

NONTANK VESSEL OIL SPILL CONTINGENCY PLAN

The Owner or Operator of the vessel for which this Plan covers is the Plan Holder.
Read the instruction sheet before completing this document. This plan is submitted and approved in accordance with Government Code §8670.28 and §8670.29 and California Code of Regulation sections 825.01 *et seq.*

Date of plan: _____

Vessel Name: _____

Submittal type: <input type="checkbox"/> New plan <input type="checkbox"/> Existing Plan # 08-05-_____ <input type="radio"/> Renewal <input type="radio"/> Revision <input type="radio"/> Add vessel <input type="radio"/> Delete vessel <input type="radio"/> Change region of operation <input type="radio"/> Change contractor <input type="radio"/> Other (specify)_____

Geographic Region(s) of Operation or Transit Routes: ____ Area 1 North Coast - Del Norte, Humboldt, Mendocino ____ Area 2 San Francisco - SF, Marin, Napa, Contra Costa, Alameda, Santa Clara, San Mateo, Yolo, San Joaquin, Solano, Sacramento ____ Area 3 Central Coast – Santa Cruz, Monterey ____ Area 4 Northern Sector – San Luis Obispo, Santa Barbara, Ventura ____ Area 5 Southern Sector – Los Angeles, Orange ____ Area 6 San Diego – San Diego ____ Statewide
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SECTION A. PLAN HOLDER INFORMATION

1. Plan Holder Name:

Plan Holder is the ___ Owner ___ Operator of the vessel in this plan.
Street Address (street, number, city, state, country, postal code): _____

Telephone Number: _____ Email Address: _____
Fax Number: _____

2. Correspondence Address

Company: _____
Mail Address: _____
Name: _____ Title: _____
Telephone Number: _____ Email Addresses: _____
Fax Number: _____

3. Agent for Service of Process in California:

Name: _____
Street Address: _____
Mail Address: _____
Telephone Number: _____ Email Address: _____
Fax Number: _____

SECTION B. VESSEL INFORMATION

1. Vessel Name: _____
Flag IMO number: _____ Registry Number: _____
Call Sign: _____ Country of Registry: _____ Vessel type: _____
Vessel Type use: BULK (bulk cargo), CONT (container ship), LPG/LNG, PASS (passenger),
 REEF (reefer), GEN (break bulk cargo), RO-RO (car carriers), Large Yacht
 Other: _____
Classification Society: _____ Year built: _____
Tonnage (registered): _____
Dimensions (in meters): Beam _____ Length _____ Draft _____

2. California Certificate of Financial Responsibility (COFR)

Valid Current COFR # for the vessel: _____

3. Vessel Oil Capacity Information (in bbls)

Reasonable Worst Case Volume or Largest Fuel Tank: _____ (from COFR application)
Type of Fuel: _____ Total Fuel Capacity: _____
Lubrication Oil Volumes: _____ Oil/Petroleum Cargo (if any): _____

4. Vessel Principles in Addition to the Plan Holder (eg. owners, operators, managers)

Name: _____	Name: _____
Street Address: _____	Street Address: _____
Mail Address: _____	Mail Address: _____
Phone Number: _____	Phone Number: _____
Fax Number: _____	Fax Number: _____
Email Address: _____	Email Address: _____

Check: Owner Operator Manager Other Check: Owner Operator Manager Other

5. Attached Documents

- Vessel diagrams indicating fuel and oil tanks; general arrangement, size, capacity, and types of oil for each tank.
- Signed copy of OSRO contract.
- Signed vessel emergency services/salvor contract.

SECTION C. NOTIFICATION AND CONTRACTOR INFORMATION

Notifications shall be initiated immediately or within 30 minutes of incident discovery:
National Response Center: 1.800.424.8802
California Emergency Management Agency: 1.916.845.8911 or 1.800.852.7550
Qualified Individual (QI): _____
Rated Oil Spill Response Organization (OSRO): _____
Spill Management Team (SMT): _____

1. Person or Central Office Responsible for Initiating Spill Notifications for the Plan Holder:

Company: _____
Name: _____ *Alternate Person:* _____
24-hour Phone Number: _____ *24-hour Phone Number:* _____
Fax Number: _____ *Fax Number:* _____
Email Address: _____ *Email Address:* _____

2. Qualified Individual (QI)

Company: _____
Name: _____ *Alternate Person:* _____
24-hour Phone Number: _____ *24-hour Phone Number:* _____
Fax Number: _____ *Fax Number:* _____
Email Address: _____ *Email Address:* _____

3. Primary Rated Oil Spill Response Organization (OSRO)

Company: _____
List contracted Rated OSRO(s) to cover Plan Holder obligations for the following services:
Containment booming: _____ *Region(s) covered:* _____
On-water Recovery: _____ *Region(s) covered:* _____
Storage: _____ *Region(s) covered:* _____
Shoreline Protection: _____ *Region(s) covered:* _____
Shoreline Cleanup: _____ *Region(s) covered:* _____
Dispersants: _____ *Region(s) covered:* _____

4. Spill Management Team (SMT)

Company: _____
Name: _____ *Alternate Person:* _____
24-hour Phone Number: _____ *24-hour Phone Number:* _____
Fax Number: _____ *Fax Number:* _____
Email Address: _____ *Email Address:* _____

5. Vessel Emergency Services/Salvage

Company: _____
Name: _____ *Alternate Person:* _____
24-hour Phone Number: _____ *24-hour Phone Number:* _____
Fax Number: _____ *Fax Number:* _____
Email Address: _____ *Email Address:* _____

SECTION D. SPILL REPORTING CHECKLIST

All notifications will be made pursuant to the SOPEP Initial Notification Checklist for this vessel.

or

Attached spill response checklist that complies with SOPEP requirements to be used in case of a threatened or actual spill.

SECTION E. CERTIFICATION

By signing below, I certify:

- a. I am an executive or other person within the Plan Holder’s management who is authorized to fully implement this oil spill contingency plan. I have reviewed the plan for accuracy.
- b. Plan Holder will maintain a level of readiness that will allow effective implementation of this contingency plan.
- c. Plan Holder has a contract with a Rated OSRO identified in Section B of this Plan who is rated for the Geographic Region(s) of operation, the appropriate vessel response planning volume(s), and response time for deployment.
- d. Plan Holder has a contract with a vessel emergency service or salvor that will respond to the Geographic Regions(s) within the required timeframes.
- e. The vessel covered by this Plan complies with all applicable International Safety Management Codes, established by the International Maritime Organization, and such certifications are available for review.
- f. Each environmentally sensitive site will be protected as described in the Area Contingency Plan or Shoreline Protection Table applicable for each Geographic Region.
- g. Plan Holder will use and integrate into the Incident Command System established during a drill or actual spill.
- h. Plan Holder will use the Oiled Wildlife Care Network for care of oiled wildlife.
- i. Elements of this Plan will be drilled at least annually, and the entire Plan drilled once every 3 years.
- j. Plan Holder staff and employees will be trained in the use of this Plan.
- k. The Plan will be periodically reviewed and updated as necessary, and will be re-submitted to OSPR every 5 years from the date of approval.
- l. The Plan will be available to response personnel and to State and Federal agencies for inspection and review.
- m. The Plan will include initial shipboard response actions necessary to minimize the impact of a spill on marine waters.
- n. Under penalty of perjury under the laws of the State of California, the vessel information contained in this contingency plan is true and correct and that the plan as a whole is both feasible and executable.

Name: _____ Title: _____

Signature: _____ Date: _____

**NONTANK VESSEL
OIL SPILL CONTINGENCY PLAN
INSTRUCTIONS**

A nontank vessel of 300 gross registered tons or greater that carries oil but not as cargo shall not operate in California marine waters unless the owner or operator has an approved oil spill contingency plan for the Geographic Regions in which the nontank vessel transits or operates. This includes large yachts of 300 gross registered tons or greater with petroleum fuel that are not used for commercial purposes. The plan must be submitted to the Administrator of the Office of Spill Prevention & Response for review and approval. *A complete, signed plan document shall be submitted electronically.*

The accompanying document is your oil spill contingency plan for compliance with Title 14 California Code of Regulations (CCR) Section 825.01 *et seq.*, and Government Code §8670.28 and §8670.29. This document may also be used to revise or renew an existing contingency plan. ***The plan must be submitted a minimum of 7 days before the vessel named on the plan operates in California marine waters.*** Upon approval, the completed document serves as the oil spill contingency plan and, along with the approval letter, must be kept on board the vessel while in California marine waters.

All sections of the plan must be completed unless otherwise indicated on the document or in these instructions. ***You may also add additional provisions that you consider helpful to your employees or staff, or others who may refer to the plan during a spill; such provisions must not conflict with any statutory or regulatory requirements.***

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Date of the plan. **Name** of the vessel. Enter the name of the vessel in all capital letters.

Submission Type

Check one box to indicate the plan document type. Enter the existing plan number if a resubmittal (renewal) or revision. If a revision, check all applicable boxes to describe the type of revision.

Region(s) of Operation

Check all applicable boxes to identify the region(s) in which the vessel(s) may operate. Check “Statewide” if the vessel(s) intends to operate in all 6 Geographic regions. All vessels must have Rated Oil Spill Response Organization (OSRO) coverage for all regions and ports in which the vessel operates.

Section A. Plan Holder Information

- 1. Plan Holder details** — Enter the name and contact information for the company (existing company if renewal or revision) who will be the Plan Holder for the vessel, taking responsibility for response actions during a drill, an actual spill, or a threatened spill from the vessel. Check one box indicating owner or operator. The Plan Holder must own, have an ownership interest in, operate, charter by demise, or lease the vessel.
- 2. Correspondence** – List the name, address, phone number, fax number, and email address if available, of the person to whom correspondence should be sent.
- 3. Agent for Service of Process** – Enter the name and contact information for an agent for service of process. The agent must be designated to receive legal documents on behalf of the Plan Holder and the vessel covered by the plan. Such agent shall be located in California. 14 CCR Section 827.02(a)(3)

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Section B. Vessel Information

1. Vessel Particulars – Enter the following information for only one vessel per oil spill contingency plan:

- Vessel Name – The vessel’s name.
- Vessel Flag – The nation of registry; do not substitute home port.
- Lloyd’s Number – The vessel’s 7-digit Lloyd’s registration number or IMO number (leave off “IMO” prefix). If the vessel has no Lloyd’s/IMO number, enter “N/A.”
- Official Number – The vessel’s official number issued by the nation of registry.
- Call Sign – The vessel’s current radio call sign.
- Vessel Type – Enter a code that describes the vessel’s primary function. BULK (bulk cargo), CONT (container ship), LPG/LNG (liquefied petroleum or natural gas), PASS (passenger), REEF (reefer), LARGE YACHT. If MISC or OTHER please give a brief description in the blank.

- Classification Society – Enter one of the following:

ABS American Bureau of Shipping ACS Asia Classification Society BKI Biro Klasifikasi Indonesia BV Bureau Veritas CCS China Classification Society CR China Corporation Register of Shipping CRS Hrvatski Registar Brodova (Croatian Register of Shipping) DNV Det Norske Veritas GL Germanischer Lloyd HRS Hellenic Register of Shipping for Greece ICS Iranian Classification Society IRS Indian Register of Shipping	IROS International Register of Shipping KR Korean Register of Shipping LR Lloyd's Register NK Nippon Kaiji Kyokai (ClassNK) PRS Polish Register of Shipping (Polski Rejestr Statków) RBNA Registro Brasileiro de Navios (Brazilian Register of Shipping) RINA Registro Italiano Navale RINAVE Registro Internacional Naval SA RS Russian Maritime Register of Shipping GBS Guardian Bureau of Shipping SCM Ships Classification (Malaysia) Sdn Bhd
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- Year Built – The date the ship was completed.
- Gross Tons – The vessel's registered tonnage.
- Beam – Width of the ship at the widest point, or a point alongside the ship at the mid-point of its length in meters.
- Length – Actual length (or LOA) of the ship measured in meters.
- Draft – Depth of the ship's keel below the waterline in meters.

2. **California Certificate of Financial Responsibility (COFR)** – Check if the vessel has a current COFR; enter COFR #.

3. **Vessel Oil Capacity Information** – Enter all volumes in barrels. 1 barrel = 42 U.S. gallons = 0.1590 cubic meters.

- Reasonable Worst Case Spill Volume – means the volume of the largest fuel tank of the vessel.
- Type of Fuel – Enter the type of fuel used for main propulsion.
- Maximum Amount of Fuel – Enter the maximum fuel capacity of the vessel.
- Lubrication Oil Volume – Enter the total volume of lubricating oils on board.

4. **Vessel Principals** – Enter the names and addresses of any other owners and operators of the vessel, other than the Plan Holder.

5. **Attachments** – The plan must be accompanied by several documents, electronically submitted:

- Vessel Diagrams – Diagrams that clearly identify the general arrangement and location of each fuel and lube oil storage tank and other features pertinent to an emergency response. The size, storage capacity, and type of oil carried must be specified for each tank. Diagrams must be in a scale that is clearly legible for review. A plan will not be approved without an adequate diagram. A single diagram may be submitted for sister ships.
- Oil Spill Response Organization (OSRO) Contract – Contract or document evidencing an agreement between the Plan Holder and the OSRO(s) for the types spill response coverage needed in the Geographic Regions where the ship may operate as indicated on page 1 and as indicated in Section B.
- Vessel Emergency Services / Salvage Contract – Contract or document evidencing an agreement with a vessel emergency services provider or other means for rendering all services to save the vessel and cargo from any marine peril that could reasonably be expected to cause a discharge of oil into the marine waters, and including actions necessary to control or stabilize the vessel or cargo.

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Section C. Notification and Contractor Information

1. **Person or Central Office Responsible for Spill Notification** – Enter the title and contact information for the person or position or main office directly responsible for initiating the spill notification process. Must be available on a 24 hour basis. Must be fluent in English.

2. **Qualified Individual (QI)** – List a shore-based QI representative of the vessel. The QI can be an individual or company that provides QI services. The QI must be fluent in English, located in the continental United States, available on a 24-hour basis, and have full written authority to implement the contingency plan. A person stationed on a fixed, off-shore platform is considered to be shore-based for purposes of this definition. A QI is not necessarily the responsible party unless otherwise considered a responsible party. [see 14 CCR Section 790] The duties of the QI shall include:

- Activating and engaging in contracting with required oil spill response organizations;
- Acting as liaison with, and following the orders of, the State Incident Commander and/or Federal On-Scene Coordinator through the Unified Command during all phases of spill response. This includes the ability to make changes to the plan when so ordered by the Administrator or the Federal On-Scene Coordinator;
- Obligating, either directly or through prearranged contracts, any funds necessary to carry out all required or directed oil spill response activities detailed in the contingency plan or specified by order of the State Incident Commander and/or Federal On-Scene Coordinator.

3. Primary Oil Spill Response Organization (OSRO) – List the primary OSRO that covers the majority of your Response Planning Volume and services. List other OSRO’s providing specific services.

4 Spill Management Team (SMT) – List the SMT that will staff the organizational structure and will manage all aspects of response, containment, and clean-up, and is able to fully integrate into an Incident Command/Unified Command structure.

5. Vessel Emergency Services / Salvage – List the company that will render services to save the vessel and cargo from any marine peril that could reasonably be expected to cause a discharge of oil into the marine waters of the state, including actions necessary to control or stabilize the vessel or cargo.

Section D. Spill Reporting Checklist

This is a checklist of information that should be reported about a spill; other important facts or information should also be reported, depending upon the incident.

Use your existing initial spill notification checklist that is part of your Shipboard Oil Pollution Emergency Plan (SOPEP), if it is consistent with the International Maritime Organization’s RESOLUTION MEPC.85(44), adopted on 13 March 2000, entitled “ *Guidelines For The Development Of Shipboard Marine Pollution Emergency Plans For Oil And/Or Noxious Liquid Substances*”. [MEPC 44/20, ANNEX 7]

If you do not have a SOPEP, then you must include an initial spill notification checklist that is consistent with the SOPEP *Guideline* initial spill notification requirements. For an example, see page 15, Annex II, of the *Guidelines*. Spills must be reported within 30 minutes. During a spill, do not delay reporting solely to gather all the information in the checklist. Updated estimates of the volume of oil spilled and the volume immediately at risk of spilling must be reported to the California Emergency Management Agency whenever there is a significant change in those amounts, but not less than every 12 hours within the first 48 hours of response.

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Section E. Certification

The plan must be signed under penalty of perjury by an executive or other person within the Plan Holder's management who is authorized to fully implement the oil spill contingency plan and who can commit the resources necessary to implement the plan. This person must review the plan for accuracy, feasibility, and executability. It is preferred this person has some training, knowledge, or experience in the area of oil spill prevention and response.

Questions?

A complete, signed plan document shall be submitted electronically.

Please submit questions about vessel oil spill contingency plans to the staff in the OSPR Readiness Unit:

Office of Spill Prevention & Response
Preparedness Branch, Readiness Unit
1700 K Street, Suite 250
Sacramento, CA 95811 USA
Phone: (916) 327-9943
FAX: (916) 327-0907
Email: idoty@ospr.dfg.ca.gov

For information about Certificate of Financial Responsibility (COFR) requirements for nontank vessels or the nontank vessel fee, please call the OSPR reception desk and ask for the COFR Unit: (916) 445-9338.

Additional information about nontank vessel spill planning and financial responsibility regulations may be found at <http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=21990&inline=true>