

PROCEDURE FOR INITIATING SPILL MODELLING – FOR OIL SPILLS

- Step 1.** Complete the form with all details – provide estimates and details of uncertainties.
- Step 2.** Call the RPS Response duty officer on **(+61 408 477196)** to alert them of the requirement for spill modelling, explaining the general details and seeking clarification as required.
- Step 3.** Send the form to **RPSresponse@rpsgroup.com** (save form as pdf, then click on the email address (in this step), attach your saved form and your attachments (listed below), to your email and send).

Incident Exercise

Date and time of this notification:

(HH:MM)

Contact details

Name of company	
Name of contact person	
Contact number (include country/area codes)	
Email address for return communications	

Details of spilled material (include oil assay if available)

Oil name			
Type or description			
Latitude of source	Degrees:	Minutes:	Seconds:
Longitude of source	Degrees:	Minutes:	Seconds:
Date and time spill started			
Time zone (+ or - from UTC)			
If slicks have been observed from an unknown source, provide map information to define the bounds (attach to email).			
Do you want: Forecasting forward in time from this location or back-track to an unknown source, or both?	Forward from slick area		Geographic bounds of slick area(s) and <u>time of observation</u> must be supplied
	Back-track from slick area		
	Forward and back-track		

Depth, type of discharge

Depth of release	Surface	Subsurface – specify the depth (m)
If from subsurface, describe the discharge energy	Low turbulence e.g. low-pressure leak	
	Medium turbulence e.g. intermediate-pressure leak	
	High turbulence e.g. well blow out, ruptured pipeline	

Volume or rate of release

Short spills that have ended	Volume:	Units:	Duration (hours):
Ongoing spills	Rate:	Units:	per hour

Notes (describe special details of the incident, special concerns, landmarks, doubts about information, etc.)

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Documents attached

Oil Assay sheet	Safety data sheet	Local wind measurements
Spill site photos	Aerial surveillance maps	Line drawings showing oil distribution
Others (specify):		

PROCEDURE FOR REQUESTING UPDATED OIL SPILL MODELLING

Step 1. Revise the input form for any changes.

Step 2. If surveillance is available to define the observed location of slicks, this information should be provided to the duty officer in a format that can be translated to define the spatial distribution and relative thickness of the oil. Formats that would be useful include:

- a. A GIS (.shp) file defining the oil distribution (including the datum format)
- b. Satellite imagery that includes spatial references
- c. Photographs with location references
- d. A line drawing marked with estimated centre and edge locations, length and width dimensions, and relative thickness contours (use the space below, making sure to provide spatial references)
- e. Location of tracking buoys (first confirm that these are marking the slick location).

Step 3. Call the RPS Response duty officer on **(0408 477196)** to request an update to the spill modelling for changed details, explaining what has changed and seeking clarification as required.

Step 4. Send the form and any files to **RPSresponse@rpsgroup.com** (click on email address).