

**MCA/ACOPS ANNUAL SURVEY OF VESSEL/OFFSHORE  
SOURCED MARINE POLLUTION**

**GUIDELINES TO AID COMPLETION OF THE SURVEY FORM**

The survey questionnaire requests information on incidents involving a range of pollutants including mineral oil (**MARPOL I**), noxious liquid substances (**MARPOL II**), packaged dangerous/harmful goods (**MARPOL III**) and garbage (**MARPOL V**).

Reports are requested for pollution incidents attributed to discharges, or suspected discharges, from vessels and offshore installations operating within the UK Pollution Control Zone, harbour waters and national waters. Information is not required for pollution incidents attributed to land-based sources such as industrial premises, sewers and outfalls.

Annual returns can be made either by email or by post. If using email please click on the boxes provided and insert other information in the spaces provided. The email and postal versions of the survey form can be downloaded from the ACOPS website at [www.acops.org.uk](http://www.acops.org.uk). Survey reports can be downloaded from the Maritime & Coastguard Agency's website at [www.mcga.gov.uk](http://www.mcga.gov.uk).

Please complete a separate form for each incident. Thank you for your continued support in providing this important information.

<b>Question</b>	<b>Guideline</b>
<b>1</b>	Please insert name of reporting organisation. If you have nothing to report please tick the <i>no pollution to report box</i> , add respondent details ( <b>Question 17</b> ) and return the questionnaire to the address shown.
<b>2</b>	Identify the category of vessel/offshore sourced pollution from the options given ( <i>tick appropriate box</i> ). Note that in the case of garbage, an incident report is requested only in circumstances involving an illegal or accidental discharge from a specific vessel/offshore installation. An incident report is not required following observations of litter at sea or on beaches from an unknown source.
<b>3</b>	Insert dates of the beginning and end of the incident.
<b>4</b>	Please identify one or more zones affected by the pollution ( <i>tick appropriate box</i> ). The shoreward boundary of the open sea zone is defined as 3 nautical miles (5.6 km) from nearest land.
<b>5</b>	State how long the pollution remained in days or weeks ( <i>insert values</i> ).
<b>6</b>	Identify the location of the incident using geo-coordinates, national grid reference, place name or other suitable method ( <i>insert details</i> ).
<b>7</b>	If known, insert the estimated volume of pollution in litres, tonnes or cubic metres. Please state any other units of volume used.

<b>8</b>	Please indicate the overall distance in km, or state the names of settlements at the extremities, of the affected stretch of coastline.
<b>9</b>	Indicate whether a vessel or offshore installation was identified as a source of pollution or simply suspected on the basis of available evidence ( <i>tick most appropriate box from the options given</i> ). <b>Note that incidents attributed to land-based sources of pollution are not included in this survey.</b>
<b>10</b>	Please identify the most appropriate category which indicates the scale of pollution at sea or deposited on the shoreline ( <i>tick appropriate boxes</i> ).
<b>11</b>	If known, identify the type of vessel or offshore installation causing the pollution ( <i>tick one of the boxes to select the appropriate response to the options given</i> ).
<b>12</b>	Please state the name of the vessel/offshore installation, whether UK or foreign registered and operating company if known ( <i>insert details in the spaces provided</i> ).
<b>13</b>	Identify the category and type of pollution from the options given ( <i>tick the appropriate box or insert relevant details in the spaces provided</i> ).
<b>14</b>	Indicate whether a partial or complete clean-up operation was undertaken ( <i>Circle appropriate option</i> ).
<b>15</b>	Please add details of any legal proceedings initiated against alleged offenders including fines and penalties ( <i>identify options as indicated and insert other information</i> ). Any further information not available at the time of reporting will be requested in a separate questionnaire.
<b>16</b>	Add any further relevant details as indicated ( <i>by inserting information in the space provided or on a separate sheet</i> ). <b>Please include any comments on how the questionnaire might be improved.</b>
<b>17</b>	Please provide the background details requested including <b>your email address which can be used in future surveys.</b>

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