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| 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. 1625-0093Exp: 10/31/2021 |

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| **Who must comply?** | Operators of facilities that transfer oil or hazardous materials in bulk. |
| **What is this collection about?** | 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.  |
| **Where do I find the requirements for this information?** | Title 33 CFR 154, is available at—<https://www.eCFR.gov>, select TITLE 33 – Navigation and Navigable Waters, and follow to Part 154. * For LOI—see 33 CFR 154.110.
* For OM—see 33 CFR 154.300 to 154.325
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| **When must information be submitted?** | Information must be submitted by a facility operator to the COTP at least 60 days prior to operation.  |
| **How is the information submitted?** | Information is submitted as detailed in 33 CFR Part 154. The LOI, OM 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).  |
| **What happens after providing all required documentation/ information?** | Once all required information has been provided and the CG has accepted it, a copy of the OM will be marked “Examined by the Coast Guard” and returned to the facility operator.  |
| **For additional information, contact--** | Your local CG Sector Office. * A list of Coast Guard sectors, as part of a comprehensive list of Coast Guard units, can be found at [<https://www.uscg.mil/Units/Organization/>](http://www.uscg.mil/top/units/).
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