2.2 THE POLREP SYSTEM AND PROCEDURES

2.2.1 Introduction

RECALLING the provision of articles 5(1) and 6(2) in the Agreement for Co-operation in Dealing with Pollution of the North Sea by Oil and Other Harmful Substances, 1983 concerning the warning and informing of other Contracting Parties in case of casualty or pollution causing great concern.

HAVING REGARD to the Recommendation of Bonn Agreement Contracting Parties concerning the introduction of a pollution reporting system (POLREP) for notification of incidents of marine pollution to Contracting Parties and the Bonn Agreement Recommendation 96/1 concerning the means for transmission of POLREP.

HAVING REGARD to the EU reporting obligation of marine pollution incidents and imminent threats thereof to SafeSeaNet and the development of the dedicated internet-based Common Emergency Communication and Information System (CECIS Marine Pollution) for requesting international assistance and for other emergency communication in real time.

TAKING INTO CONSIDERATION that SafeSeaNet covers Parts I and II of the POLREP and CECIS deals with POLREP Part III, and that the two systems are used by all Contracting Parties.

RECOMMEND that:

(i) the Contracting Parties to the Bonn Agreement should transmit all POLREP using SafeSeaNet and CECIS Marine Pollution;

(ii) exceptionally and in case of serious technical issues, the Contracting Parties to the Bonn Agreement may sent POLREP and plain text messages by means of email and telefax as per Bonn Agreement Recommendation 96/1;

(iii) consequently the Pollution Reporting System - annexed to the recommendation of Bonn Agreement Contracting Parties concerning the introduction of a pollution reporting system (POLREP) for notification of incidents of marine pollution to Contracting Parties, included in Chapter 5, version 1/5/90 of the Bonn Agreement Counter Pollution Manual, - should be amended.

2.2.2 Pollution reporting system (POLREP)

The SafeSeaNet (SSN) Pollution Reporting System is for use between authorities to exchange information when pollution of the sea has occurred or when a threat of such is present. SSN has also been linked to the Common Emergency Communication and Information System (CECIS) Marine, to allow all relevant data entered in SSN to be automatically fed into the relevant fields in CECIS Marine while creating a request for assistance.

The POLREP is divided into 3 parts:

SafeSeaNet:		
Part 1 or POLWARN	POLlution WARNing	gives information or warning of pollution or threat of pollution
Part II or POLINF	POLlution INFormation	gives detailed supplementary information
CECIS Marine Pollution:		
Part III or POLFAC	POLlution FACilities	deals with matters related to assistance

The Central SSN will automatically “push” all the POLWARN/POLINF to CECIS when notified to SSN for both distributed and non-distributed incidents. Any update or feedback to the original message will also be automatically “pushed” to CECIS. The data from SSN will be processed by CECIS and made available to its users

when requesting assistance. As a consequence, Member States notifying Incident Reports via XML shall endeavour to send only POLWARN/POLINF to Central SSN.

2.2.2.1 SSN and CSN information

SSN

Information on the use of incident reports can be found in the document: "SSN incident reports guidelines" on the EMSA website using the following link: http://www.emsa.europa.eu/ssn-main/documents.html. SSN can only be accessed through the EMSA web portal by users accredited with a login and password. To be able to edit and send POLREPs users must have the right privileges within the EMSA SSN environment. The username must be created by the authorized National Competent Authority administrators.

CECIS marine

Information on how to create or respond to a request for assistance can be found on the website of the European Commission, Humanitarian Aid and Civil Protection using the URL: https://webgate.ec.europa.eu/CECIS/login.jsp. The "user manual for CECIS Marine Pollution" can be found in the tab "user utilities". A login and password can be created by the national competent authority holding administrator rights.

Detailed explanations of the different numbers in Parts I, II and III of the POLREP as well as examples of POLREP are given in Annexes 1-5 of this chapter.

In the exceptional case where SSN and / or CECIS Marine Pollution cannot be used for editing / transmitting POLREPs MS may sent POLREP and plain text messages by means of e-mail and telefax as per Bonn Agreement Recommendation 96/1 as explained hereafter.

2.2.2.1 Recommendation 96/1 for the use of a POLREP system

The Pollution Reporting System is for use between combating authorities to exchange information when pollution of the sea has occurred or when a threat of such is present.

The POLREP is divided into 3 parts:

Part 1 or POLWARN (numbers 1 - 5)	POLlution WARNing	gives information or warning of pollution or threat of pollution
Part II or POLINF (numbers 40 - 60)	POLlution INFormation	gives detailed supplementary information
Part III or POLFAC (numbers 80 - 99)	POLlution FACilities	deals with matters related to assistance

The division into three parts is for identification purposes only. For this reason, consecutive numbers are not used. This enables the addressee or addressees to know merely by looking at the numbers whether they are dealing with Part I (1 - 5), Part II (40 - 60) or Part III (80 - 99). This method or division should in no way exclude the use of all numbers in a full report or the separate use of single numbers from each part or the use of single numbers from different parts mixed in one report.

When Part I is used as a warning, the use of the priority transmission code "URGENT" is optional. Such a message should always be followed up by a supplementary POLREP or be cancelled.

Part II is used to give detailed information about the incident.

Part III is used for matters related to assistance and operational matters exclusively.

Each single report should be identifiable. The receiving combating authority should be in a position to check if all reports of the incident in question have been received. This is done by using a serial number preceded by a national identification, e.g. "DK 1/1".

The national identifiers are the following:

Belgium	BE
Denmark	DK
The European Community	EC
Federal Republic of Germany	DE
France	FR
Ireland	IE
The Netherlands	NL
Norway	NO
Sweden	SE
United Kingdom	UK

The number before the stroke indicates the pollution to which the report refers and is used because a Contracting Party may have to deal with several slicks or pollution incidents simultaneously. The number following the stroke indicates the actual number of reports which have been originated on the pollution in question.

"DK 1/1" thus indicates the first report of the pollution in question. "DK 1/2" will in accordance with the described system then indicate the second report of the same pollution.

The last and final POLREP will show as follows: "DK 1/5 FINAL", which means that this is the fifth and final report concerning the first pollution.

If the pollution caused by the incident splits up in clearly separate patches - in this example two - the wording, "DK 1/2 now splitting in DK 2 and 3" should be indicated in the last report from the incident identified by the number 1 preceding the stroke.

The first reports from the two patches originating from the incident first reported will then be numbered DK 2/1 and DK 3/1, and consecutive numbering could then be used after the stroke.

In order to keep the receivers of POLREP informed of all the transmitted reports, the combating authority sending the POLREP must after the serial number include information on the recipients of the earlier transmitted POLREPs, e.g.:

DK 2/5 - DK2/1 for DE and SE
DK 2/2 for DE
DK 2/3 for SE
DK 2/4 for DE and SE

Concerning the numbers 5, 60 and 99, it is emphasized that "ACKNOWLEDGE" made by the combating authority addressed should be with reference to the serial number in question, e.g. "your DK 2/1".

By answering a POLREP, the serial number used by the transmitting combating authority is to be used as reference in the answer (see above). However, it is not necessary for countries to adhere to the POLREP system in responding to POLREPs.

If the POLREP is used in exercises, the text is to be introduced with the word “EXERCISE” and finished with the same word repeated three times. The same procedure should also be used for the following reports which deal with the exercise.

A summarized list of POLREP numbers is given in Annex 2 of this chapter.

Detailed explanations of the different numbers in Parts I, II and III of the POLREP as well as examples of POLREP are given in Annexes 1-5 of this chapter.

APPENDIX 1 to Chapter 2.2 on POLREP Systems and Procedures

CONTENTS	REMARKS
DTG (day time group)	Day and time of drafting the message (DTG). Always 6 figures. Can be followed by month indication. The DTG can be used as a reference.
POLREP BONN AGREEMENT/ NORDIC/BALTIC/ DENGER/NETHGER/ DENGERNETH	This is the identification of the report. "POL..." indicates that the report might deal with all aspects of pollution (oil as well as other harmful substances). "...REP" indicates that this is a report on a pollution incident. It can contain up to 3 main parts: Part I (POLWARN) is an initial notice (a first information or a warning of a casualty or the presence of oil slicks or harmful substances. This part of the report is numbered from 1 to 5. Part II (POLINF) is a detailed supplementary report to Part I. This part of the report is numbered from 40 to 60. Part III (POLFAC) is for requests for assistance from other Contracting Parties, as well as for operational matters in the assistance situation. This part of the report is numbered from 80 to 99. "BONN AGREEMENT" is for identifying the Agreement in question (other code words "NORDIC" for the Copenhagen Agreement 1971, "BALTIC" for the Helsinki Convention 1974, "DENGER" for the Danish German Joint Maritime Contingency Plan 1982 and "NETHGER" for the Netherlands-German Joint Maritime Contingency Plan 1990). Parts I, II and III can be transmitted in one single report or separat ely. Furthermore, single figures from each part can be transmitted separately or combined with figures from the two other parts. Figures without additional text should not appear in the POLREP. When Part I is used as a warning of a serious threat, the message should be headed with the transmission priority word "URGENT". All POLREPs containing ACKNOWLEDGE numbers (5, 60 or 99) should be acknowledged as soon as possible by the competent national authority. POLREPs should always be terminated by a message from the reporting State indicating that no more operational communication on that particular incident can be expected.
DK 1/1	It should be possible to identify every single report and the receiving agency should be in a position to check whether all reports of the incident in question have been received. This is done by using a nation-identifier (DK, FRG, UK, etc) followed by a stroke system, where the number before the stroke indicates the pollution to which the report refers and the number following the stroke indicates the actual number of reports which have been originated on the pollution in question.

CONTENTS

REMARKS

POLREP BONN AGREEMENT DK 1/1 thus indicates the first report from Denmark of the pollution in question in the Bonn Agreement region.
POLREP BONN AGREEMENT DK 1/2 will, in accordance with the described system, then indicate the second report from the same pollution.

If the pollution caused by the incident splits up into clearly defined patches - in this example two - the wording POLREP BONN AGREEMENT 1 now splitting into POLREP BONN AGREEMENT 2 and POLREP BONN AGREEMENT 3, should be indicated in the last report in the incident identified by number 1 preceding the stroke.

The first reports on the two patches originating from the incident first reported will then be numbered POLREP BONN AGREEMENT DK 2/1 and POLREP BONN AGREEMENT DK 3/1, and consecutive numbers after the stroke could then be used.

1	DATE AND TIME	The day of the month as well as the time of the day when the incident took place or, if the cause of the pollution is not known, the time of the observation should be stated using 6 digits. Time should be stated as GMT, for example 091900z (i.e. the 9th of the relevant month at 1900 GMT).
2	POSITION	Indicates the main position of the incident and longitude in degrees and minutes, and may in addition give the bearing of and the distance from a location known by the receiver.
4	OUTFLOW	The polluting substance, such as CRUDE OIL, CHLORINE, DINITROL, PHENOL as well as the total quantity in tonnes of the outflow and/or the flow rate, and the risk of further outflow should be mentioned. If there is no pollution, but a threat of pollution, the words NOT YET followed by the substance (for example NOT YET FUEL OIL) should be stated.
5	ACKNOWLEDGE	When this number is used, the message (email or telefax) should be acknowledged as soon as possible by the competent national authority.
40	DATE AND TIME	No. 40 relates to the situation described in numbers 41 to 60 if it varies from number 1.
41	POSITION AND/OR EXTENT OF POLLUTION ON/ABOVE/ IN THE SEA	Indicates the main position of the pollution in degrees and minutes of latitude and longitude, and may in addition give the distance and bearing of some prominent landmark known to the receiver if other than indicated in number 2. Estimated amount of pollution (e.g. size of polluted areas, number of tonnes of oil spilled if other than indicated in number 4, or number of containers, drums lost). Indicates length and width of slick given in nautical miles if not indicated in number 2.
42	CHARACTERISTICS OF POLLUTION	Gives type of pollution, e.g. type of oil with viscosity and pour point, packaged or bulk chemical, sewage. For chemicals, the proper name

CONTENTS		REMARKS
		or United Nations number, if known, should be given. Appearance, e.g. liquid, floating solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discolouration of sea, visible vapour should also be given as well as any markings on drums, containers.
43	SOURCE AND CAUSE OF POLLUTION	Indicates the source of pollution e.g. from vessel or other undertaking. If from vessel, it should be notified whether the pollution is a result of a deliberate discharge or casualty. If the latter, a brief description should be given. Where possible the name, type, size, call sign, nationality and port of registration of polluting vessel should be mentioned. If the vessel is proceeding on its way, course, speed and destination should be indicated.
44	WIND DIRECTION AND SPEED	Indicates wind direction and speed in degrees and in m/sec. The direction always indicates from where the wind is blowing.
45	CURRENT DIRECTION AND SPEED AND/OR TIDE	Indicates current direction and speed in degrees and knots and tenths of knots. The direction always indicates the direction in which the current is flowing.
46	SEA STATE AND VISIBILITY	Sea state indicates the wave height in metres. Visibility should be indicated in nautical miles.
47	DRIFT OF POLLUTION	Indicates drift course and speed of pollution in degrees and knots or tenths of knots. In cases of air pollution (gas cloud), drift speed should be indicated in m/sec.
48	FORECAST OF LIKELY EFFECT OF POLLUTION AND ZONES AFFECTED	Results of mathematical models could indicate e.g. arrival on beach with estimated timing.
49	IDENTITY OF OBSERVER/ REPORTER IDENTITY OF SHIPS ON SCENE	Identifies who has reported the incident. If it is a ship, the name, home port, flag and call sign must be given. Ships on-scene could also be indicated under this item by name, home port, flag and call sign, especially if the polluter cannot be identified and the spill is considered to be of recent origin.
50	ACTION TAKEN	Mentions action taken for the disposal of the pollution.
51	PHOTOGRAPHS OR SAMPLES	Indicates if photographs or samples from the pollution have been taken. Contact numbers (including telephone, email address, telefax and telex numbers as appropriate) of the sampling authority should be given.
52	NAMES OF OTHER STATES AND ORGANISATIONS INFORMED	
53 - 59		SPARE FOR ANY OTHER RELEVANT INFORMATION: e.g. results of sample or photographic analysis, results of inspections or surveyors, statements of ship's personnel.
60	ACKNOWLEDGE	When this number is used, the telex/telefax/email should be acknowledged as soon as possible by the competent national authority.

CONTENTS	REMARKS
80 DATE AND TIME	No. 80 is related to the situation described below, if it varies from numbers 1 and/or 40.
81 REQUEST FOR ASSISTANCE	Type and amount of assistance required in form of: - specified equipment - specified equipment with trained personnel - complete strike teams - personnel with special expertise with indication of country requested
82 COST	Information on cost of delivered assistance to be notified to requesting country.
83 PRE-ARRANGEMENTS FOR THE DELIVERY OF ASSISTANCE	Information concerning customs clearance, access to territorial waters in the requesting country.
84 TO WHERE ASSISTANCE SHOULD BE RENDERED AND HOW	Information concerning the delivery of the assistance, e.g. rendezvous at sea with information on frequencies to be used, call sign and name of Supreme On-Scene Commander of the requesting country or land-based authorities with contact numbers (including telephone, email address, telefax and telex numbers as appropriate) and contact persons.
85 NAMES OF OTHER STATES AND ORGANISATIONS	Only to be filled in if not covered by number 81, e.g. if further assistance is later needed by other States.
86 CHANGE OF COMMAND	When a substantial part of an oil pollution or serious threat of oil pollution moves or has moved into the zone of another Contracting Party, the country which has exercised the supreme command or the operation may request the other party to take over the supreme command.
87 EXCHANGE OF INFORMATION	When a mutual agreement has been reached between two parties on a change of supreme command, the country transferring the supreme command should give a report on all relevant information pertaining to the operation to the country taking over the command.
88 - 98	SPARE FOR ANY OTHER RELEVANT REQUIREMENTS OR INSTRUCTIONS
99 ACKNOWLEDGE	When this number is used, the message (email or telefax) should be acknowledged as soon as possible by the competent national authority.

APPENDIX 2 to Chapter 2.2 on POLREP Systems and Procedures

Summarized list of POLREP numbers

Address:	From:	To:
Date:	Time:	Group:
Identification:		
Serial Number:		

Part I (POLWARN)	Date and Time	1
	Position	2
	Incident	3
	Outflow	4
	Acknowledge	5
Part II (POLINF)	Date and time	40
	Position	41
	Characteristics of pollution	42
	Source and cause of pollution	43
	Wind direction and speed	44
	Current or tide	45
	Sea state and visibility	46
	Drift of pollution	47
	Forecast	48
	Identity of observer and ships on scene	49
	Action taken	50
	Photographs or amples	51
	Names of other states informed	52
	Spare	53 – 59
	Acknowledge	60
Part III (POLFAC)	Date and Time	80
	Request for assistance	81
	Cost	82
	Pre-arrangements for the delivery	83
	Assistance to where and how	84
	Other states requested	85
	Change of command	86
	Exchange of information	87
	Spare	88 – 98
	Acknowledge	99

APPENDIX 3 to Chapter 2.2 on POLREP Systems and Procedures

EXAMPLES OF POLREP REPORTS

POLREP EXAMPLE NO. 1

Address	From DK To DE and NL
Date time group	181100z June
Identification	POLREP BONN AGREEMENT
Serial number	DK 1/2 (DK 1/1 for DE)
=	=

1	Date and time	1	181000z
2	Position	2	55°33' N - 07°00' E
3	Incident	3	Tanker collision
4	Outflow	4	Crude oil, estimated 3,000 tonnes
41	Position and/or extent of pollution on/above/in the sea	41	The oil is forming a slick 0.5 nautical miles to the South East. Width up to 0.3 nautical miles
42	Characteristics of pollution	42	Venezuela crude. Viscosity 3.780 Cs at 37.8°C. Rather viscous
43	Source and cause of pollution	43	Danish tanker ESSO BALTICA of Copenhagen 22,000 GRT call sign xxxx, in collision with Norwegian bulk carrier AGNEDAL of Stavanger, 30,000 GRT, call sign yyy Two tanks damaged in ESSO BALTICA. No damage to the AGNEDAL
44	Wind direction and speed	44	270 - 10m/sec
45	Current direction and speed and/or tide	45	180 - 0.3 knots
46	Sea state and visibility	46	Wave height 2m. 10 nautical miles
47	Drift of pollution	47	135 - 0.4 knots
48	Forecast of likely effect of pollution and zones affected	48	Could reach the island of Sylt, DE or further south, NL on the 23rd of this month
49	Identity of observer/reporter. Identity of ships on scene	49	Agnedal, number 43 refers
50		50	2 Danish strike-teams with high mechanical capacity on route to the area

51	Photographs or samples	51	Oil samples have been taken. Telex 64471 SOK DK
52	Names of other states and organisations informed	52	DE
53	Spare	53	DENGER PLAN is activated
81	Request for assistance	81	DE is requested for 2 strike teams with high mechanical pick-up capacity
82	Cost	82	DE is requested for an approximate cost rate per day of assistance rendered
83	Pre-arrangements for the delivery of assistance	83	DE units will be allowed to enter Danish territorial waters for combating purposes or Danish harbours for logistics informing SOSC beforehand
84	To where assistance should be rendered and how	84	Rendezvous 57°30' N - 07°00' E. Report on VHF channels 16 and 67. SOSC, Lieutenant Commander Hansen in GUNNAR SEIDENFADEN, call sign OWAJ
99	ACKNOWLEDGE =	99	ACKNOWLEDGE =

APPENDIX 4 to Chapter 2.2 on POLREP Systems and Procedures

EXAMPLES OF POLREP REPORTS

POLREP EXAMPLE No. 2

Address	From DE
	To DK
Date time group	182230z June
Identification	POLREP BONN AGREEMENT
Serial number	Your DK 1/2 refers
=	=
80 Date and time	80 182020z
82 Cost	82 Total cost per day will be approx .....
84 To where assistance should be rendered and how	84 ETA DE units at POLREP Bonn Agreement DK 1/2 will be 182100z
=	=

APPENDIX 5 to Chapter 2.2 on POLREP Systems and Procedures

EXAMPLES OF POLREP REPORTS

POLREP EXAMPLE No. 3

Address			From DK
			To NO
Date time group			21 0940z June
Identification			URGENT
			EXERCISE
			POLREP BONN AGREEMENT
Serial number			DK 1/1
=			=
1	Date and time	1	210830
2	Position	2	57°50' N - 10°00' E
3	Incident	3	Tanker collision
4	Outflow	4	Not yet
5	Acknowledge	5	Acknowledge
			EXERCISE EXERCISE EXERCISE