

ATTACHMENT 2

Standard Pollution Observation Format completion guide, digital version

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.

**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 DDMMYYYY
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

	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

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	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 Ireland 353 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 Ireland 353 Helcom Estonia 372 Finland 371 Latvia 370 Lithuania 48 Poland 7 Russia
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	Observer's assessment of the

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	the percentage of the boxed dimensioned area (length x width), covered with pollution.	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 Km ²	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 Km ²] x [0.3 m ³ /km ²] x [0.50] = 0.15 m ³ [1 Km ²] x [5.0 m ³ /km ²] x [0.25] = 1.25 m ³ [1 Km ²] 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].

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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 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] Note: If code 5 (Continuous True Colour) is used, Maximum will be set as N/A (not applicable), since maximum volume is defined as "more than 200 m ³ pr KM ² "
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 /	Weather at the time of pollution observation /
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	detection	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), <u>Note:</u> 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.