

# SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL

ISSUING ORG. MARINE DEPARTMENT

SUBJECT OFFSHORE OIL SPILL REPORTING PROCEDURES

GI NUMBER Approved

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## **CONTENTS:**

This General Instruction describes the reporting, investigation and documentation requirements for any offshore oil spill in Saudi Aramco operating areas, from a Saudi Aramco facility or from any third party vessel, or from any unknown source. It contains information on the following:

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3. Acronyms
4. Reasons for Reporting
5. Reporting Responsibilities
6. Investigation Procedures
7. Documentation & Distribution Requirements
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## **POLICY AND OBJECTIVES:**

Saudi Aramco is committed to the prevention of harmful effects of oil pollution to the offshore and onshore environment in all areas of its operations.

Saudi Aramco's policy in safeguarding the offshore and onshore environment is to ensure that all operating procedures, employees training and technical applications are aimed at preventing and/or minimizing the accidental leak and/or spillage of liquid hydrocarbon substance.

Notwithstanding the above policy, should any leak or spillage occur, this General Instruction is to be fully complied with at all times.

This General Instruction overrides any other General or Facility instruction and or directive as applied to the reporting, investigating and/or documenting of Oil Leaks and Spills into the marine offshore environment.

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**NOTES:**

- (1) It is important to immediately inform the Chairman of the Oil Spill Committee (OSC) of any offshore oil spill that may have an impact on vital Saudi Government or Saudi Aramco Facilities or environmentally sensitive areas.
- (2) In the case of a simultaneous offshore oil spill and an offshore disaster, and with only limited resources available, the offshore disaster will take priority over the oil spill for accessing those resources.
- (3) As soon as safely possible following the sighting of an oil spill from any source, the source of the spill should be secured.
- (4) Refer to the Arabian Gulf and Red Sea "Regional Oil Spill Contingency Plans" for detailed information on oil spill response.
- (5) Refer to G.I. 2.400 "Offshore Oil Spill Contingency Plan".
- (6) Refer to G.I. 2.401 "Inland Oil Spill Contingency Plan" for information on response to inland oil spills.
- (7) Refer to G.I. 6.001 "Notification Requirements for Incidents (Including Fires)"
- (8) Refer to G.I. 6.003 "Guide For Committees Investigating Major Incidents and Engineering Reviews of Other Incidents".
- (9) Refer to Procedure 27 (Emergency Contracting Procedure) of the Saudi Aramco Contracting Manual

**1.0 PURPOSE:**

The purpose of this instruction is to outline the procedures for the reporting, investigation and documenting oil leaks and spills which may result in a discharge of oil into the waters of the Arabian Gulf or Red Sea. In addition, this instruction defines leaks/spills and identifies who is responsible for preparing written documentation of the incident. The notification of a spill shall generate the spill response activity described in the Arabian Gulf or Red Sea "Regional Oil Spill Contingency Plans" and G.I. 2.400 "Offshore Oil Spill Contingency Plan".

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### 2.0 DEFINITIONS:

Oil: Means any liquid hydrocarbon substance.

Offshore: Means, for the purpose of this G.I., the waters of the Arabian Gulf & Red Sea up to and including beaches to the spring high tide mark.

Leak or a spill: Any known or unknown source release of oil, regardless of the size or potential impact, into the waters of the Saudi Aramco operating area.

Environmentally Sensitive Areas: Those Marine areas or habitats where biotic elements are vulnerable to the effects of oil contamination (\*)

### 3.0 ACRONYMS:

ECC Emergency Control Center (\*)

OSRT Oil Spill Response Team

ROSRC Regional Oil Spill Response Coordinator

GOSRD Global Oil Spill Response Director

OSR Oil Spill Report

RTMOD Ras Tanura Marine Operation Division

MODWR Marine Operations Division-Western Region

IO Internal Order

SEAPA Sea Ports Authorities

TPOD Terminal Pilotage Operations Division

PME Presidency of Meteorology and Environment

OSC Oil Spill Committee

SAA Saudi Aramco Affairs

PRD Public Relations Department

EPD Environment Protection Department

### 4.0 REASONS FOR REPORTING:

All leaks and spills must be reported in order to:

- Fulfill the Company's obligations with respect to its Environmental Protection Policy.
- Bring potentially dangerous situations to the attention of management.
- Protect environmentally sensitive areas, and vital Saudi Aramco/Government Facilities.
- Initiate action to contain, correct and cleanup leaks and spills.
- Fulfill the Company's obligations to report spills to the Government of Saudi Arabia.
- Investigate the cause of a spill and to take the corrective action to prevent reoccurrence of similar incidents.
- Provide support for claim action and recovery of cleanup costs from third parties causing the spill.
- Provide information, which can serve as the basis for measuring progress in improving methods and equipment for the prevention and cleanup of leaks and spills.
- Obtain the required financial guarantees documents/letters of undertaking from vessel's P & I club/owner (see section 8 & 9).
- Request detention of a vessel in Port until satisfactory guarantee documents are provided.
- Protect the company from damage to its image and reputation that may result from negative publicity due to a leak or spill.

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**5.0 REPORTING PROCEDURES**

**5.1 RESPONSIBILITIES:**

5.1.1 **All leaks and/or spills shall be immediately reported regardless of size or potential impact.** The level of Management notification, Oil Spill Response Team activation and cleanup response initiation shall be decided by the respective area Regional Oil Spill Response Coordinator in consultation with the Global Oil Spill Response Director (GOSRD), as deemed necessary.

5.1.2 Facility Custodians are obliged to report any leak or spill in their facility or nearby. (\*)

5.1.3 Persons observing a LEAK or SPILL shall Report it by the most rapid means available to the Saudi Aramco Marine Shift Coordinators at Ras Tanura or Jeddah on the 24-hour telephones: (\*)

- Ras Tanura and Abu Ali 03-673-6666 (\*)

- Tanajib 03-378-6666 (\*)

- Western Region 02-427-6666 (\*)

**5.2 The persons reporting the spill should provide as much of the following information as possible:**

- Name of person reporting and /or observing the spill.
- Badge number.
- Contact number.
- Date and time.
- Location of spill.
- Size (length and width), colors (i.e. silver sheen, rainbow, brown, black) and area covered.
- Source and cause of spill.
- Weather conditions: wind speed and direction, visibility and sea conditions.
- Action being taken.

**5.3 Marine Shift Coordinator Shall:**

5.3.1 Obtain and record all above information of the spill, as given by the spill observer/reporter, on the initial "Oil Spill Report (OSR)".

5.3.2 Immediately notify the Regional Oil Spill Response Coordinator (ROSRC) for the respective area.

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- 5.3.3 Notify the Marine Pollution Control Support Foreman/RTMOD at RT or Marine Pollution Control Foreman/MODWR at Jeddah
- 5.3.4 Notify the Facility Superintendent or the shift superintendent on duty or the Port Control Center (if tanker is involved or suspected).
- 5.3.5 Notify Security for the respective area
- 5.3.6 Oil Spill Initial Report to be distributed to concerned parties as follows:
  - Global Oil Spill Response Director (\*)
  - Facility Superintendent or, Port Control Center (if a tanker is involved or suspected).
  - Respective area Loss Prevention Office.
  - Respective area Saudi Aramco Affairs Office.
  - Public Relations Department Office.
  - Regional Oil Spill Response Coordinator Office.
  - OSPAS (\*)
  - Environmental Protection Department (\*)
  - Risk Management Division (\*)

### 5.4 Marine Pollution Control Support Foreman Shall:

- 5.4.1 Consult with ROSRC for an immediate response in respect to the cleanup action.
- 5.4.2 Ensure the readiness and prompt mobilization of all oil spill response resources, vessels and equipment.
- 5.4.3 Provide sufficient and qualified manpower to combat the oil spill.

### 5.5 Regional Oil Spill Response Coordinator (ROSRC) shall:

- 5.5.1 Immediately assess the situation in terms of spill size, severity and impact and the adequacy of the initiated response effort and the preventative measures required.
- 5.5.2 Notify Saudi Aramco facilities, e.g., port control center/Terminal/Refinery should the spill threaten these and other outside facilities that might be threatened by the spill through Saudi Aramco Affairs Representative.
- 5.5.3 Notify the necessary members of the Oil Spill Response Team (OSRT). Generally, all members of the Oil Spill Response Team will be notified of a major oil spill. (Refer to respective Regional Oil Spill Contingency Plans and G.I. 2.400 "Offshore Oil Spill Contingency Plan").
- 5.5.4 Develops the overall plan of action and priorities for the containment and cleanup of the spill.

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- 5.5.5 Notify the Global Oil Spill Response Director of the magnitude of the oil spill and if additional response resource is required.
- 5.5.6 Coordinate and direct procedures to obtain an Internal Order (IO), if needed and ensure that the cost data is kept current during oil spill cleanup work.
- 5.5.7 Carryout the required procedures to initiate the Internal Order (IO) if needed and ensure the cost data is kept current during oil spill cleanup work.
- 5.5.8 Monitor the local response of all Saudi Aramco facilities (SEAPA's response at Yanbu) to combat the oil spill and assess situation to control the spilled oil.
- 5.5.9 Determine the appropriate additional equipment and resources that are needed to control the oil spill, or any assistance that can be provided by Saudi Aramco to supplement SEAPA's response at Yanbu.
- 5.5.10 Assume overall responsibility for managing the OSRT activities to ensure a safe, minimal environmental impact and efficient cleanup of any oil spill affecting the company's fixed facilities, owned or chartered tankers.

**5.6 Affected Area/Facility Manager shall:**

Support the Regional Oil Spill Coordinator with the cleanup efforts, as required

**5.7 Operating Facility Custodian shall:**

- 5.7.1 As safe as practical, ensure that the source of the oil spill is secured.
- 5.7.2 Immediately initiate response using available Pollution Control Equipment at his facility.
- 5.7.3 Initiate preliminary investigation of source and cause of spills originating from Saudi Aramco facility in coordination with ROSRC.
- 5.7.4 Immediately notify the OSPAS Oil Planner/Dispatcher on telephone 03-874-6821/2 or 03-874-3003/4/5 for any spill that may curtail production of Terminal/Bulk Plant Operations.
- 5.7.5 Immediately notify the Loss Prevention Duty Officer/Engineer of the oil spill.
- 5.7.6 (For Yanbu Only). Immediately notify Duty Harbor Pilot at King Fahad Industrial Port Control at Yanbu on telephone 02/396-7188 or 02/396-7177. The Duty Harbor Pilot shall initiate SEAPA's response to combat the spill in accordance with "SEAPA Oil Spill Contingency Plan" for King Fahad Industrial Port, Yanbu.
- 5.7.7 Immediately notify the Yanbu NGL Fractionation and/or Yanbu Refinery Marine Advisor(s). (For Yanbu Only).

\* CHANGE

\*\* ADDITION

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5.7.8 In case of Tanker oil spill the Terminal Pilotage Operation Division (TPOD) should investigate/obtain all the required legal documentations; such as but not limited to:

- Letter of Undertaking or Financial Guarantee for the vessel's insurers P&I Club on behalf of vessel's owner
- Pollution Notice
- Master Statement of Fact
- Pilot Investigation Report

### 5.8 Local Saudi Aramco Affairs Department shall:

- 5.8.1 Inform Saudi Aramco's Administrator, Correspondence Services Division.
- 5.8.2 Inform Public Relations Department's Media Relations Unit Supervisor.
- 5.8.3 Inform Non-Saudi Aramco facilities of any potential risk of pollution that might affect them.
- 5.8.4 Inform Sea Ports Authority (SEAPA) when the leak/spill is from a third party ship (for Yanbu only).
- 5.8.5 Notify the "Presidency of Meteorology and Environment" (PME), Marine Pollution Response & Combating Center on Telephone: 02-651-6426 when the leak/spill is reported by Saudi Aramco and /or threatens Saudi Aramco facilities, but not originating from Saudi Aramco, its operations, vessels or areas.
- 5.8.6 Ensure that the appropriate Saudi Arab Government Ministries are notified as required by applicable departmental directives.

### 5.9 Global Oil Spill Response Director (GOSRD) shall:

- 5.9.1 Brief the Oil Spill Committee Chairman as to the magnitude and extent of the spill.
- 5.9.2 Contact the Major Oil Spill Cooperatives, if their support is required.
- 5.9.3 Inform other regional oil spill organizations such as Regional Clean Sea Organization (RECSO), if the spill might extend to their working area.
- 5.9.4 Review and approve all press releases related to oil spill, after consultation with Saudi Aramco Public Relation Department and the Chairman of the Oil Spill Committee.
- 5.9.5 Oversee the clean-up operations and the oil spill response team, as deemed necessary.
- 5.9.6 Coordinate the prompt and effective corporate support to the ROSRC and his OSRT in the event of oil spill emergencies affecting the company operations anywhere in the world.



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**6.0 INVESTIGATION PROCEDURES:**

Operating Facility Custodian will initiate the investigation, on the following bases:

- 6.1 All leaks and/or spills shall be investigated utilizing root cause analysis to determine the causal factors and recommendations to prevent recurrence. It is of paramount importance that the investigative report documents any and all failures of procedures, materials and or omissions of action of individuals.
- 6.2 Leaks or spills less than 50 barrels resulting from Saudi Aramco facilities are to be investigated by representatives of the Proponent Department, the Regional Oil Spill Response Coordinator and area Loss Prevention.
- 6.3 Leaks or spills less than 50 barrels resulting from Tankers are to be investigated by representatives of the Terminal Pilotage Operations Division (TPOD), the Regional Oil Spill Response Coordinator and area Loss Prevention.
- 6.4 Leaks or spills in excess of 50 barrels and less than 1,000 barrels shall be investigated by a committee consisting of at least:
  - Regional Oil Spill Response Coordinator (ROSRC)
  - Superintendent/ Shift Superintendent of Facility
  - Terminal Pilotage Operations Division (if tanker is involved or suspected).
  - Environment Protection Department Representative
  - Area Loss Prevention Representative
  - A member having specialized knowledge of the concerned facility as deemed necessary.
- 6.5 Leaks or spills in excess of 1,000 barrels shall be investigated by a committee in accordance with GI 6.003. A representative of Global Oil Spill Response must be a member of this committee.

**7.0 DOCUMENTATION AND DISTRIBUTION REQUIREMENTS:**

- 7.1 The Regional Oil Spill Response Coordinator (ROSRC) shall prepare the electronic "Offshore Oil Spill Report" for each Offshore Oil Spill Incident.
- 7.2 "Offshore Oil Spill Report" shall in all cases processed online within five working days of the date of the incident from the office of the ROSRC.
- 7.3 The Regional Oil Spill Response Coordinator (ROSRC) will route the "Offshore Oil Spill Report" through the Marine Pollution Control Support Unit/ Marine Operations Division for completion of the section titled "Cleanup Operation" and for comments and electronic approval when Marine's resources are used in combating the spill and it has to be returned to ROSRC for revision.

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- 7.4 The Regional Oil Spill Response Coordinator (ROSRC) shall forward “Offshore Oil Spill Report” to the Facility Superintendent for comments. The facility Superintendent should also review and add his comments to the incidents' report for spills of unknown source in his area of operation.
- 7.5 “Offshore Oil Spill Report” will then be routed through the Proponent Department Manager for his comments prior to returning the completed document to the Regional Oil Spill Response Coordinator (ROSRC) for further processing and final distribution.
- 7.6 “Offshore Oil Spill Report” will be distributed electronically as follows:
- Global Oil Spill Response Director
  - Facility Superintendent or Port Captain (if tanker is involved).
  - Regional Oil Spill Response Coordinator (ROSRC)
  - Saudi Aramco Public Relations.
  - Risk Management Division.
  - Area Loss Prevention Division.
  - Saudi Aramco Affairs Office
  - Environmental Protection Department.

**8.0 FINANCIAL LETTER OF GUARANTEE:**

- 8.1 The original Financial Letter of Guarantee Document as produced by the vessel's insurers P&I Club must be deposited with the respective Accounting Division at the respective area Shipping Account Unit by the vessel's agent.
- 8.2 The Shift Supervisor Shipping Account will, prior to officially receiving the original signed "Guarantee Document" on behalf of Treasurers Banking, Credit and Collection Division, transmit a copy of the "Financial Letter of Guarantee" by facsimile machine to the Senior/Duty Harbor Pilot for his immediate review.
- 8.3 The review by the Senior/Duty Harbor Pilot of the facsimile copy of the letter of guarantee from the shift Supervisor "Shipping Account" is to ensure compliance with the wording as based upon the Saudi Aramco form. Any alternative wording will be transmitted by the Senior Harbor Pilot to the Law Department for their concurrence prior to allowing the vessel to sail.
- 8.4 In case of failure to provide such guarantee documents, Tankship Technical Support Unit will inform the Treasurer's Banking, Credit & Collections Division that original guarantee document, letters of undertaking, as outlined in 8.1 above, have not been deposited with respective area Shipping Account Unit by the P&I Club's duly appointed agents prior to intended departure from berth and request Government Affairs, through the Port Captain, for assistance to have the vessel causing the leak or spill held.

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**9.0 TREASURER'S BANKING, CREDIT AND COLLECTION DIVISION SHALL:**

- 9.1 Arrange for the collection of the original guarantee document and letter of undertaking from respective area Shipping Account Unit.
- 9.2 Hold the original guarantee document and letter of undertaking until payment of claim is received.

RECOMMENDED BY:

\_\_\_\_\_  
**KDH/MOHAMMAD F. AL-OTAIBI, MANAGER**  
MARINE DEPARTMENT

CONCURRED BY:

VICE PRESIDENT, PIPELINES, DISTRIBUTION AND TERMINALS

VICE PRESIDENT, SAUDI ARAMCO AFFAIRS

EXECUTIVE DIRECTOR, REFINING & NGL FRACTIONATION

EXECUTIVE DIRECTOR, INDUSTRIAL SERVICES

APPROVED BY:

SENIOR VICE PRESIDENT, OPERATIONS SERVICES

SENIOR VICE PRESIDENT, REFINING, MARKETING & INTERNATIONAL