**Petroleum Operations Notice No.1**

**This PON1 email template must only be used to report a release of oil/offshore chemical(s) from an offshore installation when the Integrated Reporting Service (IRS) as located on the UK Energy Portal is unavailable.**

**In the event IRS is unavailable this PON1 email template must be completed and sent to the following recipients:**

**DESNZ/OPRED** **–opred@energysecurity.gov.uk**

**HM Coastguard –** **oilandgas@hmcg.gov.uk**

**JNCC –** **Pollution.Advice@jncc.gov.uk**

**Marine Directorate –** **md.spillresponse@gov.scot** and/or

**MMO –** **dispersants@marinemanagement.org.uk** (based on the latitudes included within the OPEP Guidance)

**Additional organisations –** must be included as per the relevant approved OPEP

**In addition all required telephone notifications must be made as per relevant approved OPEP and Section 3.2 of the PON1 Guidance.**

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| Reporter Details |
| Full Name: |  |
| Company: |  |
| Job Title: |  |
| Contact Telephone Number: |  |
| Email Address: |  |
| Notification Details |
| Offshore installation identified as the source of the release |  |
| Time & Date release identified |  |
| Details of substance(s) released |  |
| Quantity released |  |
| Is the release ongoing? |  |
| Source, Cause and Response |
| Brief details of the location of the release on the offshore installation |  |
| Brief details of the cause(s) of the release |  |
| Brief details of the actions taken in response to the release |  |