The following pages contains completion guide for the digital version of the Standard Pollution Observation Format, version 18. September 2014 an Excel Template (XLT) compilation of report formats:

* General Observation Log
* Standard Pollution Reporting Format
* 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 Standard Pollution Reporting Format Completion Guide the differences from the original completion guide is highlighted in yellow.

**ANNEX B**

**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** |
| **Helcom Area Day:** | Flight time from Coasting out to Coasting in Helcom Area during day. Format **MUST be HH:MM** |
| **Helcom Area Night:** | Flight time from Coasting out to Coasting in Helcom Area during night. Format **MUST be HH:MM** |
| **Bonn Area Day:** | Flight time from Coasting out to Coasting in Bonn Area during day. Format **MUST be HH:MM** |
| **Bonn Area Night:** | Flight time from Coasting out to Coasting in Bonn Area during night. Format **MUST be HH:MM** |
| **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. |

**STANDARD POLLUTION REPORTING FORMAT**

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|  | **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  Saturday - 06  Sunday - 07 | | Calculated from the date | |
| **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: | | From the rolldown menu select:  The international telephone code for the country (Area) in  which the pollution is located: | |
| **Bonn Agreement**  Belgium  Denmark (+ Helcom)  France  Germany (+ Helcom)  Netherlands  Norway  Sweden (+ Helcom)  United Kingdom  Ireland  **Helcom**  Estonia  Finland  Latvia  Lithuania  Poland  Russia | 32  45  33  49  31  47  46  44  353  372  358  371  370  48  7 | **Bonn Agreement**  Belgium  Denmark (+ Helcom)  France  Germany (+ Helcom)  Netherlands  Norway  Sweden (+ Helcom)  United Kingdom  Ireland  **Helcom**  Estonia  Finland  Latvia  Lithuania  Poland  Russia | 32  45  33  49  31  47  46  44  353  372  358  371  370  48  7 |
| **TIME UTC:** | Time of pollution detection. | | Time of pollution detection. | |
| **BONN/HELCOM** |  | | Insert B or H for observation done in either BONN or HELCOM area | |
| **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).  Format: DDMM,MM | |
| **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 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 Km2 | | Automatically calculated by 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 m3/km2] x [0.50] = 0.15 m3  [1 Km2] x [5.0 m3/km2] x [0.25] = 1.25 m3  [1 Km2] x [200 m3/km2] x [0.25] = 50 m3  Minimum Total Quantity = [0.15] + [1.25] + [50] =  51.4 m3 | | Automatically calculated by formula:  [Oiled Area] x [Appearance Code Minimum Thickness  Value] X [Decimal Percentage of Appearance]. | |

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| --- | --- | --- |
| **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 Km2] x [5.0 m3/km2] x [0.50] = 2.5 m3  [1 Km2] x [50 m3/km2] x [0.25] = 12.5 m3  [1 Km2] x [>200 m3/km2] x [0.25] = > 50 m3  Maximum Total Quantity = [2.5] + [12.5] + [>50] =  > 65 m3 | Automatically calculated by formula:  [Oiled Area] x [Appearance Code Maximum Thickness  Value]    Note:  If code 5 (Continous True Colour) is used, Maximum will be set as N/A (not applicable), since maximum volume is defined as “more than 200 m3 pr KM2 |
| **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 | 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 |
| **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**

|  |  |  |
| --- | --- | --- |
| **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  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  From the roll-down menu, select suspected polluter:  UNK  SHIP  RIG  OTH (ie. Harbour-spill, Windturbine etc. |