AMSA oil or chemical spill trajectory model request portal
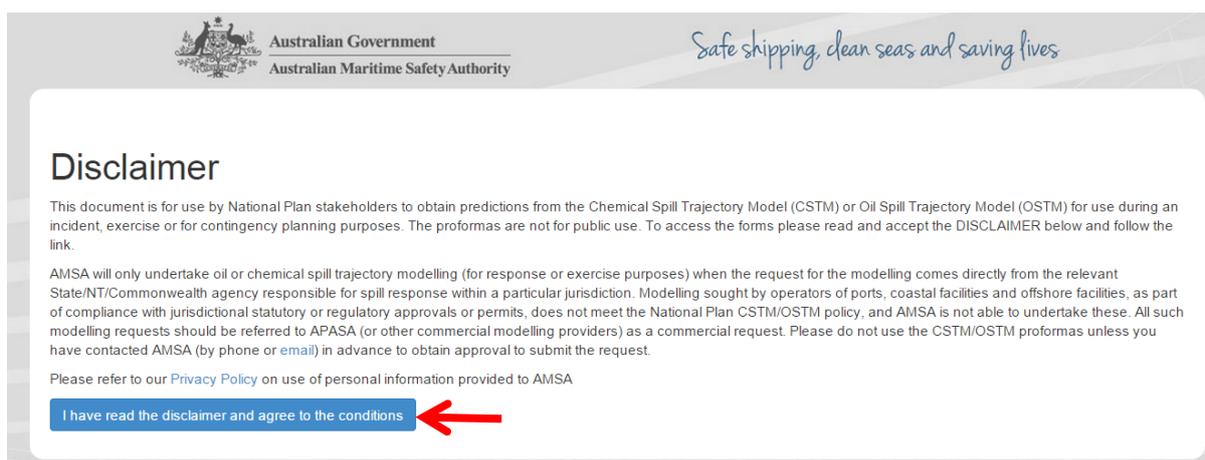
Submitting a request

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.**
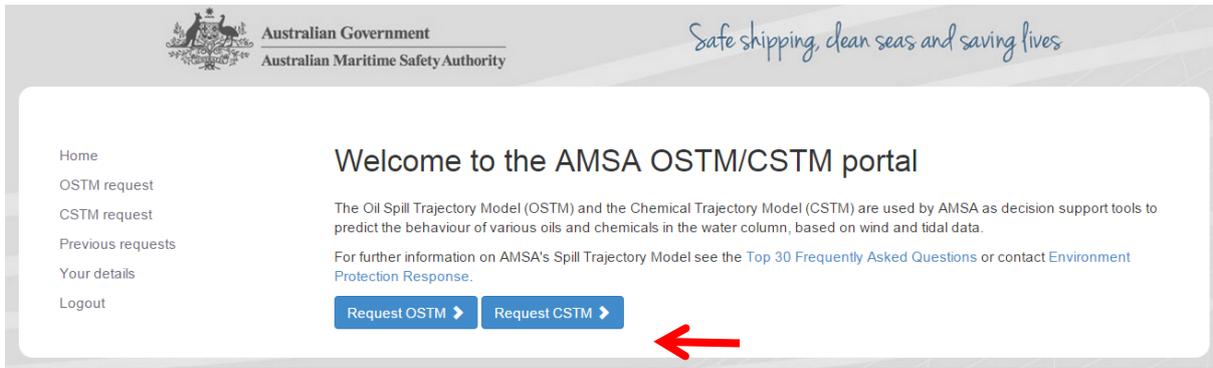

3. The following window outlines the conditions of use for the portal. Confirm that you have read the Disclaimer by clicking on the button: **I have read the disclaimer and agree to the conditions**.
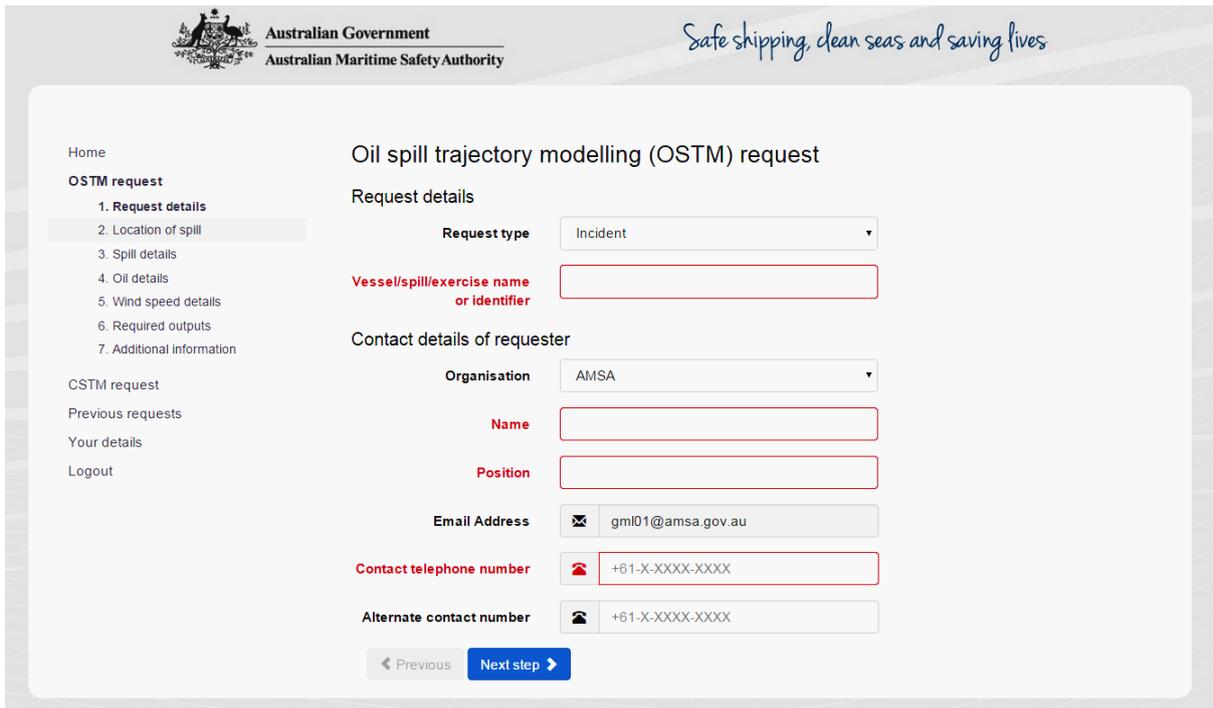

4. In the next window, select whether you want to submit an OSTM or a CSTM request by clicking on one of the blue buttons:

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:

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:

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:


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**:
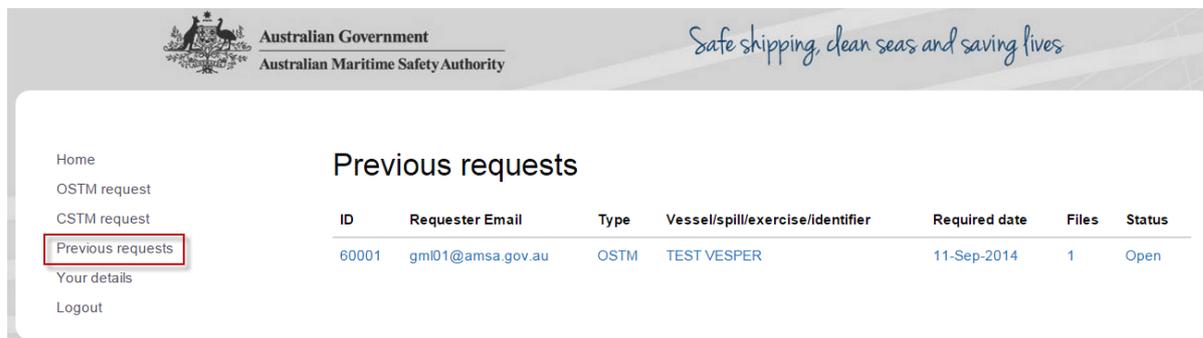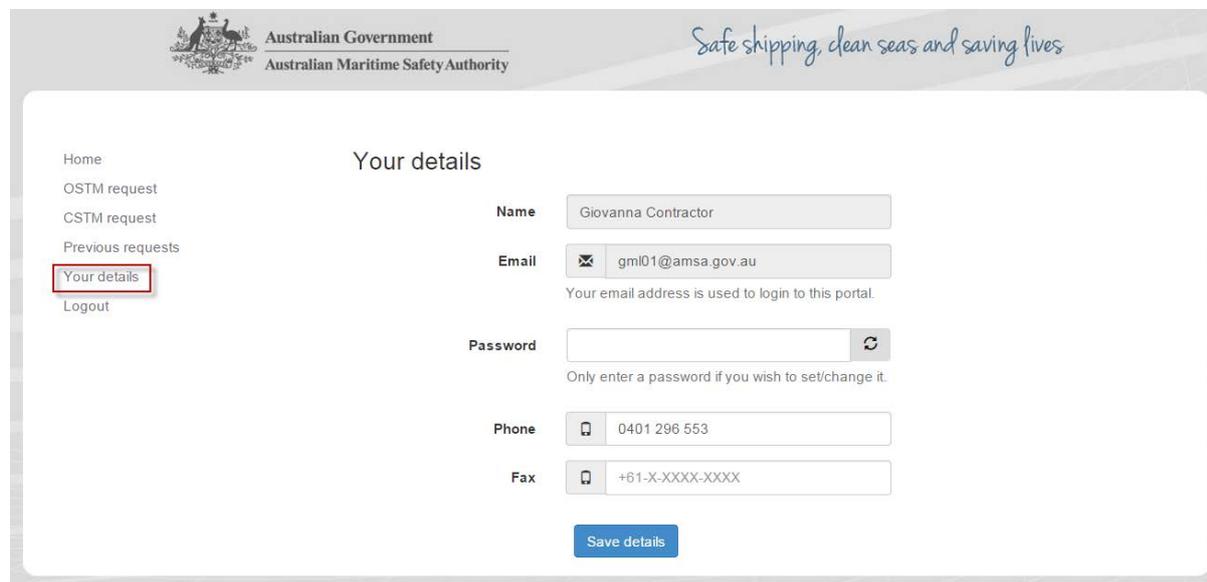

12. Click on the relevant request and download the files.

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.

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.