Appendix II
STATES/BRITISH COLUMBIA OIL SPILL TASK FORCE
SPILL & INCIDENT REPORTING DATA COLLECTION DICTIONARY

Reported By The source of the information (the caller [individual, organization, other agency, etc.]).

Phone/Fax The above persons' phone and/or fax number.

Responsible Party The source of the spill and/or event (name and/or identification number of involved vessel, vehicle, or facility).

Point of Contact The name of the person designated by the owner or operator of the source to handle inquiries about the spill and/or event.

Phone/Fax The above person's phone and/or fax number.

Investigator(s) The name(s) of the person(s) investigating (making the official report, filling out the information, etc.).

Phone/Fax The above persons' phone and fax number.

Date/Time of the Report Date and time the report was received (mm/dd/yy - 00:00 on 24 hour clock).

Date/Time of the Incident Date and time the incident occurred (mm/dd/yy - 00:00 on 24 hour clock).

Location

Land Spill/Incident that impacts the land and/or ground water, but not surface water.

Marine Spill/Incident that impacts surface water or wetlands under the jurisdiction of the U.S. or Canadian Coast Guard as Federal On-Scene Coordinator.

Fresh Water Spill/Incident that impacts surface water or wetlands under the jurisdiction of the U.S. Environmental Protection Agency or Environment Canada as Federal On-Scene Coordinator.

Location Name Where the incident occurred.

County (US)/ District (CANADA) County/Regional District where the incident occurred.

City/Town City or town nearest to where the incident occurred.

Water Body Affected water body (river, stream, bay, strait, etc.) (latitude/longitude if in ocean.)

Type of Incident

Spill and Incident Oil spill plus related incident affecting a vessel, vehicle, facility, and/or pipeline.

Incident (no spill) **See *Incident Definitions* below.**

Vessel	Grounding, collision, allision, flooding, fire/explosion, loss of propulsion, loss of steering, and/or an occurrence affecting the vessel's seaworthiness or fitness for service.
Facility/ Pipeline	Significant ground/dock/structural movement or failure, significant equipment failure, or fire/explosion.
Vehicle	Applies to tank trucks (as information is available) and trains only; collision or other accident, fire or explosion, train derailment and/or an occurrence affecting the vehicle's fitness for service.

Near Miss (no spill)

Vessel	An incident in which the pilot, master, or other person in charge of navigating a vessel successfully takes action of a non-routine nature to avoid a collision, allision, grounding of the vessel, or an oil spill.
Facility/ Pipeline	An incident in which the person in charge of an oil facility or pipeline operation successfully takes action of a non-routine nature to avoid an oil spill or a fire/explosion.
Vehicle	An incident in which the driver or operator of a train or tank truck successfully takes action of a non-routine nature to avoid a collision or other accident, an oil spill, a fire/explosion, or a train derailment.

Incident Definitions

Vessel	
Grounding	Vessel striking the waterway bottom with enough force to damage the vessel or prevent the vessel from continuing its voyage.
Collision	Vessels striking each other.
Allision	Vessel striking a fixed or semi-fixed object such as a pier, bridge, or buoy.

Type of Incident (continued)

Incident Definitions(continued)

Vessel (continued)

Flooding	Water intrusion into areas on a vessel not intended to hold water.
Fire/Explosion	Uncontrolled ignition of gas or liquid

Loss of Propulsion	Self-explanatory; includes partial and temporary loss.
Loss of Steering	Self-explanatory; includes partial and temporary loss.
Seaworthiness/ Fitness for Service	Vessel unable to safely perform its function without repairs.

Facility/Pipeline

Ground/Dock/ Structural Movement or Failure	Structural movement/failure caused by earthquake, land slide, or material failure significant enough to stop or seriously curtail operations.
Equipment Failure	Major equipment failure including, but not limited to, oil transfer systems equipment, significant enough to stop or seriously curtail operations.
Fire/Explosion	Uncontrolled ignition of gas or liquid.

Vehicle (tank truck or train only)

Collision/Other Accident	Vehicles striking each other or a fixed object, or some other type of traffic accident.
Fire/Explosion	Uncontrolled ignition of gas or liquid.
Train Derailment	Self-explanatory.
Fitness for Service	Vehicle unable to safely perform its function without repairs.

Source

Vessel

Cargo Barge	A non-self propelled vessel designed to transport break-bulk and/or containerized cargo.
Cargo Ship	A self-propelled ship, other than a tank ship, 300 gross tons or more.
Ferry/ Passenger Ship	A vessel of 300 gross tons or more carrying passengers for compensation.

Fishing Vessel A vessel (a) on which persons commercially engage in catching, taking or harvesting fish or preparing fish or fish products; or (b) which supplies, stores, refrigerates or transports fish, fish products or materials directly related to fishing or the preparation of fish.

Tank Barge A non-self propelled vessel designed to transport oil or chemicals in bulk.

Tank Ship A self-propelled ship designed to transport oil or chemicals in bulk, including combination carriers actually transporting oil.

Public Vessel A vessel owned or chartered and operated by a government that is not engaged in commercial service and is not included in one of the above categories.

Pleasure Craft A recreational vessel such as a yacht, sailboat, or motorboat.

Other A vessel not included in one of the above categories, Including tugs.

Facility

NOTE: A single facility may contain multiple functions from the following list of definitions. For the purpose of analyzing spills, a facility should be reported under the definition which is most consistent with the *source* of the spill. For example, a marine terminal and marina may be co-located at one facility. Should a spill occur at the oil dock during a transfer from a tank barge, the facility should be listed as "marine terminal" not "marina."

Marine Terminal:

A facility other than a vessel located in or adjacent to marine waters and used for transferring oil to or from tank vessels or barges. The term refers to all parts of the facility including structures, equipment, and appurtenances thereto capable of being used to transfer oil products.

Source, continued:

Refinery:

A facility which processes crude oil into usable fractions and refined products

Bulk Oil Facility:

A land based facility located in or adjacent to marine waters and major rivers which transfer crude oil or refined petroleum products to or from tank vessels and tank barges

Commercial/Industrial Facility:

An end use consumer of *bulk* petroleum products.

Marina:

A small harbor or boat basin typically providing dockage, supplies, marine fuels and other services for small pleasure craft.

Retail Petroleum Outlet:

Retail distributors of petroleum fuels, primarily service stations.

Drilling Platform:
An off-shore crude oil drilling and production platform including gathering lines and associated crude oil storage tanks.

Oil Well:
On-shore crude oil drilling and production systems including gathering lines and associated crude oil storage tanks.

Other Facility:
A facility for which the source of the spill does not fit any of the above categories.

Transmission Pipeline

Transmission Pipeline:
An oil pipeline which transports oil as a common carrier (that is oil not owned by the pipeline company). Includes line pipe, valves, assemblies, controls and pump stations.

Other:
A transmission pipeline not included in one of the above categories.

Vehicle

Aircraft	Self-explanatory.
Tank Truck	Commercial motor vehicle used to transport oil.
Train	Self-explanatory.

Unknown Self-explanatory.

Type of Oil Spilled

For a technical definition see American Petroleum Institute or Environment Canada classifications.

Crude oil
Bunker C and other heavy fuel oils (Grade numbers 4-6 fuel oils)
Diesel fuel and home heating oil
Jet fuel and kerosene
Gasoline
Hydraulic Oil
Lubrication Oil
Waste Oil and Oily Water Mixtures (Report oil volume estimate only)
Other/ Unknown

Quantity Spilled (U.S. Gallons)

Total Spilled The total estimated amount of oil released/discharged.

Spilled to Water The estimated amount of oil that reached surface water or wetlands.

Recovered The estimated amount of oil that was recovered.

Activity at the Time of the Incident

Stationary Vessel or vehicle stopped for a sustained period (includes anchored vessels), a facility/pipeline that is not operating, or no oil transfers in progress.

Bunkering/Fueling An oil transfer operation to replenish fuel supply, used to propel a vessel or vehicle.

Construction The process of building or assembling.

Maintenance/ Testing An action which involves repairing, replacing or working on equipment associated with a vessel/vehicle/facility/pipeline, including electrical, mechanical, and structural systems.

Underway Planned and controlled movement/maneuvering of a vessel or vehicle.

Activity at the Time of the Incident, continued:

Loading/ Discharging The movement of oil between a vessel or vehicle and a facility (dock, terminal etc.) or other vessel/vehicle.

Start-up The act of opening valves, starting pumps or otherwise causing oil to flow between vessels, vehicles, and/or facilities/pipelines. Start-up ends when the desired constant transfer pressure is reached.

Steady-state Period of time when an oil transfer is taking place at a constant pressure.

Shut-down The act of closing valves, stopping pumps or otherwise causing oil to stop flowing between vessels, vehicles, and/or facilities/pipelines.

Internal Transfer The movement oil from one tank to another within a vessel/vehicle/facility.

Vessel-Specific

Ballasting/ Deballasting Taking on/discharging sea water or fresh water to/from vessel tanks.

Bilge Pumping The pumping of water and other materials, including waste oil, which has collected in a vessel's bilge.

Oil Transfer Taking on or discharging lubrication, hydraulic, or other oil not used as fuel.

Other Activity not listed above.

Unknown Self-explanatory.

Immediate Cause Action or inaction that immediately preceded and led to the spill and/or event or near-miss.

Contributing Factors Factors that contributed or led to the immediate cause. The principal contributing factor is sometimes called the "root cause".

Choose only <u>one</u> Immediate Cause and as many Contributing Factors as relevant from list below.

Equipment Failure

Electrical Failure of circuitry, or power generation equipment

Mechanical Failure Failure of a mechanical device.

Cause/Contributing Factor, continued:

Structural Breach of structural integrity of a tank or pipeline.

Electronic	Failure of electronic navigation or vessel control equipment, including computer hardware and/or software
Other	Equipment failure not included above.

Organizational/Management Failure

Lack of Procedure/Policy	Failure to have company procedures or policies.
Inadequate Procedure/Policy	Procedures or polices that are conflicting, ineffective, inaccurate, out-of-date, or insufficient.
Inadequate Implementation of Procedure/Policy	Failure to ensure procedures or policies are followed.
Lack of Supervision	The absence of proper situational guidance, direction, information or instruction to operating personnel.
Poor Oversight	Failure of management to effectively oversee subordinates; lack of involvement, inspection, communication, etc.
Insufficient Personnel	Failure to ensure that all required tasks can be done with adequate personnel of the proper skill level, physical ability, mental ability, experience, or certification.
Equipment Design	Failure of equipment design (within the control of the responsible party) to provide for safe operations under normal operating conditions.
Manufacture/ Construction	Failure caused by faulty manufacture or construction (within the control of the responsible party) when operating under normal conditions.
Installation	Failure caused by faulty equipment installation, when operating under normal conditions.
Lack of Planned Maintenance Program	Failure to have company planned maintenance program.
Inadequate Planned Maintenance Program	Planned maintenance policies and procedures that are conflicting, ineffective, inaccurate, out-of-date, or insufficient.

Cause/Contributing Factor, continued:

Inadequate Implementation of Planned Maintenance Program	Failure to ensure planned maintenance program is followed.

Inadequate Training	Inadequate technical knowledge due to insufficient training.
Sabotage/ Intentional violation	Destruction of property or obstruction of normal operations; treacherous action to defeat or hinder; purposeful deviation from procedure.
Other	Organizational/management failure not listed above.

External Condition (exceeding reasonably expected design and operating conditions)

Fog	Self-explanatory, may limit visibility.
Earthquake	Movements in the earth's surface caused by strains along geologic faults or volcanic activity.
Ice	Self-explanatory, may cause loss of control.
Lightning	Self-explanatory.
Rain	Self-explanatory, may limit visibility.
Snow	Self-explanatory, may cause loss of control or limit visibility.
Tidal Conditions	A periodic variation in the level of the earth's waters that may affect vessel maneuverability (including currents).
Wind	Rapid air movement caused by weather systems.
Sea state	Storms, high waves, shoaling, severe eddies or strong currents that may affect vessel maneuverability.
Land Slide	The dislodging and fall of a mass of earth or rock.
Temperature	Self-explanatory.
Other	External condition not listed above.

Human Error (Individual Level)

Communications	Difficulties in the transfer of information (not language related); failure to understand or comply.
Language	Difficulties in the transfer of information due to language barriers.

Drugs/Alcohol	Any form or level of diminished ability (physical or mental) due to the use of drugs or alcohol.
Inexperience	Inadequate technical knowledge due to a properly trained person not having enough experience to properly perform the task at hand.
Improper Equipment Use	Using equipment to accomplish tasks other than those for which the equipment was specifically designed.
Inaccurate Computation	Mathematical error.
Inattention	Loss of attention, not paying attention; the failure to detect, attend to, or be aware of critical or significant information.
Procedural Error	Unintentional deviation from, or failure to follow an established procedure.
Fatigue	Weariness or exhaustion from work, other exertion, or sleep disorder that leads to diminished ability (physical or mental).
Illness	Sickness which causes decrease in physical or mental abilities.
Judgment	Incorrect assessment, estimation, interpretation or opinion.
Other	Individual human error not listed above.

Unknown Self-explanatory.

Narrative

General description of spill and/or incident. Provide supplemental information on "Other" and "Unknown" data fields. Describe links between Incident Type, Source, Activity, Immediate Cause, and Contributing Factors. The narrative should provide a significant level of detail. For example, if there was a valve failure at a transmission pipeline pump station, the investigator must specify basic information on the valve design and operation such as the size, type, manufacturer, material, packing, installation date, maintenance and inspection schedule, and operating environment. Describe any conclusions by technical consultants if available. Make sure references are adequate to allow follow-up contact with principle investigators and request any technical reports which are available.
