



OSRO's Quick Reference During the Incidents

Marine Emergency Mutual Aid Centre (MEMAC)

The Marine Emergency Mutual Aid Centre (MEMAC), functioning under the Regional Protocol, “Protocol concerning Regional Co-operation in Combating Pollution by Oil and other Harmful Substances in Cases of Emergency - 1978”. And it’s Regional Convention known as “Kuwait Regional Convention for Co-operation on the Protection of the Marine Environment from Pollution – 1978”.

Introductions

About MEMAC OSRO's Quick Reference During the Incidents

This set of documents is prepared as a quick reference for the Oil Spill Response Officers' (OSROs) during any oil or Chemicals Spill which may occur at any time. This document was prepared following the Regional Protocol, Council Decisions and the collective experience of dealing with the different incidents over the years, with some examples already exercised.

So, these documents are considered collective expertise and methods on oil spill preparedness and response.



Contents

- How MEMAC deals with incidents 1
 - MEMAC Role During the Incident 2
- Emergency Communication Procedure..... 3
 - Communication Procedure 3
 - Basic Information to be Provided..... 3
- Protocol Concerning Regional Cooperation in Combating Pollution by Oil and Other Harmful Substances in Case of Emergency..... 4
 - Protocol APPENDIX - A..... 4
- MEMAC Assistance..... 6
 - Assistance rendered by the Centre may comprise 6
- Council Decisions 7
 - CM11/23 Enabling MEMAC to Effectively Coordinate Emergency Activities 7
 - CM16/19 Periodical Reports on Marine Emergency 7
 - CM14/23 The Search and Rescue 8
 - CM15/15 Regional Contingency Planning..... 9
- Entry of Equipment of Combating Oil Pollution 9
- Shoreline Assessment Form 10
- Preparing and Presenting a Claim 12
- DRAFT OF A PROCEDURE (*Example*) 19
- Shoreline Cleanup Resources List..... 20
- Shoreline Cleanup Resources List..... 21



How MEMAC deals with incidents

Upon receiving notification of an oil spill incident from any source, the following steps are taken immediately:

1. Verification of the incident,
2. Collect complete data about the incident,
3. Notifying and transmission of all data to the Member States,
4. Notifying local, regional and international private sectors working in the field of combating marine pollution to be on standby in case of necessity,
5. Continuous exchange of incident data and follow-up,
6. Updated information about the incident status is continuously provided to all Member States,
7. Legal and technical advice is continuously provided to the Member States,
8. The Oil Spill Trajectory Model is used for early prediction,
9. In case of any assistance is needed, MEMAC liaises with the Member States as well as with other regional and international firms,
10. Activate the Regional Contingency Plan whenever deemed necessary,
11. A record about the incident is kept for studying and as a lesson to be learnt for future avoidance of any similar incident.
12. Following the Regional Protocol, the Centre remains in executing its role to strengthen the Contracting States' capacities and facilitate cooperation among them to combat pollution by oil and other harmful substances in marine emergencies; (Article III – 2/a of the Protocol).



MEMAC Role During the Incident

Any Contracting State faced with a marine emergency situation as defined by the Protocol.

Take every appropriate measure to combat pollution and/or to rectify the situation;

Determine the necessary and appropriate action to be taken with respect to the marine emergency, in consultation, where applicable, with other Contracting States, affected States and the Centre.

The Centre will provide all the necessary support.

The Contracting States may utilize the services of the Centre to coordinate any marine emergency response in which assistance is called for, according to paragraph I above.

Article I

"Centre" means the Marine Emergency Mutual Aid Centre established under article III, paragraph 1 of the present Protocol.

Article III

1. The Contracting States hereby establish the Marine Emergency Mutual Aid Centre.

(h) To perform any other functions assigned to it either by this Protocol or by the Council.

4. The Centre may fulfil additional functions necessary for initiating operations to combat pollution by oil and other harmful substances on a regional level, when authorized by the Council, in accordance with paragraph 2 (c) above.

Article IV

1. The present Protocol shall apply to the Sea Area specified in paragraph (a) of article II of the Convention.

2. For the purposes of dealing with a marine emergency, ports, harbours, estuaries, bays and lagoons may be treated as part of the Sea Area if the concerned Contracting State so decides.



Emergency Communication Procedure

Communication Procedure

In case of Marine Emergency (*as per the Regional Protocol Art I /2 definition*), the National Competent Authorities should follow the procedure below to ensure prompt response from the Centre:

The first communication should be made through the Response Officer or OFFICER-ON-DUTY by:

- a phone call on the **Emergency line**, operational 24 hours a day:
+973 17274554 (*Office*), or **+973 39622744** (*Director*), **+973 39308999** (*Response Officer*)
+ 8821666010495 (Thuraya)
- should also followed by sending an e-mail, memac@batelco.com.bh

Once contact has been established by mobile phone or e-mail, further communication, using the **Pollution Reporting format**, could also be exchanged using memac@batelco.com.bh or

MEMAC's fax number: **+973 17274554**

Basic Information to be Provided

It is recommended to provide the following basic information:

- Contact details of the person reporting the incident,
 - Date and time of the incident (specifying local time or GMT/UTC),
 - Location of incident (e.g. latitude and longitude, distance from the nearest remarkable point),
 - Name of vessel and its detail if possible or the facilities, (the source of the incident or threat),
 - Cause of the incident (e.g. collision, grounding, explosion, fire, etc.),
 - Cargo: Type and quantity,
 - Bunker: Type and quantity on board,
 - If any, estimate of the quantity spilled and the type of release (continuous or instantaneous (flow rate),
 - Response strategy and action/s taken or intended to be taken promptly and by whom,
 - Status of the vessel and any planned salvage activities,
 - Other information: such as weather and sea conditions, wind speed and direction,
 - Type of resources that may be at risk (i.e. Desalination and Power Plants or residential areas, etc.)
-



Protocol Concerning Regional Cooperation in Combating Pollution by Oil and Other Harmful Substances in Case of Emergency

Protocol APPENDIX - A

Guidelines for the report to be made pursuant to Article VII of the Protocol

1. Each report shall, as far as possible, contain, in general:
 - (a) The identification of the source of pollution (e.g. identity of the ship), where appropriate;
 - (b) The geographic position, time and date of the occurrence of the incident or of the observation;
 - (c) The marine meteorological conditions prevailing in the area;
 - (d) Where the pollution originates from a ship, relevant details respecting the condition of the ship.
2. Each report shall contain, whenever possible, in particular:
 - (a) A clear indication or description of the harmful substances involved, including the correct technical names of such substances (trade names should not be used in place of the correct technical names);
 - (b) A statement or estimate of the quantities, concentrations and likely condition of harmful substances discharged or likely to be discharged into the sea;
 - (c) Where relevant, a description of the packaging and identifying marks; and
 - (d) The name of the consignor, consignee or producer.
3. Each report shall clearly indicate, whenever possible, whether the harmful substance discharged or likely to be discharged is oil or a noxious liquid, solid or gaseous substance, and whether such substance was or is carried in bulk or contained packaged form, freight containers, portable tanks, or submarine pipelines.
4. Each report shall be supplemented, as necessary, by any relevant information requested by a recipient of the report or deemed appropriate by the person sending the report.
5. Any of the persons referred to in article VII, paragraph 1 of this Protocol shall:
 - (a) Supplement as far as possible the initial report, as necessary, with information concerning further developments; and
 - (b) Comply as fully as possible with requests from affected States for additional information.



Following form in accordance with the Protocol - Appendix A

<u>NOTIFICATION/ALERT FORM</u>	
(To be used for oil spills exceeding 50 barrels of oil /or any other harmful substances)	
TO	MEMAC- BAHRAIN, FAX NO: 00973 17 274551 Email: memac@batelco.com.bh
FROM	_____
COUNTRY	_____
DATE	_____ / _____ / _____ TIME: _____ AM / PM - GMT/Local Time
INCIDENT	COLLISION, GROUNDING, WAR RELATED, ACCIDENT, PIPE RUPTURE, LOADING, OTHERS, UNKNOWN
LOCATIONS	LAT (..... DEG) (..... MIN) (..... SEC) LONG (..... DEG) (..... MIN) (..... SEC)
Distance from the Nearest Remarkable Point:	
POLLUTION SOURCE	_____
Pollutant Type (Specify)	Oil, Chemicals (HNS), Other Substances
Velocity of the Slick	_____
Quantity	_____ Barrels/ Gallons/ Litres/ M. Tonnes
Has Discharge Stopped /Status	_____
Direction of the Slick	_____ Degree
POLLUTION THREAT	HIGH RISK, MODERATE RISK, LOW RISK, NO RISK
Response Action Taken	_____
Weather Condition of Site	_____
Assistance Required	Yes, No, Be Alert
Type of Assistance	_____
When Needed	_____
Attachments	Photo / Samples, ...etc.
Name of Report Source	_____
Name of Sender	SIGNATURE



MEMAC Assistance

One of the main tasks of the Centre, deriving from its objectives and functions in accordance with the “Protocol Concerning Regional Cooperation in Combating Pollution by Oil and Other Harmful Substances in Case of Emergency”. Which in cases of emergency so request, in obtaining assistance of the other Member States to the Prevention and Emergency or, when the possibilities for assistance do not exist within the Region, in obtaining assistance from outside the Region”.

Any Party affected by marine pollution can request assistance from MEMAC following the Official Communication Procedure.

Assistance rendered by the Centre may comprise

- Providing requested information and advice, by telephone or other communication means, on operational, technical, administrative and legal aspects of pollution response (i.e., Oil and HNS response, Forecasting model, Salvage, etc.;
 - Providing assistance in coordination with various interlocutors on behalf of the State(s) concerned;
 - Co-ordinating Regional assistance;
 - Providing expert/s advice on the site of the accident by sending MEMAC officers or its expert/s
 - Facilitating the Loan of Labour, Materials, and Equipment, OR providing Regional or International contractor/s.
-



Council Decisions

CM11/23 Enabling MEMAC to Effectively Coordinate Emergency Activities

Recognizing the need for initiating activities to combat pollution by oil and other harmful substances and for MEMAC to play a more pro-active role with freedom of action in dealing with such emergencies, **the Council decides:**

- i) MEMAC to directly contact the appropriate authority in the State (s) closest to the incident, in order to co-ordinate the response efforts with the Contracting States as well as with the other parties concerned. All emergency response measure taken will be coordinated with the National Marine Emergency Response Officer with full transparency and continuous interaction with the NFP concerned to avoid any duplication in actions taken. Member States are urged to name their representatives as soon as possible.
- ii) MEMAC to directly contact the Flag State of the vessel involved in the incident and to provide details of the incident and response taken.
- iii) MEMAC to directly contact the owner(s) of the vessel involved in the incident, requesting them to take prompt and necessary actions, and to co-ordinate response efforts including salvage when necessary. The choice of salvager(s) is to be made in consultation and close co-ordination between MEMAC and the NFP concerned and in accordance with accepted internationally set criteria/standards.
- iv) MEMAC to be given the authority to demand survey of the recovered vessel by an independent surveyor and provide the concerned Competent States Authority with a certificate of fitness. Charges of such a survey will also be borne by the owners of the vessel.
- v) MEMAC to submit, in close co-ordination with the NFP concerned a report to ROPME Executive Secretary on the incident, including oil pollution, actions taken and any compensation claims for environmental damage.

CM16/19 Periodical Reports on Marine Emergency

Recognizing the importance of the Periodical Reports and the Incident analysis as lessons learned, **the Council decides:**

- X. MEMAC to charge a percentage amount of the total amount of the compensation against its follow-up of any incident and in accordance with the proposed formula set up.



CM14/23 The Search and Rescue

Emphasizing the importance of institutional mechanisms and capacity building for National and Regional Contingency Planning, **the Council decides:**

Recognising the importance of the Search and Rescue Mission to save human life and cater to its requirements whenever a marine incident occurs, while noting that the Search and Rescue is not under the normal operation of MEMAC, **the Council decides:**

- f) MEMAC to continue serving the Region as SAR secretariat

=====

ROPME List of Approved Oil Spill Chemicals

Last updated: 1st September 2021

- 1. CHIMEC CHIMSPERSE 6000 ***
- 2. COREXIT® EC9500A ****
- 3. COREXIT EC9500B ****
- 4. DASIC SLICKGONE NS**
- 5. DISPEREP 12 ****
- 6. EFLOCHEM OSD ECO HD**
- 7. FINASOL OSR-51**
- 8. FINASOL OSR-52**
- 9. RADIAGREEN OSD ****
- 10. SUPER-DISPERSANT 25**

* For sea and beach, but not for rocky shore

** For sea, but not for beach and rocky shore

The existing stock of OD 4000 (PE 998), SEACARE ECOSPERSE LT23 and NU CRU may still be used during the shelf life until exhaustion.



CM15/15 Regional Contingency Planning

- viii. Member States Customs and Immigration Procedures (The Transboundary Movement of Personnel, Equipment and Materials in Case of Emergency) to include the Customs Form for mobilizing the equipment within the National Contingency Plans as well as the Regional Marine Oil Pollution Manual

State Name _____

No.: _____

Ministry of Name _____

Date: _____

Attachments: _____

Suggested Customs Sample

Entry of Equipment of Combating Oil Pollution to the (State Name)

Dear General Director of Customs,

We would like to inform you that the following equipment used for combating oil pollution, which are transported from, need to be entered to the -- **(State Name)** -- for

Serial No.	Type of Equipment	Model	Color	Style	Estimated Price	Remarks

We undertake herein to return them back as soon as the task is accomplished on

Thanking you in advance,

Yours faithfully,

Authorized Name and Signature

For the Environment Authority

Sample



Shoreline Assessment Form

1.

No. of Sectors Surveyed _____	Survey Form No. _____
-------------------------------	-----------------------

2.

Spill Reference	Date	Time	Tide
		From _____ To _____	HW LW M

3.

Surveyor Name	Organization	Contacts

4.

Date of Spill	Time of Spill
Direct or indirect effect :	
Remarks	

5. Survey Location

<i>from</i> Lat. ° ' "	Long. ° ' "
-----N-----	-----N-----
<i>To</i> Lat. ° ' "	Long. ° ' "
-----E-----	-----E-----
Total Spill Size <i>Length x Width</i>	
Total Spill Survey Area	

6. Shore Line or Survey Area Type

Sandy beaches, Rocky, Wet Land, Mixed, Break water, ... etc.

<u>Description:</u>

7. Surface & Subsurface Oiling Description

i . Oil Distribution in Percentage	iii. Oil Type (<i>i.e. fresh, mousses, tarballs, ...</i>)
ii . Thickness (<i>i.e. film, stain, cover ...</i>)	iv. Penetration



8. Resources Effected (*indicate the effected item detail & attached the detail to the form*)

Resources	Remark & References
5.1 Coral Reefs	
5.2 Sea grass beds	
5.3 Sand and mud shores	
5.4 Rocky shores	
5.5 Mangroves	
5.6 Halophyte marshes	
5.7 Sabkha	
5.8 Industrial Facilities: Ports	
5.9 Industrial Facilities: Seawater intakes	
5.10 Fisheries: Coastal fisheries	
5.11 Fisheries: Offshore fisheries	
5.12 Fisheries: Breeding and nursery areas for commercial species	
5.13 Aquaculture: Fish/prawn tanks/ponds	
5.14 Aquaculture: Finfish farms (cages)	
5.15 Aquaculture: Mollusc farms	
5.16 Aquaculture: Hatcheries	
5.17 Tourism: Amenity beaches	
5.18 Tourism: Water sports areas	
5.19 Marine Mammals: Dugong	
5.20 Marine Mammals: Cetaceans	
5.21 Turtles: Nesting sites	
5.22 Birds: Seabird colonies and feeding grounds	
5.23 Birds: Wetland birds	

[The no. 5.1 – 5.23 for easy reference & in according to the MEMAC Oil Spill Damage Assessment Guidelines]

9. COMMENTS, Recommendations, Observations,

--

10. Evidence, Observations & References

Sketch/s (y/no and ref. no.)	Photo (ref. & no.)	Video Tape (ref. & no.)

Name/s -----

Signature/s -----

For more details, you may refer to the "REGIONAL OIL SPILL DAMAGE ASSESSMENT GUIDELINES" on the MEMAC Web Site.
--



Preparing and Presenting a Claim

MEMAC, in cooperation with the International Oil Pollution Compensation Funds (IOPC Fund), prepared earlier the MEMAC Regional Claims Manual in March 2001 as per the Eleventh Council Decision “16”. Over the years, the IOPC Fund and 2016 have formed a new Claims Manual resulting from the long exercise experiences. This new Claims Manual was found very useful and followed by several guidelines publications. Some workshops were convened by MEMAC in cooperation with the IOPC Fund exercising the new Claims Manual. Also, MEMAC utilized the Claims Manual on several occasions while requesting compensation from the IOPC Fund, which works smoothly and continuously, and whenever claiming against the P&I insurance also well received.

Accordingly, the following article is an example of “Preparing and Presenting the Claims”, given in step by step, prepared and presented earlier by Ms. Chrystelle Collier, IOPC Fund Claims Administrator.

The Claims Manual and its guidelines available within the website www.iopcfunds.org.

Presenting a Claim

Who?

- Anyone who has suffered damage in an IOPC Fund Member State as a result of a spill
- Claimants may be private individuals, companies, public bodies.

What?

- Costs, including loss of profit, incurred as a consequence of the contamination.

To whom?

1. Insurer (directly or through its Correspondent).
2. IOPC Fund.
3. Claims Handling Office.

When?

- As soon as possible
- **Time bar (2 Years)**
- Out of court settlement.

How to submit a claim

How?

- In writing
- Contact information



- Claimant's name, address, telephone, unique identifier
- Ship name; Incident date, location; Type of Damage
- Claim amount
- Story description of the claim and loss suffered
- Clearly and in sufficient detail
- Complete and accurate

The claimant is responsible for proving his loss

- Cost items should be supported by invoices, receipts, worksheets, wages records etc.
- Invoices insufficient by themselves
- Comparative figures
- Narrative describing activities and linking these with expense
- Maps and spreadsheets very helpful.

Admissibility and General Criteria

- Existing criteria: Claims Manual
 - Objective Criteria;
 - Reasonableness;
 - Relationship between Costs and Benefits

[Political/social considerations are outside the scope of the Conventions]

- Link of causation
- Costs should be reasonable
- Expenses must actually be incurred (or to be incurred)
- Claim assessment :
 - ✓ Did actions take place?
 - ✓ Were actions reasonable?
 - ✓ Were losses actually incurred?
 - ✓ Does the claim reflect actions? Losses ?
 - ✓ Do the sums add up?

Clean up claims - *Documenting a claim*

- What?** Operations
- Why?** Circumstances
- When?** Decided, implemented, terminated



- Where?** Sites
What with? Resources
By whom? Government, Industry, Contractors..
How much? Resources, Costs + Rates

What type of claim?

- Clean up claims
- Property damage
- Economical loss:
 - ✓ Fisheries
 - ✓ Tourism
- **Equipment owned** (type of equipment, purchase cost and residual value, transport costs, daily rate and period of use)
- **Equipment rented/hired** (type of equipment, cost of transport, cost and duration of use)

Description of equipment owned	Date of purchase	Purchase cost	Residual value after use	Transport costs		Daily rate	Period of use (days)				Total cost
				Delivery	Return		Day 1	Day 2	Day 3	Etc...	
						In use					
						Stand by					
						In use					
						Stand by					
6A or 6B TOTAL											

Sample Calculation of the Total Amount of the Claim

Cost of personnel	+	
Net cost of equipment owned	+	
Cost of equipment rented	+	
Cost of equipment purchased	+	
Equipment repair costs	+	
Cost of storage/disposal of oil or oily products	+	
Other costs/expenses	+	
TOTAL	=	



Property Damage Claims

- Extent of pollution damage to property
- Description and photographs
- Original price with receipt/invoice
- Cost of repair work, cleaning or replacement of items
- Invoice of costs incurred
- Age of damaged items
- Information on normal repair and maintenance schedules

Sample Calculation of the Total Amount of the Claim (Property)

Cost of personnel	+	
Cost of equipment used	+	
Other costs (e.g. survey costs)	+	
Residual value of equipment purchased	-	
TOTAL	=	

Economic Loss claims

Claimants should substantiate loss

- Link of causation
- Comparative earnings
- For fisheries-related claims, monthly breakdown of quantity of each marine product caught, harvested or processed
- Method of calculation of the loss
- Saved overheads

Fisheries, Mariculture and Fish Processing Claims

Calculation of the Total Amount of Claim

Date or period of activity	Species caught/harvested	Volume or weight caught/harvested/ sold	Price per kilogram on date of sale	Income per month	
				Gross	Net
			TOTAL		



Fisheries, Mariculture and Fish Processing Claims

Calculation of the Total Amount of Claim

Month	Earnings in year n – 3	Earnings in year n – 2	Earnings in year n – 1	Theoretical earnings year n	Actual earnings	Gross loss during period
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						
Sub-total for period of the loss						

Calculation of the Total Amount of the Claim

Item 17: Amount of loss during claim period		
Item 18: Saved overheads or other normal variable costs	-	
Item 19: Saved labour costs	-	
Item 20: Costs incurred to minimise loss	+	
Item 21: Alternative income earned	-	
TOTAL	=	



Tourism and other Economic Loss Claims

Month	Year of incident -3		Year of incident -2		Year of incident -1		Year of the incident	
	Units sold	Monthly revenue	Units sold	Monthly revenue	Units sold	Monthly revenue	Units sold	Monthly revenue
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL								

Tourism and Other Economic loss claims **Calculation of the amount of loss**

Amount of Loss During Claim Period

Estimated loss of revenue (excluding tax) (A)	
Variable costs related to revenue (in %) (B)	
Savings of variable costs related to the loss of revenue (C) = (A) x (B)	
Amount of loss during claim period (A) - (C)	

Calculation of the total amount of the claim

Amount of Loss During Claim Period		
Savings	-	
Costs incurred to minimise losses	+	
Other Business Income	-	
Substitute Income	-	
Other Expenses	+	
TOTAL	=	



What happens next?

The settlement process

The Claim is Submitted

- 1st screening
- Check claim registration form
- Checklist of supported information
- Is the claim admissible?
- Adherence to relevant legislation?

The Claim is Assessed

- Documents thoroughly reviewed
- Analysis of data
- Visit to claimant / survey
- Further documents received
- Re-examination of claim
- Assessment / report

The Claim is Settled

- Review of report
- Queries to experts
- Approval of claims by the Fund
- Proposal sent to claimants
- Receipt and Release signed
- Payment to claimant

The IOPC Fund Guidelines

Claims Information Pack:

- Claims Manual
- Tourism guidelines
- Fisheries guidelines
- Example Claim Form

=====



DRAFT OF A PROCEDURE
FOR HANDLING CLAIMS ARISING OUT OF THE M.T. "STOLT VALOR" INCIDENT

Introduction

It is assumed that MEMAC will act as a Centre for coordinating and for consolidating all claims for compensation on behalf of Member States and/or agencies arising out of the above incident. The intention is that MEMAC will act as an interface between claimants and the Gard P&I Club. The following pages are examples of MEMAC's previous experiences over the years, as it is taken from MEMAC archives.

Procedure

1. MEMAC receives claims with supporting documents from member states / agencies.
2. MEMAC also incurs direct and indirect expenses in dealing with casualty and in the efforts to contain and to mitigate environmental damage
3. In respect of claim received from member states:-MEMAC scrutinizes claims for reasonability and authenticity; seeks clarification for doubtful items and, if needed, obtains further supporting documents.
4. From time to time MEMAC compiles 'Interim Claim Bills' in US Dollars, in respect of member states expenses, MEMAC direct expenses (if any) and MEMAC's 'coordination and service charges'.
 - a. Supporting documents, as far as feasible and possible, will have to be attached.
5. MEMAC's 'coordination and service charges' is meant to cover administrative expenses, supervisory charges, and other incidental disbursements of MEMAC. It is not meant to cover direct expenses incurred in connection with the handling of the casualty or containment efforts. It is agreed that this element should be added to each claim bill at the rate of 10%.
6. MEMAC's Claim Bill will also show its bank account detail in order to facilitate fund transfer.
7. MEMAC issues a statement on the Claim Bill in the wording, "All costs and expenses hereon are found to be fair and reasonable".
8. The Claim Bill must be addressed to GARD AS, as agent for Gard P&I (Bermuda) Ltd., and must show their claim reference number.
9. MEMAC follows up the claim with the GARD until settlement is received.
10. Settlement will be received into MEMAC account, which will then be distributed to member states in line with their approved claims.
11. Format of the Claim Bill is attached.
12. MEMAC issues a deadline date to each member state within which they should submit all their claims. [It would be impractical to continue to the claim process open ended].
13. MEMAC keeps a record of transactions to avoid duplication of claims.

<><><><>



Shoreline Cleanup Resources List

1. Manpower

No.	Details	Estimated Quantity	Daily Rate USD	Total Amount USD
1.	Project Director, Monitoring and Qualities' Assurance			
2.	Damage Assessment Expert Officer			
3.	On-Scene Commander			
4.	Communications Officer			
5.	Project Manager			
6.	Field Operations Manger			
7.	Safety Officer			
8.	Oil Spill Response Supervisor			
9.	Oil Spill Response Technician			
TOTAL				

2. Equipment

No.	Details	Estimated Quantity	Daily Rate USD	Total Amount USD
1	Automobile; 4WD - SUV			
2	Automobile; 4WD – Pick-up Truck			
2	Bus – 14 persons capacity			
3	Vacuum Truck			
4	Diesel Driven High Pressure Washer			
5	2" Water Pump (Beach Sealing Boom Supplementary Equipment)			
6	Boom Inflator Air Blower (Beach Sealing Boom Supplementary Equipment)			
7	Beach Sealing Boom (20m per section)			
8	Manual Cleaning Tools Set			
12	Water Tank - 400 gallons capacity			
13	Pool Tank			
14	Water Truck			
TOTAL				

3. Consumables (Daily)

No.	Details	Estimated Quantity	Unit Rate USD	Total Amount USD
2	Disposable Coverall			
5	Gloves (per pairs)			
7	Face Mask			
9	Absorbent Sheet Rolls			
10	Absorbent Sheet Pads (per bale)			
11	Absorbent Booms (per bale)			
13	Plastic Bags			
TOTAL				



Shoreline Cleanup Resources List

4. Non-Daily Consumables

No.	Details	Estimated Quantity	Daily Rate USD	Total Amount USD
1	Coverall			
2	Life Jackets			
3	Hard Hat			
4	Rubber Boots			
5	Sun Blocks (150 ml)			
6	HDPE Plastic Liners			
7	First Aid Kits			
TOTAL				

5.

No.	Details	Estimated Period	Daily Rate USD	Total Amount USD
1	Overall Administration expenses' including communications, Tel, email, Fax., Secretariat, transportations, Senior Staff Site Visit, miscellaneous ...etc.			

Total amount for all the item 1, 2, 3, 4 and 5: USD = _____



Example for equipment type,

	Equipment list	TENDER DAY RATE COST	St/By IN HOUSE DAY RATE	TOTAL PAYMENT DAYS	TOTAL PAYMENT
1.	Salvage master	2,500	1500		
2.	HLB 400 with a 14 man salvage crew	15,000	5000		
3.	Dive team x 7	4,000	3675		
4.	Diving Medic	625	625		
5.	Dive supervisor x 1	1,600	1,600		
6.	Divers mob de mob				180,000.00
7.	Drilling Pipes x 26				36,000.00
8.	Drilling machine x 1				70,000.00
9.	Drilling heads x 5				20,000.00
10.	Road compressor 14 bar 10.5 cum				112,000.00
11.	Barge with 360 crane 150 ton x 1	8,500	4,500		
12.	Fuel for the barge	1,500	680		
13.	Scrap barges x 2	7,500	2,800		
14.	Security off shore				500,000.00
15.	Tugs boats x 3	7,500	6,000		
16.	Fuel for the Tug boats	6,900	2,770		
17.	Cost for banking	2,000			
18.	Dredger or manmade pump	2,000			
19.	Supply boat	4,800	4,800		
20.	HLB 2000 Ton Heavy Lift			30 x days 95,000 per day	2,850,000.00
21.	MOB DE-MOB DD 2000				1,800,000.00
22.	Travel costs in house	300	300		
23.	Mob				0.00
24.	De- Mob				0.00
25.	Office Cost	1,250	300		
26.	Anti Pollution Cost				1,000,000.00
27.	Chains/ cutting and lifting				500,000.00
28.	Communications offshore	250	200		
29.	Insurance	7,500	5,000		
30.	Weather days				0.00
31.	Scrap scope of works				205,000.00
32.	Boat and Service Cost	2,500			
33.	General preparatory works				30,000.00
34.	Crew Bonuses	2,500			
35.	Remove, transport and storage of wrecks				50,000.00
36.	Survey equipment				250,000.00
37.	Pumps Semi/ Dry x 6				300,000.00
38.	First aid kit				
39.	Work boats x 4				10,000.00
40.	FEES				200,000.00
41.	Others (miscellaneous)				350,000.00
42.	Etc.				8,635,000.00
43.	TOTAL AMOUNT USD	00,000.00			
44.		00,000,000.00			
45.	Total amount to date Day /month/ Year	00,000,000.00			
46.	Plus Contingency (10%)	0,000,000.00			
47.	Plus Bonuses / Incentives (5%)	00,000,000.00			

=====