INSTRUCTIONS FOR SELF-CERTIFICATION LETTER

The sample letter on the following page has been prepared by ECM Maritime Services, LLC; however, it should be typed on your company letterhead and signed by the appropriate company representative. Once signed, please retain the original with your permanent OPA 90 Tabletop Exercise files in your offices. Send a copy of the letter with a copy of the attached company certificate to each vessel listed in your Vessel Response Plan. Also, email a copy of the letter to our Seattle Office using email address: [ttx@ecmmaritime.com](mailto:ttx@ecmmaritime.com).

The letter, which references the Certificate and Debriefing Report, meets the requirement of the U.S. Coast Guard for the Tabletop Exercise Self-Certification procedure as described in the USCG OPA 90 NPREP guidelines.

***Type the following letter on your company’s letterhead:***

Date:

Reference: Self-Certification

Subject: Internal Exercise Documentation of Incident Management Team Tabletop Exercise

To Whom It May Concern:

This letter serves to certify that on October 18, 2022 **(Insert Company Name Here)** conducted and completed an oil spill response exercise in Singapore which met the intent and requirements for an Incident Management Team (IMT) Tabletop Exercise (TTX) as outlined in the OPA 90 PREP Guidelines.

The exercise was as follows:

The fully loaded container ship M/V AMSTERDAM EXPRESS is outbound from Portsmouth Marine Terminal. The vessel has passed the Hampton Roads Bridge Tunnel and is entering the Thimble Shoal Channel. The bulk carrier M/V EAGLE is transiting the Thimble Shoal Channel just west of the Chesapeake Bay Bridge Tunnel inbound to offload at Newport News Marine Terminal. The EAGLE approaches Buoys 17 and 18 while the AMSTERDAM EXPRESS moves past Buoys 21 and 22. The pilots of the two vessels contact each other by VHF radio and agree on a port-to-port pass near the turn in the shipping channel at Buoy 19.

At 0530, the Master of the EAGLE suddenly receives a call from the Chief Engineer reporting a large fire has broken out in the engine purifier room. The vessel begins to drift off course as the bridge crew is distracted by the engine room emergency. The pilot of the AMSTERDAM EXPRESS notices that the EAGLE is off course and attempts to contact the container ship to no avail. The pilot of the AMSTERDAM EXPRESS has limited maneuvering room in the channel but orders the helmsman to alter course to starboard to avoid a collision with the EAGLE.

The pilot of the EAGLE finally realizes the problem and orders a series of right rudder commands to prevent a collision. Despite the actions of both pilots, the bow of the EAGLE strikes the AMSTERDAM EXPRESS on her midships port side near the No.6 port cargo hold and No.6 port heavy fuel oil tank. The EAGLE continues passing along the hull of the AMSTERDAM EXPRESS, causing further damage to cargo hold No.7 (P), No.7 (P) HFO tank and the engine room. The No.6 (P) HFO tank carries 452 m3 (2843 barrels) of fuel oil and the No.7 (P) HFO tank carries 1383 m3 (8699 barrels) of fuel oil. Water ingress is soon reported in both the No. 6 and No.7 cargo holds.

The EAGLE suffers major damage in her forward bow area and drifts away after the collision. No oil spill is reported from the ship. The AMSTERDAM EXPRESS begins settling in the water and takes on a 5° list. Fuel oil immediately begins leaking into the water from the damaged tank and begins spreading with the incoming tides and current. The Master orders anchors dropped and notified USCG Sector Virginia on Channel 16.

During the exercise, ECM’s QI simulated carrying out their actual requirements as per the VRP, and all other response actions were carried out, discussed and/or simulated, including calls to the USCG, State, SMFF, OSRO, etc. During the exercise, our company’s Crisis Management Team (CMT) members responded to the incident and worked with our QI and others who we would interface with in a real event. Throughout the exercise, CMT members worked as a team to respond to the incident and resolve problems. This was an excellent learning process for gaining the perspective of other company representatives and all involved parties on these issues. Issues covered in the exercise included health and safety; rescue efforts; damage assessment; source control; salvage, spill containment and recovery; logistics; environmental protection; and related topics. The simulation addressed use of the Incident Command System planning process as the basis for Unified Command spill management and decision-making.

We incorporate, by reference, the Certificate of OPA 90 Tabletop Exercise and the Debriefing Report prepared by ECM Maritime Services, LLC. All criteria for qualifying this incident as an annual Tabletop Exercise have been met. This letter, the referenced Certificate and Debriefing Report fully describe the incident and serve as the complete record or “Internal Exercise Documentation Form” of this incident.

[**Mr./Ms.]**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [**Position**], of our firm is the person responsible for follow-up of all corrective measures if any.

[Signature of Authorized Representative]

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