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OIL DISCHARGE MESSAGE TEMPLATE

1. Major discharges or spills of material or fluids which endanger critical water areas; have the potential to generate public concern / media attention; become the focus of enforcement action; or pose a threat to public health or welfare will be sent as NAVY BLUE. For spills that do not meet the requirements of a NAVY BLUE will be sent as a Navy Unit SITREP. Follow up reports should be utilized to provide updated information to an original report in accordance with OPNAV 5090.1 series. If the release is secondary to a MISHAP, then the OHS report will be submitted as a FOLUP to the original OPREP-3 notification report.

## 2. Record Message Example.

## a. FROM:

Navy activity / ship responsible for or discovering / reporting spill [Installation Commander, Pier SOPA, Wing Commander, Vessel Commander]

## b. ACTION addresses:

COMNAVREG SE JACKSONVILLE FL

## c. INFO Addresses:

Chain of Command  
 Installation Commander  
 OPNAV WASHINGTON DC//N45//  
 CNIC WASHINGTON DC//N45//  
 CHINFO WASHINGTON DC//JJJ//  
 COMNAVSEASYS COM WASHINGTON DC//00C//  
 NAVFAC EXWC PORT HUENEME CA//424//  
 NAVJAG WASHINGTON DC//11//  
 COAST GUARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//  
 [Remove NRC if OCONUS, or outside 12 NM of shore]

## d. Additional addresses to be considered:

NOLSC DC FT BELVOIR VA//JJJ// [DLA Capitalized fuel spills]  
 NAVSURFWARCEN SHIPSYSENGSTA PHILADELPHIA PA//90// [Vessel/Fleet related spill]  
 COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90// [Incident potentially reportable as a MISHAP or an actual MISHAP]  
 MISHAP addresses  
 Component Commander:  
 COMUSNAVSO [For NS Guantanamo Bay]

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Fleet Commander  
Type Commander

SOPA  
Other Operational and Administrative Commanders  
Appropriate U.S. Coast Guard District

e. Additional NAVY BLUE Action Addresses:

CNO WASHINGTON DC//N31/N4/N02/N09//  
USSTRATCOM OFFUTT AFB NE//J3/J31/J38// [as determined by the NOC or MOC]  
COMUSFLTFORCOM NORFOLK VA//N3/N5/BWC/N41//  
Component Commander:  
COMUSNAVSO [For NS Guantanamo Bay]  
Fleet Commander  
Type Commander  
Other Operational and Administrative Commanders

f. Additional Navy BLUE INFO Addresses:

ONI WASHINGTON DC  
HQ USNORTHCOM//J3//  
DIRNAVCRIMINSERV WASHINGTON DC//02/21/22/23/24D/MTAC//  
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90// [Incident potentially reportable as a MISHAP or an actual MISHAP]  
MISHAP addresses  
Appropriate U.S. Coast Guard District  
BUMED WASHINGTON DC  
Appropriate SYSCOM:  
COMNAVAIRSYSCOM PATUXENT RIVER MD//9F// [aircraft incidents]  
COMNAVSEASYSYSCOM WASHINGTON DC//08// [SSNs, SSBNs, SSGNs, CVNs]  
SPAWARSYSCOM PACIFIC SAN DIEGO CA  
DIRSSP WASHINGTON DC [SSBNs]  
NAVORDSAFSECACT INDIAN HEAD MD [ordnance incidents]  
COMSC WASHINGTON DC [MSC incidents]  
CMC WASHINGTON DC [USMC personnel/mission incidents]  
CG TECOM QUANTICO VA [USMC aviation training unit]

g. Message Body:

UNCLAS  
SECINFO/U/-//  
EXER/NAME OF EXERCISE if applicable [Ex: NAS Key West WCD 2019 EXERCISE]  
MSGID/OPREP-3NUS or NB, USMTF, YYYY/INSTALLATION or USS SHIP/001//

REF/A/DESC: DOC/OPNAV/03SEP2019//  
REF/B/DESC: VOC/INSTALLATION/DDTTTTZMMMYYYY//  
REF/C/DESC: MSG/INSTALLATION/DDTTTTZMMMYYYY//  
NARR/REF A IS OPNAV M-5090.1 FOR MESSAGE FORMAT REQUIREMENTS.  
REF B IS VOICE REPORT TO THE ROC.  
REF C IS INITIAL NAVY UNIT SITREP [for FOLUP reports only].//  
FLAGWORD/NAVY UNIT SITREP or NAVY BLUE/-//  
TIMELOC/DDTTTTZMMMYYYY/LOCATION/INIT or FOLUP or FINAL//  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

EXERCISE... EXERCISE... EXERCISE...

1. LOCAL TIME AND DATE SPILL [OCCURRED/DISCOVERED]:
2. [FACILITY/VESSEL] ORIGINATING SPILL:
  - a. For Navy ships, list ship name and hull number.
  - b. For Navy shore facilities, list facility name.
  - c. For non-Navy spills, list name of responsible party, if known.
  - d. For organizations under contract to Navy, list firm name and contracting Navy activity.
  - e. If the facility or vessel of spill is unknown at time of this report, list only "Unknown" until such time as definitively established.
  - f. For aircraft, list aircraft model, bureau number, reporting custodian, and custodian location.
3. SPILL LOCATION:
  - a. For spills at sea, list latitude, longitude, and distance to nearest land.
  - b. For spills in port, list port name, host naval command (NAVSTA, Shipyard), and specific location (pier or mooring designation).
  - c. For spills ashore, list city, state, facility name, and specific location (building designation).

4. VOLUME SPILLED IN GALLONS:

- a. Estimates must be made by examining loss at source (e.g., checking the sounding tank, calculating flow rate of spill).
- b. If amount is unknown at time of this report, list only "Unknown" until such time as definitively established.
- c. Estimating volume by visual observation of oil on water can be very unreliable.
- d. If volume estimate can only be made by visual observation of oil on water, do not report estimate here.
- e. If oil and water mixture, indicate percent oil.

5. TYPE OF OIL SPILLED:

- a. List whether marine gas oil, naval distillate (F-76), jet fuel (JP-4 or 5), aviation or automotive gasoline, automotive diesel, heating fuels (e.g., grade 1 or 2, kerosene), residual burner fuel (e.g., grade 4, 5, or 6), lubricating oil; hydraulic oil, oil / oil mixture (including slops and waste oil), or oil / water mixture (including bilge waste).
- b. If type unknown at time of this report, list only "Unknown" until such time as definitively established.

6. OPERATION UNDER WAY WHEN SPILL [OCCURRED / DISCOVERED]:

- a. If fueling or defueling, list whether underway or in port by pipeline, truck, or barge.
- b. Specify whether conducting internal fuel oil transfer operations (including movement from one storage tank to another), pumping bilges, conducting salvage operations, aircraft operations (taxi, takeoff, fueling, in flight, landing), or "Other" (specify).
- c. Include any evolution or operation that had been conducted within four hours of spill discovery that may have resulted in oil discharge.
- d. If operation unknown or if no evolution can be attributable at time of this report, list only "Operation Not Known" or "To Be Determined" until such time as definitively established.

7. SPILL CAUSE:

a. Classify the spill cause by citing one or more of the following categories and then provide a narrative description of the specific spill cause: Structural; electrical; hose; valve or fitting; tank level indicator; oil and water and separator and oil content monitor; other equipment (specify component that failed); collision, grounding, or sinking; valve misalignment; monitoring error; procedural and communications error; chronic or recurring; or weather related. This information will be used by Commander, Naval Sea Systems Command for causal analysis and spill prevention.

b. If the spill resulted from a mechanical or equipment failure, identify failed equipment or suspected failed equipment by system, nomenclature, allowance part list, service, part number, and or location.

c. If cause unknown or undetermined at time of this report, list only "To Be Determined" or "Under Investigation" until such time as definitively established.

8. SLICK DESCRIPTION AND MOVEMENT:

a. Size: Length and width (yards or NM) and percentage of that area covered.

b. Color: Silver transparent, gray, rainbow, blue, dull brown, dark brown, black, brown-orange mousse.

c. Odor: Noxious, light, undetectable.

d. Slick movement: Set (degrees true toward) and drift (knots).

9. SPILL ENVIRONMENT:

a. Weather: Clear, overcast, partly-cloudy, rain, snow, etc.

b. Prevailing wind at scene: Direction (degrees true from), speed (knots), and fetch (yards or NM).

c. Air and water temperature: Indicate ice cover.

d. Sea state: Beaufort Force number.

e. Tide: High, low, ebb, flood, or slack or current: Set (degrees true toward) and drift (knots).

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10. AREAS DAMAGED OR THREATENED:

- a. Body of water, area, or resources threatened or affected.
- b. Nature and extent of damage to property, wildlife, or other natural resources (if any).

11. TELEPHONIC REPORT TO NATIONAL RESPONSE CENTER [WAS/WAS NOT] MADE:

- a. If made, list:
  - (1) Time and date of telephonic report.
  - (2) NRC report and case number.
  - (3) Name of NRC official taking report and quantity of oil reported.
- b. If not made, provide reason why: Beyond 12 NM from U.S. shores, no threat to navigable water, etc.
- c. Navy command making telephonic report.

12. SAMPLES [WERE/WERE NOT] TAKEN: If taken, identify location(s) from which taken (e.g., tanks, hoses, piping, slip, jetty, etc.) and collecting officer by name, rank, and agency.

13. CONTAINMENT METHOD [PLANNED/USED]:

- a. If none, state reason.
- b. Otherwise, indicate equipment utilized (e.g., boom, ship's hull, camel, water spray, chemical agent).

14. SPILL REMOVAL METHOD [PLANNED/USED]:

- a. If none, state reason.
- b. Equipment planned and used (e.g., Rapid Response Skimmer or Dip 3001 skimmer, portable skimmer, absorbent materials (oil absorbent pads, chips, etc.), dispersants, vacuum trucks or pumps, other (specify)).

15. VOLUME OF OIL RECOVERED IN GALLONS (Decanted pure product):

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16. PARTIES PERFORMING SPILL REMOVAL:

- a. Identify lead organization in charge (e.g., Navy command, USCG, EPA).
- b. Identify all other parties involved (e.g., commercial firms, supporting Navy activities, state or local agencies).

17. FEDERAL, STATE, OR LOCAL REGULATORY ACTIVITY DURING THIS INCIDENT:

- a. Identify by name and agency any official attending on-scene or making telephonic inquiry.
- b. Note whether officials boarded vessel and include date, time, and spaces inspected.

18. ASSISTANCE REQUIRED OR ADDITIONAL COMMENTS:

- a. Requests for support or assistance [ex. mobilize an emergency response contractor to support cleanup efforts through the NRSE Navy On-Scene Coordinator program or are expected to arrive ETA.]
- b. Media interest [anticipated, unanticipated, or currently reporting with link to article.]
- c. What is the impact to installation mission or operations?

19. LESSONS LEARNED: How could this spill have been avoided?

20. COST OF RECOVERY: Probably not known for initial report. Include in follow up report to the extent known.

21. ACTIVITY CONTACT FOR ADDITIONAL INFORMATION: List name, rank and rate, command, code, e-mail address, and DSN and or commercial telephone numbers./

EXERCISE...EXERCISE...EXERCISE...//