



2017
Oceania Regional Response Team
OPERATIONS
MANUAL

REVISED: Aug 2017

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INTRODUCTION

This Oceania Regional Response Team (ORRT) Operations Manual provides membership with Standard Operating Procedures for the ORRT. These procedures and processes support the ORRT's purpose, vision, mission, and goals.

This document also provides a one-stop medium for member & other organization/individual contact information, standing committee membership, policies, and guidance. It will be continually reviewed throughout the year and revised annually during each January ORRT ESC Planning meeting.

SECTION I: UPDATES AND CHANGES

CHANGE OR UPDATE

PERSON ENTERING

DATE

SECTION II: ORGANIZATION

ORRT MEMBERSHIP

Consistent with Section 300.115 (b) of the National Oil and Hazardous Substance Pollution Contingency Plan (NCP), the ORRT is comprised of members from thirteen federal departments and agencies and representatives from the Commonwealth of Northern Mariana Islands (CNMI), and the territories of Guam and American Samoa. A complete listing of ORRT members can be found in Appendix I of this document and in the Oceania Regional Oil and Hazardous Substances Contingency Plan (ORCP).

The following are members of the ORRT:

Department of Commerce

Department of Transportation

National Oceanic and Atmospheric Administration

Department of Defense

- U.S. Pacific Command - JTF-HD
- U.S. Army Corps of Engineers
- U.S. Navy

Department of Labor

- Occupational Safety & Health Administration

Environmental Protection Agency

Department of Interior

- US Fish and Wildlife

General Services Administration

Department of Justice

Department of State

Department of Health & Human Services

- Agency for Toxic Substances and Disease Registry

Department of Energy

Commonwealth of the Northern Mariana Islands

- Department of Environmental Quality
- Emergency Management Office

Guam

- Guam Environmental Protection Agency
- Guam Homeland Security/Office of Civil Defense

American Samoa

- AS Environmental Protection Agency
- TEMCO

Hawaii

- Department of Health
- Hawaii Civil Defense

Department of Homeland Security

- Federal Emergency Management Agency
- U.S. Coast Guard
 - 14th Coast Guard District
 - Sector Guam, CNMI
 - Sector Honolulu, HI

The ORRT serves as the regional body for planning and preparedness activities before a response to a significant oil or hazardous substance incident is taken, and for coordination and advice during such response actions.

CO-CHAIRS

Consistent with Section 300.115 (c) of the NCP, the ORRT is co-chaired by the following positions within the U.S. Environmental Protection Agency (USEPA), Region 9 and the U.S. Coast Guard (USCG) Fourteenth District:

EPA

Daniel Meer,
Assistant Director, Emergency Response,
Preparedness and Prevention Branch
Superfund Division, EPA R9

USCG

William Marhoffer
USCG D14, Planning Division

Co-Coordiators

Bill Robberson, Commander USPHS
U. S. EPA Region 9

John Titchen, Lt-CDR
USCG D14

COMMITTEES

Standing Committees.

Executive Steering Committee. The ORRT Executive Steering Committee provides the primary focus for the direction of the ORRT and its committees, and identifies & resolves possible overlap of committee efforts. The ESC also provides administrative management of the RRT and oversight of the RRT process and structure.

The following ORRT member agencies have been designated as members of the ORRT Executive Steering Committee due to their consultation and coordination role in contingency planning and response:

1. U.S. Environmental Protection Agency
2. U.S. Coast Guard
3. U.S. Department of Commerce (NOAA Hazmat)
4. U.S. Department of the Interior (Regional Environmental Officer)
5. Federal Emergency Management Agency
6. State of Hawaii*
7. Territory of American Samoa*
8. Territory of Guam*
9. Territory of CNMI*

*NOTE: Policy, Contingency Planning and Response that are coincident to their respective State or Territorial boundaries and jurisdictions.

Subcommittees. The ORRT will establish subcommittees on an ad-hoc basis to address the various issues of concern to the ORRT and FOSCs relative to significant oil and hazardous substance incidents. The structure and membership of each ORRT ad-hoc subcommittee will be determined when the subcommittee is developed in support of the ORRT. For each ad-hoc subcommittee established, a chairperson will be assigned to organize and lead the subcommittee's effort. When the specific work item is completed, the subcommittee will normally be disestablished unless the subcommittee is needed to monitor their project's effectiveness.

The chairs of each subcommittee are responsible for developing goals and objectives for their subcommittees and providing proposals and deliverables to the ORRT and the CCPC to consider.

The ORRT ad-hoc subcommittees should convene by teleconference at least once between standing ORRT meetings as needed. The ORRT Coordinators, upon request

of the subcommittee Chair, are responsible for arranging these teleconferences. Each subcommittee may also meet in person or hold additional teleconferences as required to meet their goals and objectives.

Each subcommittee, when completing work assignments and projects, shall ensure that they are not contrary to existing policy and guidance previously developed by the ORRT. A listing and brief summary of the ORRT's policies, procedures, Memorandum of Understandings/Agreements (MOU/MOA), and guidance documents is listed in Appendix III.

TEAMS

As required under Section 300.115 (b) of the NCP, the two principal components of the ORRT mechanism are a **standing team**, which consists of designated representatives from each participating federal, state, and local agency, and an **incident-specific team**, where participation will relate to the technical nature of the incident and its geographic location.

SECTION III: TEAM ACTIVATION PROCEDURES

Consistent with Section 300.115 (j) (1) of the NCP, the ORRT incident-specific team may be activated as an inter-governmental coordination team when an actual or potential discharge or release:

- 1) Exceeds the response capability available to the Federal On Scene Coordinator (FOSC) in the place where it occurs;
- 2) May pose a substantial threat to the public health, welfare, environment, or to regionally significant amounts of property;
- 3) Otherwise meets the definition of a major discharge as defined in the NCP; or
- 4) When requested by the FOSC.

Using the above criteria, **any** ORRT representative may request either Co-Chair to activate the ORRT incident-specific team. The request shall be made to the USCG Co-Chair for marine incidents and to the EPA Co-Chair for inland incidents. The request can be submitted verbally, in writing, fax, or e-mail.

If one Co-Chair decides to activate the ORRT incident-specific team or receives such a request from another ORRT representative, this Co-Chair will notify the other Co-Chair of that decision. The USCG Co-Chair will assume the lead for marine incidents and the EPA Co-Chair will assume the lead for inland incidents. Notifying remaining ORRT members will be the responsibility of the lead Co-Chair and may be delegated to the ORRT Coordinator or other staff representatives.

When activated, the ORRT may meet or convene by teleconference at the request of the lead Co-Chair and may:

- 1) Monitor and evaluate reports from the FOSC. The ORRT may advise the FOSC on the duration and extent of the federal response and may recommend to the FOSC specific actions in responding to the discharge or release;
- 2) Request other Federal, State/Commonwealth/Territory, or local government, or private agencies to provide resources under their existing authorities to assist the FOSC's response efforts;
- 3) Help the FOSC prepare information for, and communicate with, the National Response Team (NRT);

- 4) If circumstances warrant, advise the regional or district head of the agency providing the FOSC that a different FOSC should be designated; and
- 5) Forward Pollution Reports (POLREPs) and/or Situational Reports (SITREPs) to member agencies and other entities as significant developments occur.

Arrangements for meeting locations and/or teleconferences will be the responsibility of the lead Co-Coordinator or designated representative. The recording and distribution of summaries of meetings or teleconferences conducted by the ORRT incident-specific team activation shall also be the responsibility of the lead Co-Coordinator or other designated representative.

The ORRT incident-specific team will be deactivated by agreement between the Co-Chairs or their representatives. The lead Co-Chair or his/her representative will be responsible for notifying ORRT members of the deactivation. The dates and times for activation and deactivation should be included in POLREPs and/or SITREPs, or other summaries generated by the FOSC or the lead Co-Chair and/or documented in summaries of meetings or teleconferences of the ORRT.

SECTION IV: MEETINGS

The ORRT shall periodically meet to: review and comment on recent response actions or other issues related to the preparation, implementation, or exercise of regional and/or local plans; recommend revisions of the ORCP, the various Area Contingency Plans (ACP), and the NCP; review FOSC actions to ensure that the ORCP and ACPs are effective; conduct advance planning for the use of dispersants, surface collection agents, burning agents, biological additives, or other chemical agents and in alignment with Subpart J of the NCP; and conduct or participate in training and exercises as necessary to encourage preparedness activities of the response community within the region.

An annual strategy & planning meeting of the ESC will be held each January. The agenda for that meeting will include, but not be limited to: a review of the past year's ORRT events, upcoming standing meeting dates and agendas, hot topics, and updates. Upon conclusion of this meeting a summary of the discussion, including the annual meeting schedule, will be transmitted between the CCPC and the ORRT membership to update all stakeholders on the outcome of this meeting.

Additionally, the ORRT shall meet each year in Honolulu, American Samoa, and Guam/CNMI. For the meetings in the Mariana Islands (Guam/CNMI), the location will generally alternate between Guam and the CNMI.

The EPA and USCG will jointly arrange meeting dates and locations. In instances where a charge will be incurred for meeting facilities, the ORRT Co-Coordination will determine which agency has available budgetary resources to fund the meeting facilities.

The Co-Coordination shall jointly develop and finalize the agenda for each ORRT meeting.

The Co-Chairs will moderate the ORRT meetings with the assistance of their respective Co-Coordination. This includes introducing speakers, maintaining adherence to the agenda and its time frame, determining appropriate times for breaks, and adjusting the agenda to fit changing schedules of presenters and other "last minute" changes.

The ORRT Co-Coordination will jointly manage the recording of meeting minutes, preparation of summaries, and distribution of summaries to the ORRT members and participants within 30 days of meeting conclusion. The meeting summaries will also be available on the ORRT web page.

SECTION V: DOCUMENTATION

ACTION PLAN

The annual Action Plan indicates the specific objectives or work items that the ORRT will address, initiate, or develop during the calendar year. This plan will set the priorities of the ORRT based on the limited administrative and operational resources available to the ORRT.

The development of the ORRT Action Plan sets the annual project/issue priorities for the organization and is based on:

- Setting a priority to the issues or projects having the greatest need to be addressed by the ORRT;
- The issues or projects should be within the ORRT's administrative or operational span of control;
- The issues or projects addressed annually need to be realistic for the ORRT based on member agency work load, funding, and expertise;
- The Action Plan is a living document. The issues or projects addressed annually by the ORRT may be adjusted or changed at any time by the ORRT or CCPC based on the changing needs of the response community.

The ORRT Coordinators will jointly develop and submit the Action Plan to the CCPC for final approval no later than January 31st of each calendar year. The CCPC will review, approve, and disseminate the finalized Action Plan no later than February 15th of each calendar year. The Action Plan is contained within Appendix IV.

OCEANIA REGIONAL CONTINGENCY PLAN

The ORRT Co-Coordination are jointly responsible for maintaining currency of the ORCP. The ORCP was developed to ensure the coordination of a timely, effective response by federal and local agencies to an oil or hazardous substance incident. The ORCP identifies: EPA/USCG jurisdictional boundaries, National Strike Force and other Special Teams, communications and response equipment, trustees for natural resources, TSD facilities, and pertinent Federal and local geographical ACPs. The ORCP also outlines steps that are to be taken to ensure coordination among federal agencies, details assistance available from other agencies, and provides protocols to be followed to secure assistance from other agencies and response organizations. The ORCP will also provide general guidance to Area Committees in the writing, revision and update of Area Contingency plans to ensure consistency with the ORCP and the NCP.

The ORCP will be jointly reviewed annually by the ORRT Co-Coordiators. The ORRT Co-Coordiators will consult on any changes to the ORCP before distributing revisions to ORRT members and holders of the ORCP. The ORCP is available via the ORRT website at www.OceaniaRRT.org or www.nrt.org/Oceania

ANNUAL REPORTS

Consistent with Section 300.115 of the NCP and NRT guidance, the ORRT is required to submit an annual report by January 31 to the NRT. The report summarizes recent activities, organizational changes, operational concerns, and efforts to improve state and local coordination. The NRT has issued an outline of the preferred format for these reports.

The ORRT Co-Coordiators shall be jointly responsible for preparing the annual report. The Co-Coordiators will work together throughout the year in collecting information from other ORRT member agencies for inclusion in the report. Once the annual report is finalized, the Co-Chairs will review & sign the document during the January planning meeting. The Co-Coordiators will submit the approved & signed report to the NRT Executive Secretary, ensure hard copies are disseminated to the ORRT membership, and post to the ORRT website. Notice of availability of the annual reports will be provided to ORRT members and participants via e-mail.

OPERATIONS MANUAL

This Operations Manual will be revised throughout the year as necessary. The ORRT Co-Coordiators will jointly revise the manual in consultation with the Co-Chairs.

WEBSITE

The ORRT has online presence that can be accessed via the ORRT website at www.Oceania.RRT.org. This homepage offers a variety of ORRT-related items and will include standing meeting agendas, End of Year Reports, the ORCP, the Operations Manual, the ORRT contact list, and the region's ACPs.

Anyone desiring to upload material to the RRT's homepage shall submit the same to either of the ORRT Co-Coordiators. The ORRT Co-Chairs shall serve as the approval medium for all materials wishing to be placed on the ORRT homepage.

APPENDIX I

ORRT CONTACTS

<u>Oceania Regional Response Team RIX</u>						
NAME	ORGANIZATION	ADDRESS	PHONE	24-hour phone	FAX	E-MAIL
John Woytack	Dept. Homeland Security, FEMA	1111 Broadway St., Ste 1200 Oakland, CA 94607-4052			(510) 627-7214	<u>Matthew.Bradley@dhs.gov</u>
Maurice "Chris" Craft	GSA	450 Golden Gate Ave. San Francisco CA, 94102	415.522.2613	415.516.6852	415.522.3311	<u>maurice.craft@gsa.gov</u>
	GSA	GUAM				
	CNMI DEQ	Chelan Pale Arnold 30, Gualo Rai Center, Gualo Rai P.O. Box 501304 CK Saipan, MP 96950	(670) 664-8500/1	(670) 287-1529	(670) 664-8540	
CDR David Reinhard	USCG Pacific Strike Team Commanding Officer	Hangar 2, Hangar Blvd. Hamilton Field, Novato, Ca 94949	(415) 883-3311	(415)948-5389	(415) 883-7814	<u>David.j.reinhard@uscg.mil</u>
Scott Fretz	Hawaii Dept. of Land and Natural Resources	1151 Punchbowl Street, Room 325, Honolulu, HI 96813	(808) 587-4187	(808) 227 3403	(808) 587 0160	<u>Scott.Fretz@Hawaii.gov</u>
Mr. Walter Leon Guerrero	Guam EPA	Guam	(671) 300-4788	(671) 482-3669		Walter.leonguerrero@guam.epa.gov
Mr. Will Sili	AS EPA	Pago Pago, American Samoa	(684) 633-2304	(684) 733-6149		William.sili@epa.as.gov

NAME	ORGANIZATION	ADDRESS	PHONE	24-hour phone	FAX	E-MAIL
Barbara Goto	DOL/OSHA	300 Ala Moana Blvd, Honolulu, HI 96950	(808) 541-2687	(800) 475-4020	(808) 541-3456	goto.barbara@dol.gov
Terry Corpus	Hawaii DOH	919 Ala Moana Blvd. Rm 206 Honolulu, HI 96814	(808)586-4249	(808)247-2191	(808)586-7537	corpus.terry@doh.hawaii.gov
John McCarroll	USEPA	75 Hawthorne St., SF 94105	(415) 972-3774	(800) 300-2193	(415)947-3560	mccarroll.john@epa.gov
Daniel Meer	USEPA Oceania RRT Co-Chair	75 Hawthorne St, SF 94105	415 972-3132	415 971-6792	(415)947-3518	meer.daniel@epa.gov
Libby Vianu	ATSDR	75 Hawthorne St, Suite 100, HHS-1 Sf 94105	(415)947-4319	(925) 324-4746	(415)947-4323	Vianu.libby@epa.gov
	Navy/OSC	850 Ticonderoga St. Suite 110, Code N45, Pearl Harbor, HI 96860	(808) 473-4689	(808) 864-2463	(808) 473-2870	@navy.mil
Janet Whitlock	DOI - OEPC	333 Bush Street, Suite 515 San Francisco, CA 94104	(415) 296-3355 (work)	(415) 420-0524 (cell)		Janet_whitlock@ios.doi.gov Regional Environmental Officer, Region 9 Office of Environmental Policy and Compliance US Department of the Interior
Lance Richman	US EPA RRT-9 Co-Coordinator	75 Hawthorne St. SFD-7-4 San Francisco, CA 94105	(415) 972-3022	(415) 816-6314	(415) 947-3518	Richman.lance@epa.gov
Bill Robberson	US EPA ORRT Co-Coordinator	75 Hawthorne St. SFD-7-4 San Francisco, CA 94105	415 972-3072	415 238-5768	415 947-3520	Robberson.bill@epa.gov
Karen Rosa	Field Response Coordinator Pacific Islands Fish and Wildlife Office	300 Ala Moana Blvd., Room 3-122 Box 50088, Honolulu, HI 96850	(808) 792-9400	(808) 222-9262	(808) 792-9581	Karen_rosa@fws.gov

NAME	ORGANIZATION	ADDRESS	PHONE	24-hour phone	FAX	E-MAIL
Michael Underhill	DOJ (main representative)	P.O. Box 36028, Room 7-5395, 450 Golden Gate Ave, SF 94102	(415) 436-6648	(415) 533-1551	(415) 436-6632	Mike.Underhill@usdoj.gov
Fa'amao Asalele Jr.	U.S. Territory of American Samoa	EPA Office Fagato American Samoa	684-733-6157			Faamao.asalele@epa.as.gov
Ruth Yender	NOAA – USCG Sector Honolulu SSC	IRC Ford Island, HI		(206) 849.9926 - cell (206) 526-4911		ruth.yender@noaa.gov
LCDR John Titchen	USCG D14 USCG Co-Coordinator/ Alt Co-Chair	300 Ala Moana Blvd, 9-240 Honolulu, HI 96850	(808) 535-3325	(808)541-2500	(808) 535-3325	john.k.titchen@uscg.mil
Paul J. Kemp	Assistant General Manager for Compliance and Safety Guam Waterworks Authroity	578 N Marine Corps Drive, Tamuning, 96913-4111	(671) 647-2605		(671) 646-2335	paulkemp@guamwaterworks.org
Kim Beasley	Clean Islands Council	179 Sand Islands Access Rd Honolulu, HI 96819	(808) 845-8465			kimb@cleanislands.org
Kay Lawrence	US EPA Section Chief Emergency Prevention & Preparedness and Alt Co-Chair	75 Hawthorne St., SF 94105	(415) 972-3039	(800) 300-2193	(415) 947-3520	lawrence.kathryn@epa.gov
Chris Reiner	US EPA, OSC Circuit Rider Hawaii and American Samoa	75 Hawthorne St., SF 94105	(415) 972-3414	414 971-6911	(415) 947-3518	reiner.chris@epa.com
Richard Scott Mitchem	U.S. Department of Homeland Security	300 Ala Moana BLVD, Rm 6-210 P.O. Box 50046 Honolulu, HI 86850	(808) 550-2091	(808) 264-0395		richard.mitchem@dhs.gov
Janis Heple	Retired Program director UC	1333 Research Park Drive,	(530) 757-8602		(530) 757-8634	jheple@unexmail.ucdavis.edu

	Davis	Davis, CA 95618				
NAME	ORGANIZATION	ADDRESS	PHONE	24-hour phone	FAX	E-MAIL
Captain Mike Long	Commanding Officer Sector Honolulu	400 Sand Island access Parkway	(808) 842-2640	(808) 842-2600	(808) 842- 2649	
	CCGD-14 Chief of Incident Management	300 Ala Moana Blvd, Rm. 9-240, Honolulu, HI 96850	(808) 535-3331	(808) 541-2500	(808) 535- 3324	
Mr. William Marhoffer	CCGD-14 ORRT CO- Chair	300 Ala Moana Blvd, Rm. 9-240, Honolulu, HI 96850				<u>William.R.Marhoffer@uscg.mil</u>
	CCGD-14 DRAT Supervisor	300 Ala Moana Blvd, Rm. 9-240, Honolulu, HI 96850	(808) 535-3343	(808) 541-2500	(808) 535- 3324	
Captain James B. Pruett	Sector Commander Guam/CNMI	PSC 455, Box 176 Guam 96540-1056	(671) 355-4801			

APPENDIX II

EXECUTIVE STEERING COMMITTEE MEMBERSHIP

<u>AGENCY</u>	<u>PARTICIPANTS</u>
USEPA	Dan Meer, Co-Chair CDR Bill Robberson, ORRT Co-Coordinator
USCG	William Marhoffer, Co-Chair CDR Martin Smith, ORRT Co-Coordinator/Alt. Co-Chair LT Stacey Crecy, ORRT, Alternate Co-Coordinator
Hawaii	Mr. Terry Corpus, HDOH
American Samoa	Mr. Will Sili, ASEPA
CNMI	TBD, CNMI DEQ
Guam	Mr. Walter Leon Guerrero, Guam EPA

APPENDIX III

POLICIES, PROCEDURES, & GUIDANCE

USCG and EPA Jurisdictional Boundaries for Hawaii, Guam and CNMI

US EPA / USCG Response Jurisdiction Demarcation Line in Oceania AOR
Oceania Regional Response Team (ORRT)
September 2012

For the State of Hawaii and for the U.S territories of Guam, Commonwealth of Northern Mariana Islands and American Samoa, the coastal/inland line of demarcation¹ is defined by the mean-high tide (shoreline) as depicted on a NOAA Marine Navigational Chart. All surface waters affected by tides up to the mean-high tide line (shoreline) are in the coastal zone; all other surface waters are in the inland zone.

U.S. EPA does not currently have response personnel stationed in the Oceania AOR. As described in 40 CFR 300.135(b), the first federal official affiliated with an NRT member agency (for example a Coast Guard official with District 14, Sector Honolulu or Sector Guam, a US Navy official with Pearl Harbor or a Defense Coordinating Officer with Department of Defense) should coordinate activities under the NCP, until an EPA FOSC can arrive to assume responsibility for the federal response in the inland zone.² EPA Region 9 policy establishes that the EPA FOSC on response duty must be available for mobilization within 60 minutes of notification by the EPA duty officer. An EPA FOSC will deploy to a release of oil or hazardous material in the inland zone if a federal response is required. However, given travel times/ flight availability from the U.S. mainland to Hawaii or the western pacific islands, it may be 24 to 48 hours before an EPA FOSC arrives on scene.

¹ 40 CFR 300.210(b): RCPs shall contain lines of demarcation between the inland and coastal zones, as mutually agreed upon by USCG and EPA

² 40 CFR 300.135(b)

40 CFR 300.135(b)

APPENDIX IV

Action Plan

The following annual Action Plan indicates the specific action items that the ORRT will address, initiate, or develop during calendar year 2014. This Action Plan sets the priorities for the ORRT for the year, and these projects will be overseen and tracked by the CCPC until completion. The Action Plan is divided into 2 sections: the first for repetitive, standing items, the second for new, non-repetitive items.

STANDING ITEMS

Action Item: Complete, approve, and sign annual End of Year Report. Submit report to the NRT, distribute copies to ORRT membership, and post on the ORRT web page.

Entity Addressing Item: Executive Steering Committee

Target Date: March 31, Annually

Action Item: Develop annual Standing Meeting Schedule, disseminate to ORRT membership, and post it on the ORRT web page by 01 October.

Entity Addressing Item: Executive Steering Committee

Target Date: October 1, 2017

Action Item: Review & update Operations Manual (Incorporate NRT's SOP format) and post to the ORRT web page.

Entity Addressing Item: Co-Coordiators

Target Date: January 31, 2018

Action Item: Identify/Solicit Training needs for ORRT membership to include a calendar of training activities, and provide recommendations to ORRT membership to address those needs.

Entity Addressing Item: Co-Coordiators

Target Date: Each ORRT Meeting

Action Item: Maintain ORRT Website

Entity Addressing Item: Co-Coordiators

Target Date: Ongoing

Action Item: Align ORRT Meetings with NPREP Exercises, Area Committee Meetings and other leveraging activities as appropriate.

Entity Addressing Work Item: Co-Coordiators

Target Date: Ongoing

Action Item: Work with DOT Representative to ORRT to access HMEP fund to support outer island travel for training/coaching Grantees.

Entity Addressing Item: EPA Co-Coordinator/DOT Rep

Target Date: Ongoing

Action Item: Attend Annual NRT Conference and represent ORRT

Entity Addressing Item: Co-Chairs/Co-Coordiators

Target Date: Annually

Action Item: Continue to engage SPREP during annual standing ORRT meeting on American Samoa & Apia visit.

Entity Addressing Item: Co-Coordiators

Target Date: Ongoing

Action Item: Review CG/EPA Memorandum of Agreement for Oceania Preparedness and Response

Entity Addressing Item: Coast Guard & EPA

Target Date: Annually

Action Item: Ensure Jurisdictional Boundaries for Hawaii and the Territories are incorporated into the Area Contingency Plans

Entity Addressing Item:

Target Date: Incorporation into the digital RCP and ACPs/GRPs is in process (August, 2017)

Action Item: Develop short and long term Goals for assessing and improving individual Area and Regional Response Capabilities.

Entity Addressing Work Item: Executive Steering Committee Members and FOSC Circuit Riders

Target Date: TBD

Action Item: Conduct ESF-10/IOF-JFO Job Aid annual refresher training.

Entity Addressing Work Item: Co-Chairs/Co-Coordinators as available

Target Date: Annually

Action Item: Maintain and update all data in the EPA All Hazards COPs for OCEANIA AOR

Entity Addressing Work Item: Co-Coordinators

Target Date: Ongoing

Action Item: Draft Revision of Oceania Regional Contingency Plan (online compatible)

Entity Addressing Work Item: Co-Coordinators

Target Date: DRAFT March 2018; FINAL August 2018

Action Item: Coordinate Specific GRP revisions for each Area Contingency Plan with respect to inclusion of Endangered Species Act Section 7 consultation, State/Territory Historical Preservation and other resources at risk trustees.

Entity Addressing Work Item: Co-Coordinators/Executive Steering Committee

Target Date: Ongoing

Action Item: Develop equipment lists and points of contact for Response Resources that are not visible to the OSRO Verification process due to their ownership being outside of the U. S.

Entity Addressing Work Item: CGD14/DRAT

Target Date: TBD

Action Item: Champion innovative local solutions that will aid in increasing response capacity to meet regulatory requirements or improve prevention measures in remote locations in Oceania, so that waivers and alternative planning criteria will be unnecessary.

Entity Addressing Work Item: CGD14/DRAT

Target Date: TBD

Action Item: Set calendar/dates/times for Executive Steering Committee Meetings

Entity Addressing Work Item: Executive Steering Committee

Target Date: TBD

Action Item: Monitor issues regarding WW II sunken vessels and other derelicts around the Pacific.

Entity Addressing Work Item: Co-Chairs & Co-Coordinators.

Target Date: Ongoing

Action Item: Establish Working Group Charters, staffing working groups with an executive level member who will ensure proper participation and outcomes.

Entity Addressing Work Item: Executive Steering Committee

Target Date: TBD

Action Item: Sponsor/provide NOAA SCAT Training at three levels: Refresher, New Team Member, Team Leader

Entity Addressing Work Item: Co-Coordinators and Oceania SSC

Target Date: February/March, 2018 for Guam and CNMI Agencies
