



DEPARTMENT OF THE NAVY  
USS CHEYENNE (SSN 773)  
FPO AP 96662-2429

CHEYENNEINST 5100.3  
27 Jan 09

USS CHEYENNE (SSN 773) INSTRUCTION 5100.3

Subj: OIL AND HAZARDOUS SUBSTANCE (OHS) SPILL CONTINGENCY PLAN  
(SCP)

Ref: (a) OPNAVINST 5100.19 (series), Navy Occupational Safety  
and Health Program Manual  
(b) OPNAVINST 5090.1 (series), Environmental and Natural  
Resources Program Manual  
(c) U.S. Navy Submarine OHS Spill Contingency Plan Guide  
(d) SECNAVINST 5090.7A, Access to Ships and Shore  
Facilities, and release of Information Regarding Navy  
Oil Spills  
(e) COMSUBFORINST 5400.39, Standard Submarine  
Organization and Regulations Manual  
(f) OPNAVINST 3180.6 (series), Special Incident Reporting  
(g) Technical manual for Nuclear Power Submarines  
Atmosphere Control, S9510-AB-ATM-10/(U)  
(h) OPNAVINST 5100.28, Hazardous Material Users Guide  
(HMUG)

Encl: (1) Shipboard Oil and Hazardous Substance Spill Response  
Procedures  
(2) Overboard Oil and Hazardous Substance Spill Response  
Procedures  
(3) Initial Spill Report Information  
(4) National Response Center (NRC) Reporting Information  
(5) U.S. Navy Oil Spill Reporting Message Format  
(6) U.S. Navy Hazardous Substance Release Reporting  
Message Format  
(7) Instructions for Printing Material Safety Data Sheets  
from SHIMS  
(8) Navy On-Scene Coordinator (NOSC) General Notification  
Points of Contact

1. Purpose. To establish effective OHS spill incident response  
procedures for USS CHEYENNE (SSN 773), as required by references  
(a) and (b).

2. Discussion. To attain and maintain their operational  
effectiveness, U.S. Navy submarines require the use and handling  
of a variety of petroleum, oil, lubricants (POL) and hazardous  
substances. Crewmembers must use care and prudence when  
handling, using, and storing OHS in order to prevent injury to

substances. Crewmembers must use care and prudence when handling, using, and storing OHS in order to prevent injury to personnel and the environment. OHS materials can cause serious health hazards to personnel and damage the environment when spilled or released. All hands must be familiar with the hazards and emergency procedures related to handling OHS spills, in accordance with reference (c). Spills must be reported in accordance with references (a) through (f).

a. In the event of an OHS spill, the Spill Response Team shall contain and cleanup the spill as quickly as possible, consistent with Ship's Force capability, without compromising crew safety. The OHS Spill Containment and Cleanup Kit provides limited response capabilities for shipboard spill response operations and is NOT designed for overboard spill response operations. Ship's Force must therefore consider shore-based cleanup services whenever practical and/or available.

3. Scope. This instruction applies to OHS spills involving USS CHEYENNE (SSN 773).

4. Spill Contingency Plan Responsibilities

a. Commanding Officer (CO) shall:

(1) ensure OHS spills are handled in accordance with references (a) through (h);

(2) report all shipboard OHS incidents as required by references (b) through (f) and enclosures, (3) through (7);

(3) ensure the ship holds at least one spill response drill annually.

b. Officer of the Deck (OOD) (at sea)/Ships Duty Officer (SDO) (in port) shall:

(1) utilize personnel and spill containment kits as appropriate in the event of an OHS spill;

(2) coordinate ship's operations to contain and cleanup spilled oil and/or hazardous substances, keeping the CO informed;

(3) when in port, the SDO shall coordinate and establish a liaison with shore based facility response teams if applicable;

(4) assign personnel to assist in spill cleanup, as necessary.

c. Engineering Officer (ENG) shall:

(1) assign immediate actions to shut down transfer operations and reconfigure the ship's piping system to effectively isolate the source of a spill if applicable;

(2) keep the CO/OOD/SDO updated on progress of containment and cleanup;

(3) ensure appropriate entries are made in the Ship's Deck Log and Engineering Log;

(4) investigate the source of the spill. Inspect piping and ventilating systems if applicable.

d. Damage Control Assistant (DCA) shall:

(1) supervise containment and cleanup operations and coordinate supporting damage control party's actions;

(2) assess effectiveness of cleanup and notify the ENG when response and cleanup are completed;

(3) maintain the Spill Equipment Lockers and Response Kits and ensure that the lockers' contents are inventoried monthly and replenished anytime there has been an actual response, drill, or other use of the locker's contents. All shortages will be reported to the ENG and replaced immediately by the Supply Officer.

e. Hazardous Material (HM) Officer shall:

(1) ensure that OHS spill response procedures are followed as outlined in references (a), (b), (e), (g), and (h);

(2) issue equipment and supplies needed for the cleanup;

(3) provide assistance to the On Scene Leader (OSL) as required;

(4) provide MSDSs and other information pertinent to the proper handling and storage of HM.

f. Leading Petty Officers/Work Center Supervisors shall:

(1) train personnel on the availability and use of Material Safety Data Sheets, the hazards associated with divisional OHS, and need for proper protective equipment before working around any OHS material;

(2) identify and periodically inspect potential OHS cleanup efforts.

g. On-Scene Leader (OSL) shall:

(1) direct the OHS Spill Response Team containment and cleanup efforts;

(2) ensure that all personnel are properly dressed out in appropriate level of Personal Protection Equipment (PPE). Monitor conditions of all exposed personnel, advising the DCA when personnel should be relieved;

(3) be familiar with the OHS spill kit deployment methods and spill kit limitations;

(4) ensure that contaminated material is properly contained, labeled, and packaged for further disposal.

h. Gas Free Engineer (GFE) shall:

(1) verify atmospheric safety considerations for shipboard Spill Response Team.

i. All hands shall:

(1) be responsible for knowing the hazards associated with work materials;

(2) consult all available sources of information, including MSDSs, HMUG, Work Center Supervisor, and HM Officer if there are any questions as to the safety precautions required when using HM;

(3) ensure materials consolidated and collected after an OHS spill response operation are NOT discarded at sea or in trash receptacles when in port except when specifically authorized by the CO;

(4) be prepared to respond to an OHS spill;

(5) report all OHS spills to the Work Center Supervisor, HM Officer, SDO (in port) and the OOD (at sea).

5. Emergency Response. OHS SCPs are required in accordance with references (a) and (b). Refer to reference (c) for all shipboard and overboard OHS spill response guidance.

/S/  
M. J. TESAR

Copy to:  
Supply Officer

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**Shipboard Oil and Hazardous Substance Spill Response Procedure**

## 1. Immediate Actions:

a. **Report the spill to the Officer of the Deck (OOD)/Ship's Duty Officer (SDO);**

b. **Evacuate all unnecessary personnel from areas that may be exposed to spilled material, especially vapors;**

c. **Execute General Emergency and/or toxic gas procedures if appropriate.** Fight fire (if any), being careful to use firefighting methods compatible with material involved;

d. **Seal off affected area.** Secure ventilation to and from the affected area;

e. **Stop and cover the spill.** Prevent spills from spreading by any means that do not involve personnel exposure to the spill such as closing drains, ventilation ducts, doors and hatches. Shut off or otherwise stem the spill at its source, whenever feasible by:

(1) Replacing leaking containers;

(2) Plugging leaks in tanks;

(3) Emptying tank or remaining contents;

(4) Encapsulating a leaking container into a larger, liquid tight container;

(5) Isolating overboard discharge paths.

## 2. Supplemental Actions:

a. Emergency ventilate the affected compartment(s) if appropriate;

b. Obtain as much of the following information as possible from container labels and material safety data sheets (MSDSs) before commencing further response actions;

c. Type and concentration of spilled material;

d. Hazardous characteristics of spilled material, such as:

- (1) Flash point;
- (2) Toxicity;
- (3) Corrosiveness;
- (4) Potentially incompatible substances;
- (5) Effects resulting from exposure (fainting, dizziness, skin or eye irritation, nausea);
- (6) First aid measures for exposure;
- (7) Determine dangerous conditions or potential consequences of spill, including:
  1. Fire or explosion;
  2. Presence of oxygen-deficient or explosive gasses  
Presence of toxic or explosive gasses;
  3. Possibility of dangerous vapors being drawn into ship's ventilation system;
  4. Other HM in compartment that may affect the incompatibility or add to the fire/explosive hazard with the spilled material.
- (8) Determine from MSDS appropriate spill response equipment and protective clothing;
- (9) Clean up spill as recommended on MSDS;
- (10) Determine need to send message report using reference (c);
- (11) Provide required information to Hazardous Material Officer using shipboard hazardous spill response report.

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**Overboard Oil and Hazardous Substance Spill Response Procedures**

1. Immediate Actions:

a. **Stop and contain spill or release with all available means;**

b. **Notify and request assistance from Naval Station Command Duty Officer (474-6249);**

c. **Notify the following personnel by voice communication**

(1) Commanding Officer, Executive Officer, Cognizant Department Head and CSS 7 Duty Officer;

(2) Federal Fire Department (Land Spill): 911

(3) Port Operations (Channel 69, Oil On Water Spill): (808)474-6262;

(4) Navy On-Scene Commander;

(5) National Response Center (800) 424-8802 (for spills in U.S. waters);

(6) Local Hazard Evaluation and Emergency Response (808) 586-4249/(808) 247-2191 (24 Hour Line).

e. **From the list of personnel listed above, provide each with the information listed below:**

(1) ACTIVITY/SHIP originating release;

(2) DTG release discovered;

(3) DURATION of release;

(4) LOCATION of release;

(5) TYPE OF OHS and VOLUME/WEIGHT discharged;

(6) CAUSE of release;

(7) CORRECTIVE ACTIONS taken;

(8) POINT OF CONTACT for additional information.



2. Supplemental actions:

(1) Follow up voice notification with naval message using enclosure (5).

Initial Spill Report Information

1. Date and Location of Spill:
2. Spill Substance (By Name):
3. Behavior of Spilled Substance (reactions observed):
4. Spill Cause and Source:
5. Damage and/or Injuries:
6. Response and Clean Up Action:
7. Problems Encountered:
8. Disposal Method:
9. Action Taken to Prevent Spill Recurrence:
10. Ship's On-Scene Leader:

\_\_\_\_\_  
OSL                      Date

\_\_\_\_\_  
DCA                      Date

\_\_\_\_\_  
HM Coordinator Date

\_\_\_\_\_  
Executive Officer      Date

Reviewed: \_\_\_\_\_  
                    Commanding Officer              Date

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**NRC Reporting Information**

<b>National Response Center (NRC) Spill Report</b>	
<b>Instructions</b>	
<p>The NRC should be notified of a spill as soon as possible, but no later than 30 minutes after the spill is discovered. The NRC may be reached at 1-800-424-8802 or 202-267-2675.</p> <p>For the initial notification, be prepared to provide the mandatory information (items that are <b>red</b>, <b>bold</b>, and CAPITALIZED). However, <i>do not wait longer than 30 minutes before making the initial report to the NRC</i> regardless of any information that may not be available. Additional information should be provided in follow-up reports to the NRC as it becomes available. Items in red print are mandatory, and must be in initial or follow-up reports.</p> <p>Reports may also be submitted electronically at <a href="http://www.nrc.uscg.mil/report.html">http://www.nrc.uscg.mil/report.html</a>.</p>	
<b>IS THIS A DRILL REPORT?</b> ___ YES ___ NO	<b>YOUR E-MAIL ADDRESS:</b>
1. Reporting Party	2. Suspected Responsible Party
<b>PHONE 1:</b> Phone Type:	<b>LAST NAME:</b>
<b>LAST NAME:</b>	First Name:
First Name:	Phone 1: Phone Type:
Phone 2: Phone Type:	Phone 2: Phone Type:
Phone 3: Phone Type:	Phone 3: Phone Type:
Company:	Company:
<b>ORGANIZATION TYPE:</b>	<b>ORGANIZATION TYPE:</b>
Address:	Address:
City:	City:
<b>STATE:</b>	<b>STATE:</b>
Zip:	Zip:
Does the caller wish to remain confidential?	___ Yes ___ No
Are you calling on behalf of responsible party?	___ Yes ___ No
Are you or your company responsible for the material released?	___ Yes ___ No

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<b>3. Incident Description</b>									
<b>DESCRIPTION OF INCIDENT</b> (include product believed spilled and preliminary estimate of amount spilled):									
<b>INCIDENT DATE:</b>			<b>TIME:</b>			<b>OCCURRED/DISCOVERED/PLANNED (circle one)</b>			
Type of Incident: Vessel						<b>INCIDENT CAUSE:</b>			
<b>4. Accident Location</b>									
<b>LOCATION DESCRIPTION:</b>									
<b>ADDRESS OF LOCATION:</b>						<b>STATE:</b>			
						<b>COUNTRY:</b>			
						<b>ZIP:</b>			
Nearest City:		Distance From Nearest City:		Units:		Direction:			
<b>5. Legal Description And Latitude/Longitude</b>									
Section:		Township:			Range:				
Latitude:	Degrees:		Minutes:		Seconds:		Quadrant:		
Longitude:	Degrees:		Minutes:		Seconds:		Quadrant:		
<b>6. Vessel Details</b>									
<b>VESSEL TYPE:</b>					<b>VESSEL NAME:</b>				
Vessel Number:		Flag:		Length:		Beam:		Draft:	
Hull Construction:					<b>VESSEL AGROUND:    ___ YES    ___ NO</b>				
Fuel Capacity:		Units:		Fuel on Board:		Units:			
Cargo Capacity:		Units:		Cargo on Board:		Units:			
<b>7. Material Involved</b>									
<b>MATERIAL</b>		<b>CHRIS CODE</b>		<b>RELEASE AMOUNT</b>		<b>UNITS</b>			

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<b>8. Material In Water Information</b>			
<b>AMOUNT IN WATER:</b>		<b>UNITS:</b>	Body of Water Affected:
Offshore: <input type="checkbox"/> Yes <input type="checkbox"/> No	River Mile Marker:		Tributary of:
Water Supply Contaminated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Water Temperature:	Units:
Wave Condition:	Speed:	Units:	Direction:
<b>9. Sheen Information</b>			
Sheen Length:	Units:	Sheen Width:	Units:
Color:		Direction of Movement:	
Odor description:			
<b>10. Impact Information</b>			
Medium Affected (Soil, Water, Air, etc.):			
Detailed Medium Information:			
Fire? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Fire Extinguished? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Number of Injuries:	
Fatalities? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Number of Fatalities:	
Evacuations? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Number of Evacuations:	
Damages? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Damage in Dollars:	
Road Closed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Road:	
Track Closed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Track:	
Air Corridor Closed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Air Corridor:	
Waterway Closed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Waterway:	
Community Impact due to Material: <input type="checkbox"/> Yes <input type="checkbox"/> No		Media Interest:	

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<b>11. Weather Information</b>			
Weather Conditions:	Air Temperature:	Units:	
Wind Speed:	Units:	Wind Direction:	
<b>12. Remedial Action Information</b>			
Remedial Action Taken:			
Release Secured: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Duration of Release:	Unit:
Rate of Release:	Unit:	Per:	
<b>13. Additional Agency Information</b>			
Federal Agencies Notified/On- Scene:			
State/Local Agencies Notified/On- Scene:			
State Agency's Report Number:			
<b>14. ADDITIONAL INFORMATION</b>			

# U.S. NAVY SUBMARINE OHS SPILL CONTINGENCY PLAN GUIDE

## U.S. Navy Oil Spill Reporting Message Format (Example)

**1. Precedence (for messages only).** Provided that prior voice reports have been made to both the US Coast Guard National Response Center and the reporting command's Chain of Command, use "Routine" precedence for Oil Spill Report Messages. If neither voice report has been made, use "Priority" precedence.

**2. Classification or Special Handling Marks.** Oil Spill Report Messages are unclassified and do not warrant special handling marks unless classified or sensitive business information must be incorporated. Avoid inclusion of such information to the maximum extent possible to allow Oil Spill Report Messages to be handled on a solely unclassified basis.

**3. Spill Volume Classification:** To better advise the Navy On-Scene Coordinator and Navy leadership of the magnitude of each oil spill, the subject line of an Oil Spill Report Message should bear a volume estimate of the spill, if known, in the following format:

- OIL SPILL REPORT, X GALLONS, [ACTIVITY NAME] (MINIMIZE CONSIDERED); or
- OIL SPILL REPORT, UNKNOWN VOLUME, [ACTIVITY NAME] (MINIMIZE CONSIDERED); or
- OIL SPILL REPORT, SHEEN SIGHTING (MINIMIZE CONSIDERED).

**4. Updating Oil Spill Report Messages:** Oil Spill Report Messages should be updated with a follow-up SITREP Message as soon as the reporting activity becomes aware of new information concerning the origin, quantity, type of operation under way or cause of the spill. Similarly, *if the final estimate of the amount spilled differs substantially from the amount initially reported*, the reporting activity must send a SITREP update message to all action and info addresses on the original spill message.

### 5. Action and Info Addressees:

FM: Navy Activity or Ship responsible for or discovering the spill

TO: Navy On-Scene Coordinator  
Chain of Command

INFO: Area Environmental Coordinator

Host Activity

CNO WASHINGTON DC//N45//

CHINFO WASHINGTON DC//JJJ//

COMNAVSEASYS COM WASHINGTON DC//00C//

NFESC PORT HUENEME CA//424//

NAVPEOFF ALEXANDRIA VA//JJJ//

NAVY JAG WASHINGTON DC//11//

[Add the following Info Addressee for spills into or upon the navigable waters of the United States, its contiguous zone (generally within 12 nautical miles of U.S. shores) and adjacent shorelines.]

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COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//

**6. Body of Report:** Use the following format for the body of all Oil Spill Report Messages:  
[Note: It is important for data management purposes that this format be followed, particularly in the use of the Report Symbol in the Subject line.]

UNCLAS//NO5090//

SUBJ: OIL SPILL REPORT, X GALLONS, [ACTIVITY NAME] (MINIMIZE CONSIDERED) or

OIL SPILL REPORT, UNKNOWN VOLUME, [ACTIVITY NAME] (MINIMIZE CONSIDERED) or

OIL SPILL SHEEN SIGHTING, (MINIMIZE CONSIDERED) (REPORT SYMBOL

OPNAV 5090-2)

MSGID/GENADMIN/ORIGINATOR//

RMKS/

1. LOCAL TIME AND DATE SPILL [OCCURRED/DISCOVERED].
2. [FACILITY / VESSEL] ORIGINATING SPILL:
  - For Navy ships, list ship name, hull number and unit identification code (UIC).
  - For Navy shore facilities, list facility name and UIC.
  - For non-Navy spills, list name of responsible party, if known.
  - For organizations under contract to Navy, list firm name and contracting Navy activity.
  - If source unknown at time of this report, *list only "Unknown"* until such time as definitively established.
3. SPILL LOCATION:
  - For spills at sea, list latitude, longitude and distance to nearest land.
  - For spills in port, list port name, host naval command (NAVSTA, Shipyard) and specific location (pier or mooring designation).
  - For spills ashore, list city, state, facility name and specific location (building designation).
4. VOLUME SPILLED IN GALLONS:
  - Estimates must be made by examining loss at source: i.e. sounding tank, calculating flow rate of spill.
  - If amount unknown at time of this report, *list only "Unknown"* until such time as definitively established.
  - Estimating volume by visual observation of oil on water can be very unreliable.
  - If volume estimate can only be made by visual observation of oil on water, do not report estimate here.
  - If oil / water mixture, indicate percent oil.
5. TYPE OF OIL SPILLED:
  - List whether diesel fuel marine (DFM); lubricating oil; hydraulic oil; oil / oil mixture (including slops and waste oil); oil / water mixture (including bilge waste).



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- 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]:
- If fueling / defueling, list whether underway or in port by pipeline, truck or barge.
  - Whether conducting internal fuel oil transfer operations (including movement from one storage tank to another); pumping bilges; conducting salvage operations; aircraft operations; or “Other” (specify).
  - If operation unknown at time of this report, list only “Unknown” until such time as definitively established.
7. SPILL CAUSE:
- Classify the cause of the spill by citing one or more of the following categories and then provide a narrative description of specific spill cause: Structural; electrical; hose; valve/fitting; tank level indicator; oil/water separator/oil content monitor; other equipment (specify component that failed); collision, grounding, or sinking; valve misalignment; monitoring error; procedural/communications error; chronic/recurring; or weather related.
  - If cause unknown at time of this report, *list only “Unknown”* until such time as definitively established.
8. SLICK DESCRIPTION AND MOVEMENT:
- Size: length and width (yards or nm) and percentage of that area covered.
  - Color: silver transparent, gray, rainbow, blue, dull brown, dark brown, black, brown-orange mousse.
  - Odor: noxious, light, undetectable.
  - Slick movement: set (degrees true toward) and drift (knots).
9. SPILL ENVIRONMENT:
- Weather: clear, overcast, partly-cloudy, rain, snow, etc.
  - Prevailing wind at scene: direction (degrees true from), speed (knots), fetch (yards or nautical miles).
  - Air and water temperature: indicate ice cover.
  - Sea state: Beaufort Force number.
  - Tide: high, low, ebb, flood or slack / Current: set (degrees true toward) and drift (knots).
10. AREAS DAMAGED OR THREATENED:
- Body of water, area or resources threatened or affected.
  - 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:
- If not made, provide reason why: beyond 12 nm from US shores, no threat to navigable water, etc.

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- If made, list: DTG of telephonic report; NRC report/case number; name of NRC official taking report; and
  - Navy Command making telephonic report.
12. SAMPLES [WERE/WERE NOT] TAKEN:
- If taken, identify location(s) from which taken: tanks, hoses, piping, slip, jetty, etc.
  - If taken, identify collecting officer by name, rank and agency.
13. CONTAINMENT METHOD [PLANNED/USED]:
- If none, state reason.
  - Otherwise, indicate equipment utilized: boom; ship's hull; camel; water spray; chemical agent.
14. SPILL REMOVAL METHOD [PLANNED/USED]:
- If none, state reason.
  - Equipment planned/used: Rapid Response Skimmer or Dip 3001 skimmer; portable skimmer, absorbent materials (oil absorbent pads, chips, etc.); dispersants; vacuum trucks/pumps; other (specify).
15. VOLUME OF PRODUCT RECOVERED IN GALLONS: (Decanted pure product.)
16. PARTIES PERFORMING SPILL REMOVAL:
- Identify lead organization in charge: Navy Command; USCG; EPA.
  - Identify all other parties involved: commercial firms; supporting Navy activities; State or local agencies.
17. FEDERAL, STATE OR LOCAL REGULATORY ACTIVITY DURING THIS INCIDENT:
- Identify by name and agency any official attending on-scene or making telephonic inquiry.
  - Note whether officials boarded vessel and include date, time and spaces inspected.
18. ASSISTANCE REQUIRED/ADDITIONAL COMMENTS:
19. LESSONS LEARNED: How could this spill have been avoided?
20. ACTIVITY CONTACT FOR ADDITIONAL INFORMATION: List name, rank/rate, command, code, DSN and/or commercial telephone numbers. //

## U.S. NAVY SUBMARINE OHS SPILL CONTINGENCY PLAN GUIDE

### U.S. Navy Hazardous Substance Release Reporting Message Format (Example)

**1. Precedence (for messages only).** Provided that prior voice reports have been made to the U.S. Coast Guard National Response Center and the reporting command's Chain of Command, use "Routine" precedence for Hazardous Substance (HS) Release Report Messages not classified as an "Extremely Hazardous Substance." If neither voice report has been made, use "Priority" precedence. If Extremely Hazardous Substance, always use "Priority" precedence.

**2. Classification or Special Handling Marks.** HS Release Report Messages are unclassified and do not warrant special handling marks unless classified or [sensitive business information must be incorporated. Avoid inclusion of such information to the maximum extent possible to allow HS Release Report Messages to be handled on a solely unclassified basis.

**3. Correcting HS Release Report Messages:** HS Release Report Messages should be updated with a follow-up SITREP Message as soon as the reporting activity becomes aware of new information concerning the origin, amount, nature of substance, type of operation at source or cause of release. Similarly, *if the final estimate of the amount released differs substantially from the amount initially reported*, the reporting activity must send a SITREP update message to all action and info addresses on the original message.

#### **4. Action and Info Addressees:**

FM: Navy Activity or Ship responsible for or discovering the spill

TO: Navy On-Scene Coordinator  
Chain of Command

INFO: Area Environmental Coordinator

Host Activity

CNO WASHINGTON DC//N45//

CHINFO WASHINGTON DC//JJJ//

COMNAVSEASYS COM WASHINGTON DC//00C//

NFESC PORT HUENEME CA//424//

LEGSVSSUPGRU OGC//ELO//

NAVY JAG WASHINGTON DC//11//

[Add the following Info Addressee for releases into or upon the navigable waters of the United States, its contiguous zone (generally within 12 nautical miles of U.S. shores) and adjacent shorelines.]

COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//

**5. Body of Report:** Use the following format for the body of all HS Release Report Messages:

[Note: It is important for data management purposes that this format be followed, particularly in the use of the Report Symbol in the Subject Line.]

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UNCLAS//N05090//

SUBJ: HAZARDOUS SUBSTANCE RELEASE REPORT (REPORT SYMBOL OPNAV 5090-3) (MIN: CONSIDERED)

MSGID/GENADMIN/ORIGINATOR//

RMKS/

1. LOCAL TIME AND DATE RELEASE [OCCURRED/DISCOVERED]:
  
2. [FACILITY/VESSEL] ORIGINATING RELEASE :
  - For Navy ships, list ship name, hull number and unit identification code (UIC).
  - For Navy shore facilities, list facility name and UIC.
  - For release occurring during transportation, list name of activity responsible for shipment.
  - For non-Navy spills, list name of responsible party, if known.
  - For organizations under contract to Navy, list firm name and contracting Navy activity.
  - If source unknown at time of this report, *list only "Unknown"* until such time as definitively established.
  
3. RELEASE LOCATION:
  - For release at sea, list latitude, longitude and distance to nearest land.
  - For release in port, list port name, host naval command (NAVSTA, Shipyard) and specific location.
  - For release ashore, list city, state, facility name and specific location (building designation).
  - For release during transportation, give exact location (highway mile marker or street number and city).
  
4. AMOUNT RELEASED:
  - Use convenient units of weight or volume (kg, lb., gallons, liters, etc.).
  - For continuous release, estimate rate of release and amount left in container.
  - Estimates should be made by examining loss at source: sounding tank, calculating flow rate of spill.
  - *Unreliable estimates of volume using visual observation of HS on water may not be reported here.*
  - If amount unknown at time of this report, *list only "Unknown"* until such time as definitively established.
  
5. HAZARDOUS SUBSTANCE RELEASED:
  - If Extremely Hazardous Substance, headline this paragraph "EXTREMELY HAZARDOUS SUBSTANCE RELEASED:" See OPNAVINST 5090.1C Chapter 12, Subsection 12-4.4 for additional notification requirements.
  - Consult container labels, user directions, reference books, expert advice.
  - Provide chemical/product names, formula, synonym, physical/chemical characteristics, and inherent hazards.
  - "Container label identifies substance as acrylonitrile. Synonyms: cyansethylene, vintleyanide. Characteristics/hazards: poisonous liquid and vapor, skin irritant, highly reactive/flammable."

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- Describe appearance, physical/chemical characteristics, actual/potential hazards observed. For example:
  - “Substance released is colorless to light yellow unidentified liquid; highly irritating to eyes and nose; smells like kernels of peach pits; vaporizing quickly, posing ignition problem.”
6. TYPE OF OPERATION AT SOURCE: Plating shop, painting shop, hazardous waste (HW) facility, truck, ship, pipeline, ship rebuilding, entomology shop, etc.
7. CAUSE OF RELEASE:
- Provide narrative description of specific cause of release.
  - Account for personnel error, equipment failure, etc. directly contributing to release.
  - For example: “Railing supporting 55-gal drums on a flatbed truck gave way because it was not securely fastened, causing seven drums to fall and rupture.”
  - If cause unknown at time of this report, *list only “Unknown”* until such time as definitively established.
8. TYPE OF CONTAINER FROM WHICH SUBSTANCE ESCAPED:
- 55-gal drums, 5-lb. bags, tank truck, storage tank, can, etc.
  - Estimate number of containers damaged or dangerously exposed.
9. RELEASE ENVIRONMENT:
- Describe scene of release.
  - Include information on physical characteristics, size and complexity of release and weather conditions.
  - For Example: “Solvent released formed shallow pool covering area about 30 ft by 45 ft of bare concrete. Solvent slowly running into storm drain. Pool emitting highly toxic, flammable vapors. Dark clouds threatening rain. Light wind drifting vapors northbound to residential area about 30 ft above ground.”
10. AREAS DAMAGED OR THREATENED:
- Describe actual and potential danger or damage to surrounding environment,
  - Identify body of water, area or resources threatened or affected.
  - Nature and extent of damage to property, wildlife or other natural resources (if any).
11. NOTIFICATIONS MADE AND ASSISTANCE REQUESTED:
- List all organizations informed of release within and beyond Navy jurisdiction.
  - Include Navy, federal, state, and local authorities, response teams, fire departments, hospitals, etc.
  - Specify type of assistance requested from these organizations.
  - If telephonic report to National Response Center made, list: DTG of telephonic report; NRC report/case number; name of NRC official taking report; and Navy Command making telephonic report.
12. FIELD TESTING:
- Indicate findings and conclusions as to concentration, pH, etc.

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13. CONTROL AND CONTAINMENT ACTIONS [PLANNED /TAKEN]:
  - If none, explain why.
  - Specify method used to control and contain release.
  - For example: “Gas barriers used to control and contain vapor emissions. Runoff contained by excavating ditch circumscribing affected area.”
14. CLEANUP ACTIONS [PLANNED /TAKEN]:
  - If none, explain why.
  - Identify on-site or off-site treatment, method used, parties involved in cleanup/removal and disposal area.
  - For example: “No cleanup action taken. Toxic vapors present, potential danger to cleanup crew. Contaminated soil will be excavated and shipped by NAS personnel to Class I HW disposal site in Portstown, CA when conditions allow.”
15. AMOUNT OF SUBSTANCE RECOVERED [VOLUME/WEIGHT] (Pure product.):
16. PARTIES PERFORMING [CONTAINMENT/CLEANUP] ACTIVITIES:
  - Identify lead organization in charge: Navy Command; USCG; EPA.
  - Identify all other parties involved: commercial firms; supporting Navy activities; State or local agencies.
17. FEDERAL, STATE OR LOCAL REGULATORY ACTIVITY DURING THIS INCIDENT:
  - Identify by name and agency any regulatory official attending on-scene or making telephonic inquiry.
  - Note whether officials boarded vessel and include date, time and spaces inspected.
18. ASSISTANCE REQUIRED/ADDITIONAL COMMENTS.
19. LESSONS LEARNED: How could this release have been avoided?
20. ACTIVITY CONTACT FOR ADDITIONAL INFORMATION: List name, rank/rate, command, code, DSN and/or commercial telephone numbers.//

27 Jan 09

**Instructions for Printing Material Safety Data Sheets from SHIMS**

1. Log onto SHIMS database:
  - a. username: hazmat;
  - b. password: hazmat;
2. Click on SMCL from main menu screen;
3. Click on desired hazardous material;
4. Click on MSDS button on the top left;
5. Click on the PRINT button on the top right.

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**NOSC Contact List**

<b>Navy On-Scene Coordinator (NOSC) General Notification Points of Contact</b>						
<b>Activity</b>	<b>Area of Responsibility AOR</b>	<b>Address</b>	<b>24 Hour Contact (CDO, ROC, etc)</b>	<b>Telephone</b>	<b>Facsimile</b>	<b>Navy PLAD</b>
<b>Commander, Fleet Forces Command - Area Environmental Coordinator (AEC)</b>						
Commander, U.S. Fleet Forces Command	All CONUS, Sea Ranges, OPAREAS	1562 Mitscher Drive Suite 250 Norfolk, VA 23351-2487	Quarterdeck	(757)836-3644	(757)836-7439	COMUSFLTFORCOM NORFOLK VA
Commander, Second Fleet	Second Fleet units not located in shore NOSC's AOR	FPO AE 09506-6000	Quarterdeck	(757)443-9850	(757) 445-8615	COMSECONDFLT
Commander, Navy Region Mid-Atlantic	Virginia, Delaware, Pennsylvania, Maryland, West Virginia, Maine, New Hampshire, Vermont, Connecticut, Massachusetts, Rhode Island, New Jersey, New York, DC, North Carolina	Commander, Navy Region, Mid Atlantic (N451) 1510 Gilbert Street Norfolk, VA 23511-2737	Regional Operations Center (ROC):	(757)268-6413 (c), (757)444-6859 (w), (888)200-3420 (p) Or (757)617-6362 (c), (757)445-6493 (w), (888)958-7882 (p)	(757) 444-1163	COMNAVREG MIDLANT NORFOLK VA
Commander, Navy Region Southeast	South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee, Kentucky, Louisiana, Texas, Oklahoma, Arkansas, Caribbean	Box 102 NAS Jacksonville, FL 32212-0102	Regional Operations Center (ROC):	(904) 542-3118	(904) 542-2414	COMNAVREG SE JACKSONVILLE FL
Commander, Navy Region Midwest	Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, Missouri, Kansas, Nebraska, Kentucky, Tennessee, North Dakota, South Dakota, Oklahoma, Arkansas	Bldg. 1A 2701 Sheridan Rd. Great Lakes, IL 60088	24 HR Regional Dispatch Center (for spills on land and/or water)	(847) 688-3333	(847) 688-3219	COMNAVREG MW GREAT LAKES IL
Commander, Navy Region Southwest	California, Arizona, Nevada, New Mexico, Colorado, Utah	3315 Buchanan St. Bldg 150 San Diego, CA 92136-5084	Regional Operations Center (ROC):	(619) 532-1484	(619) 532-4220	COMNAVREG SW SAN DIEGO CA
Commander, Navy Region Northwest	Alaska, Washington, Oregon, Idaho, Wyoming, Montana	1101 Tautog Circle, Suite 115 Silverdale, WA 98315-1101	Regional Operations Center (ROC):	(360) 315-5123 or 315-5122	(360) 315-5095	COMNAVREG NW SEATTLE WA



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<b>Commander, U.S. Pacific Fleet - Area Environmental Coordinator (AEC)</b>						
Commander, U.S. Pacific Fleet	OCONUS for Pacific area	Fleet Environmental Office Attn N4655 250 Makalapa Drive Pearl Harbor, HI 96860-7000			(808) 474-5494	COMPACFLT PEARL HARBOR HI
Commander, Navy Region Hawaii	Hawaii, Midway Island, Kure Island, Wake Island, Johnston Island, Palmyra Island, and Kingman Reef	Regional Disaster Preparedness Officer 850 Ticonderoga St, Ste 100 Pearl Harbor, HI 96860	24 HR Regional Dispatch Center (for spills on land and/or water)	808-471-7117	(808) 473-2870	COMNAVREG PEARL HARBOR HI
Commander, Navy Region Marianas	Guam, Commonwealth of Northern Marianas Islands, Federated State of Micronesia, and Republic of Palau	PSC 455, Box 152 FPO AP 96540	Region Quarter Deck	(671) 339-7133 /3565	(671) 333-2035	COMNAV MARIANAS GU
Commander, Naval Forces Japan	Japan, Diego Garcia	Environmental Office Bldg C-1, Room 102 Schiley Street Yokosuka Naval Base Yokosuka, JA 238 PSC 473, Box 12 FPO AP 96349-0051			011-81-46-816-6388	COMNAVFORJAPAN YOKOSUKA JA
Commander, Naval Forces Korea	Korea	Unit 15250 APO AP, 96205			011-82-2-7913-4908  011-82-2-7913-4730	COMNAVFOR KOREA SEOUL KO
Commander, Third Fleet	Third Fleet units not located in shore NOSCs AOR	53690 Tomahawk Dr., Ste 338 San Diego, CA 92147-5004 or FPO AP 96601-6001			(619) 767-4880	COMTHIRDFLT
Commander, Seventh Fleet	Seventh Fleet units not located in shore NOSCs AOR	COMLOGWESTPAC) PSC 470 Box 2400 FPO AP 96534-2400			011-65-6750-2472	COMSEVENTHFLT
<b>Commander, U.S. Naval Forces Europe - Area Environmental Coordinator (AEC)</b>						
Commander, U.S. Naval Forces Europe	Eastern Atlantic, Iceland, United Kingdom, Mediterranean, Black, Baltic and Caspian Seas					COMUSNAVEUR NAPLES IT
Commander, Sixth Fleet	Sixth Fleet units not located in shore NOSCs AOR	PSC 810, Box 35 FPO AE 09619-3100				COMSIXTHFLT

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<b>Navy On-Scene Coordinator (NOSC) General Notification Points of Contact</b>						
<b>Activity</b>	<b>Area of Responsibility AOR</b>	<b>Address</b>	<b>24 Hour Contact (CDO, ROC, etc)</b>	<b>Telephone</b>	<b>Facsimile</b>	<b>Navy PLAD</b>
Commander, Navy Region Europe	Eastern Atlantic, Iceland, United Kingdom, Mediterranean, Black, Baltic and Caspian Seas	PSC 817 Box 108 FPO AE 09622	NEPOCC	011-39-081-568-3721 DSN: 314-626-3721		COMNAVREG EUR NAPLES IT
<b>Commander, U.S. Naval Forces Central Command - Area Environmental Coordinator (AEC)</b>						
Commander, U.S. Naval Forces Central Command	Southwest Asia					COMUSNAVCENT
Commander, Fifth Fleet	Fifth Fleet units not located in shore NOSC's AOR	COMUSNAVCENT (N44) FPO AE 09501-6024			011-973-1785-3207  011-973-	COMFIFTHFLT
Commander, Navy Region Southwest Asia	Southwest Asia land mass	Environmental Dept (N40) PSC 451 Box 850 FPO, AE 09834-2800	Duty Surface Ops	(973-3-960-4126	973-1-785-3028	COMNAVREG SOUTHWEST ASIA BAHRAIN

Note: NOSC POC information should be updated annually. Updated information can be obtained via <http://nosnet.org>.

## U.S. NAVY SUBMARINE OHS SPILL CONTINGENCY PLAN GUIDE

<b>NAVAL SEA SYSTEMS COMMAND (NAVSEA)</b>	
Office of the Director, Supervisor of Salvage and Diving (SUPSALV)	DSN: 326-1731 COMM: 202-781-1731
NAVSEA Duty Officer	DSN: 326-3889 COMM: 202-781-3889

COMNAVSEASYSYSCOM (SUPSALV) provides assistance to the NOSCs in the development of OHS spill contingency planning and response instructions, assists NOSCs in major OHS pollution response issues and in decision-making for major on/offshore salvage and pollution - related incidents. Resources include those necessary for oil spill response, fendering, oil pumping and transfer, firefighting, salvage, shoreline protection, and shoreline cleanup.

SUPSALV may be contacted directly for general inquiries related to contingency planning and/or pollution response operations.