

ENCLOSURE 1

**REMAINING IN PORT CHECKLIST (RIPC)**

**OCEANGOING VESSELS  
(SELF-PROPELLED VESSELS OVER 500 GROSS TONS)**

The person in charge of the vessel must have a written mooring plan for review upon request. Vessels remaining in port must have their decks clear of missile hazards, potential pollution hazards, and flammable materials. All persons in charge must ensure that hatches are secured for heavy weather. These conditions are subject to verification by Coast Guard personnel.

Submit the SECTOR NEW ORLEANS REMAINING IN PORT CHECKLIST REPORTING TOOL (Enclosure 2) to the Vessel Traffic Service via **fax 504-365-2519** or **e-mail [D08—PF-VTSNEWORLEANS-LMR@USCG.MIL](mailto:D08—PF-VTSNEWORLEANS-LMR@USCG.MIL)**

**NOTE:** Submission of the SECTOR NEW ORLEANS HURRICANE REMAINING IN PORT CHECKLIST REPORTING TOOL (Enclosure 2) signifies completion of this checklist (this page); however, submission does not guarantee approval. Keep this completed checklist onboard with other required records and logs.

The following information must be included in the mooring plan.

1. Name, call sign, official number, and nationality of vessel.
2. Vessel particulars, as applicable (length, breadth, draft, air draft, gross tonnage, hull type, horsepower, single or twin screw).
3. Name of the master.
4. Name, address and phone number of the agent, charterer or operator, and owner.
5. Reason why the vessel is not leaving port.
6. Full vessel characteristics that would be needed to affect salvage.
7. A full stowage plan and manifest to determine particular cargo and pollution hazards.
8. 24-hour contact information for qualified individuals (QI) who have been empowered in writing by the owners to make on-site decisions and authorize expenditures for any required pollution response or salvage.
9. A full insurance disclosure to the Captain of the Port. If the vessel is moored to a facility, provide the insurance information to the facility.
10. Number of personnel to remain on the vessel and their qualifications.
11. Amount of ballast the vessel may hold.
12. Amount of bunkers, lube oil and diesel oil on board. Estimated draft with the vessel in ballast.

## ENCLOSURE 1

13. Name of the berth and location.
14. Depth of water in the vessel's berth at mean low water.
15. Availability of the vessel's main propulsion.
16. A description of how the vessel will be secured to the berth. A diagram showing the mooring arrangements with the size, length and lead of mooring lines or wire.
17. Operational status of machinery on board (i.e., engines, generators, fire fighting pumps, bilge pumps, anchors, mooring machinery, etc.).
18. Any unusual conditions affecting the vessel's seaworthiness.