



# ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Spill Prevention and Response

*Prevention, Preparedness & Response Program*

## SPOT CHARTER CHECKLIST

NO.	ITEM LIST	CHECK
1.	A cover letter that includes at a minimum numbers 1a – 1e.	-----
1a.	Vessel name and IMO or Official Number	
1b.	Plan holder name and Plan number	
1c.	Dates spot charter amendment is in effect (e.g., March 15, 2008 to March 31, 2008)	
1d.	Type of crude oil or petroleum being transferred (e.g., Jet A, Alaska North Slope Crude)	
1e.	Written assurance that all vessel specific items in Plan Holder's Prevention Plan have been addressed	
2.	Amendment Application: <a href="http://dec.alaska.gov/spar/PPR/docs/ApplicationForApprovalOfanOilDischargePreventionandContingencyPlan.pdf">http://dec.alaska.gov/spar/PPR/docs/ApplicationForApprovalOfanOilDischargePreventionandContingencyPlan.pdf</a>	
3.	Vetting Questionnaire (OCIMF or equivalent)	
4.	Primary Response Action Contractor (PRAC) contract between plan holder and vessel owner/operator	
5.	Vessel Operational Control	
6.	Specific oil transfer procedures for the terminal and the vessel	
7.	Vessel routing information into and out of State of Alaska waters	
8.	Safety Data Sheets (SDS) for all products being transferred	
9.	Drawings that identify 9a – 9j.	-----
9a.	Cargo	
9b.	Bunker and ballast tanks	
9c.	All tank capacities	
9d.	Cargo piping	
9e.	Ballast piping	
9f.	Winches	
9g.	Emergency towing equipment	
9h.	Power plants	
9i.	Manifold pipe size	
9j.	Containment structures and equipment	
10.	A description of method for containing a discharge from fuel oil tank vent overflow and fill pipes.	
11.	A description of the methods for retention and disposal of oily waste and bilge slops.	
12.	List of discharge greater than 55 gallons that have occurred in Alaska waters. Provide the information required by 18 AAC 75.425(e)(2)(B). <a href="http://dec.alaska.gov/spar/regulations.htm">http://dec.alaska.gov/spar/regulations.htm</a>	
13.	Assurance that correspondence has been forwarded to 13a – 13b.	
13a.	Designated PRAC	
13b.	U.S. Coast Guard Marine Safety Detachment for Region	