



NSR  
GENERAL  
ADMINISTRATION

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ROSATOM

**INSTRUCTION  
ON THE TRANSFER OF THE INFORMATION TO THE  
FEDERAL STATE BUDGETARY INSTITUTION  
“NORTHERN SEA ROUTE GENERAL ADMINISTRATION”  
IN ACCORDANCE WITH THE REQUIREMENTS  
OF THE “RULES OF NAVIGATION IN THE WATER AREA  
OF THE NORTHERN SEA ROUTE”**

## I. General Provisions

1. This “Instruction on the transfer of the information to FSBI “NSR General Administration” (hereinafter referred to as the Instruction) is designed to unify the form of the information provided to FSBI “NSR General Administration” (hereinafter referred to as the Administration) in accordance with the requirements of the “Rules of Navigation in the water area of the Northern Sea Route” approved Decree of the Government of the Russian Federation dated September 18, 2020 No. 1487, (hereinafter referred to as the Rules) for the purpose of its further processing by the Automated Management System.

2. In accordance with paragraphs 18, 19, 20, 21, 22, 23 and 24 of the “Rules of Navigation in the water area of the Northern Sea Route”, vessels are obliged to inform the Administration of their movements within the water area of the Northern Sea Route (hereinafter - the NSR), on the approaches, at the entrance and exit from the water area of the NSR.

3. The boundaries of the NSR water area (in accordance with Article 5.1 of the Federal Law of April the 30th, 1999 No. 81-Federal Law “Merchant Shipping Code”):

“The water area of the Northern Sea Route is considered to be the water area, adjacent to the northern coast of the Russian Federation, covering the internal sea waters, the territorial sea, the adjacent zone and the exclusive economic zone of the Russian Federation and limited from the east by the line of demarcation of sea spaces with the United States of America and the parallel to Cape Dezhnev in the Bering Strait, from the west by the meridian of Cape Zhelaniya to the Novaya Zemlya Archipelago, the eastern coastal line of the Novaya Zemlya Archipelago and the western borders of the Matochkin Shar Strait, the Kara Gate Strait, the Yugorsky Shar Strait.”

4. The time, indicated in reports, should be transferred to the time zone of the city of Moscow (UTC +3). When you specify the date and time at any points of the message (excluding subject line of the message) should follow the format DDMM/HHmm (DD - day of month, MM - month number, HH - hours in 24h format, mm - minutes).

5. Information (*exclusively in accordance with the requirements of the Rules paragraphs 18-24*) from the vessel should be sent in the body of e-mail. It is not allowed to submit a message using the file attached to the e-mail. Email address for sending the information: [disp-nsr@rosatomflot.com](mailto:disp-nsr@rosatomflot.com).

6. Owner or charterer of a ship intending to navigate in the water area of the NSR have to make sure that the current ship's email security policy does not prevent the receipt of email messages from the [@rosatomflot.com](mailto:@rosatomflot.com) mail domain and, if necessary, add it to the permitted "white" list of addresses.

7. When forming any kind of information according to this Instruction, after the signs </> **there should be one space gap.**

8. When forming any kind of information, it is not allowed to use signs and symbols not provided for in this Instruction (for example, symbols of degrees of latitude and longitude, degrees Celsius, abbreviations for speed designations, etc.).

9. Coordinates should be provided strictly in the format degrees, minutes, tenths of a minute (the "comma" symbol is used without additional characters and strictly without a space between latitude and longitude), example: 7321.3 NORTH (N)/07819.2 EAST (E).

10. The Information should be compiled using capital letters of the size 12 ("Times New Roman" font if possible).

11. Information should be sent to the Administration by e-mail using any available delivery methods, including the shipowner's onshore facilities and intermediary vessels.

If it is not possible to send information to the Administration by e-mail, it is necessary to use telephone communication to the round-the-clock phones of the Administration control room:

(499) 949-26-34,  
(499) 949-43-95, ext. 38-31

12. Captains must comply with the established deadlines for submitting information to the Administration in accordance with paragraphs 18-24 of the Rules. In the absence of information from the vessel for more than 60 minutes from the established deadlines for submission, the Administration takes action to clarify the circumstances of the delay with the possible further announcement of the emergency and making a decision to start the search for the vessel.

13. The Administration reserves the right to use a digital format instead of an alphabetic when compiling and processing items of messages sent in accordance with paragraphs 18-24 of the Rules. For the convenience of using and program reading of

information, the Administration recommends that the captains of vessels send information in accordance with paragraphs 18-24 of the Rules **in digital sequence** (see table below).

Correspondence table of the letter (according to the Rules) and digital (according to the Instruction) list of items																								
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

14. Captains of vessels navigating in the NSR, who have discovered a danger to navigation, are obliged to immediately send an extraordinary notification to the following addresses:

- FSBI «NSR General Administration», Headquarters of marine operations ([shmo@rosatom.ru](mailto:shmo@rosatom.ru));
- FSUE «Hydrographic Enterprise» ([hydep@hydrograph.spb.su](mailto:hydep@hydrograph.spb.su), copy: [ibm@hydrograph.spb.su](mailto:ibm@hydrograph.spb.su), [ibm@rosatomport.ru](mailto:ibm@rosatomport.ru));

## **II. Information when navigating a vessel to the NSR water area (according to paragraph 18 of the Rules)**

When navigating a vessel into the NSR:

– from the West 48 hours before approaching the western border of the Kara Gate Strait, the Matochkin Shar Strait or the Yugorsky Shar Strait or approaching the meridian of 68 degrees 35 minutes East (hereinafter referred to as the Western border);

– from the East 48 hours before approaching the parallel of 66 degrees 05 minutes Northern latitude and (or) the meridian of 168 degrees 58 minutes 37 seconds Western longitude (hereinafter referred to as the Eastern border);

– immediately after leaving the seaport (if the vessel's sailing time after leaving the seaport to the Western or Eastern border is less than 48 hours), the captain of the vessel informs the Administration of the estimated time of arrival of the vessel to the Western or Eastern border, respectively, and sends the following information (*in the subject of the message: DISP 18/DDMMYYYYYY, where DD is the day and MM is the month (the day and month should be indicated by two numbers, example: 0105, 0712), YYYY - year the message was sent*):

- 1) the name of the vessel;
- 2) IMO number of the vessel (if available), (*for river-sea vessels that do not have an IMO number, a registration number should be indicated. For small boats that do not have an IMO number, the side, registration or registered number should be indicated (if available)*);
- 3) the port/the place of departure of the vessel, the actual date and time (Moscow Standard Time) of departure;
- 4) the port/the destination of the vessel, estimated date and time (Moscow Standard Time) of arrival;
- 5) the maximum operating draft of the vessel in meters;
- 6) type and quantity in metric tons of cargo carried by the vessel;
- 7) the presence, quantity in metric tons and class of dangerous goods carried by the vessel (if any);
- 8) fuel supply indicating the type of fuel in metric tons/number of days during which the vessel can proceed without refueling at the time of the report;
- 9) fresh water supply, taking into account the replenishment of fresh water from the desalination plant of the vessel (if any) at the time of the report (the number of days during which the vessel can proceed without replenishment of fresh water) is indicated;
- 10) the supply of food and other types of vessel supply at the time of the report (the number of days during which the vessel can proceed without replenishment of food and other types of vessel supply) is indicated;

- 11) the number of crew members and passengers on board of the vessel;
- 12) the information on damage to the hull, malfunctions of vessel machinery, mechanisms and (or) technical means (if any);
- 13) the name, IMO number (if available) of towed/pushed floating objects, type and quantity of cargo, number of crew members and passengers on them (if any), *(for towed/pushed objects that do not have an IMO number, registered number should be indicated)*;
- 14) the estimated date and time (Moscow Standard Time) of the vessel's entry into the water area of the NSR, indicating the planned location for crossing the border of the NSR.

**Sample compilation of the above information:**

- 1// ARKTIKA
- 2// IMO 7500009
- 3// MURMANSK 1905/1000
- 4// QINGDAO 2006/1000
- 5// 8,55
- 6// LNG 10672 MT
- 7// UN NUMBER 1972 – 10672 MT
- 8// IFO/620 MT MGO/93 MT FOR 20 DAYS
- 9// FW FOR 20 DAYS
- 10// FOOD AND VESSEL SUPPLIES FOR 20 DAYS
- 11// CREW - 19, PASSENGERS - 5
- 12// NO
- 13// M-63 BARGE, 125986, CRUSHED STONE 1000 TONS
- 14// ETA KARA GATE STRAIT 2105/1000

BEST REGARDS,  
CAPTAIN PETROV

### **III. Information at the vessel's entry into the NSR (according to paragraph 21 of the Rules)**

When the vessel enters the NSR, the captain of the vessel sends the following information to the Administration (*in the subject line of the message: DISP 21/DDMMYYYY, where DD is the day and MM is the month (day and month should be indicated by two numbers, for example: 0105, 0712), YYYY - year the message was sent*):

- 1) the name of the vessel;
- 2) IMO number (if available), (*for river-sea vessels that do not have an IMO number, a registration number should be indicated. For small boats that do not have an IMO number, the side, registration or registered number should be indicated*);
- 3) the date, time (Moscow Standard Time) and place of crossing the border of the NSR;
- 4) geographical coordinates of the border crossing of the NSR (the Kara Gate Strait, the Matochkin Shar Strait, the Yugorsky Shar Strait, the Meridian of Cape Zhelaniya, parallel to Cape Dezhnev);
- 5) the course of the vessel with an accuracy of 1 degree;
- 6) the speed of the vessel with an accuracy of 0.1 knots;
- 7) the planned time of departure from the NSR, including the call on inland waterways, or the time of call at the seaport located in the NSR.

#### **Sample compilation of the above information:**

1// ARKTIKA

2// IMO 7500009

3// 2105/1218 CROSSES THE WESTERN BORDER OF THE STRAIT OF THE  
KARA GATE STRAIT IN THE EASTERN DIRECTION

4// 7019,1 N/05750,1 E

5// 032

6// 12.6

7// ETA CAPE DEZHNEV 2905/1200

BEST REGARDS,  
CAPTAIN PETROV

**IV. Information when leaving the seaport of the Russian Federation  
located on the coast of the NSR, or  
when entering the NSR from inland waterways  
(according to paragraph 19 and paragraph 20 of the Rules)**

When leaving the seaport of the Russian Federation, located on the coast of the NSR, or entering the NSR from inland waterways, the captain of the vessel sends the following information to the Administration (*in the subject line of the message: DISP 19/DDMMYYYY or DISP 20/DDMMYYYY, where DD is the day and MM is the month (the day and month should be indicated by two numbers, for example: 0105, 0712), YYYY - year the message was sent*):

- 1) the name of the vessel;
- 2) IMO number of the vessel (if available), (*for river-sea vessels that do not have an IMO number, a registration number should be indicated. For small boats that do not have an IMO number, the side, registration or registration number should be indicated*);
- 3) the port/the place of departure of the vessel, the actual date and time (Moscow Standard Time) of departure;
- 4) the port/the destination of the vessel, estimated date and time (Moscow Standard Time) of arrival;
- 5) the maximum draft of the vessel in meters;
- 6) type and quantity in metric tons of cargo carried by the vessel;
- 7) the presence, quantity in metric tons and class of dangerous goods carried by the vessel (if any);
- 8) fuel supply indicating the type of fuel in metric tons/number of days during which the vessel can proceed without refueling at the time of the report;
- 9) fresh water supply, taking into account the replenishment of fresh water from the desalination plant of the vessel (if any) at the time of the report (the number of days during which the vessel can proceed without replenishment of fresh water) is indicated;
- 10) the supply of food and other types of vessel supply at the time of the report (the number of days during which the vessel can proceed without replenishment of food and other types of vessel supply) is indicated;
- 11) the number of crew members and passengers on board the vessel;
- 12) the information on damage to the hull, malfunctions of vessel machinery, mechanisms and (or) technical means (if any);
- 13) the name, IMO number (if available) of towed/pushed floating objects, type and quantity of cargo, number of crew members and passengers on them (if any), (*for towed/pushed objects that do not have an IMO number, register number should be indicated*);



14) the planned time (Moscow) exit from the water area of the Northern Sea Route, including the entrance to the inland waterways, or the planned time of arrival at the seaport located in the water area of the Northern Sea Route (approach to the place of cargo operations outside the water areas of seaports), depending on which event comes first.

**Sample compilation of the above information:**

- 1// ARKTIKA
- 2// IMO 7500009
- 3// SABETTA 1905/1000
- 4// MURMANSK 2505/1000
- 5// 8.55
- 6// GENERAL CONTAINERS 10672 MT
- 7// CLASS 1 – 2000 MT
- 8// IFO/620 MT MGO/93 MT FOR 20 DAYS
- 9// FW 20 DAYS
- 10// FOOD AND VESSEL SUPPLIES FOR 20 DAYS
- 11// CREW - 19, PASSENGERS - 5
- 12// NO
- 13// M-63 BARGE, 125986, CRUSHED STONE 1000 TONS
- 14// ETA KARA GATE STRAIT 2105/1000

BEST REGARDS,  
CAPTAIN PETROV

**V. Information after crossing the Western or Eastern border of the NSR and before leaving the NSR once a day at 12:00 Moscow Standard Time (according to paragraph 24 of the Rules)**

The captain sends the following information to the Administration (in the subject line of the message: *DISP 24/DDMMYYYYY*, where *DD* is the day and *MM* is the month (the day and month should be indicated by two numbers, example: 0105, 0712), *YYYY* - year the message was sent):

- 1) the name of the vessel;
- 2) IMO number of the vessel (if available), (for river-sea vessels that do not have an IMO number, a registration number should be indicated. For small boats that do not have an IMO number, the side, registration or registered number should be indicated);
- 3) the geographical coordinates of the vessel (latitude, longitude), (between the digital and alphabetic designations, there must be one single space gap.);
- 4) the planned date and time (Moscow Standard Time) of the vessel's departure from the NSR water area or the planned time of the vessel's arrival at the seaport (the place of cargo operations) located in the NSR water area (depending on which event occurs earlier);
- 5) the course of the vessel with an accuracy of one degree;
- 6) the speed of the vessel in knots with an accuracy of one knot;
- 7) the amount of fuel on board the vessel in metric tons;
- 8) the amount of fresh water on board the vessel in metric tons;
- 9) information about incidents with a crew member of a vessel or a passenger (if any);
- 10) information on damage to the hull, malfunctions of vessel machinery, mechanisms and (or) technical means (if any);
- 11) other information related to the safety of navigation and the protection of the marine environment from pollution from vessels (if any);
- 12) air temperature in degrees Celsius accurate to a degree;
- 13) atmospheric pressure in millibars;
- 14) wind direction and speed with an accuracy of 10 degrees and one meter per second;
- 15) visibility in nautical miles with an accuracy of one mile;
- 16) weather phenomena during the observation period (fog, haze, rain, snow, etc.);
- 17) the temperature of sea water in degrees Celsius with an accuracy of one degree;
- 18) the presence of icebergs, fragments and pieces of icebergs, which indicate the time (Moscow Standard Time) and date of detection/ their coordinates/ approximate linear dimensions (width-height)/ wind speed and direction;

19) total ice cohesion on a ten-point scale, ice age with indication of private cohesion, the code word FAST ICE is indicated for fast ice.

Information on the total cohesion may be indicated only in figures, the ice age should be indicated in exact accordance with the classifier ice age (see Appendix № 1) in the following order:

oldest ice, less old ice, youngest ice.

20) compression of ice in points on a three-point scale in accordance with the nomenclature of sea ice;

21) ice hummock in points on a five-point scale in accordance with the types of sea ice;

22) the destruction of ice in points on a five-point scale in accordance with the nomenclature of sea ice;

23) the presence of icing of the vessel;

24) ice phenomena as intense drift, ice river;

25) the detection of a malfunction or lack of navigation equipment indicated on the navigation map or in the navigation manual.

#### **Sample compilation of the above information:**

1// ARKTIKA

2// IMO 7500009

3// 7321,3 N/07819,2 E

4// ETA DUDINKA 0702/0200

5// 160

6// 10.5

7// 25 IFO/75 MGO

8// 120

9// NO

10// NO

11// NO

12// -10

13// 1013,25

14// 120/12

15// 8

16// FOG

17// 1

18// 1606 2001, 7400,0 N/07400,0 E, 10 2, 5 20

19// 7-8; MEDIUM FIRST-YEAR ICE 1-3; THIN FIRST-YEAR ICE 1-3; GREY ICE 1-3

20// 1-2

21// 2-3

22// 4-5

23// NO

24// ICE RIVER

25// NO

BEST REGARDS,  
CAPTAIN PETROV

**VI. Information when the vessel calls at the seaport of the Russian Federation (arriving at the place of cargo operations/ place of works), located on the coast of the NSR (or in the water area of the NSR), immediately after the arrival of the vessel (according to paragraph 23 of the Rules)**

After sailing in the water area of the NSR when the vessel enters the seaport of the Russian Federation (arriving at the place of cargo operations), located on the coast of the NSRC, immediately after the vessel enters, the captain of the vessel reports the following information to the Administration (*in the subject line of the message: DISP 23/DDMMYYYY, where DD is the day and MM is the month (the day and month should be indicated by two numbers, example: 0105, 0712), YYYY - year the message was sent*):

- 1) the name of the vessel;
- 2) IMO number (if available), (*for river-sea vessels that do not have an IMO number, a registration number should be indicated. For small boats that do not have an IMO number, the side, registration or registered number should be indicated*);
- 3) the date and time (Moscow Standard Time) of arrival at the port, the name of the port, (*if the vessel's destination is not a seaport, but a destination/place/point with coordinates in the NSR, it is allowed to indicate the name of the place or point with geographical coordinates instead of the name of the port*).

**Sample compilation of the above information:**

- 1// ARKTIKA
- 2// IMO 7500009
- 3// 0702/0645 DUDINKA

BEST REGARDS,  
CAPTAIN PETROV

**VII. Information after sailing in the NSR when leaving the NSR, including access to the inland waterways of the Russian Federation (according to paragraph 22 of the Rules)**

After sailing in the NSR when leaving the NSR, including access to the inland waterways of the Russian Federation, the captain of the vessel informs the Administration of the following information (*in the subject line of the message: DISP 22/DDMMYYYY, where DD is the day and MM is the month (day and month should be indicated by two numbers, example: 0105, 0712), YYYY - year the message was sent*):

- 1) the name of the vessel;
- 2) IMO number (if available), (*for river-sea vessels that do not have an IMO number, a registration number should be indicated. For small boats that do not have an IMO number, the side, registration or registered number should be indicated*);
- 3) the date, time and place of crossing the border of the NSR;
- 4) the geographical coordinates of the NSR border crossing (the Kara Gate Strait, the Matochkin Shar Strait, the Yugorsky Shar Strait, Meridian of Cape Zhelaniya, parallels of Cape Dezhnev), (for vessels that leave the NSR for the inland waterways of the Russian Federation, the exit date, time (Moscow Standard Time), place of leaving the water area / place of entry into the inland waterways of the Russian Federation).
- 5) the course of the vessel with an accuracy of 1 degree;
- 6) the speed of the vessel with an accuracy of 0.1 knots.

**A sample of compilation of the above information:**

1// ARKTIKA  
2// IMO 7500009  
3// 0302/1618 CROSSED THE WESTERN BORDER OF THE KARA GATE STRAIT IN THE WESTERN DIRECTION  
4// 7019,1 N/05750,1 E  
5// 032  
6// 12, 6

BEST REGARDS,  
MSTER PETROV

Appendix № 1 to the Instruction  
for filling out the 12-hour report,  
paragraph 24 of the Rules (subparagraphs 19-24)

### I. Concentration (subparagraph 19)

Title	Concentration minimal, in points	Concentration maximum, in points	Comment
-	-	-	ice free
OW	0	1	open water
1 - 3	1	3	very open ice
4 - 6	4	6	open ice
7 - 8	7	8	close ice
9 - 10	9	10	very close ice
10	10	10	fast ice

### II. Ice age classifier (subparagraph 19)

Title	Thickness minimal, cm	Thickness maximum, cm
01. New ice		5
02. Nilas, Ice rind	5	10
03. Grey ice	10	15
04. Grey-white ice	15	30
05. Thin first-year ice	30	70
06. Medium first-year ice	70	120
07. Thick first-year ice	120	180
08. Residual ice	50	180
09. Second-year ice	180	280
10. Multi-year ice	300	999
11. Ice of land origin		
99. Undetermined or unknown		

### III. Form of ice

Tittle	Comment
01. Pancake ice	The ice plates are predominantly round in the shape from 30 cm to 3 m in diameter and up to about 10 cm thick
02. Small ice cake, brash ice	Broken ice less than 2 m across
03. Ice cake	Any relatively flat piece of sea ice less than 20 m across
04. Small floe	20-100 m across
05. Medium floe	100-500 m across
06. Big floe	500-2000 m across
07. Vast floe	From 2 to 10 km across
08. Giant floe	Over 10 km across
09. Fast ice	
10. Grounded Hummock	
11. Icebergs, growlers or floebergs	
99. Undetermined or unknown	

### IV. Compacting (subparagraph 20)

Title	Compacting Minimal, in points	Compacting Maximum, in points
1	1	1
1-2	1	2
2	2	2
2-3	2	3
3	3	3



## V. Hummocked ice (subparagraph 21)

Title	Hummocked ice Minimal, in points	Hummocked ice Maximum, in points
0-1	1	1
1-2	1	2
2	2	2
2-3	2	3
3	3	3
3-4	3	4
4	4	4
4-5	4	5
5	5	5

## VI. Stages of melting (subparagraph 22)

Title	Stages of melting Minimal, in points	Stages of melting Maximum, in points
1	1	1
1-2	1	2
2	2	2
2-3	2	3
3	3	3
3-4	3	4
4	4	4
4-5	4	5
5	5	5