**OSRL Notification Form**

(Initial Incident Information)

**Warning!** **Please telephone the Duty Manager before e-mailing or faxing this form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To** | | Duty Manager | | | | | | | | | | | | | | | | | | | | |
| **OSRL Base** | | Southampton, UK | | | | | | | Loyang, Singapore | | | | | | | | | Fort Lauderdale, USA | | | | |
| **Telephone** | | +44 (0)23 8033 1551 | | | | | | | +65 6266 1566 | | | | | | | | | +1 954 983 9880 | | | | |
| **Emergency Fax** | | +44 (0)23 8072 4314 | | | | | | | +65 6266 2312 | | | | | | | | | +1 954 987 3001 | | | | |
| **Email** | | dutymanagers@osrl.com | | | | | | | | | | | | | | | | | | | | |
| **Guidance:** This information will be used to develop and recommend the most appropriate response strategy. If new information should become available, or the situation changes, please inform the Duty Manager as soon as possible. | | | | | | | | | | | | | | | | | | | | | | |
| **Section 1 – Contact Details** | | | | | | | | | | | | | | | | | | | | | | |
| Member Company | | |  | | | | | | | | | | | | | | | | | | | |
| Name of Person Notifying OSRL | | |  | | | | | | | | | | | | | | | | | | | |
| Job Title (Designation) | | |  | | | | | | | | | | | | | | | | | | | |
| Direct Phone Number | | | Country code | | |  | | | | | | Number | |  | | | | | | | | |
| Mobile Number | | | Country code | | |  | | | | | | Number | |  | | | | | | | | |
| Fax Number | | |  | | | | | | | | | | | | | | | | | | | |
| Email Address | | |  | | | | | | | | | | | | | | | | | | | |
| Command Centre Address | | |  | | | | | | | | | | | | | | | | | | | |
| Date and Time of Notification | | | Date and Time | | |  | | | | | | | | | | Time Zone | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Section 2 – Location** | | | | | | | | | | | | | | | | | | | | | | |
| Country / Region of Spill | | |  | | | | | | | | | | | | | | | | | | | |
| Latitude of spill (north/south) | | |  | | | | | | | | | | | | | | | | | | | |
| Longitude of Spill (east/west) | | |  | | | | | | | | | | | | | | | | | | | |
| Area Affected | | | Offshore | | | | Subsea | | | | Shoreline | | | | | | Estuary | | | | | Other |
| Port | | | | Harbour | | | | Inland | | | | | | River | | | | |
| Water Depth (if applicable) | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Section 3 – Spill Details** | | | | | | | | | | | | | | | | | | | | | | |
| Date and Time of Spill | | | |  | | | | | | | | | | | Time Zone | | | | |  | | |
| Source of Spill | | | |  | | | | | | | | | | | | | | | | | | |
| Cause of Spill | | | |  | | | | | | | | | | | | | | | | | | |
| Status of Spill | | | | Secured | | | | | | Uncontrolled | | | | | | | | | Unknown | | | |
| Product Properties | Product Name / Type | | |  | | | | | | | | | | | | | | | | | | State Units  **Provide an assay sheet if available.**  **Assay sheet provided** |
| Specific Gravity | | |  | | | | | API | | | |  | | | | | | | | |
| Pour Point | | |  | | | | | | | | | | | | | | | | | |
| Wax Content | | |  | | | | | | | | | | | | | | | | | |
| Asphaltene | | |  | | | | | | | | | | | | | | | | | |
| Sulphur Content | | |  | | | | | | | | | | | | | | | | | |
| Viscosity | | |  | | | | Reference Temperature | | | | | °C | | | | | | | | |
| Type of Release | Instantaneous Release | | |  | Volume | | | | |  | | | | | | | | | | | | State Units |
| **OR** | | | | | | | | | | | | | | | | | | | | |
| Continuous Release | |  | | Release Rate | | | | |  | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 3 – Spill Details continued** | | | | | | | |
| Description  of Observed Spill | Estimated Quantity |  | | | | State Units | |
| Size |  | | | |
| Appearance |  | | | |
| Direction of Travel |  | | | |
|  | | | | | | | |
| **Section 4 – Weather and Modelling** | | | | | | | |
| Weather forecast provided?  e.g., Excel/Word | | Yes | No, OSRL to source a weather forecast | | | | |
| Sea Temperature | |  | | | | State Units | |
| Sea State | |  | | | |
| Visibility | |  | | | |
| Cloud Base | |  | | | |
| Do you require Oil Spill Trajectory Modelling? | | Surface 2D | Sub-surface 3D  Additional time and costs apply | | Not at this time | | |
| Sub-surface 3D Modelling Information  if requested | | Gas to Oil Ratio | Sm3/m3 | Release Hole Diameter | m | | |
|  | | | | | | | |
| **Section 5 – Safety and Security** | | | | | | | |
| Highlight any known safety or security risks  e.g. high levels of H2S, high risk country | |  | | | | | Not Applicable |
| Describe security arrangements for OSRL staff | |  | | | | | Not Applicable |
|  | | | | | | | |
| **Section 6 – Resources at Risk (if available)** | | | | | | | |
| Environmental or socio-economic sensitivities that may be impacted.  Provide the relevant oil spill contingency plan and sensitivity maps if available. | |  | | | | **Contingency plan included.**  **Sensitivity maps included** | |
|  | | | | | | | |
| **Section 7 – Equipment (if available)** | | | | | | | |
| Equipment already deployed or being mobilised (other than OSRL resources) | |  | | | | | |
|  | | | | | | | |
| **Section 8 – Further Information** | | | | | | | |
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