

- TO FUEL OR LOAD THE SHIP  
 TO CLEAN FUEL TANKS  
 TO DEBALLAST FUEL TANKS

## NOAA Ship Declaration of Inspection

*(See Reverse for Instructions)*

DATE	NOAA SHIP	PRODUCT TO BE TRANSFERRED	ESTIMATED QUANTITY (gallons)
START TIME	TRANSFER FACILITY NAME, ADDRESS AND PORT	FROM: <input type="checkbox"/> SHIP <input type="checkbox"/> TRUCK <input type="checkbox"/> BARGE <input type="checkbox"/> FUEL PIER	
END TIME		TO: <input type="checkbox"/> SHIP <input type="checkbox"/> TRUCK <input type="checkbox"/> BARGE <input type="checkbox"/> FUEL PIER	
Ship PIC	THE PERSON IN CHARGE (PIC) FOR THE SHIP AND FOR THE FACILITY SHALL INITIAL AFTER EACH REQUIREMENT IS MET.		Facility PIC
	There is a designated PIC for the ship and for the facility.		
	Each PIC is at the site of the transfer operation and immediately available to transfer operation personnel.		
	Each PIC has a copy in hand of the ship transfer procedures or the facility operations manual, as appropriate.		
	Each PIC conducts the transfer operation in accordance with the respective procedures listed above, as appropriate.		
	Personnel required for the transfer operation are on duty and conduct the transfer in accordance with the procedures listed above.		
	The PIC for the ship speaks a common language with the PIC for the facility or an interpreter is on hand.		
	The PIC for the ship has held a pre-transfer conference with the PIC for the facility to ensure that both persons understand; 1 ) The identity of the product to be transferred, 2 ) the sequence of transfer operations, 3 ) the transfer rate, 4 ) the name and title of each person participating in the transfer operation, 5 ) details of the transferring and receiving systems, 6 ) the critical stages of the transfer operation, 7 ) Federal, state and local rules that apply to the transfer operation, 8 ) emergency procedures, 9 ) discharge containment procedures, 10 ) discharge reporting procedures, 11 ) watch or shift arrangement, 12 ) transfer shutdown procedures, and 13 ) a determination of the agreed radio frequency to be used during the transfer operation, if radios are used.		
	Mooring lines for the ship are strong enough to hold during all expected conditions of surge, current and weather, and are long enough to allow adjustment for changes in draft, drift and tide during the transfer operation.		
	Transfer hoses and loading arms are long enough to allow the ship to move to the limits of its moorings without placing strain on the hose, loading arm or transfer piping system.		
	Each hose is supported to prevent kinking or other damage to the hose and strain on the coupling.		
	Each part of the transfer system is aligned to allow the flow of oil or other hazardous material.		
	Each part of the transfer system not necessary for the transfer operation is securely blanked or shut off.		
	The end of each hose and loading arm that is not connected for the transfer of oil or hazardous material is blanked off.		
	The transfer system is attached to a fixed connection on the ship and the facility or an automatic back pressure shutoff nozzle.		
	Each overboard discharge or sea suction valve that is connected the ship's transfer system is sealed or lashed in the closed position.		
	Each transfer hose has no unrepaired loose covers, kinks, bulges, soft spots, gouges, cuts, slashes or any other defect.		
	Each hose or loading arm in use meets 33 CFR 154.500 and 154.510, respectively.		
	Each connection meets 33 CFR 156.130		
	Any monitoring device required by 33 CFR 154.525 is installed and operating properly.		
	The discharge containment equipment required by 33 CFR 154.545 is readily accessible or deployed as applicable.		
	The discharge containment required by 33 CFR 154.530, 155.310 and 155.320 is in place and periodically drained as applicable.		
	Each drain and scupper is closed by mechanical means.		
	All connections in the transfer system are leak free except that a component in the transfer system, such as the packing glands of a pump, may leak at a rate that does not exceed the capacity of the discharge containment.		
	The communications required by 33 CFR 154.560 and 155.780 are operable for the transfer operation.		
	The emergency means of shutdown required by 33 CFR 154.550 and 155.780 is in position and operable as applicable.		
	Sufficient amount of light is available to fully illuminate each fueling station and station bill location.		
	All necessary warning signs prohibiting hot work, open flames, and smoking are posted where required.		
	Verbal announcement prohibiting hot work, open flames, and smoking has been made over the public address system by the OOD.		
	International code signal flag "Bravo" hoisted to indicate "Taking in or discharging dangerous goods".		
I certify I have personally inspected the ship with reference to the above statements and all conditions are met. I agree to begin transfer operations.		I certify I have personally inspected the facility with reference to the above statements and all conditions are met. I agree to begin transfer operations.	
TITLE		TITLE	
NAME	DATE	NAME	DATE
SIGNATURE	TIME	SIGNATURE	TIME

## NOAA SHIP DECLARATION OF INSPECTION INSTRUCTIONS

### WHO MUST FILE

This form is required to be filed with each transfer of fuel oil, lube oil, oily waste or oily ballast, to or from any NOAA ship having a fuel capacity of more than 10,000 gallons when a Declaration of Inspection (DOI) is not provided from the shore side facility. This requirement includes the transfer of residue from retention tanks when cleaning, and whether or not the quantity of oil to be transferred is more or less than 10,000 gallons. It is intended to carry out the requirements of 33 CFR Part 156 – OIL AND HAZARDOUS MATERIAL TRANSFER OPERATIONS and to reduce as much as possible the chances of unlawful discharge or oil into the navigable waters of the United States or any other port in which the ship may call.

### WHO IS RESPONSIBLE

The Commanding Officer (CO) shall designate the ship's Chief Marine Engineer (CME) as the Person-in-Charge (PIC) of all fuel oil transfer operations. The CME may designate/delegate the authority to conduct fuel transfer operations to another licensed engineer, but retains the responsibility for each transfer operation. The PIC for the ship shall be fully knowledgeable in all aspects of the ship's oil transfer and fueling systems. The PIC is responsible to the CO for personally inspecting and factually reporting all of the information required.

### FILING PROCEDURES

This form shall be fully completed before the Agreement to Begin Transfer is executed. A copy of this form shall be given to the PIC for the facility. The original completed report and one copy shall be retained on board the ship. If the transfer occurs at a Marine Operations Center or other NOAA facility, a copy shall be delivered to the Commanding Officer of the Center. If a spill or other adverse incident occurs, the original completed report shall be used as supporting documentation in explanation to the proper authorities and other required reports.