DEPARTMENT OF ECOLOGY
State of Washington

WASHINGTON STATE
Department of Ecology
Spill Prevention, Preparedness, and Response Program
Prevention Section
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Preliminary Boarding Report

DELIVERING VESSEL TRANSFER CHECKLIST

Transfer Start Date: ___/___/____ Time: ___:___ Duration: ___:___ Location: _____
Inspection Start Date: ___/___/____ Time: ___:___ Bunkering: ❑Yes ❑No
Inspection End Date: ___/___/____ Time: ___:___ Pre-Boom: ❑Yes ❑No
Inspector(s) Involved: _____

Deliverer: ❑Ship ❑Tank Barge
Name: _____IMO/Off #_____
Company: _____
Name of PIC: _____

Receiver: ❑Ship ❑Tank Barge ❑Facility
Name: _____ **Tank C&P F/V Other**
Company: _____
Name of PIC: _____

Transfer at: **❑Rate A (>500gpm) ❑Rate B (≤ 500gpm) ❑ANT #:**_____ [per WAC 173-184-100]

Product Information, Type(s) and Qty. (Bbls/Liters/Metric Tons/Gals): _____
Lat/Long (if not at Berth or Anchorage recognized by MIS): _____
Weather: _____ Wind Speed/Direction: _____ Water Speed: _____ Wave Height: _____

WAC 173-184	REQUIREMENT	✓ or X	REMARKS
Applicable WAC Sections	**Rate A & Rate B Transfer Requirements**		
110(2)	Prior to start of transfer - Deliverer determined the transfer rate to be either Rate A or Rate B		B
115(2)(a)	Deliverer used the Safe and Effective Threshold Values found in the facility's approved Operations Manual – **Rate A only**		If transferring to a Class 1 facility B
115(2)(b)	Deliverer used the Safe and Effective Threshold Values found in their Safe and Effective Threshold Value Report approved by Ecology – **Rate A only**		If transferring to other than a Class 1 facility B
115(6)(7); 120(2)	Required amount of boom available		B
115(6)(7); 120(1)(2)	Suitable cleanup materials available		B
	If using Alternative Measures:		
105	Is an Equivalent Compliance Plan on file with Ecology? Y/N Transfer in compliance with ECP		C
115(3)	Are Safe and Effective Threshold Values exceeded? Y/N If yes, was Ecology Boom Reporting form submitted - **Rate A only**		C
	If Pre-Booming:		
115(6); 120(1)	Boom correctly deployed for coverage of vessel and transfer area		B
115(6); 120(1)	Boom has minimum stand-off of five feet		B
115(6); 120(1)	Boom periodically checked and adjusted as necessary		B
115(5)	Deliverer able to quickly disconnect all boom in the event of an emergency - **Rate A only**		B
115(4)(7)	Multiple oil transfers simultaneously? Y/N - **Rate A only** If yes, suitable portions pre-boomed or alternative measures used?		B

Deficiencies Noted:

General Comments/Recommendations:

❑ Vessel in ***compliance*** with State Oil Transfer Regulations
❑ Vessel in ***violation*** of State Oil Transfer Regulations as identified, corrective measures required

Check mark "✓" denotes compliance, "X" denotes a violation, "N/A" = Not Applicable

PIC Delivering Vessel: _____ **Date:** _____

Inspector: _____ **Date:** _____

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WAC 173-184 Language

100 1 **Advance Notice of Transfer**
The delivering vessel (or designee) involved in an oil transfer of more than one hundred gallons must provide prior notice of the oil transfer to ecology. The notice must be provided in the time frame set forth by the applicable Coast Guard captain of the port.

105 **Equivalent Compliance Plan –** For Alternative Measures only

110 **Transfer Containment and Recovery Requirements**

2 Prior to start of transfer - Deliverer determined the transfer rate and determined if transfer will be Rate A or Rate B

3 The deliverer has access to personnel who are trained in the proper use and maintenance of boom and recovery equipment

4 All boom and associated equipment, including the equipment used to deploy the boom, must be of the appropriate size and design for the environmental conditions encountered in the transfer area based on the manufacturer's specifications.

115 **Rate A - Pre-booming** - The Rate A deliverer must pre-boom oil transfers when it is safe and effective to do so.

2 The determination of safe and effective must be made prior to starting a transfer, or if conditions change, during a transfer.

2(a) Transfers at a class 1 facility must use the class 1 facility's values found in the facility's operations manual - see WAC 173-180-420.

2(b) Transfers that do not occur at a class 1 facility must use the values found in the vessel's approved report submitted in accordance with WAC 173-184-130, the Safe and effective threshold determination report.

3 When it is not safe and effective or when conditions develop during a pre-boomed transfer which requires removal of the boom, the Rate A deliverer must report this finding to ecology and meet the alternative measures found in subsection (7) of this section. The Ecology Boom Reporting form must be used for this purpose, and submitted by e-mail or facsimile prior to the transfer and/or immediately when conditions have changed.

4 If multiple oil transfers are occurring simultaneously with a single vessel and one product transferred is not appropriate to pre-boom, then that portion of the transfer where it is unsuitable to pre-boom must meet the alternative measures found in subsection (7) of this section.

5 For the purposes of this section, the deliverer must be able to quickly disconnect all boom in the event of an emergency.

6(a) In order to pre-boom transfers, the deliverer must have access to boom four times the length of the largest vessel involved in the transfer or two thousand feet, whichever is less. The deliverer must deploy the boom such that it completely surrounds the vessel(s) and facility/terminal dock area directly involved in the oil transfer operation, or the portion of the vessel and transfer area that provides for maximum containment of any oil spilled.

6(a) i The boom must be deployed with a minimum stand-off of five feet away from the sides of a vessel measured at the waterline. This stand-off may be modified for short durations needed to meet a facility or ship's operational needs.

6(a) ii The deliverer must check the boom positioning periodically and adjust the boom as necessary throughout the duration of the transfer and specifically during tidal changes and significant wind or wave events.

6(b) In addition to pre-booming, the deliverer must have the following recovery equipment available on-site:

6(b)i Containers suitable for holding the recovered oil and oily water;

6(b)ii Non-sparking hand scoops, shovels, and buckets; and

6(b)(iii) Enough sorbent materials and storage capacity for a seven barrel oil spill appropriate for use on water or land.

115 **Rate A - Alternative Measures**

7(a) To meet the alternative measures requirements the deliverer must have access to boom four times the length of the largest vessel involved in the transfer or two thousand feet, whichever is less.

7(b) In addition to the boom, the deliverer must have the following recovery equipment available on-site:

7(b)I Containers suitable for holding the recovered oil and oily water;

7(b)ii Non-sparking hand scoops, shovels, and buckets; and

7(b)iii Enough sorbent materials and storage capacity for a seven barrel oil spill appropriate for use on water or land.

120 **Rate B - Pre-booming**

1(a) Prior to starting the oil transfer operation the deliverer must deploy boom so that it completely surrounds the vessel(s) and facility/terminal dock area directly involved in the oil transfer operation, or the deliverer may pre-boom the portion of the vessel and transfer area which will provide for maximum containment of any oil spilled into the water.

Excerpts from Chapter 173-184 WAC Vessel Oil Transfer Advanced Notice and Containment Requirements

1(a) i The deliverer must deploy the boom with a minimum stand-off of five feet away from the sides of a vessel, measured at the waterline. This stand-off may be modified for short durations needed to meet a facility or ship's operational needs.

1(a) ii The deliverer must periodically check boom positioning and adjust the boom as necessary throughout the duration of the transfer and specifically during tidal changes and significant wind or wave events.

1(b) In addition to the boom, the deliverer must have the following recovery equipment available on-site:

1(b) i Containers suitable for holding the recovered oil and oily water

1(b) ii Non-sparking hand scoops, shovels, and buckets

1(b) iii Enough sorbent materials and storage capacity for a two barrel oil spill appropriate for use on water or land.

120 **Rate B – Alternative Measures**

2(a) Prior to starting the oil transfer operation the deliverer must have access to boom sufficient to completely surround the vessel(s) and facility/terminal dock area directly involved in the oil transfer operation, or the deliverer may pre-boom the portion of the vessel and transfer area which will provide for maximum containment of any oil spilled into the water.

2(b) In addition to the boom, the deliverer must have the following recovery equipment available on-site:

2(b) i Containers suitable for holding the recovered oil and oily water

2(b) ii Non-sparking hand scoops, shovels, and buckets

2(b) iii Enough sorbent materials and storage capacity for a two barrel oil spill appropriate for use on water or land