

Advisory Circular

ISSUE NO 130B-2, 2 APRIL 2007

PART 130B OIL TRANSFER SITE MARINE OIL SPILL CONTINGENCY PLANS

1.1 General

Maritime New Zealand advisory circulars are designed to give you assistance and explanations about standards and requirements set out in the rules. However, the notes contained in advisory circulars should not be treated as a substitute for the rules themselves, which are the law.

1.2 Purpose

The purpose of this Advisory Circular is to provide the owner (lessee, licensee, manager or operator) of an oil transfer site with information about:

- preparing oil transfer site marine oil spill contingency plans for approval;
 - submitting contingency plans for approval; and
 - maintaining and reviewing contingency plans;
- as required by Marine Protection Rule Part 130B.

The annexes to this advisory circular include templates for three classes of contingency plans based upon the method of transfer (mobile/fixed) and the type of oil transferred.

Any operator wishing to make an application for approval of a contingency plan should first read this advisory circular thoroughly to determine what information is required to be submitted as part of the plan.

1.3 Additional Information

If additional information and advice is needed, please contact the regional council in which the site located or Maritime New Zealand:

Maritime New Zealand
10th Floor, Optimisation House
1 Grey Street
P O Box 27 006
WELLINGTON

Phone: (+64) 4 473 0111
Fax: (+64) 4 494 1263

Maritime New Zealand
755 Te Atatu Road
P O Box 45 209
Te Atatu
AUCKLAND

Phone: (+64) 9 834 3908
Fax: (+64) 9 834 3907

1.4 Application

This advisory circular concerns “oil transfer sites” as defined in the Maritime Transport Act 1994 and Marine Protection Rules Part 130B:

“oil transfer site” means any land, site, building, structure or facility (whether on land or above the seabed) –

- (i) that is used to transfer oil; or**
- (ii) at which or from which oil is transferred, to or from a ship or offshore installation.**

This definition includes tanker truck operations that meet the criteria for oil transfer sites.

Part 130B applies to oil transfer sites in New Zealand jurisdiction including any oil transfer site in a defence area.

Part 130B does not apply to:

- locations where oil may be stored or used and may be spilled into the sea (whether directly or via a storm water drain) but where no transfer to or from a ship or offshore installations occurs; and
- oil transfer sites in inland waters (such as Lake Taupo or Lake Wakatipu) where an oil spill, at that site, into those waters, cannot lead to a marine oil spill; and
- any oil transfer site that is an offshore installation;
- any oil transfer site that is a pipeline, or otherwise permanently attached to an offshore installation and is covered in the installation’s contingency plan.

1.5 Requirement for an oil spill contingency plan

An oil spill contingency plan is required for every oil transfer site operating within New Zealand, other than those sites listed above that Part 130B does not apply to. Under Part 130B, the owner is responsible for holding an approved plan.

The owner is under a duty to comply with the plan under section 313 of the Maritime Transport Act.

1.6 What is an oil spill contingency plan?

An oil spill contingency plan is a form of environmental management plan that applies specifically to the control and management of accidental discharges of oil.

One of the primary purposes of the plan is to establish procedures and practices aimed at reducing the environmental impacts associated with such discharges.

The contingency plan will assist personnel at the site to deal with an oil spill by clearly setting out the actions necessary to stop or minimise the spill and to mitigate its effects.

The basic aim of a spill response is the effective and immediate containment and/or mitigation of the spill and, therefore to minimise the impact of the spill on the environment.

An approved contingency plan demonstrates that the operator of an oil transfer site has:

- identified and taken steps to minimise those activities that present a risk of accidental discharge (i.e. a spill) of oil; and
- prepared, to the satisfaction of the Director of Maritime New Zealand¹, an emergency response plan demonstrating that the operator can respond in a timely manner to a spill of oil into the marine environment from that oil transfer site.

¹ Under section 444 of the Maritime Transport Act 1994, the Director has delegated authority to the Regional Councils to approve site oil spill contingency plans.

The overall aims of owners, in managing the environmental impact of their oil transfer activities, should be three-fold:

- to meet the requirements imposed by the regulatory system(s) under which they operate;
- to achieve control of all known environmental risks through the application of due diligence; and
- to continuously improve their environmental performance.

To be effective, contingency plans should have clearly defined aims and be well organised and adequately resourced.

ISO 14000 series standards can offer a useful approach for an operator in developing an acceptable site oil spill contingency plan. However, there is no requirement for an operator to hold ISO 14001 accreditation in order for a plan to be approved.

1.7 Suggested Format and Content of a Site Oil Spill Contingency Plan

Templates for model contingency plans for different classes of oil transfer operations are outlined in Annexes 1 – 3. These classes are based on the type of transfer operation (mobile or fixed) and the type of oil that is transferred.

The three classes of site are:

- Class 1: any mobile refuelling facility (eg tanker truck) that is not a vessel;
- Class 2: any fixed facility that deals with non-persistent oil only (e.g. “boat stop” refuelling); and
- Class 3: any fixed facility used for persistent/black/crude oils (e.g. bulk tank farm).

Operators are encouraged to adopt the standard formats contained in the annexes, which are designed to cover all the matters required in a site oil spill contingency plan. However, there is no obligation on operators to use these templates. The templates represent the minimum requirement but operators may provide more detailed plans if appropriate to the site.

The owner should discuss the format of the plan with the Regional Council before the plan is submitted for approval (particularly if a standard template is not used).

1.8 Making an Application

1.8.1 Who Processes an Application?

Regional Council chief executives hold delegated authority from the Director of Maritime New Zealand, under the Maritime Transport Act 1994, to approve and audit plans for oil transfer sites within their regions. In addition, this authority, has been sub-delegated to regional on-scene commanders.

The Director’s powers, which have been delegated, include power to –

- issue a marine protection document for the purpose of approving an oil transfer site marine oil spill contingency plan (section 270 MTA, Rule 130B.16);
- suspend a marine protection document or impose conditions on a document if inspection or audit indicates that a contingency plan does not comply with the requirements of Part 130B (section 272(1) MTA);
- suspend a marine protection document for a further period or impose further conditions (section 272(3) MTA);
- amend or revoke a marine protection document as requested (section 275(1)(a) MTA);

- amend a marine protection document to correct any clerical errors in a document issued in respect of an oil transfer site (section 275(1)(b) MTA);
- revoke a marine protection document in the event that a site ceases to operate or the site is sold to another owner (section 275(2) MTA);
- inspect or audit to check that site planning arrangements comply with the requirements of Part 130B (section 396 MTA);
- require information to verify/ensure that site planning arrangements comply with the requirements of Part 130B (section 396 MTA);
- charge a reasonable fee for issuing and amending marine protection documents for site plans, and for the conduct of any inspections and audits (section 444(12) MTA).

1.8.2 Form of an Application

It is not possible to produce a standard set of emergency response procedures to respond to all oil spill scenarios. However, the templates at the back of this advisory circular provide a good example of what is required to be included in a plan.

Each site oil spill contingency plan must be customised to reflect the identified risks posed by the oil transfer site. A range of factors will affect the response to a spill of oil. These include the quantity and type of substance spilled, the location of the spill, the prevailing weather and tides, the environmental sensitivity of the area, the organisational structure of the operator, availability of equipment and level of training of personnel.

Every application must be accompanied by two hard copies of the plan as well as an electronic copy. Documents that are not prepared in English will not be approved.

1.8.3 Timeframes for Making an Application

Applications for approval of a site contingency plan should be submitted to the Regional Council at least 2 months prior to the:

- expiry of the existing approval; or
- commencement of any oil transfer operation.

This is to ensure that Regional Council staff have sufficient time to review the documentation and, if necessary, request additional information, and ensure that the plan is approved prior to the commencement of activities.

If the draft plan is submitted within the required timeframe and appropriate consultation has been undertaken with Regional Council staff, approval for the plan should be provided to the operator (in written form) at least seven days before the specified date of commencement of operations.

1.8.4 Advice and Assistance in Preparing an Application

Any operator seeking approval for a site oil spill contingency plan should consult with the appropriate Regional Council staff at an early stage to ensure that all relevant information is contained in the final draft application. This will ensure that once submitted, the application has the greatest chance of being approved without the need for additional information.

Advice and assistance with preparing oil spill contingency plans is available from:

- Maritime NZ for advice on policy and legislative requirements, spill movement in the sea, spill risk assessment, equipment and training requirements, specialist spill response equipment, training standards and any constraints on the use of certain response/clean-up techniques (such as dispersants etc);
- Regional Councils and Regional Conservancies of the Department of Conservation, for identification of sensitive areas within individual regions, call-out personnel and contact details; and

- Port companies may also be able to provide advice and assistance in spill risk assessment, spill movement in the sea, equipment requirements and immediate response assistance/systems.

These organisations may seek to recover any or all of the costs incurred in providing assistance to site owners for the preparation of plans.

1.9 Plan Approval

Site marine oil spill contingency plans may be approved for a period not exceeding 3 years.

1.10 Copies of Approved Plans

The owner must supply a copy of the plan to:

- the Director of Maritime New Zealand; and
- the Regional On-Scene Commander; and
- the District Chief Fire Officer

1.11 Upkeep and Testing of a Contingency Plan

1.11.1 Periodic Testing of Contingency Plans

Site oil spill contingency plans must be tested not less than once every 12 months and accurate details of the exercise and its results kept. Modifications, which would increase the effectiveness of the plan, must be made. Modifications must be approved by the Regional Council before they are made.²

The owner must maintain a record of every such test.

1.11.2 Periodic Review of Contingency Plans

The contingency plan must be reviewed by the owner not less than once every 12 months to check the currency and completeness of the information contained in it. After this review, the owner must ensure that any information, which is not current, is updated and any new information, which is relevant to the plan, is incorporated. Modifications must be approved by the Regional Council before they are made.²

The owner must maintain a record of every periodic review.

1.11.3 Post-Use Review of Contingency Plans

The effectiveness of the contingency plan must be evaluated by the owner of the site as soon as possible after its use in response to a spill. The owner must ensure that any modifications emerging from such a review will increase the effectiveness of the plan. Modifications must be approved by the Regional Council before they are made.²

The owner must maintain a record of every post-use review.

1.11.4 Notification of Modifications to Contingency Plans

The owner of the site must:

² Except modifications to the 24-hour contact list and reassignment of personnel responsibilities, which do not require the Director's approval.

- notify the Director or the Regional Council (under delegated authority), and every person holding a copy of the plan, as soon as any modifications are made to the plan;
- have a documented procedure for recording notification of a plan change.

ANNEX 1 — CLASS 1: ANY MOBILE (NON VESSEL) REFUELLING FACILITY

Title: [Name of Company] Site Marine Oil Spill Contingency
Plan for Mobile Refuelling Operations

Purpose and Policy

The purpose of this document is to describe, in detail, the planned response to emergencies related to oil spills, from [name of company]'s tanker truck operation, that might pollute the marine environment.

Part 130B of the Marine Protection Rules requires that owners of oil transfer sites develop contingency plans for dealing with oil spills into New Zealand's internal waters, territorial sea and exclusive economic zone. To meet its responsibilities, [name of company] has prepared this site marine oil spill contingency plan.

Safety

The safety of people overrides all other considerations.

In the event of a spillage of flammable or explosive hydrocarbons, all sources of ignition must be shut down and the area checked for flammable vapours before deploying any machinery in the area.

Operations, in conditions that endanger personnel, must be suspended until conditions improve.

No clean up of any spill or area may begin until it is safe* to do so.

(*Every person must determine what it is safe, based upon his/her training and experience in coping with the situation faced.)

Personnel involved in a clean up must be appropriately trained and issued with the appropriate protective clothing and safety equipment.

Description of the Company's Operations

[Name of company] transfers *hydraulic oil/marine diesel/lubrication oil/petrol/gasoline/other* to and from vessels within [describe area].

The maximum volume of fuel carried is [insert].

Characteristics of Oils and Hydrocarbons Transferred at the Site

[Give a brief description of products carried and transferred.]

Material Safety Data Sheets are included for all hydrocarbons transferred in Appendix 3 of this plan.

Potential Spill Sources and Risks

This plan identifies the most common risks likely to occur during marine transfer operations.

Spill events could arise from:

BURST HOSE FLANGE FAILURE VALVE FAILURE
PIPELINE LEAK SHIPS OIL TANK OVERFLOW

(Identify the likely consequence of each spill scenario, eg likely volume of oil spilled)

Preventative Measures in Place

Company Procedures for [name of company]

Operators shall:

[insert preventative measures here]

For example:

- *before transfers begin complete the pre-transfer checklist (appendix 2)*
- *before transfers begin, make an inspection of transfer hoses, fittings, pipeline and valves.*
- *ascertain the available capacity of respective oil tanks on the vessel.*
- *undertake monthly inspection of hoses and couplings for wear and tear etc.*
- *have at hand sufficient material to contain spillages.*
- *be aware of requirements for safe handling and spill response.*

Hose testing requirement (to double the operating pressure) – every 6 months

Pipeline pressure testing – every 6 months

Where bunding is impossible, as in the case of bunkering, the use of absorbent socks, pillows or pads must be placed around drain points in the event of a spill.

Materials are held for this purpose and a list is contained in the spill response equipment section.

Spill Response Equipment

The following list of equipment is held on the site: *[for example: absorbent material, drip trays, buckets, other]*

Spill Response Procedures (see appendix 1 for SOP)

The following procedures shall be undertaken in the event of a spill:

- assess the spill and determine whether or not it is safe to proceed with response procedures;
- take immediate action to isolate the source and limit or contain the spill by shutting down pumps, closing valves or placing sorbent material around drain points etc.;
- report the spill following the notification procedures outlined in this plan;
- mobilise appropriate spill equipment and personnel to commence clean-up;
- clean-up should be undertaken so that the area affected is returned as near as possible to its natural state prior to the spillage.

Note: If after the Regional Council has been notified and the Regional On-scene Commander (ROSC) determines the spill warrants a regional (tier 2) response, any directions given by the ROSC to deal with the spill must be followed.

Notification Procedures

Immediately after any marine oil spill, the operator must report the spill:

- by fastest means of communication available; and
 - with the highest possible priority,
- to the regional council using the following procedures:

[Procedures should be outlined for the following notifications:

- *Operator to Management*
- *Operator/Management to Regional Council*
- *Operator/Management to Port (if necessary)*
- *Fire Service (if necessary)*
- *Police (if necessary)*

A list of relevant phone numbers and personnel to contact is included below.

The spill notification report form, set out in Appendix 1, must be completed. This report must be made, as soon as practicable, by fax or hand delivery, to the Regional On Scene Commander.

ALL SPILLS INTO THE MARINE ENVIRONMENT OR THAT ARE LIKELY TO REACH THE MARINE ENVIRONMENT, NO MATTER HOW SMALL, MUST BE REPORTED IMMEDIATELY TO THE REGIONAL COUNCIL.

Contact Telephone Numbers (24 hour)

- (i) Operator or the operator’s site representative;
 - (ii) Director/Maritime New Zealand;
 - (iii) Regional council;
 - (iv) Organisation contracted to the operator to respond to oil spills at the site;
 - (v) Off-duty personnel with responsibilities for dealing with oil spills;
 - (vi) Other persons whose interests in or around the site are likely to be affected by an oil spill at the site.
- Contact details must checked and updated regularly.**

Debriefing, Plan Review and Plan Testing

Debriefing: After the spill response has been completed:

- a debriefing should be carried out involving all personnel concerned with the spill and
- a report, with recommendations, should be compiled and given to the Regional Council.

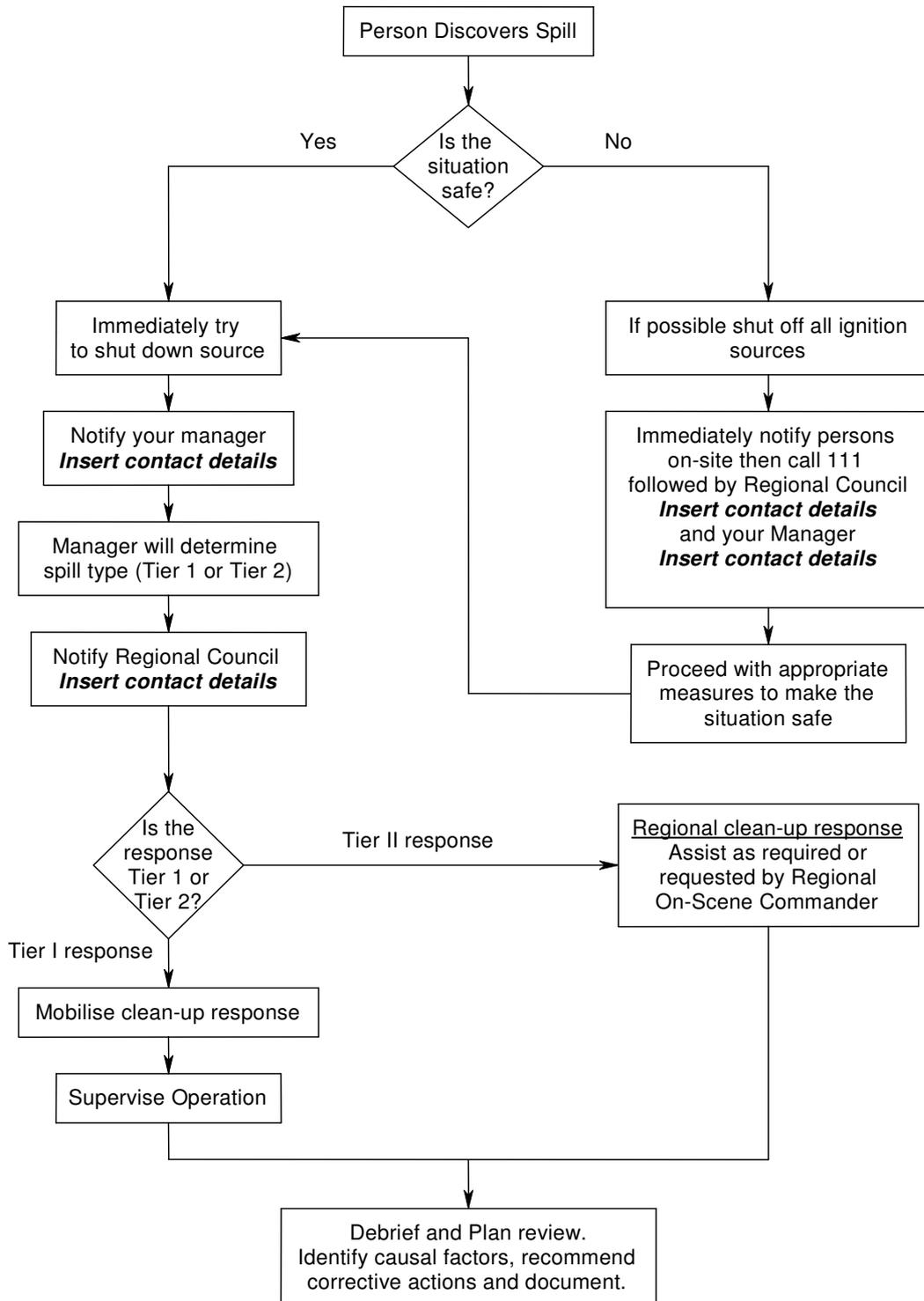
Plan This plan must be reviewed:

- Review:**
- not less than once every twelve months to check the currency and completeness of the information contained in it;
 - after its use in response to an oil spill.

The next review is due

Plan Testing:	<p>This plan must be fully tested not less than once every twelve months, with individual components of the plan being tested as necessary.</p> <p>The next test is due.....</p> <p>Any modification that would increase the effectiveness of the plan must be made.</p> <p>Modifications must be approved by the Director except in the case of changes the contact list and reassignment of personnel duties</p>
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Appendix 1 – Spill Response Standard Operating Procedures



Appendix 2 – Pre-Transfer Checklist

Appendix 3 – Material Safety Data Sheets

Appendix 4 – Site Plan

Insert photo or diagram of mobile refuelling facility showing:

- *emergency stops*
- *shut off valves*
- *location of oil spill kit*
- *etc*

Appendix 5 – Spill Report Form

SPILL REPORT FORM – TANKER TRUCK OIL TRANSFERS	
<p>To: <i>Regional on-scene commander,</i> [Insert] Regional council</p> <p style="margin-top: 20px;">fax#</p>	
Date:	Time:
Location of the spill:	
..... regional council notified at: ... hrs	
Vessel involved:	Agent:
Wharf operator:	
Transfer checklist signed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Product involved:	supplier:
Estimated quantity spilt: litres/tonnes	
Supposed cause:	
If hose ruptured, date of pressure test:	
Owner:	Manufacturer:
Initial clean up response:	
Further comments.	
Signed	Designation

ANNEX 2 – CLASS 2: ALL FIXED FACILITIES THAT DEAL WITH NON-PERSISTENT OIL ONLY

Title: *[Name of Company]* Site Marine Oil Spill Contingency Plan for Fixed Facilities that Deal with Non-Persistent Oil

Purpose and Policy

The purpose of this document is to describe, in detail, the planned response to emergencies related to oil spills from *[name of site]* that might pollute the marine environment.

Part 130B of the Marine Protection Rules requires that owners of oil transfer sites develop contingency plans for dealing with oil spills into New Zealand's internal waters, territorial sea and exclusive economic zone. To meet its responsibilities, *[name of company]* has prepared this site marine oil spill contingency plan.

Safety

The safety of people overrides all other considerations.

In the event of a spillage of flammable or explosive hydrocarbons, all sources of ignition must be shut down and the area checked for flammable vapours before deploying any machinery in the area.

Operations, in conditions that endanger personnel, must be suspended until conditions improve.

No clean-up of any spill or area may begin until it is safe* to do so.

(*Every person must determine what it is safe, based upon his/her training and experience in coping with the situation faced.)

Personnel involved in a clean-up must be appropriately trained and issued with the appropriate protective clothing and safety equipment.

Description of the Site and Operations

[Name of company] transfers *[fuel name e.g. marine diesel/petrol]* to and from vessels at *[location]*.

There is a *[volume]* tank for the storage of *[fuel name]* located at *[location of storage tank]*.

The tank is connected to *[type of dispensers]* by a pipeline that runs *[location of pipeline]*.

A site plan is included in Appendix 1 to this plan.

Characteristics of Oils and Hydrocarbons Transferred at the Site

[Give a brief description of products stored and transferred.]

Material Safety Data Sheets are included for all hydrocarbons transferred in Appendix 3 of this plan.

Potential Spill Sources and Risks

This plan identifies the most common risks likely to occur during marine transfer operations.

Spill events could arise from:

**BURST HOSE FLANGE FAILURE VALVE FAILURE PIPELINE
LEAK SHIPS OIL TANK OVERFLOW**

(identify the likely consequence of each spill scenario, eg likely volume of oil spilled)

Preventative Measures in Place

Company Procedures for *[name of company]*.

Operators shall:

[insert preventive measures here]

For example:

- Complete the pre-transfer checklist before transfers begin (appendix 2)
- Undertake monthly inspection of hoses and couplings for wear and tear etc.
- Undertake annual inspections
- Have an emergency stop button located at the dispenser
- Have an electrically operated solenoid valve fitted at the dispenser which remains closed unless the dispenser is operating
- Have an automatic shut-off nozzle
- Ascertain the available capacity of respective oil tanks on the vessel
- Have at hand sufficient material to contain spillages.
- Be aware of requirements for safe handling and spill response.
- Fulfil hose testing requirement (to double the operating pressure) – 6 monthly
- Conduct pipeline pressure testing – 6 monthly
- Other

Spill Response Equipment

The following list of equipment is held on the site:

[for example: absorbent material, drip trays, buckets, other]

The following list of equipment is held off site but available in case of a spill:

[for example: location, equipment available]

Spill Response Procedures

The following procedures shall be undertaken in the event of a spill:

- assess the spill and determine whether or not it is safe to proceed with response procedures;
- take immediate action to isolate the source and limit or contain the spill by shutting down pumps, closing valves or placing sorbent material around drain points etc – sensitive environments should be given priority;
- report the spill following the notification procedures outlined in this plan;
- mobilise appropriate spill equipment and personnel to commence clean-up;
- clean-up should be undertaken so that the area affected is returned as near as possible to its natural state prior to the spillage.

Note: If after the Regional Council has been notified, the Regional On-scene Commander (ROSC) determines that the spill warrants a regional (tier 2) response, any directions given by the ROSC to deal with the spill must be followed.

Notification Procedures

Immediately after any marine oil spill, the operator must report the spill:

- by fastest means of communication available; and
 - with the highest possible priority,
- to the regional council using the following procedures:

[Procedures, for the following notifications, should be outlined:

- *Operator to Management*
- *Operator/Management to Regional Council*
- *Operator/Management to Port (if necessary)*
- *Operator/Management to Fire Service (if necessary)*
- *Operator/Management to Police (if necessary)]*

A list of relevant phone numbers and personnel to contact is included below.

The spill notification report form, set out in Appendix 1, must be completed. This report must be made, as soon as practicable, by fax or hand delivery, to the Regional On Scene Commander.

ALL SPILLS INTO THE MARINE ENVIRONMENT OR THAT ARE LIKELY TO REACH THE MARINE ENVIRONMENT, NO MATTER HOW SMALL, MUST BE REPORTED IMMEDIATELY TO THE REGIONAL COUNCIL.

Contact Telephone Numbers (24 hours)

- (i) Operator or the operator’s site representative;
- (ii) Director/Maritime New Zealand;
- (iii) Regional council;
- (iv) Any organisation contracted to the operator to respond to oil spills at the site;
- (v) All off-duty personnel with responsibilities for dealing with oil spills;
- (vi) Any other persons whose interests in or around the site are likely to be affected by an oil spill at the site.

Contact details must be checked and updated regularly.

Debriefing, Plan Review and Plan Testing

- Debriefing:** After the spill response has been completed:
- a debriefing should be carried out involving all personnel concerned with the spill and
 - a report, with recommendations, should be compiled and given to the Regional Council.

- Plan** This plan must be reviewed:
- not less than once every twelve months to check the currency and completeness of the information contained in it;

- Review:**
- after its use in response to an oil spill.

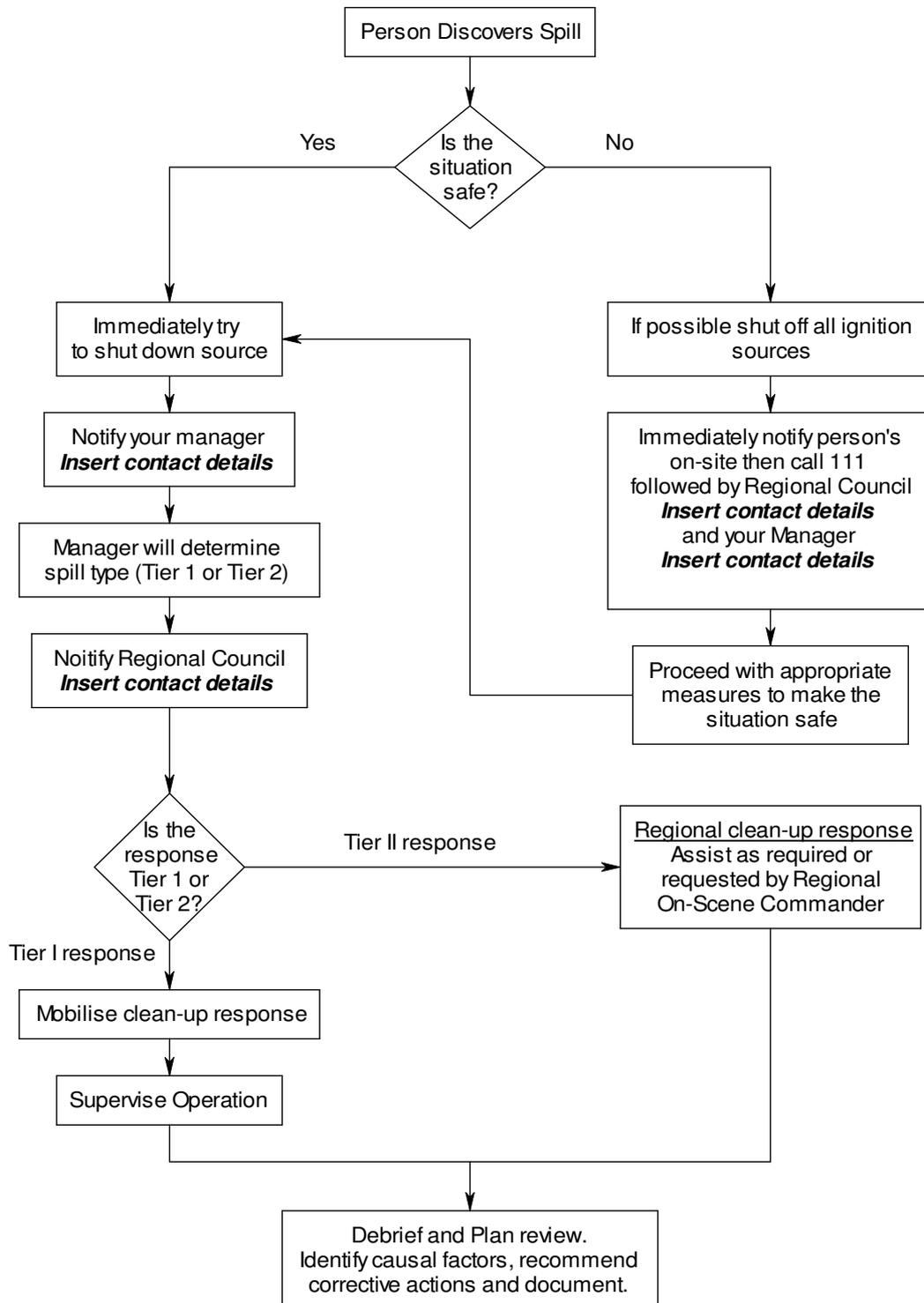
The next review is due

- Plan** This plan must be fully tested not less than once every twelve months, with individual components of the plan being tested as necessary.

- Testing:** The next test is due.....

Any modification that would increase the effectiveness of the plan must be made. Modifications must be approved by the Director except in the case of changes the contact list and reassignment of personnel duties

Appendix 1 – Spill Response Standard Operating Procedures



Appendix 2 – Pre-Transfer Checklist

Appendix 3 – Material Safety Data Sheets

Appendix 4 - Site Plan

You should include the following points where relevant:

- *the location to which the plan applies. The “site” is the area of land (and possibly sea) for which the plan makes provision and sets up response procedures.*
- *the places and systems associated with the storage or transfer of fuels (including location of storage tanks and pipelines, tank capacity, filling arrangements, isolation valves and drainage systems) highlighting the critical isolation points.*
- *those areas or processes identified as presenting a risk of a marine oil spill*
- *access points including roads and other vehicle access.*
- *coastal access points, noting any problems such as soft sand for vehicles, rock outcrops, etc.*
- *as built drainage plans including sewerage and stormwater – show manholes, cesspits and pipelines.*
- *any other specific information about the site and its environs that will be of use in the response.*

Appendix 5 – Spill Report Form

SPILL REPORT FORM – FIXED FACILITY OIL TRANSFERS	
<p>To: <i>Regional on-scene commander,</i> [Insert] Regional council</p> <p style="margin-left: 40px;">fax#</p>	
Date:	Time:
Location of the spill:	
..... regional council notified at: ... hrs	
Vessel involved:	Agent:
Wharf operator:	
Transfer checklist signed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Product involved:	supplier:
Estimated quantity spilt: litres/tonnes	
Supposed cause:	
If hose ruptured, date of pressure test:	
Owner:	Manufacturer:
Initial clean up response:	
Further comments.	
Signed	Designation

ANNEX 3 — CLASS 3: SITE MARINE OIL SPILL CONTINGENCY PLAN CHECKLIST

Required Contents of an Oil Spill Contingency Plan	YES/NO	COMMENTS
1 CONTENTS		
2 DEFINITIONS AND ABBREVIATIONS		
3 Purpose and Policy		
4 Safety <i>Guidance to ensure the safety of personnel at the site.</i>		
Risk identification, assessment and prevention		
5 Site Plan <u>Up-to-date and accurate drawings, plans or general arrangements of the site, showing –</u> <ul style="list-style-type: none"> • <i>the places and systems associated with the storage or transfer of fuels including tank capacity, filling arrangements, isolation valves and drainage systems highlighting the critical isolation points;</i> • <i>those areas or processes identified as presenting a risk of a marine oil spill; and</i> • <i>locations in the vicinity of the site identified as under threat of environmental damage should a marine oil spill occur.</i> 		
6 Characteristics of Oils <i>Particulars of all oils stored at the site including specifications, material safety data sheets and the maximum volume of each type of fuel held on site.</i>		
7 Identified Risks <i>A detailed description of all the identified processes and activities which present a risk of pollution from an oil spill.</i>		
8 Preventative Measures <i>A list of specific actions and procedures to reduce the risk of an oil spill including specific standard operating procedures to be employed at the interface between the site and a vessel.</i>		
9 Threatened Sites <i>A detailed description of those identified areas which may suffer environmental damage as a result of an oil spill.</i>		
10 Predicted Spill Movement <i>Local information to help predict the movement of any spilt oil.</i>		

<p>Response to marine oil spills</p>		
<p>11 Response Procedures <i>Information to help personnel at the site deal with an oil spill by initiating the actions necessary to stop or minimise the spill and to mitigate its effects, including procedures for –</i></p> <ul style="list-style-type: none"> (i) <i>preventing the escalation of the oil spill;</i> (ii) <i>stopping the discharge at its source, if possible;</i> (iii) <i>deciding what action to take in response to an oil spill;</i> (iv) <i>identifying the safety and environmental consequences of any remedial action; and</i> (v) <i>determining whether or not the oil spill can be contained or cleaned up by the resources available to the operator or any other person responsible for implementing the contingency plan.</i> 		
<p>12 Response Options <i>Appropriate response options for the site.</i></p>		
<p>Reporting Marine Oil Spills</p>		
<p>13 Point of Contact <i>The means and point of contact for co-ordination of response activities.</i></p>		
<p>14 Reporting Procedure <i>The procedure by which spills are to be reported in accordance with rule 130B.13.</i></p>		
<p>15 Oil Spill Notification Form</p>		
<p>16 Escalation Procedure <i>The procedure by which the operator is to report to the regional council or the Director if the person responsible for implementing the contingency plan considers that the oil spill cannot be cleaned up or contained using the resources available to that person.</i></p>		
<p>17 Contact Details <i>A list of 24-hour contact information for:</i></p> <ul style="list-style-type: none"> (i) <i>the operator or the operator’s site representative;</i> (ii) <i>the Director;</i> (iii) <i>the regional council, if the site is within a region;</i> (iv) <i>any organisation contracted to the operator to respond to oil spills at the site;</i> (v) <i>off-duty personnel with responsibilities for dealing with oil spills;</i> (vi) <i>other persons whose interests in or around the site are likely to be affected by an oil spill at the site; and</i> (vii) <i>the name and contact details of any person responsible for implementing the plan.</i> 		
<p>18 Response Structure <i>The organisational response structure for the installation, including –</i></p> <ul style="list-style-type: none"> (i) <i>duties of all personnel responsible for dealing with spills;</i> (ii) <i>positions consistent with the national civil defence emergency plan made from time to time under section 39 of the Civil Defence Emergency Management Act 2002;</i> 		

<p>19 Equipment Inventory</p> <p><i>An inventory of any response equipment held on site (including the location of that equipment) with personnel responsibilities for the deployment, survey and maintenance of that equipment.</i></p>		
<p>20 Testing and Reviewing</p> <p><i>The operator of the oil transfer site must –</i></p> <p><i>(i) test the plan every 12 months;</i></p> <p><i>(ii) review the effectiveness of the plan as soon as practicable after every test, response to an oil spill and change in the response procedures or equipment for the site; and</i></p> <p><i>(iii) keep a record of every test and review and the results and findings of every such test and review.</i></p>		

ANNEX 4 – OIL TRANSFER SPILL PREVENTION CHECKLIST

Vessel: _____ Date: _____ Time: _____ Berth: _____

Transferring bunker/lubricant/waste **oil via** pipeline/road tanker/barge
(Delete as required)

Oil Type: _____ Quantity: _____ Metric Tonnes
 Receiving Tank Capacity/ies: _____
 Current Tank Level/s: _____
 Pumping Rate: _____ SHIP or SHORE Stop: _____

Each item below must have at least one box marked affirmative – otherwise the harbourmaster's permission must be sought before transfer can begin.

	SHIP	SHORE
Ship securely moored?	<input type="checkbox"/>	<input type="checkbox"/>
Flammable liquids flag (B) exhibited, all-round red light at night?	<input type="checkbox"/>	<input type="checkbox"/>
Containment equipment deployed around valve couplings, response equipment ready?	<input type="checkbox"/>	<input type="checkbox"/>
Scuppers adequately plugged and/or overflow protection on breathers? (No rags)	<input type="checkbox"/>	<input type="checkbox"/>
Unused bunker connections blanked?	<input type="checkbox"/>	<input type="checkbox"/>
Hoses securely connected (any gaskets checked), wired closed, supported & protected?	<input type="checkbox"/>	<input type="checkbox"/>
Valves set correctly for tanks to be used?	<input type="checkbox"/>	<input type="checkbox"/>
Continuous communications system in English agreed between ship & shore?	<input type="checkbox"/>	<input type="checkbox"/>
Emergency shutdown procedures agreed?	<input type="checkbox"/>	<input type="checkbox"/>
Continuous monitoring of ship valve manifold, vent pipes & shore control point?	<input type="checkbox"/>	<input type="checkbox"/>

Details of monitoring & communication:

ENSURE THAT:

- valves are closed when transfer ceases or stops temporarily;
- relevant safety procedures are maintained throughout the transfer; and
- no hot work is being undertaken in the vicinity.

PUMPING SHOULD NOT BEGIN UNTIL THIS CHECKLIST IS SATISFACTORILY COMPLETED

Declaration

(Including Ship's Master or Chief Engineer)

1) We have checked, jointly wherever possible, the items on this checklist, and have satisfied ourselves that the entries made are correct to the best of our knowledge.

2) During bunkering, the ship's responsible nominee **MUST NOT** close any valves on board without giving sufficient warning to the supplier. The operator **MUST** immediately respond in acknowledgement of the instruction and decrease delivery pressure. Failure to follow this procedure can result in catastrophic failure of transfer system.

SHIP	SHORE
Name: _____	Name: _____
Rank: _____	Position: _____
Signature: _____	Signature: _____

NOTE:

- The level of detail required is considered the minimum for normal operations, although additional fields could be incorporated to provide for any more specialist activities
- This checklist must be completed by the oil company's representative prior to commencement of transfer operations.
- The original of the completed and signed checklist should be supplied to the Harbourmaster, and a copy given to the Master of the vessel.

SPILLAGES MUST BE CLEANED UP AND REPORTED IMMEDIATELY TO THE REGIONAL COUNCIL

Contact Details

Regional council

Emergency pollution

Other (relevant)

FINES UNDER THE MARITIME TRANSPORT ACT 1994 AND RESOURCE MANAGEMENT ACT 1991 ARE A MAXIMUM OF NZ\$200,000 PLUS EXPENSES AND COSTS INCURRED IN REMOVING AND CLEANING UP THE OIL.

The completion of this form should be considered as part of the Tier 1 response plan as required by Marine Protection Rule Part 130B. No action whatsoever by the transfer operator in conjunction with this checklist shall affect the ship's obligations and/or liabilities in any way.

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