

APPENDIX I

HAZARDOUS SUBSTANCE RELEASE REPORT (MESSAGE FORMAT)

1. **Precedence (for messages only).** Provided that prior voice reports have been made to the US 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 either voice report has not 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//

[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 US 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:

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 chapter 10, subsection 10-4.2 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: cyanethylene, vintleyanide. Characteristics/hazards: poisonous liquid and vapor, skin irritant, highly reactive/flammable."
 - 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.
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. CLEAN-UP ACTIONS [PLANNED /TAKEN]:
- If none, explain why.
 - Identify on-site or off-site treatment, method used, parties involved in clean-up/removal and disposal area.

9 September 1999

- For example: "No clean-up action taken. Toxic vapors present, potential danger to clean-up 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/CLEAN-UP] 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.//