3. REPORTING PROCEDURES

3.1 POLLUTION REPORT BALTIC (POLREP BALTIC)

Description of the System

The Pollution Reporting System is for use between combatting authorities to exchange information when pollution of the sea has occurred or when threat of such is present.

The POLREP BALTIC is divided into 3 parts:

Part I or POLWARN (figures 1-5)	POLlution WARNing	gives information or warning of pollution or threat of pollution
Part II or POLINF (figures 40-60)	POLlution INFormation	gives detailed supplementary information
Part III or POLFAC (figures 80-99)	POLlution FACilities	deals with matters related to assistance

The division into three parts is only for identification purposes. For this reason consecutive figures are not used. This enables the addressee or addressees to recognize merely by looking at the figures whether dealing with Part I (1-5), Part II (40-60) or Part III (80-99). This method of division shall in no way exclude the use of all figures in a full report or the separate use of single figures from each part or the use of single figures from different parts mixed in one report.

When Part I is used as a warning it should be transmitted to the combatting authority or authorities which may be affected and to the Secretariat of the Helsinki Commission, and it shall always be transmitted with the traffic priority URGENT. Such a message should always be followed up by a supplementary POLREP or be cancelled.

Part II is used to give detailed information about the incident.

Part III is used for matters related to assistance and a POLREP BALTIC including numbers from Part III can, if deemed necessary, be transmitted with the traffic priority URGENT.

The report should be in English. Each single report should be identifiable. The receiving combatting authority should be in a position to check if all reports of the incident in question have been received. This is done by using a serial number preceded by a national identification, e.g. "DK 1/1".

The national identifiers are the following:

Denmark	DK
Estonia	EE
European Commission	EC / EMSA
Finland	FI
Germany	DE
Latvia	LV
Lithuania	LT
Poland	PL
Russia	RU
Sweden	SE

The number before the stroke indicates the incident to which the report refers, and the number following the stroke indicates the actual number of reports which have been originated on the incident in question.

"DK 1/1" thus indicates the first report of the incident in question.

"DK 1/2" will in accordance with the described system then indicate the second report of the same incident.

The last and final POLREP will show as follows: "DK 1/5 FINAL" which means that this is the fifth and final report concerning the first pollution.

If the pollution caused by the incident splits up in clearly separate patches - in this example two - the wording "DK 1/2 now splitting in DK 2 and 3" should be indicated in the last report from the incident identified by figure 1 preceding the stroke.

The first reports from the two patches originating from the incident first reported will then be numbered DK 2/1 and DK 3/1, and forth running numbering after the stroke could then be used.

In order to keep the receivers of POLREP informed of all the transmitted reports, the combatting authority sending the POLREP must after the serial number include information on the recipients of the earlier transmitted POLREPs, e.g.

DK 2/5 - DK 2/1 for DE and SE
DK 2/2 for DE
DK 2/3 for SE
DK 2/4 for DE and SE

Concerning the figures 5, 60 and 99, it is emphasised that ACKNOWLEDGE made by the combatting authority addressed should be with reference to the serial number in question, e.g. "your DK 2/1".

By answering a POLREP the serial number used by the transmitting combatting authority is to be used as reference in the answer (cf. above).

If the POLREP is used in exercises the text is to be introduced with the word EXERCISE and finished with this word three times. The same procedure should also be used for the following reports which deal with the exercise.

Detailed explanations of the different figures in Part I, II and III of the POLREP BALTIC as well as examples of POLREP BALTIC are given in Chapter 5.2.

3.2 POLLUTION REPORT BALTIC (POLREP BALTIC)

Detailed Information on the System

Chapter 3.1 gives a description of the POLREP BALTIC system in general terms.

This Chapter gives a summarized list on POLREP BALTIC and detailed explanations of the report heading (address, priority, DTG, identification, and serial number). This Chapter further contains POLREP BALTIC sample messages illustrating how the system could be used for different purposes.

Summarized list on POLREP BALTIC

Address from.....
to.....

URGENT (only when POLREP BALTIC is used as POLWARN or POLFAC)

Date Time Group

Identification

Serial Number

PART I (POLWARN)

1. Date and time
2. Position
3. Incident
4. Outflow
5. Acknowledge

PART II (POLINF)

40. Date and time
41. Position
42. Characteristics of pollution
43. Source and cause of pollution
44. Wind direction and speed
45. Current or tide
46. Sea state and visibility
47. Drift of pollution
48. Forecast
49. Identity of observer and ships on scene
50. Action taken
51. Photographs or samples
52. Names of other states informed
53. Report on oiled wildlife
54. Action taken on oiled wildlife
55. Forecast oiling of wildlife
56. Evidence taken from oiled wildlife
57. -
59. Spare
60. Acknowledge

PART III (POLFAC)

80. Date and time
81. Request for assistance
82. Cost
83. Pre-arrangements for the delivery
84. Assistance to where and how
85. Other states requested
86. Change of command

87. Exchange of information
88. Request for wildlife response assistance
89. Pre-arrangement for wildlife response assistance
90. To where wildlife assistance should be rendered
91. -
98. Spare
99. Acknowledge

HEADING	**REMARKS**
URGENT	Traffic Priority to be used when POLREP BALTIC is used as POLWARN or POLFAC.
DTG (date time group)	Day and time for drafting of the telex (DTG). Always 6 figures. Can be followed by month indication. The time should be given in UTC (Universal Time Coordinator).
POLREP BALTIC	This is the identification of the report. "POL…" indicates that the report might deal with all aspects of pollution (oil and other harmful substances). "…REP" indicates that this is a report on a pollution incident. It can contain up to 3 main parts: PART I (POLWARN) is an initial notice giving information or warning of pollution or threat of pollution. This part of the report is numbered from 1-5. PART II (POLINF) is a detailed supplementary report to Part I. This part of the report is numbered from 40-60. PART III (POLFAC) is related to assistance. This part of the report is numbered from 80-99.

"BALTIC" is to identify that the reporting is within the context of the Helsinki Convention.

Part I, II and III can be transmitted in one report or in separate reports. Furthermore, single figures from each part can be transmitted separately or combined with figures from the two other parts. Figures without additional text must not be used.

POLREPs containing "ACKNOWLEDGE" figures (5, 60 or 99) should be acknowledged as soon as possible by the combatting authority addressed.

The reporting combatting authority shall indicate by telefax when no more operational communication on that particular incident can be expected.

NATIONAL IDENTIFIER AND SERIAL NUMBER

Each single report should be possible to identify and the receiving agency should be in a position to check whether all reports of the incidents in question have been received. This is done by using a national identifier (cf. Chapter 5.1) followed by a stroke system where the figure before the stroke indicates the incident to which the report refers, and the figure following the stroke indicates the actual number of reports which have been originated on the incident in question.

"DK 1/1" thus indicates the first report from Denmark of the incident in question within the Helsinki Convention context.

"DK 1/2" will in accordance with the described system then indicate the second report from the same incident.

If the pollution caused by the incident splits up in clearly defined patches - in this example two - the wording "DK 1 now splitting into DK 2 and 3" should be indicated in the last report on the incident identified by figure 1 preceding the stroke.

The first reports on the two patches originating from the incident first reported will then be numbered "DK 2/1" and "DK 3/1" and consecutive numbers after the stroke could then be used.

ITEM NUMBERS

1.	DATE AND TIME	The day of the month as well as the time of the day when the incident took place or if the cause of the pollution is not known, the time of the observation should be stated with 6 figures. Time should be stated in UTC, for example 091900 (i.e. the 9th of the relevant month at 1900 UTC)
2.	POSITION	The main position of the incident in latitude and longitude in degrees and minutes or by bearing and distance from a location known to the addressee.
3.	INCIDENT	The nature of the incident should be stated here, such as BLOWOUT, TANKER GROUNDING, TANKER COLLISION, OIL SLICK, etc.
4.	OUTFLOW	The nature of the pollution such as CRUDE OIL, CHLORINE, DINITROL, PHENOL, etc. as well as the total quantity in tonnes of the outflow or/and the flow rate as well as a risk for further outflow. If there is no pollution, but a pollution threat, the words NOT YET followed by the substance, e.g. "NOT YET FUEL OIL" should be stated.
5.	ACKNOWLEDGE	When this figure is used the POLREP BALTIC should be acknowledged as soon as possible by the combatting authority addressed e.g. "YOUR RU 1/3 ACKNOWLEDGED".

ITEM NUMBERS		**REMARKS**
40.	DATE AND TIME	No. 40 relates to the situation described in figures 41 to 60 if it varies from figure 1.
41.	POSITION AND/OR EXTENT OF POLLUTION ON/ ABOVE/IN THE SEA	The main position of the pollution in latitude and longitude in degrees and minutes or by bearing and distance from a location known to the receiver if other than indicated in figure 2. Estimated amount of pollution (e.g. size of polluted areas, number of tonnes of oil spilled, number of containers, drums etc. lost, if other than indicated in figure 4).

		Indicates length and width of slick given in nautical miles and in tenth of nautical miles if not indicated in figure 2.
42.	CHARACTERISTICS OF POLLUTION	Gives type of pollution, e.g. type of oil with viscosity and pour point, packaged or bulk chemicals, sewage. For chemicals give proper name or UN-number, if known. For all, give also appearance, e.g. liquid, floating solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discolouration of sea, visible vapour. Any markings on drums, containers, etc. should be given.
43.	SOURCE AND CAUSE OF POLLUTION	E.g. from vessel or other undertaking. If from vessel, say whether as a result of deliberate discharge or casualty. If the latter, give brief description. Where possible, give name, type, size, call sign, nationality and port of registration of polluting vessel. If vessel is proceeding on its way, give course, speed and destination.
44.	WIND DIRECTION AND SPEED	Indicates wind direction and speed in degrees and m/sec. The direction always indicates from where the wind is blowing.
45.	CURRENT DIRECTION AND SPEED	Indicates current direction and speed in degrees and knots and tenths of knots. The direction always indicates the direction in which the current is flowing.
46.	SEA STATE AND VISIBILITY	Sea state indicated as wave height in meters. Visibility in nautical miles.
47.	DRIFT OF POLLUTION	Indicates drift course and speed of pollution in degrees and knots and tenths of knots. In case of air pollution (gas cloud) drift speed is indicated in m/sec.
48.	FORECAST OF LIKELY EFFECT OF POLLUTION AND ZONES AFFECTED	The forecast could be given as e.g. estimated time for the pollution to hit beaches or results of mathematical drift models.
49.	IDENTITY OF OBSERVER/ REPORTER	Indicates who has reported the incident. If a ship, name, home port, flag and call sign must be given.

	IDENTITY OF SHIPS ON SCENE	Ships on scene can also be indicated under this item by name, home port, flag and call sign, especially if the polluter cannot be identified and the spill is considered to be of recent origin.
50.	ACTION TAKEN	Any action taken for the disposal of the pollution .
51.	PHOTOGRAPHS TAKEN	Indicates if photographs or samples from the pollution have been taken. Telefax number of the sampling authority should be given.
52.	NAMES OF OTHER STATES & ORGANIZATIONS INFORMED	
53.	REPORT ON OILED WILDLIFE	Indicates: - date and time of report - amount and state of oiled wildlife - oiled species - position of observation and if at sea and/or on shore - the source of the pollution (if possible)
54.	ACTION TAKEN ON OILED WILDLIFE	Any action taken for collection and/or treatment of the oiled wildlife
55.	FORECAST OILING OF WILDLIFE	Forecast should be given of estimated time of the pollution arriving in wildlife sensitive area(s)
56.	EVIDENCE TAKEN FROM OILED WILDLIFE	Have samples of e.g. oiled feathers been taken?
57-59		SPARE FOR ANY OTHER RELEVANT INFORMATION (e.g. results of sample photographic analysis, results of inspections by surveyors, statements of ship´s personnel, etc).
60.	ACKNOWLEDGE	When this figure is used, the telefax should be acknowledged as soon as possible by the competent national authority.

ITEM NUMBERS	REMARKS
80. DATE AND TIME	Number 80 is related to the situation described below if it varies from figures 1 and/or 40.
81. REQUEST FOR ASSISTANCE	Type and amount of assistance required in form of: - specified equipment - specified equipmen with trained personnel - complete strike teams - personnel with special expertise with indication of requested country
82. COST	Requirements for cost information of requested assistance to requesting country.
83. PRE-ARRANGE-MENTS FOR THE DELIVERY OF ASSISTANCE	Information concerning customs clearance,access to territorial waters, etc. in the requesting country.
84. TO WHERE ASSISTANCE SHOULD BE RENDERED AND HOW	Information concerning the delivery of the assistance, e.g. rendezvous at sea with information of frequencies to be used, call sign and name of Supreme On Scene Commander of the requesting country or land-based authorities with telephone numbers, telefax numbers and contact persons.
85. NAMES OF OTHER STATES AND ORGANISATIONS	Only to be filled in if not covered by figure 81, e.g. if further assistance is later needed by other States.
86. CHANGE OF COMMAND	When a substantial part of an oil pollution or serious threat of an oil pollution moves or has moved into the zone of another Contracting Party, the country which has exercised the supreme command of the operation may request the other country to take over the supreme command.
87. EXCHANGE OF INFORMATION	When a mutual agreement has been reached between two parties on a change of supreme command, the country transferring the supreme command should give a report on all relevant information pertaining to the operation to the country taking over the command.

88.	REQUEST FOR WILDLIFE RESPONSE ASSISTANCE	Type and amount of assistance required - Specified equipment - Trained personnel - Complete strike teams - Use of a rehabilitation centre abroad - Cost related to the assistance
89.	PRE-ARRANGEMENT FOR WILDLIFE RESPONSE ASSISTANCE	- Custom clearance if animals need to be transported abroad - Custom clearance of mobilised equipment and units
90.	TO WHERE WILDLIFE ASSISTANCE SHOULD BE RENDERED	- Information concerning the delivery of the assistance, e.g. delivery address - Contact details of the wildlife response coordination unit
91 - 98		SPARE FOR ANY OTHER RELEVANT REQUIREMENTS OR INSTRUCTIONS
99.	ACKNOWLEDGE	When this figure is used the telefax should be acknowledged as soon as possible by the competent national authority.

POLREP BALTIC Telefax Sample Message

Part 1 Used as a Warning of Pollution

Heading and Item Numbers	POLREP BALTIC Telefax Message
Address	FROM DENMARK TO SWEDEN HELSINKI COMMISSION
Traffic priority	URGENT
Date time group (UTC)	030730

Message identification	POLREP BALTIC
National identification and serial number	DK 1/1
1. Date and time (UTC)	1. 030700
2. Position	2. 5538N1243E
3. Incident	3. TANKER GROUNDING
4. Outflow	4. NOT YET CRUDE OIL
5. Acknowledge	5. ACKNOWLEDGE

POLREP BALTIC Telefax Sample Message

Full Report Using Part 1, 2 and 3

Heading and Item Numbers	POLREP BALTIC Telefax Message
Address	FROM DENMARK TO SWEDEN GERMANY
Traffic priority	URGENT
Date time group (UTC)	030915
Message identification	POLREP BALTIC
National identification and serial number	DK 1/2 - DK 1/1 FOR SE
1. Date and time (UTC)	1. 030900
2. Position	2. 5538N1243E
3. Incident	3. TANKER GROUNDING
4. Outflow	4. CRUDE OIL, 800 TONS ESCAPED
41. Position and/or extent of pollution on/above/in the sea	41. OIL SLICK EXTENDING 1 MILE TO THE SOUTH, WIDTH 0.3 MILES

42.	Characteristics of pollution	42. VENEZUELA CRUDE. VISCOSITY 2983 CST AT 38C. HIGHLY VISCOUS
43.	Source and cause of pollution	43. DK TANKER ESSO BALTICA OF COPENHAGEN, 5000 GRT, CALL SIGN OVQZ. THREE WING TANKS DAMAGED
44.	Wind direction and speed	44. 000 - 10
45.	Current direction and speed	45. 180 - 0.2
46.	Sea state and visibility	46. 0.5 - 10
47.	Drift of pollution	47. 180 - 0.5
48.	Forecast of likely effect of pollution on/above/in the sea	48. COULD REACH FALSTERBO WITHIN HOURS
49.	Identity of observer/reporter Identity of ships on scene	49. RE. 43 ABOVE
50.	Action taken	50. TWO DK STRIKE TEAMS WITH HIGH OIL RECOVERY CAPABILITY EN ROUTE. ETA SPILL SITE 031000.
51.	Photographs taken	51. OIL SAMPLES TAKEN. TELEX 64471 SOK DK
52.	Names of other states & organizations informed	52. SE AND HELCOM
53.	Spare	53. NAVIGATIONAL WARNING ISSUED AS LYNGBY RADIO NAV. WARN. NO 57
81.	Request for assistance	81. FOR SWEDEN: REQUEST ONE A-CLASS (M1 SYSTEM) AND ONE B-CLASS VESSEL (M3 SYSTEM)

	FOR DE: REQUEST ONE STRIKE TEAM WITH 500 M HIGH SEA BOOM AND HIGH CAPACITY SKIMMER
82. Cost	82. REQUEST INFORMATION ON COST RATE FOR ASSISTANCE UNDER ITEM 81
83. Pre-arrangements for the delivery of assistance	83. FORMALITIES REGARDING BORDER PASSAGE WILL BE CLEARED WHEN ITEM 81/3 CONFIRMED
84. To where assistance should be rendered and how	84. SITE OF GROUNDING. CONTACT GUNNAR THORSON OF VHF CHANNEL 16. CALL SIGN OWPB. SOSC KNUD HANSEN ON BOARD GUNNAR THORSON
99. Acknowledge	99. ACKNOWLEDGE

POLREP BALTIC Telefax Sample Message

Part 3 Used as Reply to a Request for Assistance

Heading and Item Numbers

Address	FROM SWEDEN TO DENMARK
Traffic priority	URGENT
Date time group (UTC)	031115
Message identification	POLREP BALTIC
National identification and serial number	YOUR DK 1/2 REFERS
80. Date and time (UTC)	80. 031100

81. Request for assistance	81. TV 02 AND TV 048 WITH OIL BOOMS AND SKIMMERS ARE AVAILABLE
82. Cost	82. TOTAL COST FOR TV 02 AND TV 048 WILL BE APPROXIMATELY 6600 SEK PR. HOUR ON SITE
84. To where assistance should be rendered and how	84. TV 048 ETA SPILL AREA 031200 TV 02 ETA SPILL AREA 031400
99. Acknowledge	99. ACKNOWLEDGE

POLREP BALTIC Telefax Sample Message

Part 1 Used as Exercise Message

Heading and Item Numbers	POLREP BALTIC Telefax Message
Address	FROM FINLAND TO RUSSIA SWEDEN HELSINKI COMMISSION
Traffic priority	URGENT
Date time group (UTC)	060300
Exercise identification	EXERCISE
Message identification	POLREP BALTIC
National identification and serial number	FI 1/1
1. Date and time (UTC)	1. 060235
2. Position	2. 5959N2533E
3. Incident	3. CARGO SHIP COLLISION

4. Outflow	4. NOT YET HEAVY FUEL OIL. APPROXIMATELY 400 TONS ON BOARD DAMAGED VESSEL
5. Acknowledge	5. ACKNOWLEDGE
Exercise identification	EXERCISE EXERCISE EXERCISE

3.3 INTERNATIONAL EARLY WARNING REPORTING SYSTEM FOR POLLUTION CAUSED BY ALGAL BLOOMS (ALGPOLREP)

ALGPOLREP

A reporting format to cover "natural" pollution incidents in the form of algal blooms has been developed by the Paris Commission's Working Group on Nutrients and adopted by the Paris Commission. At their eighth meeting (Brussels, September 1996) the Contracting Parties to the Bonn Agreement agreed to inform the Oslo and Paris Commission (OSPAR) that the said reporting format, after having been temporarily adopted, would remain in use and at their disposal. The reporting format is approved for use in the Baltic Sea Area by the 15th meeting of the Combatting Committee.

Summarized List

Address from to
Date time group
Identification ALGPOLREP HELCOM
Serial Number

PART I: ALGPOLREP (1-6)

1 Date and time of observation
2 Position
3 Algal bloom
4 Type of algae
5 Flow direction and rate
6 Acknowledge

PART II: ALGPOLINF (40-70)

40 Date and time
41 Area covered, patchy/homogenous
42 Type/colour of algal bloom
Colour code: 1 = colourless, 2 = yellow, 3 = orange,
4 = red, 5 = green, 6 = blue, 7 = brown,
8 = unknown (observation at night)
43 Coastal/open sea area
44 Wind direction and speed
45 Current (direction and speed); tide
46 Sea state and visibility
47 Drift of algal bloom and velocity
48 Forecast of effects: zones affected, arrival on beaches, fish farms
49 Identity of observer (ships, aircraft involved)
50 Action taken
51 Photographs and/or samples taken
52 Detection: remote sensing (IR, SLAR, UV) and/or visual
53 Names of other states informed
54 Algal concentration
55 Salinity
56 Temperature
57 Species
58 Toxicity
59 Foaming/colouring
60-
69 Details of monitoring
70 Acknowledge

PART III: ALGPOLFAC (80-99)

80 Date and time
81 Request for assistance (equipment, experts)
82 Cost
83 Pre-arrangements for the delivery
84 Assistance to where and how
85 Other states requested
86 Change of command (when bloom has moved)
87 Exchange of information
88-
98 Spare (any other requirements or instructions)
99 Acknowledge

In compliance with HELCOM Recommendation 10/1 ALGPOLREP is forwarded to National Contact Points which transmit the report to the relevant national authorities or institutes. The National Contact Points are not responsible for the entries under the different codings for the "natural" pollution incidents.