

	Standard Operating Procedure (SOP)	
	23-003	
	Original Date	Revision Date
	11 September, 2023	

SOP

Environmental Assessment Tasking Procedure

Reasons for SOP

Provide procedural guidelines when tasked to conduct an environmental assessment.

Definitions

ROC – Regional Operations centre

AOR – Area of responsibility

References

MARINE POLLUTION RESPONSE ASSESSMENT GUIDE

OIL SPILL OBSERVATION CHECKLIST: (OBSERVE, RECORD, REPORT)

Guidelines

Initial Assessment

As an assisting agency, you will likely be tasked to conduct a spill assessment at some point. By delivering a good assessment, you will allow Environmental Response (ER) crews to make a well-informed decision and start responding quickly.

A good assessment will start to determine:

- If the spill is within CCGs mandate (ship sourced, mystery, oil handling facility);
- If an evacuation is required.
- If the product is recoverable.
- Priority of response locations; and,
- What actions are being taken or planned by owner.
- Pollution counter measures: contain pollutant, protect geographical response sites, and recover pollution on water.

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Regional Operations Center (ROC) 1-800-889-8852

If you don't know all the information, pass on what you have.

Information needs to be sent in as fast as possible, even if it isn't complete.

Tasking Procedure

The CCG ROC will task the closest RCMSAR station via Connect Rocket with a 9999 code.

The coxswain reporting from the station will then call ROC as directed on the page, likely 1-800-889-8852, to obtain the details of the tasking.

Once the vessel is OTW, the coxswain is to call JRCC on 04A and advise that they are responding to a ER assessment as per ROC, and that they are available for a SAR tasking if required. If at anytime during the ER assessment JRCC calls requesting SAR assistance, the crew will immediately notify ROC via cell that they have been tasked by JRCC and are terminating the assessment.

NOTE: SAR taskings have priority over ER assessments.

Assessment procedure

When you are tasked to conduct an assessment, this is the information you should try to collect:

SAFETY – Are there any obvious hazards?

- Are there nearby sources of hazardous chemicals? Is there a massive chemical plant that's collapsing into the river?
- Are there reports of dead wildlife in the immediate area? Dead fish and birds indicate a highly toxic chemical has been spilled.
- Are there reports of human impacts in the immediate area? Are people around the incident site complaining of headaches, feeling dizzy, dyspneic or nauseous?
- Are there any sensory cues (visual or smell)? Do you get an overwhelming smell of fuel, rotten eggs, or similar?

If you answered YES to any of these questions, EVACUATE everyone from the area and call the ROC for assistance immediately.

NOTE: Please refer to the MARINE POLLUTION RESPONSE ASSESSMENT GUIDE for detailed information regarding conducting an assessment.

It is required that vessels have copies of the **Oil Spill Observation Checklist** to use as templates to observe, record and report the findings during the assessment.

The role of RCMSAR assets is to simply observe, record and report the area in question.

Under no circumstances are RCMSAR crew to engage in any form of containing, isolating, or mitigating the leak or spill.

The coxswain and crew must also consider the tasking requested and refuse to proceed if the tasking is deemed unsafe for any reason or beyond the training and comfort level of the crew to respond to or continue with the assessment.

Mission Reporting on SMS

After completion of the tasking, the ER assessment shall be reported on the mission form in SMS with the heading **CCG Environmental Assessment** - Be sure to ask for a tasking number from ROC once underway. The number will be an 8-digit format, i.e.: 0701-2023.

In the mission report, under the tab, Incident type: Select "Environmental Assessment".

In the authorization section, select the flag – "Environmental Assessment".

Oil Spill Observation Checklist Form

As per the Marine Response Assessment Guide, the completed form is to be sent to the following email: roc1cor1@dfo-mpo.gc.ca

Note: The form is to be uploaded onto SMS as .jpg attachments in the mission report.


[Bill Riggs \(Oct 2, 2023 11:53 PDT\)](#)