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TP 9834 E

Guidelines for Reporting Incidents Involving Dangerous Goods, Harmful Substances and/or Marine Pollutants

**MARINE SAFETY DIRECTORATE
TRANSPORT CANADA
OTTAWA**

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(amended)

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Record of Changes

Guidelines for Reporting Incidents Involving Dangerous Goods, Harmful Substances and/or Marine Pollutants

Date of Amendment	Amendment Number	Section Amended	Date Inserted

INTRODUCTION

These Guidelines comply as far as practicable with the general principles and standard reporting format procedures described in Resolution A. 851(20) of the 20th Session of the Assembly of the International Maritime Organization (IMO), adopted 27 November 1997.

The intent of these guidelines is to enable the proper authorities to be informed without delay when:

- a) any incident occurs involving the loss, or likely loss, overboard of packaged dangerous goods in the sea; or
- b) any incident occurs giving rise to pollution, or threat of pollution to the marine environment, as well as of assistance and salvage measures; or
- c) any oil pollution incident occurs involving the loading or unloading of oil to or from a ship at an oil handling facility;

so that appropriate action may be taken.

These guidelines are voluntary and are provided to assist those with a regulatory requirement to report such incidents. These guidelines should be used in conjunction with the *Pollutant Discharge Reporting Regulations, 1995* when harmful substances and/or marine pollutants are involved. Where any discrepancy exists between the regulations and the guidelines, the requirements of the regulations shall prevail.

1. ABBREVIATIONS

HF	High Frequency
IMO	International Maritime Organization
MARPOL 73/78	The International Convention for the Prevention of Pollution from Ships, 1973, as modified by the 1978 Protocol
MF	Medium Frequency
UN	United Nations
UTC	Coordinated Universal Time
VHF	Very High Frequency

2. DEFINITIONS

In these guidelines,

“dangerous goods” means goods that by reason of their nature, quantity or mode of stowage are either singly or collectively liable to endanger the lives of the passengers or imperil the ship and includes all substances determined by the Governor in Council, in regulations made by him, including the *Dangerous Goods Shipping Regulations*, to be dangerous goods; (*marchandises dangereuses*)

“harmful substance in packaged form” means any substance which is identified as a marine pollutant in the International Maritimes Dangerous Goods Code (IMDG Code); (*substance nuisible en colis*)

“in bulk” means in a hold or tank that is part of the structure of the ship, without any intermediate form of containment; (*en vrac*)

“packaged form” means the forms of containment specified for harmful substances or dangerous goods in the International Maritimes Dangerous Goods Code (IMDG Code); (*en colis*)

“pollution prevention officer” means a person designated as a pollution prevention officer pursuant to section 661 of the *Canada Shipping Act* and a person designated as a pollution prevention officer pursuant to section 14 of the *Arctic Waters Pollution Prevention Act*; (*fonctionnaire chargé de la prévention de la pollution*)

“steamship inspector” means a person appointed as a steamship inspector pursuant to section 301 of the *Canada Shipping Act*; (*inspecteur des navires à vapeur*)

“waters under Canadian jurisdiction” means (a) Canadian waters, (b) fishing zones of Canada prescribed pursuant to subsection 4(2) of the *Territorial Sea and Fishing Zones Act*, and (c) shipping safety control zones prescribed pursuant to section 11 of the *Arctic Waters Pollution Prevention Act*. (*eaux de compétence canadienne*)

3. HOW TO MAKE A REPORT

The report should be transmitted in the following manner:

- 3.1 when an incident occurs involving a ship in waters under Canadian jurisdiction, the report shall be made with the highest possible priority and using the quickest means available to a pollution prevention officer or, in a case involving dangerous goods, to a steamship inspector;
- 3.2 when the ship referred to in paragraph 3.1. is in a radio telecommunications area that is covered by Canadian Coast Guard Marine Communications and Traffic Services, the report should, where expedient, be routed through that system;
- 3.3 when an incident occurs involving a Canadian ship outside waters under Canadian jurisdiction, the report should be made to the nearest coastal State through an appropriate coast station, preceded by the safety signal (if the incident affects the safety of navigation), or by the urgency signal (if the incident affects the safety of the ship or persons);
- 3.4 on appropriate frequencies (in the bands 405-525 kHz, 1605-2850 kHz or 156-174 MHz);
- 3.5 when the ship is not within reach of a MF or VHF coast station, to the most appropriate HF coast station or on the relevant maritime satellite communication system;
- 3.6 when the ship is within or near an area for which a ship reporting system has been established, to the designated shore establishment responsible for operation of that system;
- 3.7 the format and procedures should, when practicable, comply with the relevant requirements of Section 2 in the Appendix, *Standard Reporting Format and Procedures*; and
- 3.8 in addition to any report referred to in paragraph 3.1., when an oil pollution incident occurs involving a ship at a designated oil handling facility, the operator of the oil handling facility shall:
 - 3.8.1 report with the highest possible priority and using the quickest means available, to a pollution prevention officer; and
 - 3.8.2 report, when practicable, in compliance with the relevant requirements of Section 2 of the Appendix, *Standard Reporting Format and Procedures*.

4. CONTENT OF REPORT

- 4.1 Reports should contain the specific information listed in Section 3 of the Appendix, *Detailed Reporting Requirements*.

5. SUPPLEMENTARY REPORT

- 5.1 Particulars not immediately available should be inserted in a supplementary message or messages.

When harmful substances and/or marine pollutants are involved, a supplementary message should follow immediately or as soon as possible after the initial report. Information that is essential for the protection of the marine environment, as appropriate to the incident, should be included. That information should include Items P, Q, R, S and X, as listed in Section 2 of the Appendix.

6. PROBABILITY OF DISCHARGE

- 6.1 The probability of a discharge resulting from damage to the ship or its equipment is a reason for making a report. In judging whether there is such a probability and whether a report should be made, the following factors, among others, should be taken into account:

6.1.1 the nature of the damage, failure or breakdown of the ship, machinery or equipment; and

6.1.2 sea and wind state and also traffic density in the area at the time and place of the incident.

- 6.2 It is recognized that it would be impracticable to lay down precise definitions of all types of incidents involving probable discharge which would warrant an obligation to report. Nevertheless as a general guideline, the master of the ship should make reports in cases of:

6.2.1 damage, failure or breakdown which affects the safety of ships. Examples of such incidents are collision, grounding, fire, explosion, structural failure, flooding, cargo shifting; and

6.2.2 failure or breakdown of machinery or equipment which results in the impairment of the safety of navigation. Examples of such incidents are failure or breakdown of steering gear, propulsion plant, electrical generating system, essential shipborne navigational aids.

7. REPORT ON ASSISTANCE OR SALVAGE

7.1 The master of any ship engaged in or requested to engage in an operation to render assistance or undertake salvage should report, as far as practicable, Items A, B, C (or D), E, F, L, M, N, P, Q, R, S, T, U, X of the *Standard Reporting Format* (Appendix). The Master should ensure that the coastal State is kept informed of developments.

APPENDIX

1. PROCEDURES

Reports should be sent as follows:

Dangerous Goods Report - packaged form (DG)	When an incident takes place involving loss, or likely loss overboard of packaged dangerous goods, including those in freight containers, portable tanks, road and rail vehicles and shipborne barges, into the sea.
Harmful Substances Report in Bulk (HS)	When an incident takes place involving the discharge or probable discharge of oil (Annex I of MARPOL 73/78) or noxious liquid substances in bulk (Annex II of MARPOL 73/78).
Harmful Substances Report - packaged form (MP)	In the case of loss or likely loss overboard of harmful substances in packaged form, including those in freight containers, portable tanks, road and rail vehicles and shipborne barges, identified in the International Maritime Dangerous Goods Code as marine pollutants (Annex III of MARPOL 73/78).

2. STANDARD REPORTING FORMAT AND PROCEDURES

Sections of the reporting format which are inappropriate should be omitted from the report.

Where language difficulties may exist, the languages used should include English, using where possible the Standard Marine Navigational Vocabulary. Alternatively, the International Code of Signals may be used to send detailed information. When the International Code is used, the appropriate indicator should be inserted in the text, after the alphabetical index.

For route information, latitude and longitude should be given for each turn point, expressed as in Item C below, together with type of intended track between these points, for example "RL" (rhumb line), "GC" (great circle) or "coastal", in the case of coastal sailing the estimated date and time of passing significant points expressed by a 6 digit group as in Item B below.

Telegraphy	Telephone (alternative)	Function	Information Required
Name of system (e.g., AMVER/ MAREP/ ECAREG/ NORDREG/ WESTREG)	Name of system (e.g., AMVER/ MAREP/ ECAREG/ NORDREG/ WESTREG)	System Identifier	Ship Reporting system or nearest appropriate coast radio station
DG	Dangerous goods report - packaged form	Type of report	Dangerous goods report - packaged form
HS	Harmful substances report - in bulk	Type of report	Harmful substances report - in bulk
MP	Harmful substances report - packaged form	Type of report	Harmful substances report - packaged form
A	Ship (alpha)	Ship identity	Name, call sign or ship station identity, and flag
B	Time (bravo)	Date and time of event	A 6 digit group giving day of month (first two digits), hours and minutes (last four digits). If other than UTC state time zone used
C	Position (charlie)	Position	A 4 digit group giving latitude in degrees and minutes suffixed with N (north) or S (south) and a 5 digit group giving longitude in degrees and minutes suffixed with E (east) or W (west); or
D	Position (delta)	Position	True bearing (first 3 digits) and distance (state distance) in nautical miles from a clearly identified landmark (state landmark)
E	Course (echo)	True course	A 3 digit group
F	Speed (foxtrot)	Speed in knots & tenths of knots	A 3 digit group
Telegraphy	Telephone (alternative)	Function	Information Required

G	Departed (golf)	Port of departure	Name of last port of call
H	Entry (hotel)	Date, time and point of entry into system	Entry time expressed as in (B) and entry position expressed as in (C) or (D)
I	Destination and ETA (india)	Destination and estimated time of arrival	Name of port and date time group expressed as in (B)
J	Pilot (juliet)	Pilot	State whether a deep sea or local Pilot is on board
K	Exit (kilo)	Date, time and point of exit from system or arrival at the ship's destination	Exit time expressed as in (B) and exit position expressed as in (C) or (D)
L	Route (lima)	Route information	Intended track
M	Radio communications (mike)	Radio communications	State in full names of stations/frequencies guarded
N	Next report (november)	Time of next report	Date time group expressed as in (B)
O	Draught (oscar)	Maximum present static draught in metres	4 digit group giving metres and centimetres
P	Cargo (papa)	Cargo on board	Cargo and brief details of any dangerous cargoes as well as harmful substances and gases that could endanger persons or the environment (See <i>Detailed Reporting Requirements</i>)
Q	Defect, damage, deficiency, limitations (quebec)	Defects/damage deficiencies/other limitations	Brief details of defects, damage, deficiencies or other limitations (See <i>Detailed Reporting Requirements</i>)

Telegraphy	Telephone (alternative)	Function	Information Required
R	Pollution/dangerous goods lost overboard (romeo)	Description of pollutant or dangerous goods lost overboard	Brief details of type of pollution (oil, chemicals, etc.) or dangerous goods lost overboard; position expressed as in (C) or (D) (See <i>Detailed Reporting Requirements</i>)
S	Weather (sierra)	Weather conditions	Brief details of weather and sea conditions prevailing
T	Agent (tango)	Ship's representative and/or owner	Details of name and particulars of ship's representative or owner or both for provision of information (See <i>Detailed Reporting Requirements</i>)
U	Size and type (uniform)	Ship size and type	Details of length, breadth, tonnage, and type etc. as required
V	Medic (victor)	Medical personnel	Doctor, physician's assistant, nurse, no-medic
W	Persons (whiskey)	Total number of persons on board	State number
X	Remarks (x-ray)	Miscellaneous	Any other information - including as appropriate brief details of incident and of other ships involved either in incident, assistance or salvage (See <i>Detailed Reporting Requirements</i>)
Y	Relay (yankee)	Request to relay report to another system e.g., AMVER, AUSREP, JASREP, MAREP etc.	Content of report
Z	End of report (zulu)	End of report	No further information required

3. DETAILED REPORTING REQUIREMENTS

3.1. *Dangerous Goods Reports - Packaged Form (DG)*

Primary report should contain Items, A, B, C (or D), M, Q, R, S, T, U, X of the *Standard Reporting Format*, details for Item R should be as follows:

R

- 1 Correct technical name or names of goods.
- 2 UN number or numbers.
- 3 IMO Hazard class or classes.
- 4 Names of manufacturers of goods when known, or consignee or consignor.
- 5 Types of packages including identification marks. Specify whether portable tank or tank vehicle, or whether vehicle or freight container or other cargo transport unit containing packages. Include official registration marks and numbers assigned to the unit.
- 6 An estimate of the quantity and likely condition of the goods.
- 7 Whether loss floated or sank.
- 8 Whether loss is continuing.
- 9 Cause of loss.

If the condition of the ship is such that there is danger of further loss of packaged dangerous goods into the sea, items P and Q of the *Standard Reporting Format* should be reported; details for P should be as follows:

P

- 1 Correct technical name or names of goods.
- 2 UN number or numbers.
- 3 IMO Hazard class or classes.
- 4 Names of manufacturers of goods when known, or consignee or consignor.
- 5 Types of packages including identification marks. Specify whether portable tank or tank vehicle, or whether vehicle or freight container or other cargo transport unit containing packages. Include official registration marks and numbers assigned to the unit.
- 6 An estimate of the quantity and likely condition of the goods.

Particulars not immediately available should be inserted in a supplementary message or messages.

3.2. *Harmful Substances Reports - In Bulk (HS)*

In the case of actual discharge, primary HS reports should contain Items A, B, C (or D), E, F, L, M, N, Q, R, S, T, U, X of the *Standard Reporting Format*. In the case of probable discharge, item P should also be included. Details for P, Q, R, T and X should be as follows:

P

- 1 Type of oil or the correct technical name of the noxious liquid substances on board.
- 2 UN number or numbers.
- 3 Pollution category (A, B, C (or D)), for noxious liquid substances.
- 4 Names of manufacturers of substances if appropriate and known, or consignee or consignor.
- 5 Quantity.

Q

- 1 Condition of the ship as relevant.
- 2 Ability to transfer cargo/ballast/fuel.

R

- 1 Type of oil or the correct technical name of the noxious liquid substances discharged into the sea.
- 2 UN number or numbers.
- 3 Pollution category (A, B, C (or D)), for noxious liquid substances.
- 4 Names of manufacturers of substances if appropriate and known, or consignee or consignor.
- 5 An estimate of the quantity of the substances.
- 6 Whether loss floated or sank.
- 7 Whether loss is continuing.
- 8 Cause of loss.
- 9 Estimate of the movement of the discharge or loss, giving current conditions if known.
- 10 Estimate of the surface area of the spill if possible.

T

- 1 Name, address, telex and telephone number of the ship's owner and representative (charterer, manager or operator of the ship or their agent).

X

- 1 Action being taken with regard to the discharge and the movement of the ship.
- 2 Assistance or salvage efforts which have been requested or which have been provided by others.
- 3 The master of an assisting or salvaging ship should report the particulars of the action undertaken or planned.

Particulars not immediately available should be inserted in a supplementary message or messages.

3.3. Harmful Substance Reports - Packaged Form (MP)

In the case of actual discharges, primary MP reports should contain Items A, B, C (or D), M, Q, R, S, T, U, X of the *Standard Reporting Format*. In the case of probable discharge, Item P should also be included. Details of P, Q, R, T and X should be as follows:

P

- 1 Correct technical name or names of goods.
- 2 UN number or numbers.
- 3 IMO Hazard class or classes.
- 4 Names of manufacturers of goods when known, or consignee or consignor.
- 5 Types of packages including identification marks. Specify whether portable tank or tank vehicle, or whether vehicle or freight container or other cargo transport unit containing packages. Include official registration marks and numbers assigned to the unit.
- 6 An estimate of the quantity and likely condition of the goods.

Q

- 1 Condition of the ship as relevant.
- 2 Ability to transfer cargo/ballast/fuel.

R

- 1 Correct technical name or names of goods.
- 2 UN number or numbers.
- 3 IMO Hazard class or classes.
- 4 Names of manufacturers of goods when known, or consignee or consignor.

- 5 Types of packages including identification marks. Specify whether portable tank or tank vehicle, or whether vehicle or freight container or other cargo transport unit containing packages. Include official registration marks and numbers assigned to the unit.
- 6 An estimate of the quantity and likely condition of the goods.
- 7 Whether lost goods floated or sank.
- 8 Whether loss is continuing.
- 9 Cause of loss.

T

- 1 Name, address, telex and telephone number of the ship's owner and representative (charterer, manager or operator of the ship or their agent).

X

- 1 Actions being taken with regard to the discharge and movement of the ship.
- 2 Assistance or salvage efforts which have been requested or which have been provided by others.
- 3 The master of an assisting or salvaging ship should report the particulars of the action undertaken or planned.

Particulars not immediately available should be inserted in a supplementary message or messages.

4. PRIMARY REPORT FORMS

4.1 *Dangerous Goods Report -Packaged Form (DG)*

Function		Report
DG	Type of report	/DG//
A	Ship identity	A/ _____ / _____ //
B	Date and time of event	B/ _____ Z//
C	Position	C/ _____ N S _____ E W//
D*	Position	D/ _____ //
M	Radio communications	M/ _____ //
P**	Cargo on board	P/**/ _____ //
Q**	Defect, damage, deficiency, other limitations	Q/ _____ //
R	Description of dangerous goods lost overboard	R/**/ _____ //
S	Weather conditions	S/ _____ //
T	Agent	T/ _____ //
U	Ship size and type	U/ _____ //
X	Remarks	X/ _____ //

* Report either Item C or D.

** Include if the condition of the ship is such that there is danger of further loss of packaged dangerous goods into the sea.

*** See *Detailed Reporting Requirements* (Appendix 3.1).

4.2. Harmful Substances Report - In Bulk (HS)

Function		Report
HS	Type of report	/HS//
A	Ship identity	A/ _____ / _____ //
B	Date and time of event	B/ _____ Z //
C	Position	C/ _____ N S _____ E W //
D*	Position	D/ _____ //
E	True course	E/ _____ //
F	Speed in knots and tenths of knots	F/ _____ //
L	Route information	L/ _____ //
M	Radio communications	M/ _____ //
N	Next report	N/ _____ Z //
P**	Cargo on board	P/*** //
Q	Defect, damage, deficiency, other limitations	Q/*** //
R	Description of pollution	R/*** //
S	Weather conditions	S/ _____ //
T	Agent	T/*** //
U	Ship size and type	U/ _____ //
X	Remarks	X/*** //

* Report either Item C or D.

** Include in the case of a probable discharge.

*** See *Detailed Reporting Requirements* (Appendix 3.2).

4.3 Harmful Substances Report - Packaged Form (MP)

Function		Report
MP	Type of report	/MP//
A	Ship identity	A/ _____ / _____ //
B	Date and time of event	B/ _____ Z //
C	Position	C/ _____ N S _____ E W //
D*	Position	D/ _____ //
M	Radio communications	M/ _____ //
P**	Cargo on board	P/*** _____ //
Q	Defect, damage, deficiency, other limitations	Q/*** _____ //
R	Description of dangerous goods lost overboard	R/*** _____ //
S	Weather conditions	S/ _____ //
T	Agent	T/*** _____ //
U	Ship size and type	U/ _____ //
X	Remarks	X/*** _____ //

* Report either Item C or D.

** Include in the case of a probable discharge.

*** See *Detailed Reporting Requirements* (Appendix 3.3).