

**Compensation After an Oil Spill from a Ship or Boat:**

**Checklist for Ports, Harbours and Marinas**

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| * *This checklist is for ports, harbours, marinas, and any other facility involved in marine traffic operations in Canada.* *It can help integrate cost recovery into your oil spill response planning. Incorporating the suggested steps below directly into your incident response and recovery can simplify the claims process afterward.*
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Ship and Rail Compensation Canada manages two funds: the Ship Fund and the Rail Fund.

The [Ship Fund](http://www.ship-rail.gc.ca/ship) compensates anyone affected by oil spills from ships or boats in Canadian waters.

**1. What criteria must be met for the Ship Fund to accept your claim?**

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| --- | --- | --- |
| A. Was the oil spill caused by a ship or boat?* Mystery spills, where the source of a spill is not clear, are also covered.
 | [ ]  Yes | [ ]  No |
| B. Did the incident happen within the last two years? | [ ]  Yes | [ ]  No |

If you answered “yes” to both questions, compensation may be available from the Ship Fund. If you are unsure, you should contact us.

* More information on our eligibility criteria can be found on our website.

**2. What types of damages and losses are covered?**

Ports, harbours, and marinas can be compensated for all of the following damages and losses.

One claimant can suffer multiple types of damages and losses – check all that apply:

[ ]  Economic loss (including expected future losses), such as:

* Lost wages or profits
* Lost income due to closures or blockages
* Reduction in fee revenue (e.g., berthage, moorage, wharfage, cargo transfer fees, and cruise passenger fees)

[ ]  Response and clean-up costs, such as:

* Usage and disposal of sorbent materials, spill kits, or oil booms
* Staff time
* Fuel and running cost for vessels and machinery

[ ]  Environmental measures, such as:

* Remediation of oil-contaminated land
* Post-spill environmental assessments

[ ]  Property damage, such as:

* Oil-contaminated equipment, docks, wharves, and other infrastructures or facilities
* Any vessel affected by the pollution, including those involved in the response, but not the polluting vessel
* Lost value of real property at the time of sale

[ ]  Costs to compile a claim, such as:

* Administrative costs

[ ]  Other: contact us to discuss further

**3. How to claim?**

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| --- | --- | --- |
| **Steps** | **Description** | **Step Status Update (complete, in progress, or pending)** |
| 1 | Document your damages, losses, expenses and/or costs, as well as your decision-making processes, as soon as possible. Ideally, these items will be part of your incident management process. Examples include: * contracts, statements of work, price quotes, invoices, and receipts
* incident action plans, logbooks, and correspondence
* photographs and maps
* copies of closure and service limitation notices sent to boat owners and/or other patrons
* notices on reductions in mooring fees related to the spill
* financial records and tax documentation showing the economic impacts of an incident
* relevant deeds and titles of ownership
* appraisals and property damage assessments
* vessel survey reports
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| 2 | Look for [our forms and manuals](https://ship-rail.gc.ca/ship/submit-claim#how-submit) on our website for additional help. Before you submit your claim, ensure it addresses the following key points. * It identifies the ship or boat that caused the incident or note that the source of the spill is not known.
* It describes the actions you took in response and why.
* It details the kind and extent of the damages and/or losses you suffered.
* It specifies the amount you spent and why.
* It provides evidence to support your claim (see Step 1).
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| 3 | Submit your claim by email or by mail to us at the following address: claims@sr-nr.gc.caShip and Rail Compensation CanadaSuite 830, 180 Kent StreetOttawa, ON K1A 0N5Canada |  |

**Additional information:**

* [Submit a claim](https://ship-rail.gc.ca/ship/submit-claim)
* [Our eligibility criteria](https://ship-rail.gc.ca/ship/eligibility-criteria)