

AMSA oil or chemical spill trajectory model request portal

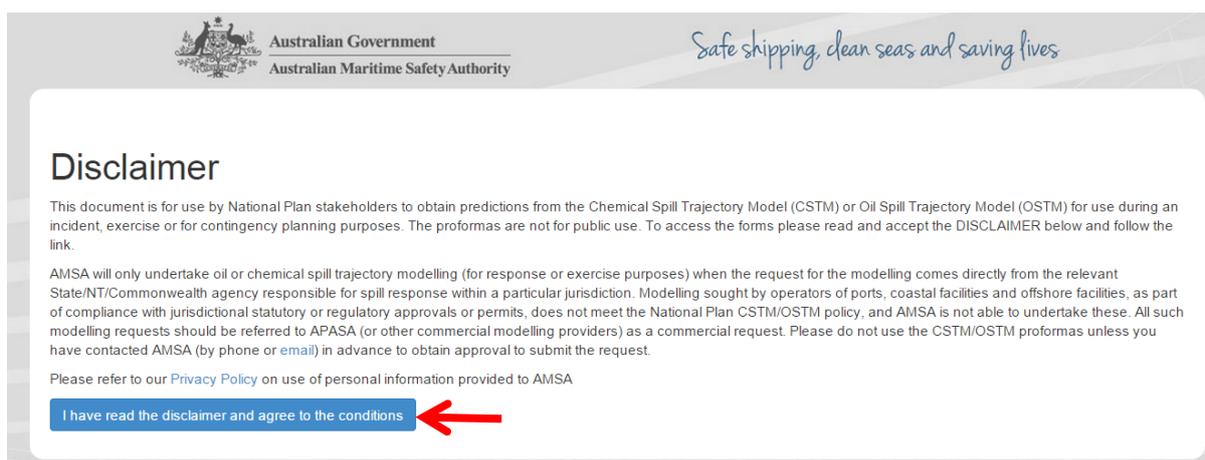
Submitting a request

1. Access the online form directly at <https://amsa-forms.nogginoca.com/>.
The online form is also available via a link at the bottom of the following AMSA web page: <http://www.amsa.gov.au/environment/maritime-environmental-emergencies/national-plan/general-information/SPILLREQUEST/index.asp>
2. Log into the portal using the credentials that have previously been supplied to you. For account type, select the default option - **Contractor**.



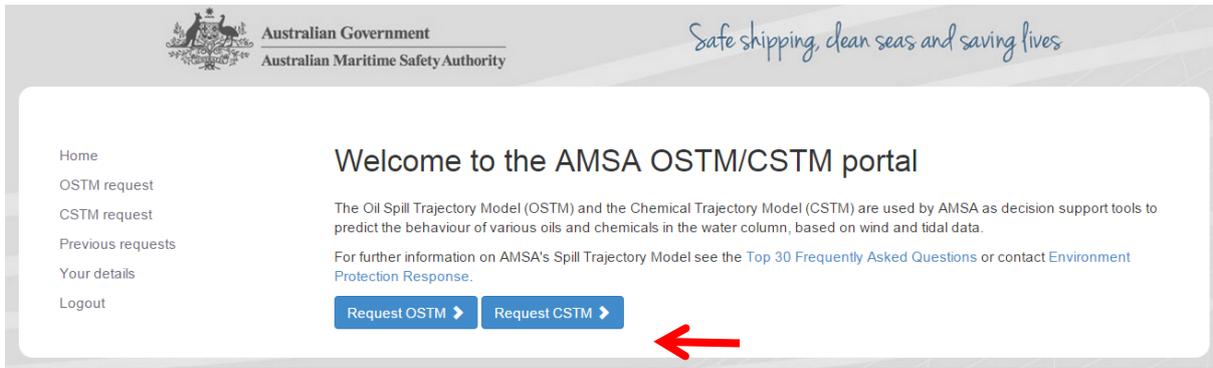
The screenshot shows the login page for the AMSA Contractor Portal. At the top left is the Australian Government logo and the text 'Australian Government Australian Maritime Safety Authority'. At the top right is the slogan 'Safe shipping, clean seas and saving lives'. The main heading is 'NEMO National Environmental Maritime Operations' followed by 'AMSA Contractor Portal'. Below this is a paragraph explaining the portal's purpose. To the right is a 'Login' section with a dropdown menu for 'Account type' (set to 'Contractor'), an 'Email address' field (containing 'user@example.com'), and a 'Password' field. There are links for 'Forgot Password?' and a blue 'Login' button.

3. The following window outlines the conditions of use for the portal. Confirm that you have read the Disclaimer by clicking on the button: **I have read the disclaimer and agree to the conditions**.

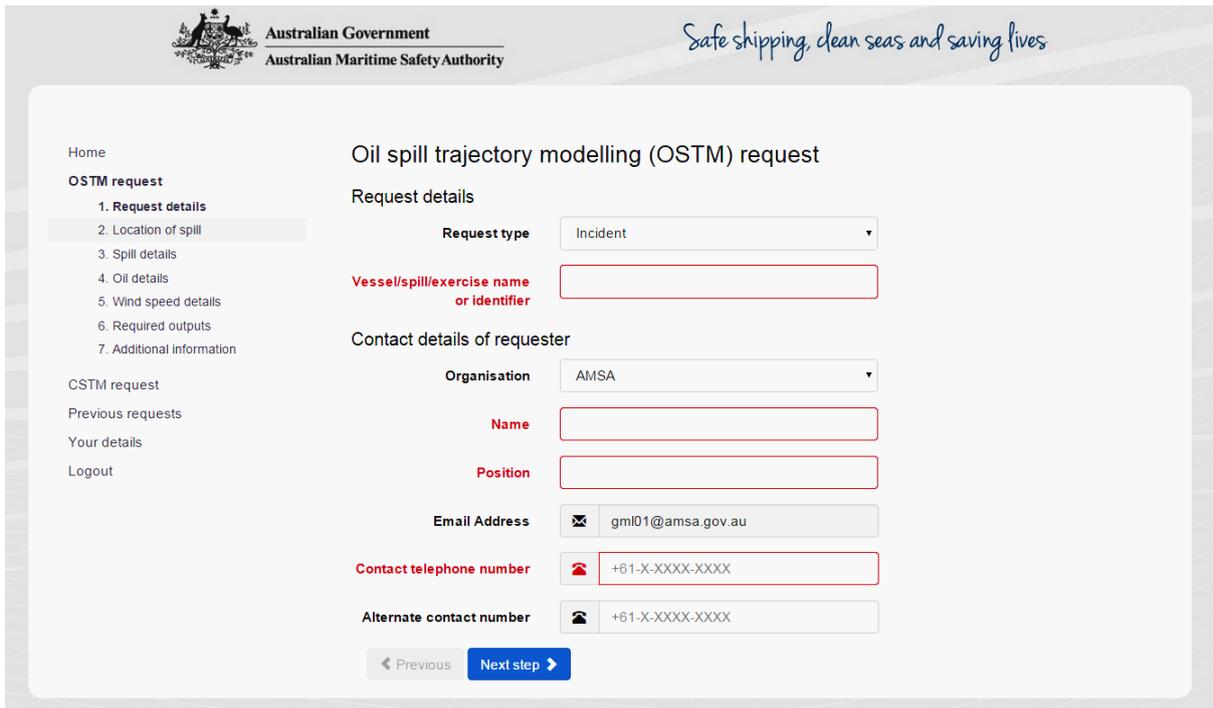


The screenshot shows the disclaimer page. At the top left is the Australian Government logo and the text 'Australian Government Australian Maritime Safety Authority'. At the top right is the slogan 'Safe shipping, clean seas and saving lives'. The main heading is 'Disclaimer'. Below this is a paragraph explaining the document's use. Another paragraph details the conditions of use for modelling. At the bottom, there is a blue button that says 'I have read the disclaimer and agree to the conditions', with a red arrow pointing to it from the right.

4. In the next window, select whether you want to submit an OSTM or a CSTM request by clicking on one of the blue buttons:



5. Using the **Request OSTM** option as example, the following online form will appear:



6. Complete the form with all the information required for the model, clicking on the **Next step** button after each section, and noting that fields marked red are mandatory.

NOTE: the display of the form will vary depending on the width of the screen, and therefore may appear as one single continuous page if the width is narrow.

7. For the **Request type**, select whether the request is for an Incident, Exercise, or Contingency Planning:

Oil spill trajectory modelling (OSTM) request

Request details

Request type

Vessel/spill/exercise name or identifier

Incident ▼

Incident

Exercise

Contingency planning

Depending on the option selected, the form will activate in the form certain fields that relate to that request type. For instance, for of an exercise model, specific wind speed

and direction data can be included so as to derive the desired impact and model outcome. For an incident, only real data is used and other option not available.

8. At the end of the form, click on the green **Submit** button:

Australian Government
Australian Maritime Safety Authority

Safe shipping, clean seas and saving lives

Home

OSTM request

1. Request details
2. Location of spill
3. Spill details
4. Oil details
5. Wind speed details
6. Required outputs
7. Additional information

CSTM request

Previous requests

Your details

Logout

Oil spill trajectory modelling (OSTM) request

Additional information

I would like to discuss further with modeller.

◀ Previous Submit ▶

If there are errors in any of the fields entered, the system will notify the user through a red error box at the top of the form:

Navigate back to the sections where the errors were reported and amend accordingly.

Australian Government
Australian Maritime Safety Authority

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Home

OSTM request

1. Request details
2. Location of spill
3. Spill details
4. Oil details
5. Wind speed details
6. Required outputs
7. Additional information

CSTM request

Previous requests

Your details

Logout

Oil spill trajectory modelling (OSTM) request

Problem occurred when trying to submit report

- 1. Request details: Contact telephone number is required
- 1. Request details: Name is required
- 1. Request details: Position is required
- 1. Request details: Vessel/spill/exercise name or identifier is required
- 3. Spill details: Date and time of spill is required
- 4. Oil details: Estimated spill amount is required
- 4. Oil details: Oil Type is required

Additional information

I would like to discuss further with modeller.

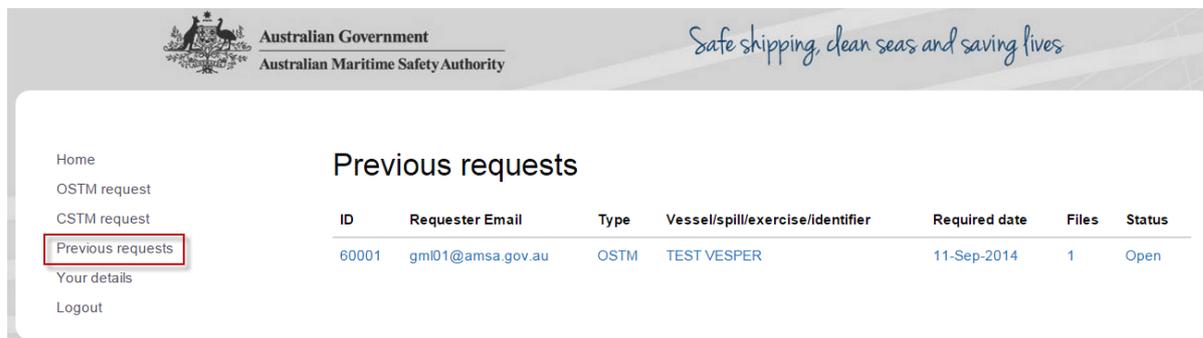
◀ Previous Submit ▶

Once the form has been submitted successfully, a green confirmation box will appear at the top of the screen.

9. The user will receive an email notification advising that the request has been received by AMSA.
10. The request has now been lodged with NEMO, and is awaiting approval. Once approval has been granted, the user will be notified by email and the request will be sent to the modelling contractor, APASA. If, on the other hand, approval is not granted, the user will be notified and provided with reasons why it has not been approved.

Downloading the model

11. Once the contractor creates the model, it will be uploaded into the portal under **Previous requests**:



ID	Requester Email	Type	Vessel/spill/exercise/identifier	Required date	Files	Status
60001	gml01@amsa.gov.au	OSTM	TEST VESPER	11-Sep-2014	1	Open

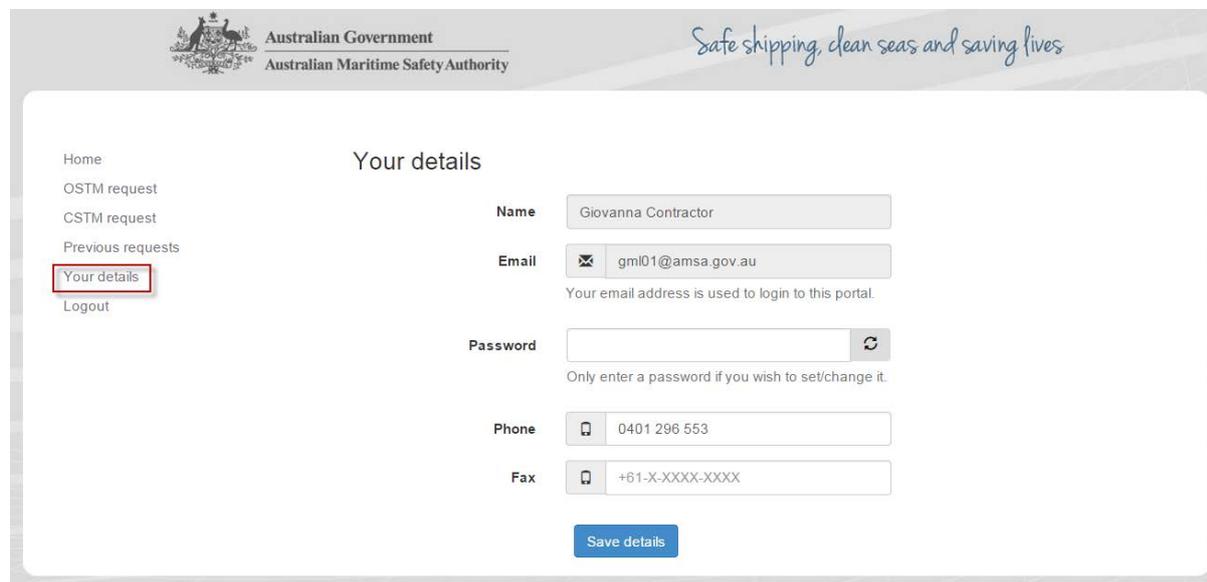
12. Click on the relevant request and download the files.

Changing your details

13. Click on the **Your details** section. Users can change their password and contact details.



Warning! If you need to change your password, you will need to notify your group of the new password.



Name

Email
Your email address is used to login to this portal.

Password
Only enter a password if you wish to set/change it.

Phone

Fax

The username email cannot be changed by users. Please contact the AMSA NEMO Administrator (giovanna.lorenzin@amsa.gov.au) if you wish to change your contact email.