

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD	Facilities Transferring Oil or Hazardous Materials in Bulk -- Letter of Intent and Operations Manual	OMB No. 1625-0093 Exp: 10/31/2013
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<b>Who must comply?</b>	Operators of facilities that transfer oil or hazardous materials in bulk.
<b>What is this collection about?</b>	This information helps the Coast Guard (CG) determine if a facility is operating in accordance with the regulations. A Letter of Intent (LOI) is a notice to the CG Captain of the Port (COTP) that an operator intends to operate a facility that will transfer bulk oil or hazardous materials to or from vessels. An Operations Manual (OM) is also required for this type of facility. The OM establishes procedures to follow when conducting transfers and in the event of a spill.
<b>Where do I find the requirements for this information?</b>	Title 33 CFR 154, is available at— <a href="http://ecfr.gpoaccess.gov">http://ecfr.gpoaccess.gov</a> , select TITLE 33 – Navigation and Navigable Waters, and follow to Part 154. <ul style="list-style-type: none"> <li>• For LOI—see 33 CFR 154.110.</li> <li>• For OM—see 33 CFR 154.300 to 154.325</li> </ul>
<b>When must information be submitted?</b>	Information must be submitted by a facility operator to the COTP at least 60 days prior to operation.
<b>How is the information submitted?</b>	Information is submitted as detailed in 33 CFR Part 154. The LOI and OM amendments may be submitted by mail, fax or electronically submitted via e-mail to the COTP at your local CG Sector Office (see contact details below). For initial submission of the OM, 2 copies of the document must be submitted to the COTP (see contact details below).
<b>What happens after providing all required documentation/information?</b>	Once all required information has been provided and the CG has accepted it, one copy of the OM will be marked “Examined by the Coast Guard” and returned to the facility operator.
<b>For additional information, contact--</b>	Your local CG Sector Office. <ul style="list-style-type: none"> <li>• A list of Coast Guard sectors, as part of a comprehensive list of Coast Guard units, can be found at <a href="http://www.uscg.mil/top/units/">http://www.uscg.mil/top/units/</a>.</li> </ul>

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number.

The Coast Guard estimates that the average burden for this report varies per information collection—about 2 hours for a Letter of Intent, 16 hours for an amendment to an Operations Manual, and up to 115 hours for Operations Manual submission. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-FAC), U.S. Coast Guard, 2100 2<sup>nd</sup> Street SW Stop 7581, Washington, DC 20593-7581 or Office of Management and Budget, Paperwork Reduction Project (1625-0093), Washington, DC 20503.