Standard pollution observation log completion guide,
Paper and digital version

The following pages contains completion guide for the paper and digital version of the Pollution Report Master (ver. July 2008), an Excel Template (XLT) compilation of report formats:

- General Observation Log
- Standard Pollution Reporting Format
- Algae Observation Log
- Pollution Observation/Detection Report on Polluters and Combatable Spills.

Before taking the compilation into use, it should be prepared according to the instruction sheet.

In the Pollution Observation/Detection Report on Polluters and Combatable Spills Completion Guide, operator input is highlighted in bold.

STANDARD POLLUTION OBSERVATION FORMAT
COMPLETION GUIDE

GENERAL OBSERVATION LOG
Digital format

ORGANISATION	Organisation. I.e. Royal Danish Airforce, Finnish Border Guard etc.
Date:	Date of mission. Format DDMMMYYYY
Take off 1:	Time of departure (UTC) of first “leg”. Format **MUST be HH:MM**
Aircraft	Aircraft (Type and) Registration
Mission No.	Nationally Assigned Mission Number
Landing 1:	Time of landing (UTC) of first “leg”. Format **MUST be HH:MM**
Sunrise:	Time of sunrise (UTC). Format **MUST be HH:MM**
Sunset:	Time of sunset (UTC). Format **MUST be HH:MM**
Route:	Flight Route or Area
Pilot:	INITIALS of Pilot
Copilot:	INITIALS of Pilot
Operator 1:	INITIALS of Operator
Operator 2:	INITIALS of Operator
Additional Crew 1:	INITIALS of Additional Crew
Additional Crew 2:	INITIALS of Additional Crew
Take off 2:	Time of departure (UTC) of second “leg”. Format **MUST be HH:MM**
Landing 2:	Time of landing (UTC) of second “leg”. Format **MUST be HH:MM**
Take off 3:	Time of departure (UTC) of third “leg”. Format **MUST be HH:MM**
Landing 3:	Time of landing (UTC) of third “leg”. Format **MUST be HH:MM**
In HELCOM	Time of entry HELCOM area (i.e. coasting out) Format MUST be HH:MM
Out HELCOM	Time of exit HELCOM area (i.e. coasting in) Format MUST be HH:MM
In BONN	Time of entry BONN area (i.e. coasting out) Format MUST be HH:MM
Out BONN	Time of exit BONN area (i.e. coasting in) Format MUST be HH:MM
HELCOM Area Day:	Flight time from Coasting out to Coasting in HELCOM Area during day. Calculated from in/out HELCOM cells
HELCOM Area Night:	Flight time from Coasting out to Coasting in HELCOM Area during night. Calculated from in/out HELCOM cells
Bonn Area Day:	Flight time from Coasting out to Coasting in Bonn Area during day. Calculated from in/out BONN cells
Bonn Area Night:	Flight time from Coasting out to Coasting in Bonn Area during night. Calculated from in/out BONN cells
Swedenger Area	Used by Denmark only. Fields may be used for time calculation. Format **MUST be HH:MM**
Time UTC	Time (UTC) of event.
Observations	Departure (Airport). Coasting out, Waypoint/POS passed, Observations, Coasting in and landing
Signature Pilot:	Rank, Name and Serial No. of Pilot (inserted from the “Data Hidden”)
Signature OPR:	Rank, Name and Serial No. of Operator (inserted from the “Data

	Hidden”) Note: As default it is OPERATOR 1 filling in and signing this report.

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STANDARD POLLUTION REPORTING FORMAT

	Manual log	**Digital log**
HELCOM:	Tick HELCOM Box if the flight is in HELCOM Area	Tick HELCOM Box if the flight is in HELCOM Area
BONN AGREEMENT:	Tick BONN AGREEMENT Box if flight is in Bonn Agreement Area	Tick BONN AGREEMENT Box if flight is in Bonn Agreement Area
NO POLLUTION DETECTED:	Tick NO POLLUTION DETECTED if no pollution is detected	Tick NO POLLUTION DETECTED if no pollution is detected
REPORTING AUTHORITY:	National Authority Responsible for Pollution Control.	National Authority Responsible for Pollution Control
AIRCRAFT REG:	Aircraft Registration Letters / Numbers.	Inserted from the General Observation Log
MISSION No:	Nationally Assigned Mission Number.	Inserted from the General Observation Log
FLIGHT TYPE:	National Designation for Flight Type as follows: NAT - National REG - Regional EXER - Exercises OPS - Operational Flight. RIG - Oil Rig Patrol SHIP - Shipping Patrol TDH - Tour de Horizon Flight CEPCO - Co-ordinated Extended Pollution Control Operation	From the rolldown menu select: National Designation for Flight Type as follows: NAT - National REG - Regional EXER - Exercises OPS - Operational Flight. RIG - Oil Rig Patrol SHIP - Shipping Patrol TDH - Tour de Horizon Flight CEPCO - Co-ordinated Extended Pollution Control Operation
CAPTAIN OF AIRCRAFT:	Name of Captain	Inserted from the General Observation Log
CO PILOT:	Name of Co Pilot	Inserted from the General Observation Log
OPERATOR:	Name of Operator	Inserted from the General Observation Log
OBSERVER:	Name of Observer	Inserted from the General Observation Log
ADDITIONAL CREW:		Inserted from the General Observation Log
DAY:	Number Assigned to the Day of the Week as follows: Monday - 01 Tuesday - 02 Wednesday - 03 Thursday - 04 Friday - 05	Calculated from the date

	Saturday - 06 Sunday - 07	
DATE/MONTH/YEAR:	Two number designation for each of date/month/year of flight	Inserted from the General Observation Log
ROUTE / AREA:	Flight Route or Area	Inserted from the General Observation Log
TIME OVER THE SEA – DAY:	Time over the Sea during Daylight	Inserted from the General Observation Log
TIME OVER THE SEA – NIGHT:	Time over the Sea at Night	Inserted from the General Observation Log
TOTAL TIME OVER SEA:	Total time between Coasting Out and Coasting In.	Inserted from the General Observation Log
No:	Number allocated to pollution detection.	Number allocated to pollution detection.
AREA CODE:	The international telephone code for the country (Area) in which the pollution is located: **Bonn Agreement** Belgium 32 Denmark (+HELCOM) 45 France 33 Germany (+HELCOM) 49 Netherlands 31 Norway 47 Sweden (+HELCOM) 46 United Kingdom 44 **HELCOM** Estonia 372 Finland 358 Latvia 371 Lithuania 370 Poland 48 Russia 7	From the rolldown menu select: The international telephone code for the country (Area) in which the pollution is located: **Bonn Agreement** Belgium 32 Denmark (+HELCOM) 45 France 33 Germany (+HELCOM) 49 Netherlands 31 Norway 47 Sweden (+HELCOM) 46 United Kingdom 44 **HELCOM** Estonia 372 Finland 358 Latvia 371 Lithuania 370 Poland 48 Russia 7
TIME UTC:	Time of pollution detection.	Time of pollution detection.
POSITION:	Latitude and longitude of pollution (degrees, minutes and decimal minutes // WGS / 84 Datum).	Latitude and longitude of pollution (degrees, minutes and decimal minutes // WGS / 84 Datum).
DIMENSIONS:	Length and width of pollution in kilometres.	Length and width of pollution in kilometres.
AREA COVER %:	Observer's assessment of the percentage of the boxed dimensioned area (length x width), covered with pollution.	Observer's assessment of the percentage of the boxed dimensioned area (length x width), covered with pollution.
OILED AREA:	Oiled Area covered with	Automatically calculated by

	pollution; calculated by multiplying length, width and cover % Example: Length x Width x Cover % 2 Km x 1 Km x 50%, gives... [2.0] x [1.0] x [0.5] = Oiled Area = 1 Km^2	formula: Length x width x cover%
OIL APPEARANCE COVERAGE %:	Allocation of Percentage of the `Oiled Area' to the Appearance of the pollution. Example: 1/2 cover – Rainbow - Column 2 = 50% 1/4 cover - Metallic - Column 3 = 25% 1/4 cover - True Colour - Column 5 = 25% Allocation of Percentage of the `Oiled Area' to the Appearance of the pollution. Example: 1/2 cover – Rainbow - Column 2 = 50% 1/4 cover - Metallic - Column 3 = 25% 1/4 cover - True Colour - Column 5 = 25%	Allocation of Percentage of the ´Oiled Area' to the Appearance of the pollution. Example: 1/2 cover – Rainbow - Column 2 = 50% 1/4 cover - Metallic - Column 3 = 25% 1/4 cover - True Colour - Column 5 = 25% Allocation of Percentage of the `Oiled Area' to the Appearance of the pollution. Example: 1/2 cover – Rainbow - Column 2 = 50% 1/4 cover - Metallic – Column 3 = 25% 1/4 cover - True Colour - Column 5 = 25%
MINIMUM VOLUME:	Minimum Quantity of Oil Pollution in cubic metres. Calculated as follows: [Oiled Area] x [Appearance Code Minimum Thickness Value] X [Decimal Percentage of Appearance]. [1 Km2] x [0.3 m^3/km2] x [0.50] = 0.15 m^3 [1 Km2] x [5.0 m^3/km^2] x [0.25] = 1.25 m^3 [1 Km2] x [200 m^3/km^2] x [0.25] = 50 m^3 Minimum Total Quantity = [0.15] + [1.25] + [50] = 51.4 m^3	Automatically calculated by formula: [Oiled Area] x [Appearance Code Minimum Thickness Value] X [Decimal Percentage of Appearance].

MAXIMUM VOLUME:	Maximum Quantity of Oil Pollution in cubic metres. Calculated as follows: [Oiled Area] x [Appearance Code Maximum Thickness Value] X [Decimal Percentage of Appearance]. [1 Km^2] x [5.0 m^3/km^2] x [0.50] = 2.5 m^3 [1 Km^2] x [50 m^3/km^2] x [0.25] = 12.5 m^3 [1 Km^2] x [>200 m^3/km^2] x [0.25] = > 50 m^3 Maximum Total Quantity = [2.5] + [12.5] + [>50] = > 65 m^3	Automatically calculated by formula: [Oiled Area] x [Appearance Code Maximum Thickness Value]
No:	The same number as previously allocated to the pollution detection.	Automatically inserted from previous table.
POLLUTION TYPE:	Pollution Type as follows: OIL - Oil CHEM - Chemical FISH - Fish Oil or Waste VEG - Vegetable Oil or Waste OTH - Other (Amplify in Remarks) UNK - Unknown **Note: For Algae Detection, use the Algae Observation Log**	From the rolldown menu select: Pollution Type as follows: OIL - Oil CHEM - Chemical FISH - Fish Oil or Waste VEG - Vegetable Oil or Waste OTH - Other (Amplify in Remarks) UNK - Unknown **Note: For Algae Detection, use the Algae Observation Log**
DETECTION:	Detection Sensor. SLAR - Radar UV - Ultra Violet IR - Infrared VIS - Visual MW - Microwave LF - Laser Fluorosensor	Detection Sensor. SLAR - Radar UV - Ultra Violet IR - Infrared VIS - Visual MW - Microwave LF - Laser Fluorosensor
PHOTO:	Photographs of pollution	Photographs of pollution
VIDEO:	Video of the pollution	Video of the pollution
FLIR:	Forward Looking Infrared of the pollution Video of the pollution	Forward Looking Infrared of the pollution Video of the pollution

Note: For all Detections / Observations Boxes write:
'Y' Sensor used and pollution detected
'N' Sensor used but pollution not detected
'-' Sensor was not used or not available

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WEATHER:	Weather at the time of pollution observation / detection	Weather at the time of pollution observation / detection
Surface Wind:	Direction and Speed (knots or beaufort as required by national authorities),	Surface Wind: Direction and Speed (knots, or beaufort or m/s as required by national authorities), Note: Caption of column has to be changed to reflect unit of measure.
Cloud:	Coverage in Octas or aviation description (scattered / overcast) and Base in feet,	From the rolldown menu select: Coverage in aviation Description: SKC – Sky Clear FEW – Few Clouds SCT – Scattered BKN – Broken OVC – Overcast and Base in feet.
Visibility:	Nautical Miles or Kilometres	Nautical Miles
Sea State:	Using the description code given in the Abbreviations Weather: Rain, Snow, Haze, Mist etc	From the rolldown menu select: Select WX type: BR - Mist HZ - Haze FG - Fog DZ - Drizzle RA - Rain TS - Thunderstorm SN - Snow
SATELLITE CONFIRM.	Satellite confirmation. Indicate by X if observation is: Mineral Oil Other pollution Natural phenomenon or Nothing found	Satellite confirmation. Indicate by X if observation is: Mineral Oil Other pollution Natural phenomenon or Nothing found
REMARKS:	Any Amplifying Remarks.	Insert beginning and end of pollution and remark

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ALGAE OBSERVATION LOG
Digital version

Information on Reporting Authority, Aircraft and Crew etc. are inserted from the GENERAL OBSERVATION LOG and STANDARD POLLUTION REPORTING FORMAT.

POLLUTION OBSERVATION/DECTION REPORT ON POLLUTERS AND COMBATABLE SPILLS
Digital version
Ship1 – Ship5

Note: the numbers corresponds with the no. of pollution in the REP FORM sheet

1 a. Reporting State	Insert state name
1 b. Observer	Organisation is inserted from the REP FORM Aircraft is inserted from the GEN sheet
1 c. Observers	Family names are inserted from the DATA HIDDEN sheet, based on INITIALS in the GEN sheet
2 a. Date and time	Date and time is inserted from the REP FORM
3 a. Coastal State	Coastal state is inserted from the REP FORM
3 b. Position of detection	Beginning and end of detection is inserted from the REP FORM
3 c. Territorial waters	**Tick box of inside or outside territorial waters**
4 a. Type of substance	Type of substance is inserted from the REP FORM
4 b. Quantity	Quantity is inserted from the REP FORM
4 c-e Coverage	Length, width and coverage % is inserted from the REP FORM
4. f Oiled area	Oiled/Polluted area is inserted from the REP FORM
4 g. Appearance%	Appearance code Percentage is inserted from the REP FORM
5 a. Detection	Detection sensors is inserted from the REP FORM
5 b. Discharge observed	**Indicate by Yes or No if discharge is observed**
5 c. Photographs taken	Photos is inserted from the REP FORM
5 d. Samples taken	**Indicate by Yes or No if samples are taken.** **Note: If Oil Sampling Buoy is dropped, amplify in the REMARKS sheet serial number of buoy and position of drop.**
5 e.	Need of combating is inserted from the REP FORM
5 f.	**Indicate names of other ships in the vicinity**
6 a.-e Weather conditions	Weather information is inserted from the REP FORM
6 f. Current Direction	**Indicate current direction**
7. a Ship involved	**Fill in fields a.- l.**
8. Radio contact	**Fill in fields a. to f. Amplify Statements of Captain or Officer on duty in the REMARKS sheet.**