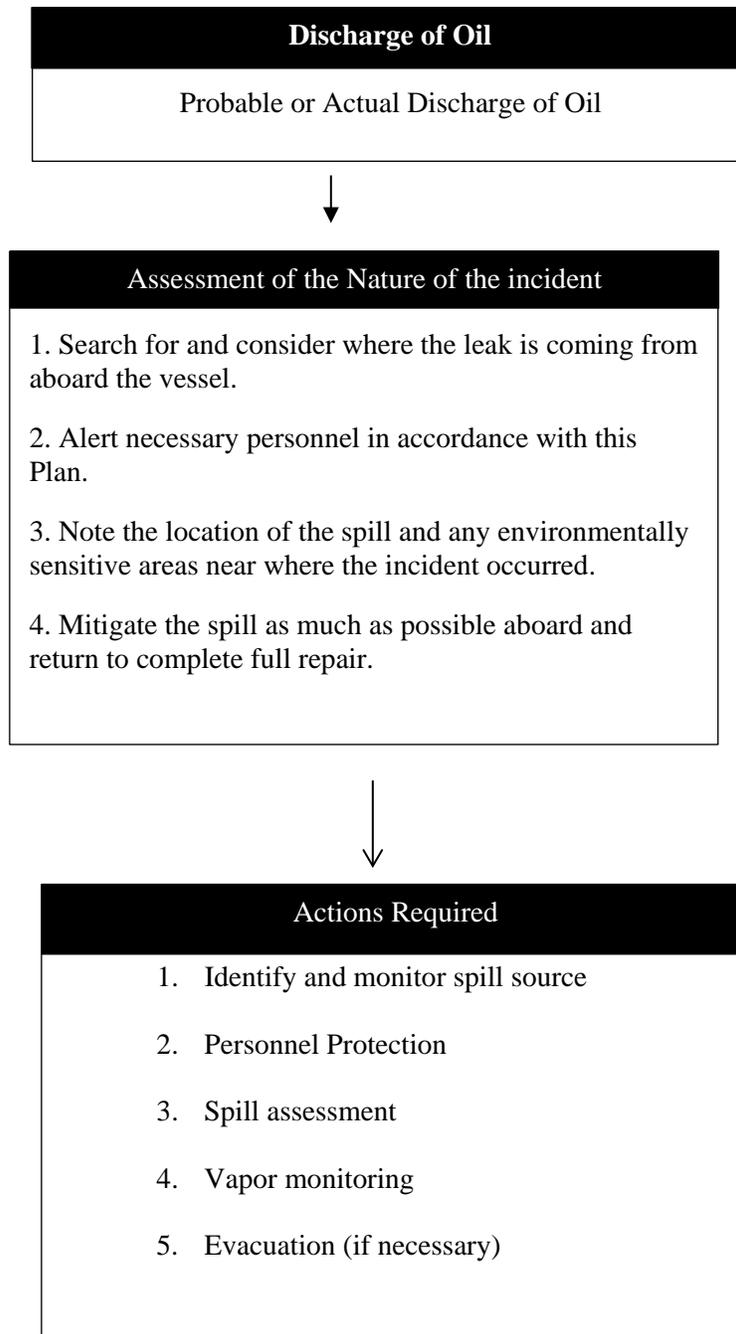
## 1.4 Shipboard Oil Pollution Emergency Plan-Summary Flowchart

This flow diagram will document the specific course of actions that the aboard crew should follow in responding to an oil spill emergency. This flow chart should be referenced immediately in response to a spill incident. Additionally, the necessary contacts are listed as needed in a response scenario.

Whenever possible, notification to the National Response Center should be by voice. Other parties that may be involved in the response to the incident will also appreciate a "heads up" telephone call prior to the spill report.

**DO NOT DELAY** transmission of initial reports while gathering information. Updated reports can be transmitted later as more information is obtained. Remember: The more information you can provide in a timely manner, the better outside agencies will be able to assist in the containment and removal of the spill. The more you understand of what is expected, the better information you can provide.

### **SOPEP Response Flowchart**



**Reporting:**  
By designated Crewmember

**Action to Control Damage:**  
Measures to minimize the escape oil and threat the marine environment

When to report:

- All probable and actual spills

How to report:

- Onboard radio or other quick method
- Report all previous movement and current ship location

Primary Contacts

- Contact the USCG NRC Hotline (24-hr): 1-800-424-8802
- Washington State Authorities (24-hour): Washington Dept. of Spill Management 1-800-258-5990
- USCG local RCC: Seattle Phone: 206-220-7001
- Vessel VOC: Justin Ellis Phone: 360-457-662 x14 Cell: 217-418-3875 Email: Justin.e.ellis@noaa.gov

If in port, notify the port contact:

- Refer to port contact list
  - Port #1 (Home Station): Coast Guard Port Angeles
  - Port 2: Neah Bay
  - Port 3: Quileute River Station
  - Port 4: Port of Seattle

What to report:

- Initial report of the incident
- Follow-up reports
- Characteristics of the oil spilled
- Weather and sea conditions
- Slick movement
- Assistance required for:
  - Salvage
  - Lightering capacity
  - Mechanical Equipment
  - Chemical dispersant/degreasant

Navigation Measures:

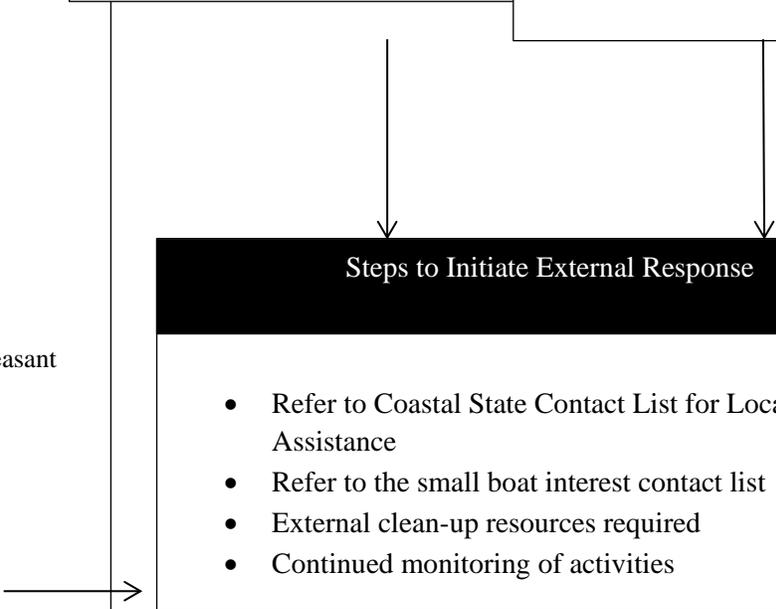
- Alter course/position and/or position
- Change of list and/or trim
- Anchoring
- Setting aground
- Initiate Towage
- Assess safe haven requirements and access to ports with the USCG
- Weather/tide swell forecasting
- Slick monitoring only visually
- Record of events and communications taken

Seamanship Measures:

- Safety assessment and precaution
- Advice on priority countermeasures/preventive measures
- Damage to stability and stress consideration
- Set-up shipboard response:
  - Leak sealing
  - Fire fighting
  - Handling of shipboard response equipment (available)
  - Contacting contractors when necessary

**Steps to Initiate External Response**

- Refer to Coastal State Contact List for Local Assistance
- Refer to the small boat interest contact list
- External clean-up resources required
- Continued monitoring of activities



## Secondary Contacts

### State Contacts:

*State's often have minimums for reporting spills. Consult the state minimum chart or MSDS forms for the reportable quantities.*

Washington State Department of Ecology Spill Management (**PRIMARY STATE CONTACT**):  
Phone: 1-800-258-5990

### **Financial:**

*Refer to the financial structure to see further contacts.*

### Port Contacts:

Name of institution/person to be contacted	Names of Contact	Means of Contact	Remarks
Port Angeles 338 W. First St. Port Angeles, WA 98362	Harbormaster: Ron Amundson	Phone:360-417-3440	80 gallon oil spill response capabilities
	Harbormaster: Terry Kennedy	Phone: 360-457-4505	
	Environmental Manager	Phone: 360-417-3452	
Port Angeles 338 W. First St. Port Angeles, WA 98362	Harbormaster: Ron Amundson	Phone:360-417-3440	80 gallon oil spill response capabilities
Neah Bay 1321 Bay View Avenue Mail: PO Box 137, Neah Bay, WA 98357	Harbormaster: Josh Buckingham	Phone: 360-645-3015 Email: josh.buckingham@makah.com	Emailed
Quileute Marina 90 Main Street, La Push, WA 98350	Harbormaster: Gene Ewan	Phone: 360-374-5392 Email: gene.ewan@quileutenation.org	Only has boom for containment of any oil/diesel
Port of Seattle (receives NRC reports as well) 2711 Alaskan Way Seattle, WA 98121	Oil Spill Specialist in the Environmental Compliance Office: Mike Desota	Phone: 206-787-3344 Email: desota.m@portseattle.org	The port specialist, will be notified when an NRC report is filed. The port appreciates double reporting.

### NOAA Response:

NOAA Emergency spill contact:  
Emergency Response Division (ERD)  
Phone (24-hour): (local contact #)  
Division 13  
LTJG Rachel Pryor (Phone: 206-526-4883)  
NOAA SSC Ruth Yender (Phone: 206-526-6081)

### US Coast Guard Secondary:

Coast Guard stations Seattle:  
1519 Alaskan Way South  
Seattle, WA 98134-1192  
Phone: 206-220-7001

(Oil Spill Removal Organization) OSROs

Contractor Name	Minimum Spill for Mobilization	Location	Emergency Contact Line	Estimated Arrival Time
NRC Environmental Services	None	Seattle, WA Port Angeles, WA	Emergency Line: 1-800-899-4NRC 24-Hr. Line: 206-607-3000	1-1.5 hours
Clean Harbor Environmental Services	None	Kent, WA	Phone: 1-800-645-8265	1 hour
Global Diving and Salvage	None	Seattle, WA	Dispatch Phone: 206-838-1600 Emergency Phone: 1-800-441-3483	<hour
Cowlitz Clean Sweep/Pacific Northern Environmental Corp.	None	Aberdeen, WA Longview, WA	Emergency Line: 888-423-6316	3-4 hours

## **Section 2: Reporting Requirements**

### **2.1 General**

The reporting requirement of this section complies with those regulations 37 of MARPOL 73/78, Annex 1.

When the ship is involved in a possible or actual oil spill event, the crew must report the incident per the force of MARPOL, the USCG, and the federal law about the incident immediately to the nearest coastal state (R/V Tatoosh; (State) Washington) by the fastest means of telecommunication (Tatoosh: on board radio and/or sat phone, more information in the Bridge information).

The intent of these requirements are to ensure that the state of Washington and federal authorities are informed of any incident that could have contributed to any oil pollution, or the threat of oil pollution of the marine environment, as well as of, assistance of salvage measures, so the appropriate action must be taken.

The State of Washington **does not** does require specific spill clean-up procedure in the event of a spill incident. They do have state specific oil spill forms and expect to be notified within 24 hours of the spill occurring.

### **2.2 Actual Discharge**

The crew is obliged to report any spill or possible spill to the state of Washington :

- From damage to the ship
- From damage to the ship's equipment
- For the purpose of securing the safety of a ship or saving a life at sea

### **2.3 Probable Discharge**

The crew must report even if no actual discharge occurred but there is a probability that one has occurred. This has to be at the discretion of the crew what "probable" is in each individual case of the vessel they are aboard and if the report should be completed on this probable spill. There can be no rule for this.

Due to the judgement-based decision of a probability report, there are certain guidelines put forth on when a probable report should be reported.

- Damage, failure or breakdown which affects the safety of the ship ( e.g. collisions, grounding, fire, explosion, structural failure, flooding, etc.)
- Failure or breakdown of machinery or equipment which results in impairment of the safety of navigation (e.g. failure or breakdown of steering, propulsion, electrical generating system, essential shipborne navigation aids, etc.)

Additionally, the crew should take into consideration the nature of the damage failure or breakdown in the ship, machinery or equipment as well as the ship's location, proximity to land, weather, state of the sea, and traffic density. Then, compare these to the chances or discharge increasing in particular certain conditions. If there is any doubt, the report

should be filed with Washington state spill authorities, federal personnel, and any other additional contacts should be updated as the situation progresses and if the chances of spill increase or decrease and events play out.

**2.4 Reporting and Notifying Washington State Authorities:**

The State of Washington has minimum reporting requirements. These are listed in the table below. **Note: all reportable quantities of hazardous materials are listed on the last page of the MSDS.**

**2.5 Information Required**

As required in article 8 and Protocol 1 MARPOL 73/78 Convention, the crew or any others who have charge over the vessel should report the particulars of any pollution incident. In this context, the International Maritime Organization (IMO), in 1997, adopted Resolution A.851 (20) “General Principles for Ship reporting Systems and Ship reporting Requirements, including Guidelines for Reporting Incidents Involving Dangerous Goods, Harmful Substances and/or Marine Pollutants.

The intent of the Resolution aforementioned I to enable the state of Washington , federal agencies, financial interest, and the operating network are informed of any incidents of discharge from any vessels that could give rise to oil pollution, or threat pollution in the marine environment, as well as of assistance and salvage measures, so that the appropriate action may be taken in every case scenario.

All of these measures mentioned below still require the crew/operators to use sound judgement to make sure that any incident or probable discharge of oil is reported as quickly as possible in the prevailing situation.

The Resolution is, particularly, important in formatting the initial report and the follow-up reports to conform to all guidance mentioned in the Resolution. All reporting whether initial or follow-up, should follow IMO’s reporting format as outlines below and should contain the information in the following chart. The information referenced in this chart is general information and does not take into account any state/local requirements on an initial report to the authorities.

<b>Function</b>	<b>Explanation</b>
Small Boat	<u>R/V Tatoosh</u> , call sign, American
Date and Time (UTC) of event	A 6-digit group giving day of month ( first 2 digits), hours and minutes (last four digits)
Position	A four-digit group giving latitude in degrees and minutes suffixed with N or S, and a 5-digit group giving longitude in degrees and minutes suffixed with E or W.
Position	True bearing ( first 3 digits) and distance (state distance) in nautical miles from clearly identified landmark (state landmark)
True Course	A 3-digit group

Speed at time of incident	In knots and tenths of a knot as a 3-digit group
Route Information	Details of intended track
Radio Communications	Full details of radio stations ( names) and frequencies being guarded
Time (UTC) of next report	A 6-digit group as under BB above
Defects, damage, deficiencies, other limitations	Brief details of conditions of the ship as relevant
Description of Pollution or possible overboard discharge	Brief details of pollution; this should include the type(s) of fuel oil, an estimate of the quantity discharged, whether the discharge is continuing, the cause of the discharge and, if possible, an estimate of the movement and area of slick
Weather conditions	Brief Details of weather and sea conditions prevailing including wind force and direction and relevant swell details.
Ship's representative and/or Owner	Name, address telex, and telephone number of the small boat's owner and representative (charterer, manager or operator of the ship and their agents)
Ship's size and type	Details of length, breadth, and type of small boat as well as draught
Miscellaneous and additional information	Any other information including relevant details such as brief details of incident, need for outside assistance, action being taken to limit further discharge; details of any personnel injuries sustained, details of P&I Club and local correspondent.

## **2.6 Initial Report Form:**

The initial report form is the information that will be asked of the reporting person between reporting to the USCG NRC and the Washington State authorities. Within the State of Washington, there is an “actionable oil” form and is a report needed if a spill is classified as “actionable”. In the State of Washington, an “actionable” oil spill is a spill producing a sheen.

**Initial Response Form**

**Name of Vessel Operator:** \_\_\_\_\_

**Reported By:** \_\_\_\_\_

**Contact info of reporting person:** \_\_\_\_\_

**Is NOAA responsible for the spill?** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Vessel Name:** \_\_\_\_\_

**Hull number:** \_\_\_\_\_

**Vessel type:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Flag:** \_\_\_\_\_

**Class Society:** \_\_\_\_\_

**Builder:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Brief Description of casualty/Incident Description:**

\_\_\_\_\_

**Incident cause:**

\_\_\_\_\_

**Tides at the time of casualty/Incident:**

\_\_\_\_\_

**Structural details (double/single bottom):**

\_\_\_\_\_

**Number of Fuel tanks:**

\_\_\_\_\_

**Hazardous Cargo Spill?:** \_\_\_\_\_

**Type of Material**

**spilled:** \_\_\_\_\_

**Estimate the amount of hazardous materials released:**

\_\_\_\_\_

**Currently being cleaned?** \_\_\_\_\_

**Latitude** \_\_\_\_\_ **Degrees:** \_\_\_\_\_ **Minutes:**  
\_\_\_\_\_

**Longitude:** \_\_\_\_\_ **Degrees:** \_\_\_\_\_ **Minutes:**  
\_\_\_\_\_

**Type of bottom (mud/sandy/etc.):** \_\_\_\_\_

**Condition of Vessel's propulsion:** \_\_\_\_\_

**Aim/Intent of salvage  
operation** \_\_\_\_\_

**Speed at time of the incident (In knots):**  
\_\_\_\_\_

**Route information (Last port of call, next port of call):**  
\_\_\_\_\_

**Type of communication to report the incident (Cell/Sat/Radio):**  
\_\_\_\_\_

**Length:** \_\_\_\_\_ **Beam/Breadth:** \_\_\_\_\_ **Draft/Beam:**  
\_\_\_\_\_

**Street name or Common land  
mark:** \_\_\_\_\_

**Fuel onboard:** \_\_\_\_\_ **Fuel capacity at 95%:**  
\_\_\_\_\_

**Oil Description:**

**Length of Oiling Area:** \_\_\_\_\_

**Width of Oiling Area:** \_\_\_\_\_

**Percent Cover:** \_\_\_\_\_

**Position Above High Tide Line:** \_\_\_\_\_

**Position Between High Tide Line and Water:** \_\_\_\_\_

**Clean Up Considerations Access (Vehicle, Foot, Boat, Other):**  
\_\_\_\_\_

**Drafts (strandings) before Fwd: Aft:** \_\_\_\_\_

**Drafts (strandings) after Fwd: Aft:** \_\_\_\_\_

**Seen dead fish or wildlife?:** \_\_\_\_\_

**Wave conditions: Height:** \_\_\_\_\_ **Direction:** \_\_\_\_\_

**Wind Conditions:** \_\_\_\_\_ **Direction:** \_\_\_\_\_

**Sheen: Length:** \_\_\_\_\_ **Width:** \_\_\_\_\_

**Direction of Sheen movement:** \_\_\_\_\_

**Water temperature (if known):** \_\_\_\_\_

**Air temperature (if known):** \_\_\_\_\_

**Fire?: Yes/No**

**Injuries? : Yes/No**

**Initial Action Taken:** \_\_\_\_\_

**Release secured?: Yes/No**

**Release duration? (include units of time):** \_\_\_\_\_

**Rates of release? (Include units per time):** \_\_\_\_\_

**Time USCG was notified:** \_\_\_\_\_

**Time state/local agencies were notified:** \_\_\_\_\_

**Time NOAA VOC notified:** \_\_\_\_\_

## **2.7 Expanded Contact List:**

This section provides more contacts unable to be listed on the flow chart placed earlier in this document. It contains the expanded state contact, financial, ship interest, OSRO, and Port Contact lists.

Most importantly,

In any spill emergency:

- The nearest coastal radio station
- The designation reporting station (NRC-if phone service is available)
- The nearest Rescue Co-ordination Centre (RCC) (Channel 16 Radio Communication)

- USCG RCC

Database: [https://www.uscg.mil/hq/cg5/cg534/RCC\\_numbers.asp](https://www.uscg.mil/hq/cg5/cg534/RCC_numbers.asp)

## **Regional State Department:**

The Southwest Regional Office:

- Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum counties

The Northwest Regional Office covers:

- Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom counties

State Organization Contact Information:

Washington Department of Spill Management: 1-800-258-5990

United States Coast Guard Response Center: 1-800-424-8802

Southwest Regional Office: 1-360-407-6300

Northwest Regional Office: 1-425-649-7000

## **Reporting Oil Spills to NOAA**

The *NOAA Office of Response and Restoration (OR&R)* is a “center of expertise for, preparing for, evaluating, and responding to emergencies in the coastal environment, including oil spills...” (NOAA OR&R). The OR&R should also be notified of any spills that occur in US domestic waters. The Emergency Response Division should be notified first the next offices should be notified in the numbered order:

- (1) Emergency Response Division (ERD)
- (2) OR&R Headquarters
- (3) Assessment and Restoration Division (ARD)
- (4) Marine Debris Division (only if debris is released into the environment)

### **(OR&R) Emergency Response Team Contact Information:**

Address: NOAA Office of Response and Restoration  
Emergency Response Division  
Division 13  
LTJG Rachel Pryor (NOAA SSC)  
7600 Sand Point Way NE  
Seattle, WA 98115  
Phone: 206-526-4883

NOAA SSC Ruth Yender  
7600 Sand Point Way NE  
Seattle, WA 98115  
Phone: 206-526-6081

### **OR&R Headquarters**

NOAA Office of Response and Restoration  
1305 East-West Highway  
Silver Spring, Maryland 20910  
Phone: 301.713.3038  
Fax: 301.713.4389  
Email: [orr.webmaster@noaa.gov](mailto:orr.webmaster@noaa.gov)

### **Assessment and Restoration Division (ARD)**

NOAA Office of Response and Restoration  
Assessment and Restoration Division  
7600 Sand Point Way NE  
Seattle, WA 98115-0070  
Phone: 206.526.6317  
Fax: 206.526.6865  
Email: [ard.webmaster@noaa.gov](mailto:ard.webmaster@noaa.gov)

### **Marine Debris Division**

NOAA Office of Response and Restoration  
Marine Debris Division

1305 East-West Highway  
 Silver Spring, Maryland 20910  
 Phone: 301.713.2989  
 Fax: 301.713.4389  
 Email: [marinedebris.web@noaa.gov](mailto:marinedebris.web@noaa.gov)

**Section 3: Pertinent Financial and Spill Contacts**

All procurement procedures must be in line with the standards in the Service Contract Act (in the appendix). The important standard is that micro-procurements are under \$2,500.00 and will not need any authorization as long as the Bankcard holder is authorized to use the funds. The VOC should always be notified, but for smaller purchases, the field delegates or a contracting officer can be contacted. With larger purchases, Small Acquisitions can be used. For any purchases greater than 150K, the deputy director must be contacted to authorize the expenditure.

When using any of the federal funds, each Bankcard holder must use the Card Authorization form (in the appendix) and this form is submitted to Acquisitions and Grants Office.

The Acquisitions officer  
 database: [http://www.ago.noaa.gov/docs/ago\\_staff\\_directory\\_division.pdf](http://www.ago.noaa.gov/docs/ago_staff_directory_division.pdf)

Link to Service Contracting  
 Act: [http://www.ago.noaa.gov/acquisition/docs/cam\\_1313\\_301\\_revised\\_february\\_2015.pdf](http://www.ago.noaa.gov/acquisition/docs/cam_1313_301_revised_february_2015.pdf)

Bankcard submission contact link: <http://www.ago.noaa.gov/acquisition/bankcard.html>

This contact list is done in increasing monetary power of each agent. Each Agent requires an Acquisitions Liaison to confirm funds being available before any are disbursed.

**3.1 Financial Contacts**

Emergency Contact Title	Name of Emergency Contact	Contact Information	Remarks
Spill Response Contractor			
Designate Procurement Authority (DPA) or RMB West Coast (up to 25K disbursement)	VACANT	Office:	Verbal report immediately, following Contractor Spill Response Team Initiation; provide contact

			information  If issues are encountered, contact VOC
WAD/EAD  Acquisition Division, Contracting Officer Up to 150K	Clifford Edwards <b><u>Normal working hours</u></b>	Office: 303.497.6335 Email: clifford.c.edwards@noaa.gov	Verbal report immediately, following Contractor Spill Response Team Initiation; provide contact information.
WAD/EAD  Acquisition Division, SAP (small acquisition procedure) Branch Chief Up to 150K	Michelle Woolsey <b><u>Primary - After hours</u></b>	Office: 303.497.3983 Cell: 720.587.9441 Email: michelle.a.woolsey@noaa.gov	Verbal report immediately, following Contractor Spill Response Team Initiation; provide contact information.
WAD/EAD  Acquisition Division, Deputy Director	Michelle Warren <b><u>Secondary – After hours</u></b>	Office: 206.526.6035 Cell: 206.300.3499 Email:donna.m.warren@noaa.gov	Verbal report immediately, following Contractor Spill Response Team Initiation; provide contact information.
WAD/EAD Contracting Officer Greater than 150K	Melissa Sampson (Primary)	Day-time Office: 757.441.6561 Night-time Cell: 757.419.0554 Email: Melissa.r.sampson@noaa.gov	Verbal report immediately, following Contractor Spill Response Team Initiation; provide contact information.
WAD/EAD Contracting Officer Greater than 150K	Christine Jeffries (Secondary)	Office: 757.441.6894 Email: christine.jeffries@noaa.gov	Verbal report immediately, following Contractor Spill Response Team Initiation; provide contact information.

WAD/EAD Acquisition Division, Deputy Director	Margaret Rankin  (Alternate)	Office: 757.441.6562 Cell: 757.613.4229 Email: Margaret.a.rankin@noaa.gov	Verbal report immediately, following Contractor Spill Response Team Initiation; provide contact information.
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Submitting Bankcard help and information:

Commerce BankCard Center	Michael T. McConnell, Chief	Phone: 1-800-782- 2233 Phone: 816-823- 3847 Fax: 816-274-6995	This is the contact to ask questions about Bankcard holder abilities and the office for submitting Card Authorization forms for fund acquisitions.
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### **3.2 Port Contacts**

For the ship in port,

If any oil spills occur during the boat's stay in port, whether operation or as a result of an incident, the Master should inform the appropriate local agencies (e.g. National Response Center, Terminal/Port Authorities, etc.) without undue delay. The financial Contacts listed previously are important to contact in this situation to provide clean-up funds as well.

If the boat is engaged in a regular service between port/terminals, the crew or any other person aboard delegated by the crew should provide a list with the relevant Port Contact Addresses for each port served regularly of Authorities/Persons and/or terminals dealing with oil spills. It is critical that this list is frequently updated (Addresses, names, and best contact information needed).

If a change in the ship's range of travel or a change in the persons/Authorities of the ports/terminals served regularly takes place the crew or any other person aboard delegated by the crew is required to issue a new list.

Addresses obtained in this way should be documented aboard in the form that the Master considers most effective and should be attached to the plan.

These contacts are specifically for having an in-port spill, but the financial contacts remain constant for aid in cleaning and managing the spill along with the federal and state authorities that must be notified.

**R/V Tatoosh Port Contact Information:**

Name of institution/person to be contacted	Names of Contact	Means of Contact	Remarks
Port Angeles 338 W. First St. Port Angeles, WA 98362	Harbormaster: Ron Amundson	Phone:360-417-3440	80 gallon oil spill response capabilities
	Harbormaster: Terry Kennedy	Phone: 360-457-4505	
	Environmental Manager	Phone: 360-417-3452	
Neah Bay 1321 Bay View Avenue Mail: PO Box 137, Neah Bay, WA 98357	Harbormaster: Josh Buckingham	Phone: 360-645-3015 Email: josh.buckingham@makah.com	Emailed
Quileute Marina 90 Main Street, La Push, WA 98350	Harbormaster: Gene Ewan	Phone: 360-374-5392 Email: gene.ewan@quileutenation.org	Only has boom for containment of any oil/diesel
Port of Seattle (receives NRC reports as well) 2711 Alaskan Way Seattle, WA 98121	Oil Spill Specialist in the Environmental Compliance Office: Mike Desota	Phone: 206-787-3344 Email: desota.m@portseattle.org	The port specialist, will be notified when an NRC report is filed. The port appreciates double reporting.
Port Angeles 338 W. First St. Port Angeles, WA 98362	Harbormaster: Ron Amundson	Phone:360-417-3440	80 gallon oil spill response capabilities

### **3.3 Ship Interest Contacts**

For Ship Interest Contacts it is necessary to have information at the crew's disposal in case of an oil spill for informing the home office of vessel, sanctuary, and other federal agencies. Since the NOAA small boats do not have a private subcontractor the appropriate clean-up measures have to be met within the organization. Report to the appropriate clean-up contacts and get clearance for increased expenditure to clean the oil slick. (*Refer to OSRO contacts and financial contacts section*)

To avoid duplication of reports, co-ordinate the Plan with crews and the Plans with NOAA on-shore groups to make sure they agree on who is responsible for informing the various Ship Interested contacts. The head of the crew should usually be the primary for contacting the Ship Interest Contacts, but the Master, Owner, or Operator are all viable options depending on how each vessel is run.

#### **Ship Interest Contacts:**

a) R/V Tatoosh Owner/operator contacts

Name of institution/person to be contacted	Names of Contact	Means of Contact	Remarks
National Marine Sanctuary Emergency Line	Emergency Spill number	Phone: 360-457-6622 x13	This is be called first before any other sanctuary contacts
National Marine Sanctuary Oil Spill Specialist (NOS contact)	George Galasso	Phone: 360-457-6622 x12	This person should be called second if possible to manage sanctuary standards.
National Marine Sanctuary Primary Office Contact	Lisa Symons	Phone: 240-533-0692	Should be called last, notification only.
NOAA Emergency Response Division	Emergency Hazmat Line (Day time-weekday contact)	Phone: 206-526-4911	Should contacted on spills greater than 100 gallons and if spill occurs in an environmentally sensitive area-provides PR and clean up tactic support

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

Ship personnel will most probably be in the best position to take quick action to mitigate or control the discharge of oil from their ship.

Therefore, this plan provides the crew with clear guidance on how to accomplish this mitigation for a variety of situations.

It is the Master's responsibility to initiate a response in the event of a discharge of oil or substantial threat of discharge of oil actual or probable into the waters.

In no case action should be taken that in any way could jeopardize the safety of personnel either onboard or ashore.

The following enumeration specifies different kinds of possible operational spills with regard to reactions to be taken.

In the event that on-board mitigation tactics are not enough to manage and stop the spill to prevent excessive environmental damage. Approved NOAA Small Boats Contractors should be contacted.

A complete list of approved OSROs can be seen at this link:

<http://ocean.floridamarine.org/ACP/SJACP/Documents/Appendices/osros.pdf>

**WARNING:** All OSRO contact information must be tried and verified before being added to this SOPEP to ensure efficacy in an emergency.

#### **4.1 USCG OSRO List**

Contractor Name	Minimum Spill for Mobilization	Location	Emergency Contact Line	Estimated Arrival Time
NRC Environmental Services	None	Seattle, WA Port Angeles, WA	Emergency Line: 1-800-899-4NRC 24-Hr. Line: 206-607-3000	1-1.5 hours
Clean Harbor Environmental Services	None	Kent, WA	Phone: 1-800-645-8265	1 hour
Global Diving and Salvage	None	Seattle, WA	Dispatch Phone:	<hour

			206-838-1600 Emergency Phone: 1-800-441- 3483	
Cowlitz Clean Sweep/Pacific Northern Environmental Corp.	None	Aberdeen, WA Longview, WA	Emergency Line: 888-423-6316	3-4 hours

## **4.2 Operational spills**

### **4.2.1 Operational Spill Prevention**

Crew members shall maintain a close watch for the escape of oil during bunker operations.

Prior to bunker transfer the competent crew members should mobilize the oil spill equipment, as far as available on board, and place it close to the planned operation, e.g. along the railing on the side at which bunker operational takes place.

Before bunker handling commences, all deck scuppers and open drains must be plugged. Accumulations of water should be drained periodically and scupper plugs replaced immediately after the water has run off. Any free floating oil or oil droplets should be removed prior to draining.

Bunker tanks which have been topped up should be checked frequently during the remaining bunker operations to avoid an overflow.

Unless there are permanent means for retention of any slight leakage at ship/shore connections for bunker transfer, it is essential that a drip tray to catch any leaking oil.

The removed bunker oil and the used clean-up material should be retained on board in proper containment units until it's discharged to a reception facility.

### **4.2.2 Pipeline Leakage**

If a leakage occurs from a pipeline, valve, hose or metal arm, operations through that connection should be stopped immediately until the cause has been ascertained and the defect remedied.

Defective pipes should be isolated, affected sections should be drained down to available empty or slack tank. Usually in small boats you will only have a single tank that may or

may not be integrated so engaging another tank for this purpose will be useful to keep on hand during this procedure.

If a leakage occurs from a hydraulic pipeline, operations should be stopped immediately.

Initiate clean-up procedures.

The removed bunker oil and the used clean-up material should be retained on board in proper containment units until it can be discharged to a reception facility.

Inform in line with Section 2 all parties interested about the Pipeline leakage and the actions taken so far.

#### 4.2.3 Tank Overflow

If there is a tank overflow all bunker operations should be stopped immediately and should not be restarted until the fault has been rectified and all hazards from the released oil has been eliminated.

If there is a possibility of the released oil or oil vapors entering the engine room intake, containing the vapor movement as much as possible is needed. Keeping the vapors from the engine room will help to prevent the increased risk of a fire emergency or explosion. Compartmentalizing the boat as much as possible in the event of a tank overflow will help to increase safety for the crew.

Promptly shift the bunker oil from the tank overflowed to an available empty or slack tank or prepare to pump(s) or transfer the excess ashore. In small boats, there usually is not going to be a spare tank to overflow the bunkering pipe into to sending the oil back onshore or having a slack tank will be better preparation for a situation like this. Initiate clean-up procedures

The removed bunker oil and the used clean-up material should be retained on board in proper containment units until it can be discharged on a reception facility.

Inform in line with Section 2 all parties interested about Tank Overflow and actions taken so far.

#### 4.2.4 Hull Leakage

Identify leaking tank; consider a diver, if necessary. Especially, in small boats, a diver is not always necessary, because the hull can be exposed to the open air and any areas that are compromised could be easily identified. This applies to the larger small boats in the program.

Reduce level in take in question well below sea level.

If it is not possible to identify the leaking tank, reduce level in all tanks in vicinity. In this case, give careful consideration to hull stress and stability.

If there is spillage due to suspected hull leakage reduce the head of bunker and promptly transfer the bunker oil to an available empty or slack tank or, if berthed, discharge ashore in suitable barges/tanks. This is important particularly for any of the small boat fleet with integrated tanks. Since the walls of the tanks are shared with the structure of the hull more immediate and decisive action is important to manage these instances, because of the damage in release that can quickly occur.

#### 4.2.5 Spills Caused by Equipment in Machinery Spaces

If operational oil spills are caused by a failure of equipment in machinery spaces any further operations of this equipment should be stopped immediately or measures are taken to avoid an oil spill.

Such equipment may be:

- Oily-water separating equipment or oil filtering to de-oil bilge water from the engine room bilges
- Valves in pipes connecting ballast/bilge systems
- Cooling pipes in oil cooler systems
- Gearing of bow thrusters
- Stern tubes

The removed bunker oil and the used clean-up material should be retained on board in proper containment units until it can be discharged at a reception facility.

#### 4.2.6 Spills Resulting From Casualties

In the event of a casualty, the crew's first priority is to ensure the safety of the other personnel, and to initiate actions which may prevent escalation of the incident and the marine pollution.

#### 4.2.7 Ship Grounded/stranded

The crew's priority should be to ensure that the Master has received all the details on the damage to the ship and to begin to chart a course of remedial action to be taken to ensure the safety of the ship and its crew.

Furthermore, the Master should consider:

- Danger to the ship's complement if the ship should slide off grounding site
- Danger of ship being shattered by heavy seas or swell

- Health hazards to the ship's crew and surrounding population due to release of oil or other hazardous substances in dangerous concentrations
- That fires may start due to released flammable substances and uncontrolled ignition sources
- Should the damage which the ship has sustained be of such an extent that the stability cannot be computed on board, the Master should seek assistance

The Master should also consider if the vessel is experiencing:

- Constant sea waves
- Exposure to torsion
- A large difference in the tidal ranges and the grounding site
- Strong tidal currents in the grounding area
- Drift further up on the shore due to high tides, waves, etc.

#### 4.2.8 Prevention of Fire and Explosion

If the ship is aground and therefore cannot maneuver, all possible sources of ignition should be eliminated and action should be taken to prevent flammable vapors from entering the machinery spaces or the accommodation.

#### 4.2.9 Extension of Hull damage/Containment System Failure

First, a visual inspection should be carried out.

Check for visible oil along hull or in wake of the ship during any day time. At night, a stick with a white cloth (or sheet of sorbent) around it may be lowered into the water alongside the ship to check for oil leakages.

All tanks to be sounded (ullage). All other compartments which may have contact with the sea should be sounded to ensure that they are intact. On smaller boats, this may not be necessary due to the boat's hull being exposed to open air and easily assessed. This is only necessary on larger small boats. If a sounding is necessary, the soundings of the ballast tanks/bunkers tanks are to be compared with last soundings to check for possible leaks.

Sounding is to be taken around to boat to establish the boat's position on the grounding area.

When the ship is aground, due regards should be given to the indiscriminate opening of ullage plugs, sighting ports, etc. as loss of buoyancy could be the result of such actions.

Any list of the ship shall be noted and included in the report for assistance.

#### 4.2.10 Procedures to Reduce or Stop Outflow of Oil

The master should assess the possibility of damage to the environment and whatever action can be taken to reduce further damage from an oil release, such as:

- Transfer of bunkers internally, provided shipboard piping system is in an operational condition if there are multiple areas in the boat to store oil.
- If the damage is fairly limited and restricted, i.e. to one of two tanks, consideration should be given to transfer of bunkers internally from the damaged tank(s) to intact tanks, taking into account the impact of the ship's overall stress and stability.
  - Not all small boats will have multiple tanks to transfer if there is a leak so the out flow and possibility of outflow should be considered and try to gain access to a port and repair the damage immediately
  - If Lightering capabilities are on the ship and the oil flow is occurring and can't be further contained then assistance should be called and the ship reassessed on how to bring it back into port.
  - If possible, the oil outflow may not be going into the environment, but leaking into other parts of the boat and should be best contained to maintain maximum functioning under the diminished conditions.
    - The Master should start mitigation processes onboard and return to port if deemed necessary and oil levels should be assessed more often to account to loss as well as the oil needed to complete the original service if the leak is not deemed hazardous enough to stop service.
- Isolated damage/penetrated bunker tank(s) hermetically to ensure that hydrostatic pressure in tanks remains intact during tidal changes
- Evaluate the possibility of pumping water into a damaged tank in order to form a water bottom stopping the outflow of oil
- Evaluate the necessity of transferring bunkers to barges or other ships and request such assistance accordingly
- Evaluate the possibility of additional release of oil.

In case of large a large difference between the tide levels, the Master should try to isolate the damaged tank(s) to reduce additional loss of oil.

#### 4.2.11 Refloating by Own Means

The Master should also evaluate the question of refloating the vessel by own means. Before such an attempt is made, it must be determined.

- Whether the boat is damaged in such a way that it may sink, break up or capsize after getting off
- Whether the boat after getting off may have maneuvering problems upon leaving the dangerous area by own means
- Whether machinery, rudder or propeller are damaged due to grounding or may be damaged by trying to get off ground by own means
- Whether the boat may be trimmed or lightened sufficiently to avoid damaged to other tanks in order to reduce additional pollution from oil/bunker spillage
- Weather evaluation: whether there is time/reason to await improvements in weather or tide.

#### 4.2.12 Securing the Boat

If the risk of further damage to the boat is greater in an attempt to refloat the ship by own means, than in remaining aground until professional assistance has been attained, the boat's crew should try to secure the boat as much as possible.

- Trying to prevent the ship from moving from its present position.
- By dropping anchors (adequate water depth and anchor ground provided)
- By taking ballast into empty tanks if possible
- Trying to reduce longitudinal strain on hull by transferring ballast or bunkers intentionally.
- Reducing fire risk by removing all sources of ignition.

Inform in line with Section 2 all parties interested about the Grounding and the actions taken so far. Provide follow-ups if deemed necessary on how the grounding occurred, new preventative measures, and what was done on-site to stabilize the ship to be removed independently or the support crew that came to pull it back.

#### 4.2.13 Fire Explosion

Should an explosion and a fire occur on board, the General Alarm should be sounded. In case of fire and explosion the following priorities exist:

- Rescuing lives and following emergency procedure
- Limiting the damage/danger to the ship and cargo
- Preventing environmental pollution

Steps to control the discharge of oil will depend largely on the damage to ship and cargo. Special information thereto is contained in subparagraphs 3.2.4, 3.2.5, and 3.2.6. Inform in line with Section 2 all parties interested about the Fire/Explosion and the actions taken so far.

#### 4.2.14 Collision (with fixed or moving object)

Should the boat be involved in a collision with another boat or ship, the Master should as soon as possible identify the extent of damage to his own vessel.

When a collision occurs, the General alarm should be sounded immediately for the personnel. On smaller boats, there may not be as many stations or a necessity for more than one and if emergency measures are needed, previously placed emergency procedures should be followed to preserve the boat and all lives onboard.

The following check list should assist the Master in assessing the situation:

- Are any tanks penetrated above or below the waterline?
- If ships are dead in the water and interlocked, what is most prudent, to stay interlocked or separate?
- Is there any oil spill present-small or large? Will separation of the interlocked ships create a larger oil spill that if the ships stay interlocked?
- If there is an oil spill, will the separation of the ships cause sparks that can ignite the spilled oil or other flammable substances leaked out from the ships?
- Are the ships creating a greater danger to other traffic in the area if they are interlocked than if separated?
- Is there a danger to either ship of sinking after being separated?
- If the ships are separated, how is the maneuverability of the own ship?

If separation of the ships takes place, alter course to bring the own ship windward of any oil slick, if possible.

Shut down all non-essential air intakes.

Isolate damaged/penetrated tank(s) by hermetically closing the tank(s), if possible.

When it is possible to maneuver, the Master in conjunction with the appropriate shore authorities should consider moving his ship to a more suitable location in order to facilitate emergency repair work or lightening operations, if possible on the boat, or reduce the threat posed to any sensitive shoreline areas.

Inform in line with Section 2 all parties interested about the collision and the actions taken before. Issue follow-up incident reports as needed in each circumstance.

#### 4.2.15 Hull Failure

Should the ship lose one or more shell-platings, develop major cracks, or suffer severe damage to the hull, the Master should immediately sound the General Alarm, inform them of the situation, and prepare lifeboats for lifeboats as necessary.

Not all small boats will be large enough to require the procedure above, in many cases, it will be very clear if there is Hull damage and since the size is much smaller, this damage has larger impact more quickly. Based on how severe the damage is, there should be an immediate return to port. If the damage is more severe, emergency measures should be taken to exit the boat and preserve the lives onboard.

The Master on the ship should then assess the situation and use their best judgement on the hull damage. The latest weather forecast should be considered in this decision.

Furthermore, these factors should be considered in the hull damage assessment:

- Is the ship in immediate danger of sinking capsizing?

**If yes,**

- Send a distress message
- Immediately abandon ship

**If no,** initiate damage control measures found as necessary by considering the following points:

- Can the vessel maneuver on its own?
- Has the boat lost buoyancy?
- If the boat has a list due to loss of ballast, cargo/bunker or buoyancy, is it necessary and possible to rearrange the bunker or ballast by internal transfer operation in order to bring the boat to an even keel?
- Is it necessary to dump cargo in order to maintain stability without changing the stress situation?
- Can the change in the ship's stability and stress situation be monitored and calculated on board? If not, the Master should seek assistance according to paragraph 3.6.
- Does the ship need assistance or escort to nearest port of refuge or repair port?
- Might it be prudent to salvage part of the crew members in case the situation should worsen, or is it necessary to abandon the ship totally?

Inform in line with Section 2, all parties interested about the Hull failure and the actions taken so far.

**4.2.16 Excessive List**

Should the ship for some reasons suddenly start to list excessively during the discharging/loading operations, or bunkering, all ongoing operations should be stopped immediately until the cause has been determined.

The designated crew member should inform to necessary boat leadership if this begins to occur.

The Master should try to determine the reason for excessive list, and take steps to rectify the situation taking the following into consideration:

- Check reason(s) for list
- Soundings/ullage to be taken in all tanks
- Bunker/ballast pumps to be made ready
- Consider measures to minimize list in transferring liquid from one compartment to another
- Ensure water tightness of empty spaces
- Close all openings
- Secure vent pipes to avoid ingress of water
- If bunkering: Change to corrective tanks to rectify the situation
- If ballasting/deballasting: change to corrective tanks to rectify the situation
- If there is a reason to believe that the list may cause an oil spill, notify as per Section 2
- If the boat's crew is in jeopardy, prepare lifeboats for launching and notify per Section 2

Of the situation is brought under control, inform all interested parties.

#### 4.2.17 Ship Submerged/foundered/wrecked

If the ship is wrecked to the extent that it or parts of it are submerged, take all measurements to evacuate all persons on board. Avoid contact with any spilled oil. Alert other ships and/or the State of Washington for assistance in rescuing lives and the ship as far as possible.

#### 4.2.18 Hazardous Vapor Release

In case of any vapor release out of the containment system precautions have to take to protect the persons on board against contamination. The boat should be brought with the accommodation upwind of the spill area as far as possible. The crew should be evacuated from any area of risk. All possible sources of ignition should be eliminated and non-essential air intakes shutdown to prevent intake of vapor into accommodation and engine spaces.

If unavoidable work has to be carried out within the risk areas, the involved persons have to wear protective clothing and protective breathing apparatuses.

#### 4.2.19 Priority Actions

Top priority shall in case of casualty be put on the safety of the persons onboard and to take actions to prevent escalation of the incident.

Immediate considerations should be given to protective measures against fire, explosions and personnel exposure to toxic vapor.

Detailed information about the damage sustained to the ship and its containment system has to be obtained. On the basis of information the Master can decide next actions for the protection of lives, the ship, the cargo and the environment.

The Master should take into account the following when he is determining whether salvage assistance will be needed or not:

- Nearest land or hazard to navigation
- Vessel's set and drift
- Estimated time of casualty repair
- Determination of nearest capable assistance and its response time

#### 4.2.20 Mitigating Activities

If safety of both the ship and the personnel has been addressed the Master shall care for following issues:

- Assessment of the situation and monitoring of all activities as documented evidence
- Care for further protection of the personnel, use of protecting gear, assessment of further risk for health and safety
- Containment of the spilled material by absorption and safe disposal and safe disposal within leak proof containers of all used material onboard until proper delivery ashore, with due consideration to possible fire risk.
- Decontamination of personnel after finishing the cleanup process.

#### 4.2.21 Transfer of Bunker/Lighting

On many small boats, the lightning capability may not exist or it may not be necessary due to the small size of the boat. The crew should take this into consideration when trying to limit negative environmental effects of oil release.

If the ship has sustained extensive structural damage, it may be necessary to transfer all or part of the cargo/bunker to another ship; however, this section refers to bunker transfer procedures only. In Ship-to-Ship- Transfer operations involving a specialized service ship, the Master of that ship will normally be in overall charge.

In the case of non-specialized ships the Master or other person in overall charge of the operation should be mutually agreed and clearly established by the Masters concerned prior to the start of operations.

The actual bunker transfer should be carried out in accordance with the requirements of receiving ship.

In all cases each Master remains responsible for the safety of his own ship, its crew, cargo/bunker and equipment and should not permit their safety to be jeopardized by the action of the other Master, his owner, regulatory officials or others.

The Ship-to-Ship-Transfer operations should be coordinated with the appropriate responsible local Authority.

When selecting the area of operation the Master(s) should consider the following points:

- The need to notify and obtain the agreement of any responsible authority
- The destination of the ships concerned
- The shelter provided, particularly from sea and swell
- The sea area and depth of water, which should be sufficient for maneuvering during mooring, unmooring and transfer operation and allow a safe anchorage if operations have to be undertaken at anchor
- The traffic density
- The weather conditions and the weather forecasts

Further, before commencing Ship-to-Ship-Transfer operations each vessel carry out, as far as possible, appropriate preparations like:

- Pre-mooring preparations of the boats
- Positioning of fenders if such equipment is available on board
- Mooring equipment arrangements
- Checking the communications channels between the two ships

In additions to the general principles of Ship-to-Ship Operations as aforementioned the Master should take note of supplemental instructions issued by the company.

