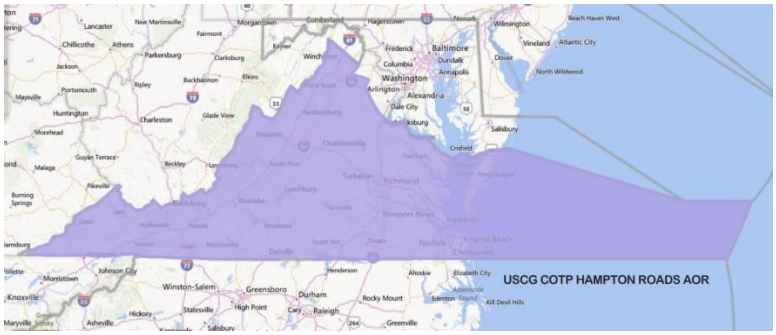
Virginia Area Contingency Plan

PREPARED BY:

VIRGINIA AREA COMMITTEE



C/O USCG SECTOR VIRGINIA
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JUNE 2021

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Preface

The Area Contingency Plan (ACP) was developed to align coordination structures among all levels of government, capabilities, and resources into a unified, all-discipline, and all-hazards approach to incident management. The ACP's development included extensive coordination with federal, state, and local agencies, nongovernmental organizations (NGOs), and the private sector throughout the area.

The ACP incorporates best practices from a wide variety of incident management disciplines to include fire, rescue, emergency management, law enforcement, public works, and emergency medical services. The collective input received from the public and private-sector partners has been, and will continue to be, absolutely critical to the continued refinement of the ACP.

The ACP provides mechanisms for the coordination and implementation of a wide variety of incident management and emergency assistance activities. Activation of the ACP serves to unify and enhance the incident management capabilities and resources of individual agencies and organizations acting under their own authorities in response to a wide array of potential threats and hazards.

The continued efforts of the Area Committee to foster partnerships and cooperation among all levels of the government, private sector, and NGOs will remain necessary in order to ensure that the emergency management community is prepared to respond and the combined public health, environment, and economy remain protected in the region.

Samson C. Stevens *Captain, U.S. Coast Guard* *Area Committee Co-chair*	John Giese *State On-Scene Coordinator* *Virginia Department of Environmental Quality* *Area Committee Co-chair*
Frank Csulak *NOAA Scientific Support Coordinator* *Executive Committee Member*	Tom Jordan *Virginia Department of Emergency Management* *Executive Committee Member*
Christine Wagner *Environmental Protection Agency* *Executive Committee Member*	Emily Hein *Virginia Institute of Marine Science* *Executive Committee Member*

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Table of Contents

Annexes

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List of Acronyms

AC	Area Committee
A/C	Aircraft
ACO	Aircraft or Fixed-Wing Coordinator
ACP	Area Contingency Plan
ADCON	Administrative Control
AMIO	Alien Migrant Interdiction Operations
AMSC	Area Maritime Security Committee
AMSP	Area Maritime Security Plan
AOBD	Air Operations Branch Director
AOC	Area Operations Coordinator
AOIC	Assistant Officer-in-Charge
AOR	Area of Responsibility
ARC	American Red Cross
AREP	Agency Representative
ARTES	Alternative Response Technology Evaluation System
ATSDR	Agency for Toxic Substance Disease Registry
AST	Atlantic Strike Team (USCG)
ATGS	Air Tactical Group Supervisor
ATP	Authorization to Proceed
BCMG	Base Manager
BOA	Basic Ordering Agreement
BBL	Barrel (42 U. S. gallons)
CAC	Crisis Action Center
CANAPS	Ceiling and Number Assignment Processing System
CBP	Customs and Border Protection
CBRNE	Chemical Biological Radiological Nuclear Emergency
CCL	Contamination Control Line
CDC	Center for Disease Control
CEQ	Council on Environmental Quality
CERCLA	Comprehensive Environmental Response, Compensation & Liabilities Act
CHRIS	Chemical Hazardous Information Response System
CGHQ	Coast Guard Headquarters
CLMS	Claims Specialist
CO	Commanding Officer
COML	Communication Unit Leader
COMMCEN	Communications Center
COS	Chief of Staff
COST	Cost Unit Leader
COTP	Captain of the Port (USCG)
CFR	Code of Federal Regulations
CPN	CERCLA Project Number
CTU	Commander Task Unit
CWA	Clean Water Act
DEA	Drug Enforcement Agency
DEM	Department of Emergency Management

DEQ	Department of Environmental Quality
DFM	Diesel Fuel Marine
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DIVS	Division/Group Supervisor
DMOB	Demobilization Unit Leader
DOC	U. S. Department of Commerce
DOCL	Documentation Unit Leader
DOD	U. S. Department of Defense
DOE	U. S. Department of Energy
DOI	U.S. Department of Interior
DOL	U. S. Department of Labor
DOL	Director of Operational Logistics
DOSC	Deputy Operations Section Chief
DOT	U. S. Department of Transportation
DPRO	Display Processor
DRAT	District Response Advisory Team
DRG	District Response Group
DWR	Department of Wildlife Resources
EEI	Essential Element of Information
EEZ	Exclusive Economic Zone
ELT	Emergency Locator Transmitter
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ENSP	Environmental Specialist
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPD	Emergency Preparedness Division
ERMA	Environmental Response Management Application
ERT	Environmental Response Team (EPA)
ESF	Emergency Support Function
ESI	Environmental Sensitivity Index
EUL	Environmental Unit
FAA	Federal Aviation Administration
FACL	Facilities Unit Leader
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FDUL	Food Unit Leader
FEMA	Federal Emergency Management Agency
FIG	Field Intelligence Group
FIST	Field Intelligence Support Team
FMSC	Federal Maritime Security Coordinator
FO	Facility Owner
FOB	Field Observer
FOSC	Federal On-Scene Coordinator
FINCEN	Coast Guard Finance Center
FRP	Facility Response Plan

FSC	Finance Section Chief
F/V	Fishing Vessel
FWPCA	Federal Water Pollution Control Act 33 USC 1321 - U. S. Code Title 33, Part 1321 (Codified version of the FWPCA)
CG-533	Coast Guard's Office of Incident Management and Preparedness
GAL	Gallon
GIS	Geographic Information System
GIUE	Government-Initiated Unannounced Exercise
GSA	General Services Administration
GSUL	Ground Support Unit Leader
H/C	Historic/Cultural
HAZMAT	Hazardous Material
HAZSUB	Hazardous Substance
HCO	Helicopter Coordinator
HF	High Frequency
HLS	Homeland Security
HLSA	Homeland Security Act
HSAS	Homeland Security Advisory System
HSOC	Homeland Security Operations Center
IAP	Incident Action Plan
IC	Incident Command
ICE	Immigration and Customs Enforcement
ICP	Incident Command Post
ICS	Incident Command Structure
IIMG	Interagency Incident Management Group
IMAT	Incident Management Action Team
IMH	Incident Management Handbook
IMT	Incident Management Team
INS	Incident of National Significance
INTL	Intelligence Officer
IOF	Interim Operating Facility
IR	Infrared
IRT	Initial Response Team
ISB	In-Situ Burn
JFO	Joint Field Office
JIB	Joint Information Bureau
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JRCC	Joint (aeronautical and maritime) Rescue Coordination Center
JRSC	Joint Rescue Sub-Center
JTC	Joint Transportation Center
LE	Law Enforcement
LEL	Lower Explosive Unit
LEU	Law Enforcement Unit

LOFR	Liaison Officer
LSC	Logistics Section Chief
MACC	Multi-Agency Command Center
MIPR	Military Interdepartment Purchase Request
MIRT	Maritime Incident Response Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSM	Marine Safety Manual (USCG)
MSST	Marine Safety and Security Team
MTR	Marine Transportation Related
MTS	Marine Transportation System
MUL	Medical Unit Leader
NCP	National Contingency Plan
NIC	National Incident Commander
NICa	National Incident Commander, Alternate
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NITF	National Incident Task Force
NOAA	National Oceanographic and Atmospheric Administration
NPFC	National Pollution Fund Center
NR	National Register of Historic Properties
NRC	National Response Center
NRS	National Response System
NRSPEP	National Response System Pollution Exercise Program
NRT	National Response Team
NSF	National Strike Force
NSFCC	National Strike Force Coordination Center (USCG)
NSSE	National Special Security Event
OCMI	Officer in Charge of Marine Inspection zone
OGA	Other Government Agency
OIC	Officer-in-Charge
OPA90	Oil Pollution Act of 1990
OSC	On-Scene Coordinator (USCG) or Operations Section Chief
OSHA	Occupational Safety and Health Administration
OSLFT	Oil Spill Liability Trust Fund
OSRO	Oil Spill Removal Organization
OSRV	Oil Spill Response Vessels
PA	Programmatic Agreement on Protection of Historic Properties during Emergency Response under the National Oil and Hazardous Substances Pollution Contingency Plan
PAO	Public Affairs Officer
PFO	Principle Federal Official
PIAT	Public Information Assist Team (USCG)
PIO	Public Information Officer
POC	Point-of-Contact
POLREP	Pollution Report in Message Format

POR	Place of Refuge
PREP	Preparedness for Response Exercise Program
PRFA	Pollution Removal Funding Authorization
PRP	Potentially Affected Party (CERCLA)
PSC	Planning Section Chief
QI	Qualified Individual
RAP	Radiological Assistance Program (DOE)
RAR	Resources at Risk
RCP	Regional Contingency Plan
RCRA	Resource Conservation and Recovery Act of 1976
RP	Responsible Party
RRC	Regional Response Center
RRI	Response Resource Inventory
RRT	Regional Response Team
RESL	Resource Unit Leader
SAR	Search and Rescue
SATCOM	Satellite Communications
SCAT	Shoreline Cleanup Assessment Team
SCKN	Status/Check-in Recorder
SDS	Safety Data Sheet
SFO	Senior Federal Official
SHPO	State Historic Preservation Office
SILC	Shoreline Infrastructure Logistics Center
SITL	Situation Unit Leader
SMART	Special Medical Augmentation Response Team
SOFR	Safety Officer
SOLAS	Safety of Life at Sea
SONS	Spill of National Significance
SOSC	State On-Scene Coordinator
SRRI	Spill Response Resource Inventory
SSC	Scientific Support Coordinator (NOAA)
SSHP	Site Safety and Health Plan
SSI	Sensitive Security Information
STAM	Staging Manager
STVE	Strike Team Leader, Vessel
SUL	Situation Unit Leader
SUPSALV	Supervisor of Salvage (USN)
S/V	Sailing Vessel
TACON	Tactical Control
TFLD	Task Force Leader
THSP	Technical Specialist
TIME	Time Unit Leader
TOI	Target of Interest
TRACEM	Thermal, Radioactive, Asphyxiation, Chemical, Etiological, and Mechanical
TSA	Transportation Security Administration
TSI	Transportation Security Incident

T/V	Tank Vessel
UAC	Unified Area Command
UC	Unified Command
UCS	Unified Command System
UHF	Ultra-High Frequency
UMIB	Urgent Marine Information Broadcast
USC	U. S. Code
USACE	U. S. Army Corps of Engineers
USAF	U.S. Air Force
USFWS	U. S. Fish and Wildlife Service
USCG	U. S. Coast Guard
USGS	U. S. Geological Survey
USN	U. S. Navy
UEL	Upper Explosive Limit
UTL	Utility Boat
VDEM	Virginia Department of Emergency Management
VDEQ	Virginia Department of Environmental Quality
VDOT	Virginia Department of Transportation
VERTREP	Vertical Replenishment
VESS	Vessel Support Unit Leader
VHF	Very High Frequency
VIMS	Virginia Institute of Marine Science
VLCC	Very Large Crude Carrier
VMP	Virginia Marine Police
VMRC	Virginia Marine Resources Commission
VRP	Vessel Response Plan
VO	Vessel Owner
VOO	Vessel of Opportunity
VOSS	Vessel of Opportunity Skimming System
WMD	Weapon of Mass Destruction
WTD	Water Tight Door

Record of Changes

Maintenance of this plan is the responsibility of the Chief, Emergency Management and Force Readiness Staff at Coast Guard Sector Virginia. The original document will reside in that office. Suggestions and comments about the plan are welcome at any time. Minor changes may be made periodically, and an update and review will be conducted at least once per year. The most current version of the plan will be posted on the Sector Virginia Homeport Website. Anytime a change is posted, those persons on the distribution list will be notified. For substantive changes, CDs and/or paper copies of the new version may be distributed.

JUNE 2021 EDITION

CHANGE #	DATE OF CHANGE	PERSON ENTERING CHANGE & UPDATE MADE
1	Summer 2019	Addition of Eastern Shore Annex, Master Chief Chapin Piper
2	Summer 2019	Addition of Response to Military Munitions Annex, Master Chief Chapin Piper
3	Summer 2019	Review and update of phone numbers and Sector Virginia name change in Volunteer Annex, Master Chief Chapin Piper
4	August 2020	Review and update of phone numbers, document links, and Sector Virginia name change in the Information Management Annex, Petroleum Oil Annex, Places of Refuge Annex, Marine Firefighting Plan, Radiological Incident Annex, GRS Annex, Hazardous Substance Incident Annex, Terrorism Incident Annex, LTJG Julianne West
5	August 2020	Addition of Table of Endangered Species and Appendix "B" and "D" in Sector Virginia Wildlife Annex, LTJG Julianne West
6	August 2020	Geographic Response "Plan" to "Strategy" in Geographic Response Strategy, LTJG Julianne West
7	August 2020	Review and update of phone numbers and Sector Virginia name change in Biological Incident Annex, Mr. Todd Cannon
8	August 2020	Reviewed and updated MFF Annex in conjunction with POV MIRT, Sector IMD, Response, and Prevention, LTJG Julianne West
9	June 2021	Addressed NRP ACP recommendations, LTJG Julianne West • Updated Section 4860.1, Pre-spill Consultations • Incorporated Emergency Consultation temporary QRG in Section 4860.4, Appendix A • Incorporated Environmentally Sensitive Areas Post-Consultation temporary QRG in Section 4860.4, Appendix E • Incorporated National Historic Preservation temporary QRG in Section 1660, Appendix A

1000 Authority

1100 Introduction

The Virginia Area Contingency Plan (ACP) is a plan prepared by the Virginia Area Committee (AC) and includes those areas within the jurisdiction of U.S. Coast Guard Sector Virginia. The purpose of the ACP is to define roles, responsibilities, resources and procedures necessary to respond to a myriad of spill response evolutions.

The ACP is part of a family of plans to be implemented in conjunction with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and the Regional Contingency Plan (RCP), to address release/discharge and removal of oil and hazardous substances. The ACP is formatted within an Incident Command System (ICS) framework. Since September 11, 2001, the ACP's scope has evolved to encompass contingencies involving acts of terrorism, and biological and radiological incidents.

The ACP is used in incident response and seeks to enhance the response community's ability to successfully mitigate substantial threats or actual incidents through an effective and coordinated planning process. The area contingency planning process is based on the premise that proper planning is essential to a safe and effective response. Information found in the plan relating to such items as response resources should not be viewed as performance standards. These are planning criteria based on a set of assumptions that may not exist during an actual incident. This ACP is available for download from the Virginia Department of Environmental Quality (VDEQ) website.

1110 Captain of the Port Authority

Section 4202 of the Oil Pollution Act of 1990 (OPA '90) amended Subsection (j) of Section 311 of the Federal Water Pollution Control Act (FWPCA) (33 U.S.C. 1321 (j)) to address the development of a national planning and response system. As part of this system, area committees were established for each area designated by the President.

The functions of designating areas, appointing area committee members, determining the information to be included in area contingency plans, and reviewing and approving area contingency plans have been delegated by Executive Order 12777 of 22 October 1991, to the Commandant of the U.S. Coast Guard (USCG) for the coastal zone and to the Administrator of the Environmental Protection Agency (EPA) for the inland zone.

The term "coastal zone" is defined in the current NCP (40 CFR 300.5) to mean all United States waters subject to the tide, United States waters of the Great Lakes, specified ports and harbors on inland rivers, and the waters of the Exclusive Economic Zone (EEZ). The USCG has designated those portions of the Captain of the Port (COTP) zones which are within the coastal zone as areas for which area committees will prepare ACPs. The COTP zones are described in the Code of Federal Regulations (CFRs), specifically in 33 CFR Part 3.

1120 Response System Authority

Section 4202 of the Oil Pollution Act of 1990 (OPA 90) amended Subsection (j) of Section 311 of the Federal Water Pollution Control Act (FWPCA) (33 U.S.C. 1321 (j)) to address the development of a National Planning and Response System. As part of this system, Area Committees have been established for each area designated by the President. The Area Committees are comprised of qualified personnel from federal, state, and local agencies alongside commercial entities and non-governmental organizations.

1130 Pollution Investigative Authority

Several federal, state, and local agencies have a direct role in the enforcement of applicable laws and regulations associated with a discharge, or substantial threat of a discharge, of oil into the navigable waters of the U.S. The investigation into alleged violations of the many applicable laws and regulations require a coordinated effort among these agencies, which include the USCG and the VDEQ.

1130.1 The United States Coast Guard Authority

The U.S. Coast Guard has enforcement and investigative authority for a significant array of potential federal violations, as well as enforcement actions under applicable international treaties.

- Federal laws and regulations associated with a discharge (or substantial threat of a discharge) of oil include applicable components of the Clean Water Act as amended; the Oil Pollution Act of 1990; the Ports and Waterways Act;
- The Port and Tanker Safety Act;
- The Act to Prevent Pollution from Ships (1980), as amended; and,
- Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 (MARPOL 73/78).

In addition, the USCG has authority pursuant to 46 USC 7701 and 46 USC 6101 related to personnel actions (licensed mariners), and marine casualties, respectively. Federal regulations associated with investigative or enforcement interest under these USC's include, though are not limited to: applicable sections of 46 CFR with particular attention to Parts 4, 5, 16; 33 CFR Parts 126, 130, 151, 153-160; and 40 CFR Parts 116, and 117.

Potential federal enforcement actions associated with a pollution discharge may include, but are not limited to the collection of statements and evidence to determine the causes of the associated marine casualty, mandatory chemical testing of involved licensed personnel, and the collection of oil samples in the water and on suspect vessels.

1130.2 The Commonwealth of Virginia, Department of Environmental Quality Authority

The VDEQ administers state and federal laws and regulations for air quality, water quality and water supply, and waste management. On behalf of the citizen boards for air pollution control, water pollution control, and waste management, the majority of the state's environmental laws and regulations are administered through VDEQ's Divisions of: Air Quality, Water, and Land Protection and Revitalization, respectively. Division of Air Quality is responsible for carrying out the mandates of the Virginia Air Pollution Control Law, as well as meeting Virginia's federal obligations under the Clean Air Act. Division of Water enforces state water control laws and administers the federal Clean Water Act. Division of Land Protection and Revitalization administers programs created by the Virginia Waste Management Act and federal Resource Conservation and Recovery Act.

VDEQ has investigative and enforcement authority for violations of Virginia's environmental laws and regulations. There are a variety of enforcement tools available to VDEQ staff to bring sources and facilities into compliance, ranging from informal compliance resolution that notifies a facility of suspected noncompliance and encourages self-correction without further department action, to more formal enforcement methods that involve an administrative or civil process that generally results in an enforceable instrument such as an administrative order or judicial decree.

Administration and enforcement for the majority of Virginia's environmental laws and regulations is authorized by, but not limited to, the following statutes: Virginia Air Pollution Control Law, Va. Code 10.1-1300; State Water Control Law, Va. Code 62.1-44.2; and Virginia Waste Management Act, Va. Code 10.1-1400. In addition, VDEQ enforces numerous regulatory provisions for each program.

Administrative proceedings are conducted pursuant to the Virginia Administrative Process Act, Va. Code 2.2-4000.

Information about citizen boards, laws and regulations applicable to specific programs is available on VDEQ's website or by contacting program staff.

1200 Geographic Boundaries

Three sets of Federal boundaries address maritime discharges or potential discharges of oil. These include the Officer in Charge of Marine Inspection zone (OCMI), Captain of the Port zone (COTP), and the Coast Guard pre-designated Federal On-Scene Coordinator (FOSC) area of responsibility (AOR) found in Section 1210: OCMI &COTP Zone. State and local boundaries correspond exactly with their political boundaries.

This ACP applies only to the area for which the COTP is the pre-designated FOSC.

1210 OCMI & COTP Zone

Sector Virginia's office is located in Portsmouth, VA. The boundaries of Sector Virginia's Marine Inspection and Captain of the Port Zone start at a point on the Virginia-Maryland boundary at a point 38° 01′36″ N latitude, 75°14′34″ W longitude, thence south east to a point 37°19′14″ N latitude, 72°13′13″ W longitude; thence east to the outermost extent of the EEZ at a point 37°19′14″ N latitude, 71°02′54″ W longitude; thence south along the outermost extent of the EEZ to a point 36°33′00″ N latitude, 71°29′34″ W longitude; thence west to the Virginia-North Carolina boundary at a point 36°33′00″ N latitude, 75°52′00″ W longitude; thence west along the Virginia-North Carolina boundary to the intersection of Virginia-North Carolina-Tennessee at a point 36°35′17″ N latitude, 81°40′38″ W longitude; thence north and west along the Virginia-Tennessee boundary to the intersection of Virginia-Tennessee-Kentucky at a point 36°36′03″ N latitude, 83°40′31″ W longitude; thence northeast along the Virginia State boundary to the intersection of the Virginia-West Virginia State boundaries at a point 39°07′57″ N latitude, 77°49′42″ W longitude; thence southwest along the Loudoun County, VA boundary to the intersection with Fauquier County, VA at a point 39°00′50″ N latitude, 77°57′43″ W longitude; thence east along the Loudoun County, VA boundary to the intersection with Prince William County, VA boundary at a point 38°56′33″ N latitude, 77°39′18″ W longitude; thence south along the Prince William and Fauquier County VA boundaries to the intersection of Fauquier, Prince William, and Stafford County, VA at a point 38°33′24″ N latitude, 77°31′54″ W longitude; thence east along the Prince William and Stafford County, VA boundaries to the western bank of the Potomac River at a point 38°30′13″ N latitude, 77°18′00″ W longitude; thence south along the Stafford County, VA boundary to a point 38°22′30″ N latitude, 77°18′14″ W longitude; thence south and east along the boundary between the southern bank of the Potomac River and Stafford, King George, Westmoreland, and Northumberland Counties in Virginia to a point 37°53′11″ N latitude, 76°14′15″ W longitude; thence east along the Maryland-Virginia boundary as it proceeds across the Chesapeake Bay and Delmarva Peninsula to the point of origin at 38°01′36″ N latitude, 75°14′34″ W longitude (Figure 1-1). (33 CFR Part 3.25-10)

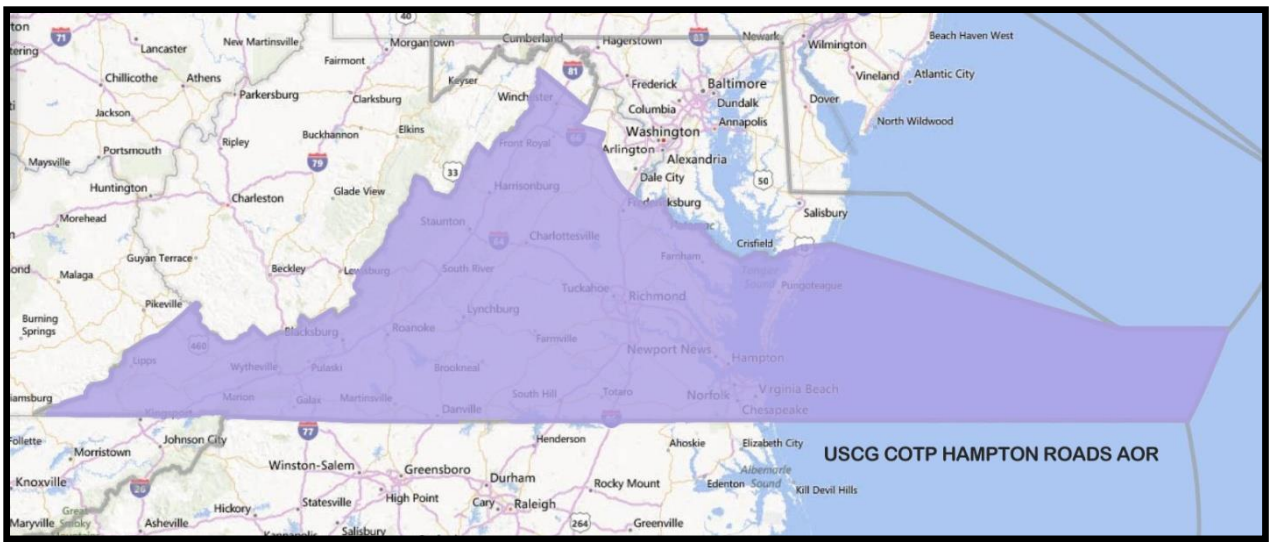


Figure 1-1. The Area of Responsibility for Sector Virginia includes the entire coastal zone for the Commonwealth of Virginia, including the Eastern Shore of Virginia. This area includes the Southern Chesapeake Bay and its tributaries seaward to the border of the Exclusive Economic Zone.

1220 FOSC Inland and Coastal Zone Boundaries

The USCG and EPA have designated boundaries between coastal and inland zones for the purpose of providing the FOSC for response operations. The Coast Guard provides the FOSC for the coastal zone and the EPA for the inland zone. The inland and coastal zone boundary for Sector Virginia's AOR is defined in the Memorandum of Agreement (MOA) between the U.S. (Region III) and the U.S. Coast Guard Fifth District. The inland and coastal zone geographical boundaries are depicted in Figure 1-2; see the MOA for detailed map boundaries.

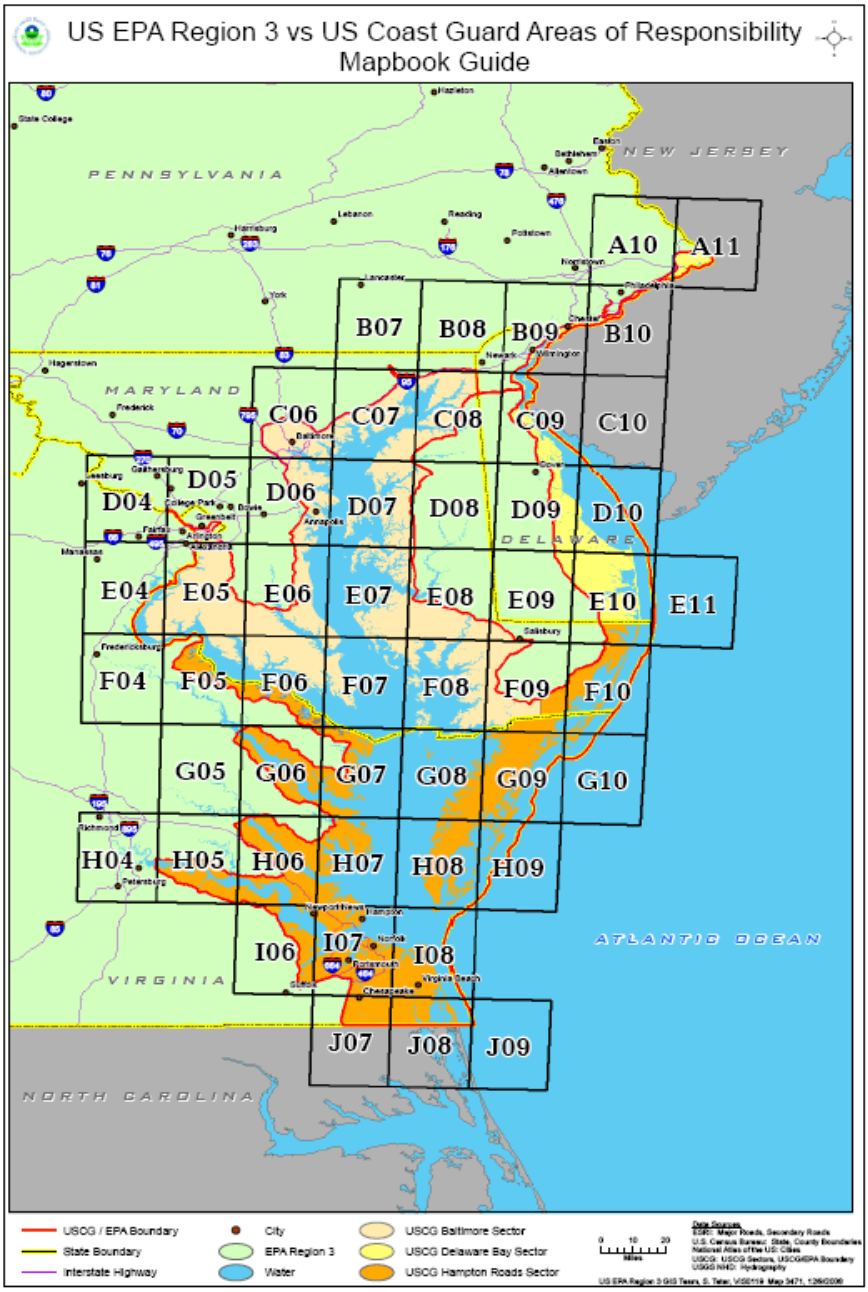


Figure 1-2 US EPA Region 3 vs USCG AOR Map book Guide (SEE MOA FOR DETAILED MAPS)

These boundaries recognize the Coast Guard's primary responsibility for discharges and releases in navigable waters from vessels and waterfront facilities as defined in 33 CFR 126.01 and EPA's primary responsibility for discharges and releases that occur on land and agreed upon via the Memorandum of Agreement (MOA) between the U.S. EPA (Region III) and U.S. Coast Guard Fifth District**.** Because a discharge may occur in both zones simultaneously, as a general rule, the location of the source of the discharge will be the determining factor for which agency provides the OSC. When the discharge or release occurs and remains within one agency's boundary, it is clear which agency will provide the OSC. When requested by the other agency, each agency will provide support, within the limits of their resources, to the other's OSC. When

a spill occurs in one zone and flows, or threatens to flow, into another zone, either the EPA will provide the OSC and the CG will assist the EPA with waterside clean-up operations, or by mutual agreement, the CG will provide the FOSC and the resources. Communication and coordination between EPA and CG FOSCs is vital to an effective federal response with the primary means of notification to come from the National Response Center (NRC).

1300 Area Committee

The Virginia Area Committee, under the direction of the FOSC for Virginia, is responsible for developing and maintaining this ACP.

This development and maintenance process includes appointing Area Committee Executive Members (Section 1330 of this plan), determining information to be included in Area Contingency Plans, and reviewing and approving Area Contingency Plans. The ACP, when implemented in conjunction with the NCP, shall be adequate to respond to a worst case discharge of oil or a hazardous substance. In addition, it shall also mitigate or prevent a substantial threat of such a discharge, from a vessel, offshore facility, or onshore facility operating in or near the geographic area.

Updated contact list for committee members is located in Section 9200.

1310 Purpose

The primary role of the Area Committee is to act as preparedness and a planning body. The Virginia Area Committee is composed of experienced natural resource trustee representatives, emergency response representatives, industry representatives, non-governmental organization (NGO) representatives, and federal, state and local government agencies with definitive responsibilities for the area's human health and safety and environmental integrity. Each member is empowered by their own organization to make decisions on behalf of the organization to commit them to carrying out roles and responsibilities as described in this plan. With a focus on working with fellow stakeholders to pre-plan for joint response efforts, including appropriate procedures for mechanical recovery, dispersal, shoreline cleanup, protection of sensitive environmental areas, and protection, rescue, and rehabilitation of fisheries and wildlife. The Virginia Area Committee, as a whole, is required to work with state and local officials to expedite decisions for the use of dispersants and other mitigating substances and devices.

1320 Organization

The pre-designated FOSC for the Virginia coastal zone and the State On-Scene Coordinator for Virginia will Chair the Area Committee. Designated members of the Virginia Area Committee will serve on the Executive Committee. Executive Committee members shall ensure appropriate representatives from federal and state agencies and other appropriate stakeholders are included in the AC membership. All Chairs and Executive Committee members will be designated in writing by the FOSC.

1330 Executive Committee

The Co-chairs and Executive Committee will guide the Area Committee to include setting strategic guidance, oversight to exercise the ACP, implement community outreach programs, and assist with community involvement and understanding. In addition, they shall develop and prioritize work lists, and establish and task workgroups in writing as necessary.

The Area Executive Committee is comprised of five representatives from the following agencies:

- U.S. Coast Guard Sector Virginia
- VDEQ
- Virginia Department of Emergency Management (VDEM)
- National Oceanic and Atmospheric Administration (NOAA) Scientific Support Coordinator (SSC)
- Environmental Protection Agency (EPA) Inland FOSC

1340 Revision & Update Requirements

The ACP shall be revised every four years, in the year following the full scale Preparedness for Response Exercise Program (PREP) Exercise. The ACP shall be reviewed annually. The key areas to focus on during annual updates include: emergency notification lists, response equipment information (type and amount of available equipment), sensitive areas, hazard/risk assessment of the area, response strategies (changes based on new technologies or equipment, etc.), and dispersants approval. All changes approved by the Executive Committee will be submitted to Commander, Coast Guard District Five for review and will be distributed to the Area Committee via Virginia DEQ's website.

1400 National Response System

The National Response System is used to routinely and effectively respond to a wide range of oil and hazardous substance releases. It is a multi-layered system of individuals and teams from local, state, and federal agencies, industry, and NGOs that share expertise and resources to ensure that oil spill control and cleanup activities are timely and efficient, and that they minimize threats to human health and the environment.

At the heart of the system is the NCP, which are regulations developed to ensure that the resources and expertise of the federal government are available immediately for oil or hazardous substance releases that are beyond the capabilities of local and state responders. The NCP provides the framework for the National Response System and establishes how it works. (Figure 1-3. National Response System)

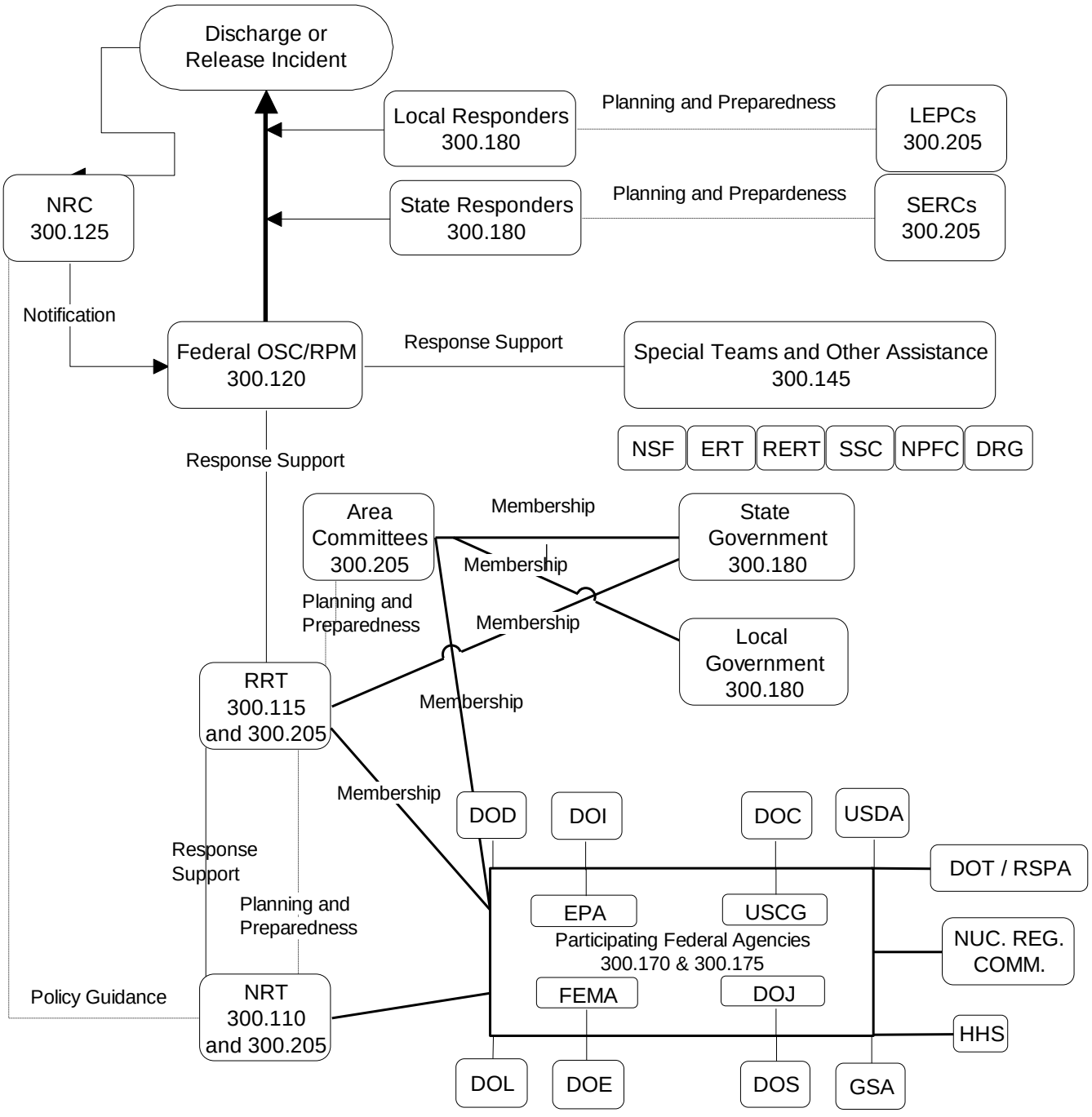


Figure 1-3. National Response System

1410 National Response Policy

Section 4201 of OPA 90 amended Subsection (c) of Section 311 of the Federal Water Pollution Control Act, to require the FOSC to:

"… in accordance with the National Contingency Plan and any appropriate Area Contingency Plan, ensure effective and immediate removal of a discharge, and mitigation or prevention of a substantial threat of a discharge, of oil or a hazardous substance into or on the navigable waters; on the adjoining shorelines to the navigable waters; into or on the waters of the exclusive economic zone; or that may affect natural resources belonging to, appertaining to, or under the exclusive management authority of the United States. In carrying out these functions, the FOSC may: remove or arrange for the removal of a discharge, and mitigate or prevent a substantial threat of a discharge, at any time; direct or monitor all Federal, State, and private actions to remove a discharge; and recommend to the Commandant that a vessel discharging or threatening to discharge, be removed and, if necessary, destroyed. If the discharge or substantial threat of discharge of oil or hazardous substance is of such size or character as to be a substantial threat to the public health or welfare of the United States (including but not limited to fish, shellfish, wildlife, other natural resources, and the public and private beaches and shorelines of the United States), the FOSC shall direct all federal, state, and private actions to remove the discharge or to mitigate or prevent the threat of the discharge."

1420 National Response Structure

The NRS is a three-tiered response and preparedness mechanism that supports the pre-designated FOSC in coordinating national, regional, and local government agencies; industry, and the responsible party during response operations. The FOSC plans and coordinates response strategies on scene, using the support of the National Response Team (NRT), Regional Response Team (RRT), AC, and responsible parties to supply trained personnel, equipment, and scientific support to complete an immediate and effective response to any oil or hazardous substance discharge.

1420.10 Spill of National Significance (SONS)

A Spill of National Significance (SONS) is that rare, catastrophic spill event which captures the nation's attention due to its actual damage or significant potential for adverse environmental impact. A SONS is defined as a spill which greatly exceeds the response capability at the local and regional levels, and due to its size, location, and actual or potential for adverse impact on the environment requires extraordinary coordination of federal, state, local, and private resources to contain and clean up. Only the Commandant of the Coast Guard or the Administrator of the EPA can declare a SONS. Once the Commandant declares a SONS, a FOSC and Incident Area Commander will be designated, an Area Command will be established with all pre-designated ICS Area Command staff personnel on immediate alert, and all other affected departments and agencies will be notified.

When responding to an incident of this type, the Coast Guard will continue to use the ICS as its response management structure, with the addition of a strategic management and support function called the ICS Incident Area Command. The ICS Incident Area Command structure can be used in any incident of regional or national significance, or in any case where the FOSC, Fifth District Commander, or Atlantic Area Commander feels it would be appropriate. Although the general concept for a nationally significant response involves an oil spill, the establishment of an ICS Incident Area Command is appropriate anytime there are large incidents affecting multi-jurisdictional areas.

The Commandant of the Coast Guard alone is empowered to declare a SONS in the coastal zone, taking into account environmental risks, weather conditions, response capabilities, and the amount or potential amount, of product spilled. The Coast Guard Atlantic Area Commander or Fifth District Commander may recommend to the Commandant that a SONS be declared. Factors to be considered in declaring a SONS include:

- Multiple FOSC zones, districts, or international borders effected;
- Significant impact or threat to the public health and welfare, wildlife, population, economy and/or property over a broad geographic area;
- Prolonged period of discharge and/or expected cleanup;
- Significant public concern and demand for action by parties associated with the event; and,
- The existence of, or the potential for, a high level of political and media interest.

Once the Commandant declares a SONS, the following actions will occur:

- An Incident Area Commander will be designated.
- Other Departments/Agencies will be notified.
- A unified Area Command will be established.
- Pre-designated LANTAREA Incident Area Command staff personnel will be activated.

1430 National Response Team (NRT)

The NRT's membership consists of 15 federal agencies with responsibilities, interests and expertise in various aspects of emergency response to pollution incidents. The EPA serves as Chair and the Coast Guard serves as Vice Chair of the NRT, except when activated for a specific incident. The NRT is primarily a national planning, policy, and coordination body and does not respond directly to incidents. The NRT provides policy guidance prior to an incident and assistance as requested by an FOSC via a RRT during an incident. NRT assistance usually takes the form of technical advice, access to additional resources/equipment, or coordination with other RRTs.

National Response Team Members are as follows:
Environmental Protection Agency (EPA) – Chair
U.S. Coast Guard (USCG) – Vice Chair
Department of Agriculture (DOA)
Department of Commerce (DOC)
Department of Defense (DOD)
Department of Energy (DOE)
Department of Health and Human Services (HHS)
Department of Interior (DOI)
Department of Justice (DOJ)
Department of Labor (DOL)
Department of State (DOS)
Department of Transportation (DOT)
Environmental Protection Agency (EPA)
Federal Emergency Management Agency (FEMA)
Government Supply Agency (GSA)
National Response Center (NRC)
Nuclear Regulatory Commission (NRC)
Regional Response Team (RRT)
Regional Response Center (RRC)

1440 Regional Response Team (RRT)

There are 13 RRTs, one for each of the ten federal regions and Alaska, the Caribbean and the Pacific Basin. Each RRT has federal and state representation. RRTs develop Regional Contingency Plans (RCPs) that address region-specific issues and provide guidance to the OSCs for developing their area plans. RRTs also provide one level of review for the ACPs. The RRTs may be activated for specific incidents when requested by the OSC. If the assistance requested by an OSC exceeds an RRT's capability, the RRT may request assistance from the NRT.

The applicable RRT for the VA AOR is RRT III. RRT III should be activated as an intergovernmental coordination team when an actual or potential discharge or release:

1. Exceeds the response capability available to the FOSC in the place where it occurs;
2. Crosses State boundaries;
3. May pose a substantial threat to the public health, welfare, environment, or to regionally significant amounts of property;
4. Otherwise meets the definition of a medium actual coastal discharge (>10,000 gallons) or major potential coastal discharge (>100,000 gallons); or
5. When requested by the FOSC or a RRT representative.

Using the above criteria, any RRT III representative may request either Co-Chair to activate RRT III. The request should be made to the USCG Co-Chair for coastal incidents and to the EPA Co-Chair for inland incidents. The request may be transmitted either verbally, in writing, by fax, or electronic mail.

When an incident occurs in the Coastal Zone or in specified harbor areas in Region III, the Regional Response Center (RRC) will be located at the Coast Guard District Five office.

Regional Response Center
USCG, Portsmouth, VA
757-398-6231
757-398-6392 fax

When activated, the RRT may meet or convene by teleconference to provide the following support:

1. Monitor and evaluate reports from the FOSC. The RRT 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, 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 releases for the public and for communications with the NRT;
4. If circumstances warrant, make recommendations to the regional or district head of the agency providing a determination that a different FOSC should be designated; and
5. Submit Pollution Reports (POLREPS) to member agencies and other entities as significant developments occur.

1450 Area Response Structure

The establishment of an ICS Area Command can occur with the District Commander filling the role of Incident Area Commander. This organization would be particularly useful for incidents which are challenging to the local Commanders but do not demand national attention. At this level most billets would be drawn from district level resources, District Response Groups, and aimed at reducing the overhead to be managed by the Incident Commander. Further, Incident Management Teams can be called upon to augment the Incident Commander’s staff. This ability to project a flexible response facilitates an expanding or contracting response effort, drawing upon one of the strengths of ICS.

The Incident Area Commander will have overall responsibility for the incident strategic management. The Incident Commanders (FOSCs) will be notified of the establishment of an Area Command with the best qualified personnel with respect to their functional areas. The functions of an Area Command require personnel that have experience in, and are qualified to oversee, complex response situations. The Incident Area Command organization operates under the same basic principles as does the Incident Command System, with the organization typically

consisting of the Incident Area Commander and Incident Area Command Logistics Chief, Planning Chief, Resources Unit Leader, Situation Unit Leader, Information Officer and Liaison Officer. Flexibility exists to add a Finance Chief and/or a Chief of Staff.

The Incident Area Command has the responsibility to set the overall incident related strategic priorities, to allocate critical resources based on those priorities, to ensure that the incident is properly managed, and to ensure incident objectives are met and do not conflict with each other or with agency policy. When an Incident Area Command is established, Incident Commanders (FOSCs) will report to the Incident Area Commander, with the Incident Area Commander accountable to the Commandant.

However, the Area Command does not replace the on-scene ICS organization(s) or functions. Tactical operations continue to be directed at the on-scene Incident Command level. The Area Command will be established to include representatives of the Responsible Party (RP) and affected Federal, State, Local and International interests. Representatives to the Area Command should typically be at the highest executive levels of the RP and responding government agencies. The Area Command structure is intended to enhance the local response organization and will rely on the applicable ACP(s) as the basis for strategic direction of response actions.

1460 Incident Command System

To standardize response management within the marine safety field, the Coast Guard has adopted the National Incident Management System (NIMS) based Incident Command System (ICS). Where appropriate, the FOSC shall establish a Unified Command (UC) consisting of the FOSC, the State, and the Responsible Party. The FOSC is responsible for assigning individuals from within the response community (federal, state, local or private), as necessary, to fill the designated positions. It should be noted, however, that one individual may fill several of the designated positions. These assignments will be predicated on the nature of the spill and the need for extensive manning. A major advantage of the ICS organization is that it can be adapted as necessary to best accommodate the incident management team during an incident. For some incidents only a few of the organization's functional elements may be needed. For larger or more complex responses, additional positions exist within the ICS framework to meet virtually any need.

The ICS organization is built around five major functions that are applied to any incident, large or small. These functions are the Unified Command, the Operations, Planning, Logistics and Finance Sections. See Figure 1-4. Standard Incident Command System.

Refer to the Incident Management Handbook (IMH) (IMH USCG COMDTPUB P3120.17 (series)) for specific information on all duties and positions.

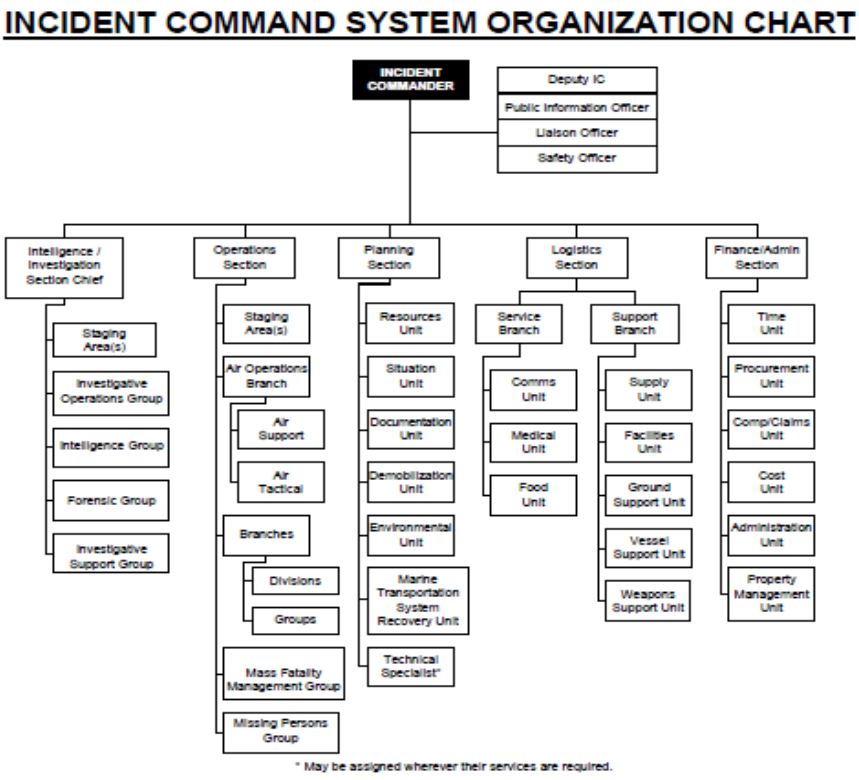


Figure 1-4. Standard Incident Command System

1470 Area Exercise Mechanism (PREP)

National Preparedness for Response Exercise Program

The guidelines with which to exercise this plan are outlined in the 2016 National Preparedness for Response Exercise Program (PREP) Guidelines. PREP was designed to provide guidelines for compliance with the Oil Pollution Act of 1990 (OPA 90) pollution response exercise requirements. See 2016 National Preparedness for Response Exercise Program Guidelines for exercise timeline requirements. The 2016 PREP Guidelines also address Nontank Vessel Response Plan (NTVRP) and Salvage and Marine Firefighting (SMFF) in addition to the exercise requirements for oil pollution response plans.

Commercial vessel and facility response plan holders are required to meet the pollution response exercise requirements under OPA 90 and 33CFR 155. Although participation in the PREP satisfies these requirements, PREP is a strictly voluntary program. Commercial vessel and facility response plan holders are not required to follow the PREP guidelines and, if they choose not to, may develop their own exercise program that complies with the regulatory exercise requirements.

Under PREP, the types of exercises that must be conducted to fulfill the requirements of OPA 90 fall within two categories: internal and external exercises.

Internal exercises

Internal exercises are those that are conducted wholly within the commercial vessel and facility response plan holder's organization. Internal exercises are designed to examine the various components of the response plan to ensure the plan is adequate to meet the need of the organization for spill response. All components of a commercial vessel and facility response plan must be exercises during the triennial exercise cycle, which can be achieved through various individual components of the PREP cycle design.

Internal exercises and frequency include:

Quarterly	QI notification exercises. Vessels are required to conduct one each quarter while in U.S. waters.
Quarterly	Emergency procedure exercises. For vessels, half (6) should address SMFF scenarios. Emergency procedures exercises are optional for all facilities.
Semiannual	Additional plan holder-initiated unannounced exercises for plans with vessels having SMFF requirements, of which three are emergency SMFF procedure exercises and three are SMFF equipment deployment exercises.
Semiannual	Equipment deployment exercises for vessel/facility owned and operated equipment.
Annual	Equipment deployment exercises for vessels and facilities with OSROs identified for response equipment.
Annual	Remote assessment and consultation exercises per vessel or barge fleet.

Annual	IMT exercise; one exercise per triennial cycle must involve a worst case discharge scenario.
Annual	Shore-based salvage exercises per plan and shore-based Marine Firefighting management team exercises per plan. Note that MFF exercises do not apply to NTVs with oil capacities of less than 250 barrels.
Annual	Plan holder-initiated unannounced exercises, which may be emergency spill procedures, IMT exercises, or OSRO equipment deployment exercises.
Annual	Equipment deployment exercises for plan holders of vessels that have salvage and marine firefighting equipment.

External Exercises

External exercises are exercises that extend beyond the internal focus of the Commercial vessel and facility response plan holder's organization, and involve other members of the response community. The external exercises are designed to examine the response plan and the plan holder's ability to coordinate with the response community in order to conduct an effective response to a pollution incident. External exercises and frequency include area (full-scale or functional) exercises (quadrennial) and government-initiated unannounced exercises (GIUEs) (quarterly).

Exercise Credit for Spill Response

All internal exercises are self-evaluated and self-certified, meaning that the plan holder is responsible for confirming and documenting that the completed exercise was conducted in accordance with PREP guidelines and an examination of the effectiveness of the plan during the exercise was performed.

Responses to actual spills or significant threats of a spill may also be taken as credit for unannounced internal exercises. The plan holder must determine which exercises were completed in the spill response and document the findings. This determination should be based on whether the response effort would meet the objectives of the exercise as listed in the PREP guidelines. To receive credit from the National Schedule Coordination Committee (NSCC) for area exercises conducted as part of an actual spill response, the plan holder must meet the following criteria:

1. The ACP was used in the response.
2. The response involved the appropriate members of the response community in a UC structure.
3. The objectives of an Area FE/FSE were met as outlined in the PREP Guidelines.
4. The response was evaluated.
5. The response was properly documented, including detailed information on how each of the major objectives listed in the report were met.
6. The names of all OSROs and SMFF providers activated, a listing of the equipment deployed, and the following information included:
    a. A copy of the initial Incident Action Plan (IAP), Incident Command System (ICS)

Form 202; and
b. A discussion of the spill response procedures that were used.

Proper documentation for self-certification should include, as a minimum, the following information:

- The type of exercise;
- Date and time of the exercise;
- A description of the exercise;
- The objectives met in the exercise;
- The core components for exercising response plans were met;
- Lessons learned.

This documentation must be in writing and signed by an individual empowered by the plan holder organization.

Area Committee Exercise Development and Participation

The FOSC is responsible for planning, designing, and executing internal exercises to validate the ACP. The FOSC is also responsible to plan, design, and execute external exercises, to include government-led area exercises. The FOSC will be heavily involved in the planning, design, and execution of industry-led area exercises, but the industry sponsor has the lead in this effort. GIUEs also fall under the responsibility of the FOSC, and each COTP zone is limited to a maximum of 4 exercises per year.

Members of the Area Committee and response community will be involved in each type of exercise to some degree, varying from the confirmation of a phone number to assisting in the design of the scenario and performing as a controller or evaluator of the exercise.

ACP Improvement

ACP lessons learned from exercises and real events shall be documented in the USCG Contingency Preparedness System (available only on the Coast Guard network) and lessons learned from Full-scale or Functional PREP Exercises will be posted to Homeport for Area Committee reference. The ACP shall also be revised as necessary to incorporate lessons learned.

1480 National Response Framework

The National Response Framework (NRF) is a guide that details how the Nation conducts all-hazards responses from the smallest incident to the largest catastrophe. This document establishes a comprehensive, national, all-hazards approach to domestic incident response. The Framework identifies the key response principles, as well as the roles and structures that organize national responses. It describes how communities, states, the federal government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. In addition, it describes special circumstances where the federal government exercises a larger role, including incidents where federal interests are involved and catastrophic

incidents where a state would require significant support. It lays the groundwork for first responders, decision-makers and supporting entities to provide a unified national response. In addition to the NRF base document, the Emergency Support Function Annexes and Support Annexes are available on-line on the FEMA website. The annexes are a total of 23 individual documents designed to provide concept of operations, procedures and structures for achieving response directives for all partners in fulfilling their roles under the NRF.

1490 Federal Radiological Emergency Response Plan

The Federal Radiological Emergency Response Plan (FRERP) was integrated into the NRF.

1500 State Response System

The Commonwealth of Virginia has developed its own organizations and processes for handling environmental issues, including response and investigation. The general response system for each of those states is noted below.

1520 Commonwealth of Virginia Response System

Response Agencies

The following are the primary response agencies for the Commonwealth of Virginia:

VDEM – protects the lives and property of Virginia's citizens from emergencies and disasters by coordinating the state's emergency preparedness, mitigation, response and recovery efforts. VDEM works with local government, state and federal agencies and voluntary organizations to provide resources and expertise in four major areas: preparedness, response, recovery, and mitigation. Reporting directly to the Secretary of Public Safety and the Governor of Virginia, VDEM works under the broad authority of the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.

Under §44-146.34, the Virginia Department of Emergency Management is responsible for the administration of a statewide hazardous material emergency response program to protect human health and the environment and ensure the safety of emergency responders from the effects of hazardous materials incidents. The Virginia Hazardous Materials Emergency Response Program exists to provide the citizens of the Commonwealth of Virginia with enhanced, state-of-the-art technical response capabilities and an extensive, multi-level, broad-based planning and training program. It is a proactive, comprehensive, and integrated program that coordinates the efforts of the Commonwealth of Virginia Hazardous Materials Officers, Regional Hazardous Materials Response Teams, and Local Emergency Planning Committees. It supports the efforts of local government, fire, rescue, and police, as well as other state and federal agencies and private industries, in planning for and responding to the full spectrum of hazardous and radiological materials incidents.

VDEQ – administers and enforces federal and state laws and regulations for air quality, water quality, water supply and waste management. Through its central office and six regions, DEQ issues permits, conducts inspections and monitoring, and enforces laws, regulations and permits.

DEQ's Pollution Response Program (PREP) responds to air, water, and waste pollution incidents to protect human health and the environment. The regional PREP Coordinators often assist local emergency responders, other state agencies, federal agencies, and responsible parties, as needed, to manage pollution incidents. Oil spill remediation and hazardous materials spill remediation are examples of incidents that may involve the DEQ's PREP Program.

Virginia Department of Health (VDH) – VDH is made up of a statewide Central Office in Richmond and 35 local health districts. These entities work together to promote healthy lifestyle choices that can combat chronic disease, to educate the public about emergency preparedness and threats to their health, and to track disease outbreaks in Virginia. Thru VDH's Emergency Preparedness and Response Programs, they effectively respond to any emergency impacting public health through preparation, collaboration, education and rapid intervention. The Emergency Preparedness and Response Programs involve state, regional and local emergency response partners working together to enhance readiness to respond to bioterrorism, infectious disease outbreaks and other public health emergencies.

Virginia Department of Wildlife Resources (DWR), Virginia Marine Resource Commission (VMRC), and Virginia Institute of Marine Science (VIMS) – These agencies may provide assistance in cases involving damage to aquatic resources and conducting emergency sampling analysis of unknown products.

Response System

The Commonwealth of Virginia's Emergency Operations Plan (COVEOP) describes Virginia's approach to all-hazards response and the concepts of response and recovery operations. The basic plan and hazard-specific annexes are maintained by Virginia Department of Emergency Management and state agencies with emergency management duties and responsibilities. The following ESF and HSAs are relevant to oil and hazmat response:

- ESF #5 – Emergency Management
- ESF #10 - Oil & Hazardous Materials Response
- Hazard-Specific Annex #1 - Radiological Emergency Response
- Hazard Specific Annex #2 – Terrorism Consequence Management (SECURE)
- Hazard Specific Annex #5 – Hazardous Materials Response
- Hazard Specific Annex #6 – Technological Hazards Response (SECURE)

The referenced plan applies to all state, regional, and local government agencies responding to oil and hazardous materials incidents, environmental crimes and actual, threatened, or suspected acts of terrorism. The plan incorporates and integrates elements of the National Response Framework, the National Oil and Hazardous Substances Pollution Contingency Plan, the Strategic National Stockpile Program, and the Emergency Planning and Community Right-to-Know Act (SARA Title III).

The COVEOP can be viewed on VDEM's website (http://www.vaemergency.gov/emergency-management-community/emergency-management-plans/) and an overview of the plan is below.

Oil and hazardous materials incidents may be associated with fixed facilities or one or more of the various transportation modes. These events may or may not be accidental. Consequently, this plan [COVEOP] is designed to provide a framework to address incidents or events that involve hazardous materials that may initially be categorized as being accidental or naturally occurring but may evolve into criminal acts or acts of terrorism as information is developed during or following the response to the event(s). This requires constant adjustments to the response organization, plans and procedures, protective actions, and resource needs as the incident develops. The plan is designed to address each type of hazard, as well as the evolution of the categorization of the incident from accidental to criminal to intentional that may occur in the response.

This plan is structured to quickly adapt to and meet the challenges of these situations by adopting the NIMS consistent and flexible framework within which government and private entities at all levels can work in a coordinated manner to manage incidents. This framework facilitates adjusting, tailoring, and transitioning response operations to effectively address a broad spectrum of situations.

The plan incorporates and integrates elements of the National Response Framework, the National Oil and Hazardous Substances Pollution Contingency Plan, the Strategic National Stockpile Program, and the Emergency Planning and Community Right-to-Know Act (SARA Title III). These plans, programs and legislation were precipitated by events that determined their focus. However, each of these plans builds on and complements the initiatives of the other and together provide a comprehensive, multi-agency, tiered approach to events that involve hazardous materials that may or may not rise to the level of Incidents of National Significance.

1520.10 Commonwealth of Virginia Response Policy

The Code of Virginia, § 44-146.13 to 44-146.28:1, establishes legal authority for development and maintenance of the Commonwealth's Emergency Management Program and organization, and defines the emergency powers, authorities, and responsibilities of the Governor and State Coordinator of Emergency Management (hereafter referred to as State Coordinator). Moreover, the Virginia Emergency Services and Disaster Laws require that state and local governments develop and maintain current emergency operations plans (EOPs) in order to be prepared for a variety of natural and human-caused hazards. Executive Orders by the Governor supplement the laws and establish specific planning initiatives and requirements.

Governor McDonnell issued Executive Order 50 in August 2012 to adopt the current published full version of the COVEOP.

The Virginia Response Policy was promulgated by Commonwealth of Virginia, Office of the Governor, Executive Order 65. The following is taken from Executive Order 65:

"The [Commonwealth of Virginia Emergency Response] Plan provides for state government's response to emergencies and disasters wherein assistance is needed by affected local governments in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

"The State Coordinator of Emergency Management, on behalf of the Governor, is … authorized to activate the Commonwealth of Virginia Emergency Operations Center ("State EOC') in order to direct and control state government emergency operations. Activation of the State EOC shall constitute implementation of the Plan.

"In accordance with the duties and responsibilities assigned in the Plan, the head of each designated state department or agency shall appoint a lead and at least one alternate Emergency Coordination Officer for the agency. The Emergency Coordination Officer is assigned the following responsibilities:

- Coordinate with the Department of Emergency Management emergency preparedness, response, and recovery issues;
- Prepare and maintain designated parts of the Plan for which the agency is responsible;
- Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan; Executive Order 65 (2004);
- Maintain a roster of agency personnel to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and activations of the Plan;
- Coordinate appropriate training for agency personnel assigned to disaster operations;
- Prepare and maintain internal emergency preparedness, response, and recovery plans for the agency's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential state functions under all circumstances; and
- Assure the State Coordinator of Emergency Management that preparedness plans for its facilities are coordinated with the applicable local emergency management agency."

Definitions:

Emergency Coordination Officer (ECO): An individual appointed by the head of each Virginia Emergency Support Team (VEST) agency to coordinate with the Department of Emergency Management, prepare and maintain parts of the COVEOP for which the agency is responsible, prepare and maintain internal plans and procedures and ensure the agency is capable of providing the assigned VEST functions.

1530 Local Response System/Policy

Virginia

Definitions

Local Coordinating Officer (LCO) – The senior local official responsible for overall local policy decisions and for developing response strategies. In some cases, the LCO and the Local On-Scene Coordinator (LOSC) may be the same person.

Local Emergency Planning Committee (LEPC) – A committee appointed by the Virginia Emergency Response Council (VERC) for each planning district which oversees, participates in, and reviews community plans for dealing with oil and hazardous material emergencies. It will include, at a minimum, elected state and local officials, law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of Title III.

Local On-Scene Coordinator (LOSC) – The local on-scene official responsible for coordinating the tactical employment of local resources with state and federal response efforts.

Responsibilities

Local government is responsible for minimizing the occurrence of releases/discharges or threats of releases/discharges by enforcement of State and local regulations and permits; and for developing the capability to respond promptly in cases of releases/discharges from facilities, vehicles, and vessels they operate, supervise, or govern.

Local governments will develop contingency plans as a hazard specific annex to their emergency operations plans for responses that are consistent with this plan.

Local governments are responsible for ensuring its normal emergency response personnel (police, fire, rescue, etc.) are aware of this plan and local plans for oil and hazardous materials response. Local governments must assure that responsible personnel have Standard Operating Procedures (SOPs) on initial evaluation or assessment of an oil or hazardous materials pollution or contaminant problem, and are knowledgeable of the requirements and procedures for reporting on initial evaluation and assessment of hazardous substances identified in the jurisdiction through the reporting requirements of the Superfund Amendments and Reauthorization Act, Title III of 1986 (SARA Title III).

Local government must identify any generator, treatment, storage, or disposal facilities in or near its jurisdiction and, if one exists, ensure it has prepared a facility contingency plan in accordance with VA DEQ/EPA requirements. Copies of such plans should be reviewed and kept on file by the local emergency response personnel.

Local plans will also provide for the utilization of volunteer personnel under the direction of the LCO or the director/coordinator of emergency services.

Local governments shall ensure that local agencies which have responsibilities for emergency response to a hazardous substance incident maintain proper representation on the LEPC established under the authority of SARA Title III.

1600 National Policy and Doctrine

1610 Public vs. Private Resource Utilization

The Oil Pollution Act of 1990 reaffirmed the basic principle that the primary source of an oil spill preparedness and response system in the U.S. should be implemented and maintained by the private sector. It is not the Coast Guard's intent to compete with the commercial oil and hazardous materials pollution response industry. The utilization of government resources in lieu of commercial resources can place the government in a competitive environment. This is not the intent of OPA 90, as it defeats the incentive for commercial enterprise to maintain equipment and trained personnel in a competitive market. The Coast Guard's pre-positioned response equipment and other publicly owned response equipment and other initiatives under the Coast Guard's oil spill response program are only intended to supplement the oil and clean up industry's response program or be used if the commercial industry does not have readily available resources, and only until such time that the Federal On-Scene Coordinator or the Unified Command decides to release the resources.

The FOSC has the authority and responsibility in accordance with the National Contingency Plan to contain, control, and carry out response activities for the removal of a discharge where a substantial threat to public health or welfare exists, or where natural resources are endangered. At the direction and discretion of the FOSC and the Unified Command, when the responsible party executes a suitable response, any government equipment deployed should be withdrawn as commercial equipment becomes available and is placed into service.

The FOSC may consider using Coast Guard or other federal/state resources in such instances when the spill has been federalized and/or private sector resources cannot respond to the incident in a timely manner, or there are certain specific resources not available from the private sector.

1620 Best Response Concept

The term "Best Response" means that a response organization will effectively, efficiently, and safely respond to all incidents, minimizing the consequences to save lives, protect public and responder health, safeguard the security of the homeland and protect or infrastructure, environment and economy.

"Best Response" considerations represent a set of general goals for Unified Command to achieve if they are conducting a comprehensive and effective response.

"Best Response" equals a successful response based on achievement of certain key success factors (i.e., the things that a response must accomplish to be considered successful). Provided is a list of various "Best Response" goals.

Human Health and Safety

- No public injuries, illness or deaths

- No responder injuries, illness or deaths
- Aggressive responder stress management
- Highly effective family outreach program

Environment
- Sensitive areas protected
- Resource damage minimized

Property
- Infrastructure damage minimized

Economy
- Economic impact minimized

Security
- Highly coordinated law enforcement and emergency management operation

Public Communication
- Conduct Risk Communications
- Accurate and timely information
- Positive media coverage of response
- Positive public perception

Stakeholders Support
- Minimize stakeholder impact
- Stakeholders well informed
- Positive meetings with stakeholders
- Prompt Handling of damage claims

Organization
- Implementation of an effective and efficient Incident Command System organization
- Mobilize and effectively use response resources

When conducting an incident response, Incident Commander's/Unified Command and their Command and General Staff should always consider the "Best Response" concept while managing operational and support/coordination functions.

1630 Cleanup Assessment Protocol (How clean is clean)

Preventing shoreline oiling during a spill is difficult and sometimes impossible. The responder's approach to the cleanup of an oiled shoreline is as important as how they approach the containment and protection priorities. The need for responders and planners to think through cleanup methods in advance of a moving oil slick is critical. Several considerations must be made before a proper cleanup plan can be initiated.

First, the type and quantity of the oil that will likely impact the shore must be determined. Oil types vary greatly and have a major influence on the degree of impact, ease of cleanup, and persistence of the contamination.

For example, lighter fuels (diesel, home heating fuel and light crude oils) will evaporate quickly, but tend to be more toxic and penetrate the shoreline sediments to a greater degree. Heavy oils (Bunker C, #6 fuel and heavy crude oils) are less toxic to shoreline ecosystems and do not penetrate finer sediments, but they are very persistent, difficult to clean, and may smother shoreline organisms.

Second, the type of shoreline that is predicted to be impacted must be identified and mapped. Both state and federal mapping projects have successfully categorized much of the U.S. shoreline in terms of habitat sensitivity to spilled oil. The most widely used characterization scheme for shorelines is the NOAA Environmental Sensitivity Index (ESI). The ESI ranks shorelines in terms of their relative sensitivity to oil spill impacts, predicted rates of removal of stranded oil by processes such as waves and currents which naturally clean the shoreline, and ease of cleanup.

Shoreline types, from least to most sensitive are:

1. Exposed rocky cliffs & seawalls
2. Wave cut rocky platforms
3. Fine to medium-grained sand beaches
4. Coarse-grained sand beaches
5. Mixed sand and gravel beaches
6. Gravel beaches/Rip-rap
7. Exposed tidal areas
8. Sheltered rocky shores/man-made structures
9. Sheltered tidal areas
10. Marshes

Once responders have a clear understanding as to the type and degree of impact and the type of shoreline, they can begin planning an effective cleanup strategy. The goal of all the methods discussed is to clean only to the level that would speed recovery and allow use of the shoreline. Cleaning strategies that will do greater injury to the resource than the oil itself are rejected.

Within the Unified Command, the Federal and State On-Scene Coordinator(s) along with any other key stakeholders will conduct a joint assessment at the conclusion of cleanup operations to deem the site clean.

1640 Alternative Cleanup Technologies

Subpart J of the National Oil and Hazardous Substances Pollution Contingency Plan (40 CFR 300.900) permits the FOSC, with the concurrence of the EPA representative to RRT III and, as appropriate, the concurrence of the RRT III representatives from the States with jurisdiction over the navigable waters polluted or threatened by the spill, and in consultation with the Department

of Commerce and Department of the Interior natural resource trustees, when practicable, to authorize the use of dispersants, surface collecting agents and biological additives on the oil discharge, provided they are on the NCP Product Schedule.

In addition, the NCP authorizes the FOSC to use any dispersant, surface collecting agent, other chemical agent, burning agent or biological additive (including products not on the NCP Product Schedule) without obtaining the concurrence of the EPA, or the States with jurisdiction, when in the judgment of the FOSC the use of the product is necessary to prevent or substantially reduce a hazard to human life. The following sections address the process of gaining authorization and how to decide when to use and monitor chemical, in-situ burn, and bioremediation countermeasures.

1640.10 Dispersant Pre-Approval/Monitoring/Decision Protocol

Background

Dispersants are specially designed oil spill control products that are composed of detergent-like surfactants in low toxicity solvents. Dispersants do not remove oil from the water, but instead break the oil slick into small droplets, allowing these droplets to disperse into the water to be further broken down by natural processes. Dispersion of oil into the water column occurs naturally in untreated spills; dispersants speed up this process. Dispersants also prevent the oil droplets from coming back together as another surface slick. Dispersed oil is less likely to stick to birds and other animals, shoreline rocks, and vegetation. The effects of the rapidly diluted dispersed oil must be weighed against the effects of that oil if it were allowed to impact the shoreline and wildlife. Dispersant use for spill control is regulated by Subpart J of the National Oil and Hazardous Substances Pollution Contingency Plan (40 CFR 300.900).

NCP Subpart J also requires the EPA to prepare a schedule of dispersants and other chemicals, if any, that may be used in carrying out the NCP. Dispersants approved for use under this ACP are any of those listed in the NCP Product Schedule (40 CFR 300.910).

Pre-Approval Protocol

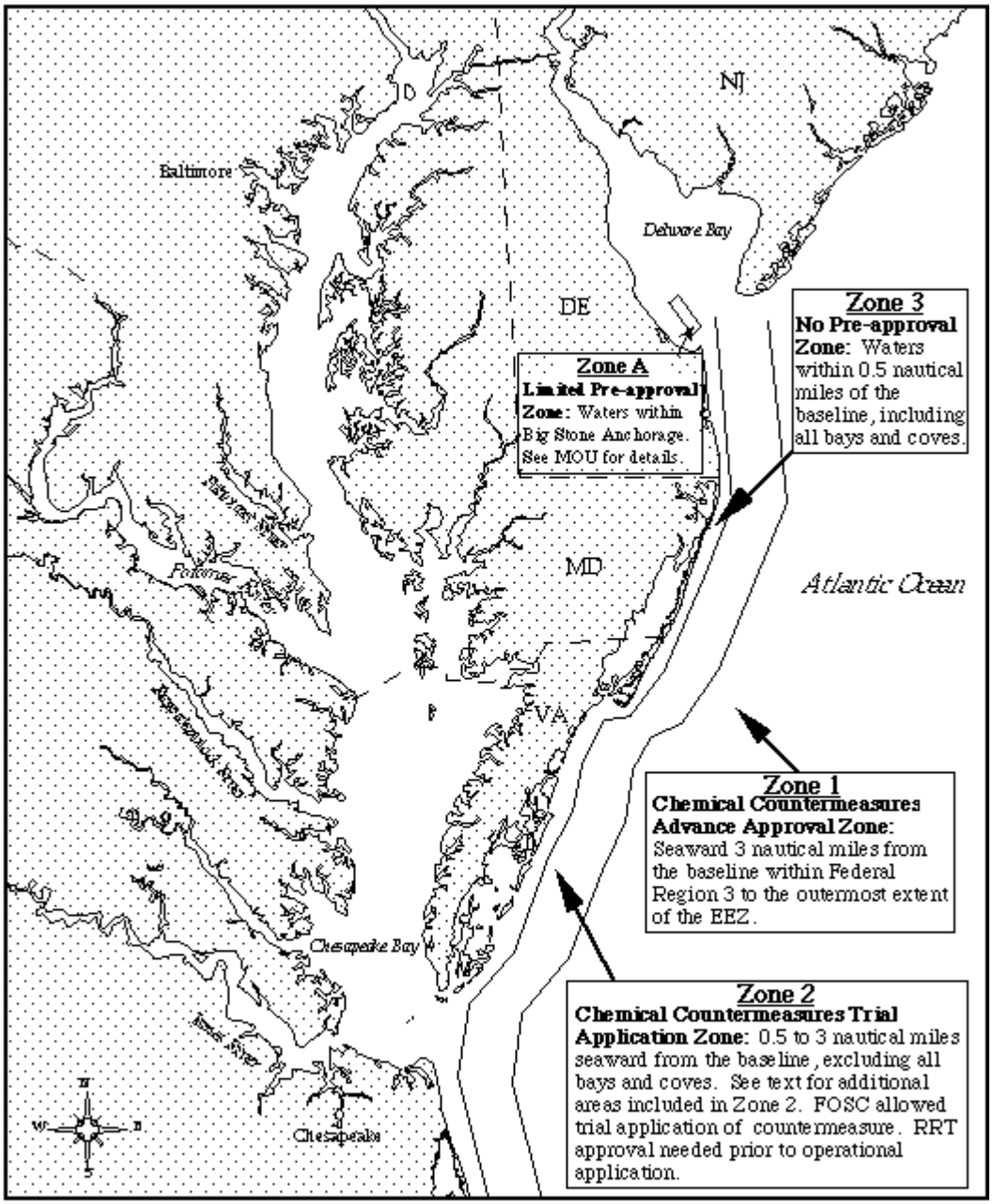
As outlined in RRT III's Dispersant Employment Evaluation Plan (DEEP) and Dispersant Policy Memorandum of Understanding (MOU), RRT III has provided preauthorization in specific zones and expedited approval procedures in other areas for the use of dispersants. This policy applies to the Federal Region III portion of the designated zones in the geographic areas of responsibility for COTP Hampton Roads. The Region III jurisdiction is divided into 4 zones (see figure 1-5):

- Zone A = limited preauthorization
- Zone 1 = advanced preauthorization
- Zone 2 = trial application
- Zone 3 = no use, except in emergency situations

Major aspects of the MOU and the DEEP are summarized in the following matrix:

Chemical Countermeasures Pre-Approval MOU for RRT III (coastal Delaware, Maryland, Virginia)	
Reference: Philadelphia Area MOU (See the MOU for additional details)	
Zone A	Pre-approval for trial use only on spills 50 bbls or less, or on portions 50 bbls or less of larger spills, on waters within Big Stone Beach Anchorage in the Delaware Bay area. Trustees and states must be notified of the decisions to deploy.
Zone 1	Chemical Countermeasures area approved in advance for any size spill in this zone, which is 3 NM seaward of the shoreline within Federal Region 3 to the outermost of the EEZ. Use MOU-Annex 2 checklist to make the use/non-use decision.
Zone 2	Chemical countermeasures may be approved for trial Application Zone, 0.5 to 3 nm seaward of the shoreline or greater than 40 feet deep, excluding bays and coves (except Zone A). FOSC can only authorize a trial application of countermeasures (only on spills 50 bbls or less, or on portions 50 bbls or less of larger spills, subject to provisions of Annex III), without concurrence. For operational application, FOSC must communicate with MOU signatory representatives; concurrence/non-concurrence decision is limited to within 4 hours after agency communication has been established. Use MOU-Annex 2 checklist to make the use/non-use decision.
Zone 3	No pre-approval is granted on waters within 0.5 nm of shoreline or less than 40 feet deep, include all bays and coves. Case-by-case approval may be obtained if agency concurrence is obtained; concurrence/non-concurrence decision is limited to within 4 hours after agency communication has been established. Trial applications only on spills 50 bbls or less, or on portions 50 bbls or less of larger spills may be authorized subject to Annex III provisions and agency concurrence; concurrence/nonconcurrence decision is limited to within 4 hours after agency communication has been established.

Region III Chemical Countermeasures Authorization Zones



NOTE: Map zones not drawn to scale

Figure 1-5

Memorandum of Understanding concerning Preauthorization of Chemical Countermeasures in federal Region III.

IT IS STRESSED THAT USE OF DISPERSANTS IS STRICTLY FORBIDDEN UNLESS AUTHORIZED BY THE FOSC. VIOLATORS ARE SUBJECT TO CIVIL PENALTIES.

Monitoring Protocol

RRT III requires that the application of dispersants be monitored while the operation is underway. Region III has adopted Special Monitoring of Advanced Response Technologies (SMART) as the program that will be implemented whenever a dispersant operation is authorized in Region III. SMART establishes monitoring protocols for advanced or optional response technologies used in an oil spill. However, those operations will not be delayed pending availability of personnel or equipment needed to operate SMART.

See Section 1680 for more SMART information and guidance.

Decision Protocol

Basic Reasoning

Follow the basic sequence of logic to consider using applied technologies during an incident:

- Decide if the applied dispersant application might provide value?
- Decide if the FOSC has the authority to use it within its useful timeframe?
- If so, can it be here in time?
- If so, does it have application requirements that exceed the window of opportunity?
- If not, does it have unacceptable environmental, health and safety risks associated with its use?
- If it has special operational requirements, is there an identified specialist (technical contact) who can provide timely advice on its effective use?

Figure 1-6 provides a flowchart to use when deciding whether to use dispersants or other chemical countermeasures. Below are decision process flow chart definitions to be used with Figure 1-6.

Decision Process Flow Chart Definitions

1. The definition of Navigable Waters can be found in 40 CFR part 300 as defined by 40 CFR 110.1. A summary of the definition can be found below.

Navigable waters means waters of the United States, including the territorial seas.

> (A) For purposes of the Clean Water Act, 33 U.S.C. 1251 *et seq.* and it's implementing regulations, subject to the exclusions in paragraph (2) of this section, the term "waters of the United States" means:

(i) All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;

(ii) All interstate waters, including interstate wetlands;

(iii) The territorial seas;

(iv) All impoundments of waters otherwise identified as waters of the United States under this section;

(v) All tributaries adjacent of waters identified in this section above;

(vi) All waters adjacent to a water identified in this section above and including wetlands, ponds, lakes, oxbows, impoundments, and similar waters;

(vii) All waters in paragraphs where they are determined, on a case-specific basis, to have a significant nexus to a water identified and have had a significant nexus analysis completed.

(viii) All waters located within the 100-year floodplain of a water identified above and all waters located within 4,000 feet of the high tide line or ordinary high water mark of a water identified.

2. Operational Monitoring (a.k.a. effectiveness monitoring) is defined by Pond et al., (1997) as monitoring that "provides qualitative information, through visual observations [or other specified method] by trained personnel in real-time, during the actual response, to influence operational decision-making."

Effects monitoring (a.k.a. long-term data gathering) is defined as data that "provides quantitative information on the use of [a product] and the real effects following a spill to influence planning and future research" (Pond et al., 1997). The longer time (weeks, or even months) involved with obtaining results from effects monitoring dictates that sampling should not be used to influence incident-specific decision-making. However, response and trustee agencies should begin gathering effects monitoring data as soon as practicable. Effects monitoring information collection is a long-term process and the results are typically not available in real-time to affect decision-making.

During a response, operational personnel need to be able to ensure the success of a response technique, and in particular, be able to direct, redirect, or discontinue the use of the response technique. Operational monitoring could be as simple as visually monitoring the effectiveness of a particular boom. Is it placed correctly? Is it functioning as expected? Is there any oil remaining to be captured with the particular boom? Or as complete as using Tier 3 SMART protocols for dispersant use or in situ burn monitoring.

3. Applied technologies are defined in this Selection Guide as:

Products	Strategies
• Alternative sorbents • Bioremediation agents • Dispersants • Elasticity Modifiers** • Emulsion Treating Agents • Fire-fighting Foams* • In situ Burning on Land • In situ Burning in Inland Waters • Shoreline Pre-treatment Agents** • Solidifiers • Surface Collecting Agents** • Surface Washing Agents	• Fast-water Booming Strategies • Non-floating Oil Strategies • Oil-in-ice Response Strategies • Water Intake Monitoring Strategies • Wildlife Response Strategies
* Not required to be listed on the NCP Product Schedule. ** As of this publication, there were no products listed on the NCP Product Schedule for these product categories.	

4. FOSC: "The FOSC may authorize the use of any dispersant … other chemical agent … including products not listed on the NCP Product Schedule, without obtaining the concurrence of the EPA representative to the RRT when, in the judgment of the OSC, the use of the product is necessary to substantially reduce a hazard to human life…" (NCP section 300.910 (d)) Please note that, even though non-listed products can be used, listed products should be used whenever possible.

FOSC Decision-Making Exception

Decisions for public safety issues for fires are under the purview of the lead public emergency response agency. Fire Departments and HAZMAT teams have the authority to "hose down" a spill using a chemical countermeasure if they determine that the spilled oil could cause an explosion and/or threaten human health. However, the use of an applied product, even in a situation designed to prevent or reduce the threat to human health and safety, requires that the lead emergency response agency notify the FOSC of this use.

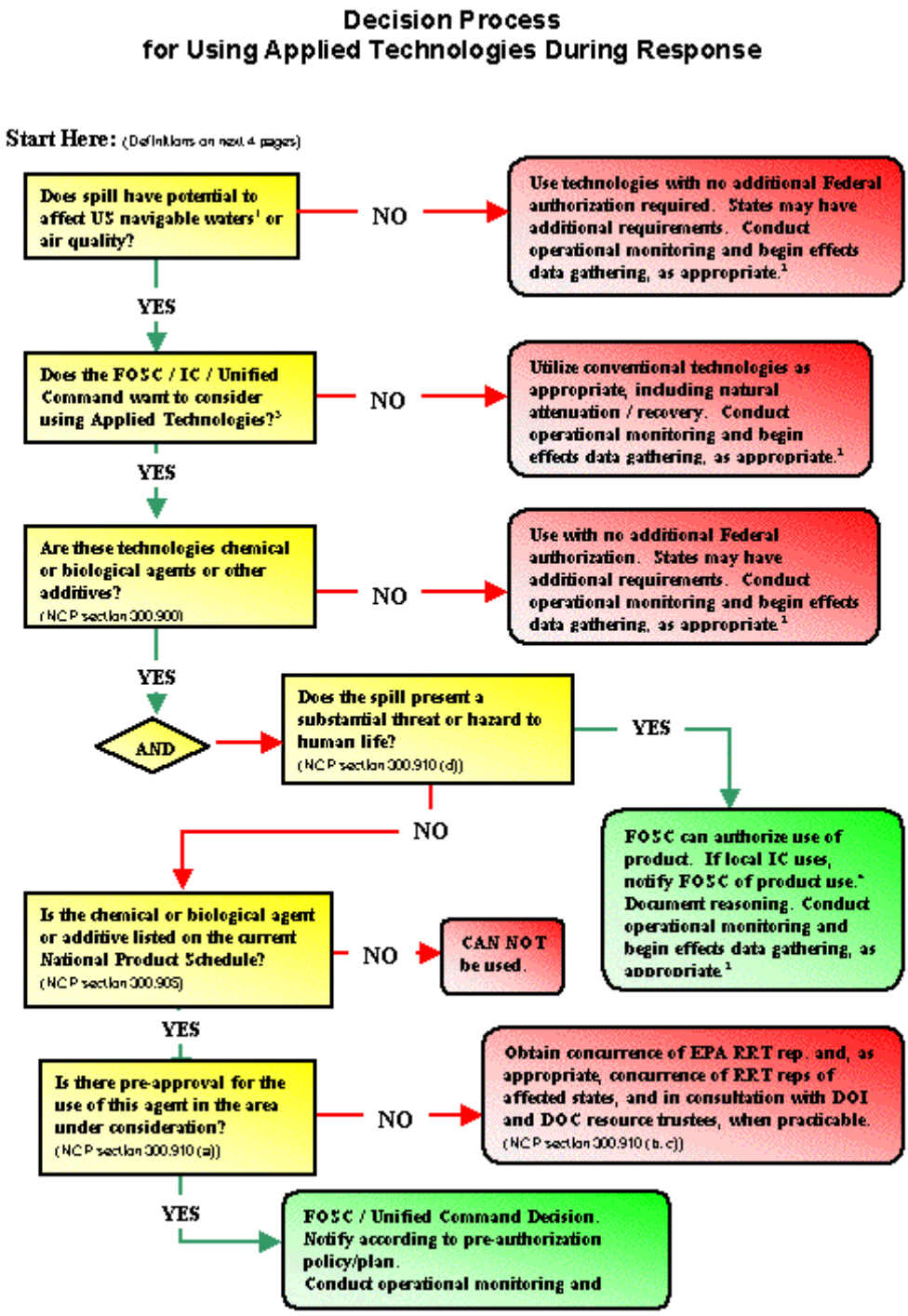


Figure 1-6. Decision Process for Using Applied Technologies during Response

1640.20 In-Situ Burn Approval/Monitoring/Decision Protocol

In-situ burning means the controlled burning of oil "in place." The In-Situ Burn Memorandum of Understanding among the state and federal agencies who have decision authority as defined in the National Contingency Plan (Part 300.910) and dated January 1998, establishes RRT III policy and outlines on-water areas which have been pre-authorized for conditional in-situ burning (Figure 1-7). It also provides protocols, which apply to the use of all burning operations under the Endangered Species Act. In addition, the policy contains equipment lists, a decision tree, and an in-situ burning application checklist. RRT III developed additional guidance in 2003 to supplement the existing MOU for use of in-situ burning as a spill response countermeasure. Major aspects of the MOU and Guidance document are summarized below.

Approval Protocol

Pre-authorization for the use of on-water in-situ burning by the FOSC in response to coastal oil discharges within the jurisdiction of the RRT III are zone-specific. In-situ burns on land areas would also require prior authorization; no pre-authorization policy for burning on land currently exists. As outlined in the In-Situ Burn MOU between RRT III signatories, the RRT III holds jurisdiction for approval of in-situ burn countermeasures as follows:

- Zone A = pre-authorized for open water in situ burning
- Zone B = waters requiring case-by-case
- Zone R = restricted zones

In situ Burning Pre-Approval in coastal RRT III (Delaware, Maryland, Virginia)	
Reference: RRT III Pre-authorization for Use of In situ Burning MOU	
Zone A	Preauthorization for Open-Water In-Situ Burning, seaward 3 NM from the shoreline baseline within Federal Region 3 to the outermost extent of the EEZ.
Zone B	No Preauthorization, waters within 3 NM of the shoreline baseline and other areas set forth in text of MOU. RRT approval needed on case-by-case basis. See the MOU for additional details.
Zone R	No in-situ burning operations will be conducted in an "R" zone unless (1) it is necessary to prevent an immediate risk to human health and safety, (2) an emergency modification of this agreement is made on an incident-specific basis.
Monitoring USCG/NOAA and EPA SMART protocol recommended but operations will not be delayed pending arrival of monitoring capability.	
Section 7/ESA – completed	

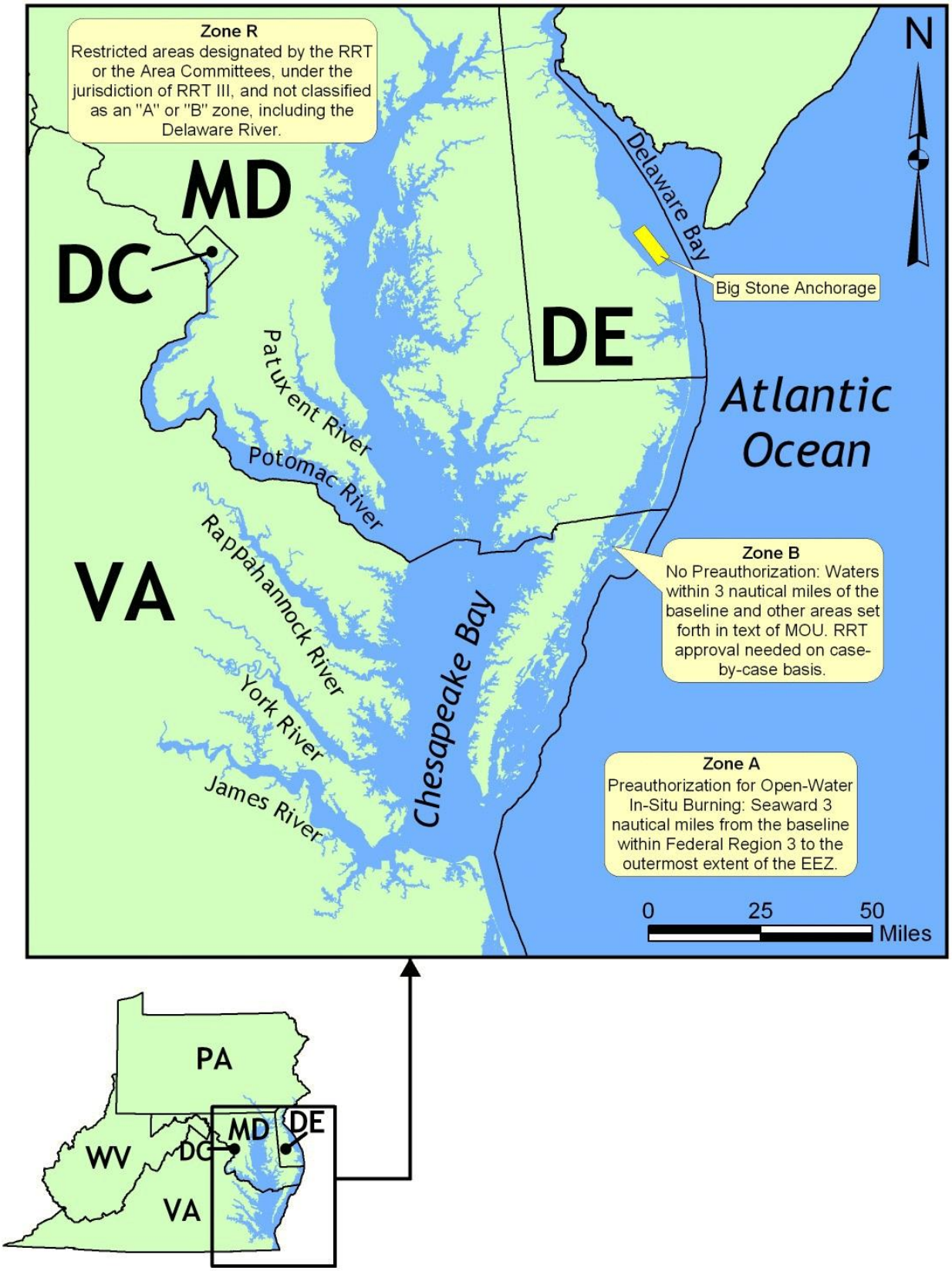


Figure 1-7. RRT III In-Situ Burn Authorization Zone

Monitoring Protocol

RRT III requires that in-situ burning be monitored while the operation is underway through the use of the SMART protocol. However, in-situ burn operations will not be delayed pending availability of personnel or equipment needed to conduct SMART.

See Section 1690 for more SMART information and guidance.

Decision Protocol

Refer to Section 1640.

1640.30 Bioremediation Approval/Monitoring/Decision Protocol

RRT III's policy is that bioremediation is an appropriate response option to speed recovery of areas affected by oil pollution and reduce the threat of additional or prolonged impacts to human health and natural resources. Their policy does not support the use of bioremediation in open, flowing waters (e.g., coastal waters, large lakes, rivers), or the use of genetically engineered microbes.

Approval Protocol

RRT III authorizes the case-by-case use of bioremediation in coastal areas in the MOU for Use of Chemical Countermeasures. The policy derived from this MOU authorizes expedited procedures for obtaining authorization to use bioremediation in coastal areas only and does not address use for inland areas.

Decision Protocol

In general, appropriate conditions for use of bioremediation are:

- As a polishing technique after other methods have been used to remove free product and gross contamination;
- When further oil removal is likely to be destructive, ineffective, or cost-prohibitive;
- When nutrients are limiting rates of natural biodegradation; and
- When indigenous hydrocarbon degraders capable of degrading hydrocarbons are present in low concentrations.

To implement bioremediation, an incident-specific plan will need to be developed which addresses items in the Region III Guidance for Using Bioremediation to Treat Oil Pollution (generic guidance will be contained in Selection Guide for Oil Spill Applied Technologies Volume II). This Region III guidance outlines recommended operational procedures.

Bioremediation for RRT III Delaware, Maryland, Virginia	
Reference: • MOU for Use of Chemical Countermeasures in RRT III • Region III Alternative Response Tool Evaluation System (ARTES) • Special Monitoring of Advanced Response Technologies (SMART) • Selection Guide for Oil Spill Applied Technologies Volume II – Operations Plans	
Existing MOU	Provides for expedited case-by-case decision making for biological additives (not an emergency type of technology)
Evaluation/Selection of bioremediation Agents	ARTES
Guidance for Use	• Selection Guide Volume II • Decision Tools (flow chart and application form) • Feasibility Assessment Criteria • Health and Safety Concerns
Monitoring: SMART protocol, if appropriate, plus additional guidance in Volume I of the Selection Guide. Also, see monitoring parameters in the Bioremediation Plan in Volume II of the Selection Guide.	

Monitoring Protocol

RRT III requires that bioremediation be monitored while the operation is underway through employment of the SMART protocol.

See Section 1690 for more SMART information and guidance.

1650 Fish and Wildlife Acts Compliance

Physical removal of all spilled oil from the environment, while a preferred option, is often not possible because of the dynamic nature of the environment in which the oil is spilled. In-situ burning is the combustion of oil in place, typically considered on-water by containing oil in fire-resistant containment booms, but also feasible on land and in marshes. It consumes tremendous volumes of oil rapidly, and may be considered where the smoke plume will not affect populated areas. Regional Response Team III developed protocols for implementing in-situ burning which can be found in the document Region III Regional Response Team Guidelines for In-situ Burning of Oil Impacted Herbaceous Wetlands.

1650.10 Migratory Bird Treaty Act of 1918

The Migratory Bird Treaty Act (MBTA) implemented the 1916 convention between the United States and Great Britain for the protection of birds migrating between the U.S. and Canada. Similar conventions between the United States and Mexico (1936), Japan (1972) and the Union of Soviet Socialists Republics (1976) further expanded the scope of international protection of migratory birds. Each new treaty has been incorporated into the MBTA as an amendment and the provisions of the new treaty are implemented domestically. These four treaties and their enabling legislation established Federal responsibilities for the protection of nearly all species of birds, their eggs and nests. The MBTA made it illegal for people to "take" migratory birds, their eggs, feathers or nests. “Take” is defined in the MBTA to include by any means or in any manner, any attempt at hunting, pursuing, wounding, killing, possessing or transporting any migratory bird, nest, egg, or part thereof. In total, 836 bird species are protected by the MBTA, 58 of which are currently legally hunted as game birds. A migratory bird is any species or family of birds that live, reproduce or migrate within or across international borders at some point during their annual life cycle.

The U.S. Fish and Wildlife Service (USFWS), Division of Migratory Bird Management, issues permits to qualified applicants for the following types of activities: falconry, raptor propagation, scientific collecting, special purposes (rehabilitation, educational, migratory game bird propagation, and salvage), take of depredating birds, taxidermy, and waterfowl sale and disposal. On November 26, 2003, the USFWS established a new category of migratory bird permit, namely, bird rehabilitation (50 CFR Parts 17, 21 and 22). Rehabilitation permits take the place of the old special use permits for rehabilitation by specifically authorizing migratory bird rehabilitation, including rehabilitation of migratory bird species listed as threatened or endangered under the Endangered Species Act. The new permits, applicable to approximately 2500 bird rehabilitators nationwide (veterinarians are exempt), set specific requirements to take, temporarily possess, or transport any migratory bird for rehabilitation purposes. However, any person who finds a sick, injured, or orphaned migratory bird may, without a permit, take possession of the bird in order to immediately transport it to a permitted rehabilitator. Prior to entering the location of an oil or hazardous material spill, a permitted rehabilitator must obtain authorization from the FOSC and a designated representative of the USFWS. All activities within the location of a spill are subject to the authority of the FOSC. The USFWS may recommend that the FOSC seek the assistance of USDA APHIS Wildlife Services to participate in wildlife recovery and hazing operations. The USFWS is responsible for the disposition of all migratory birds, dead or alive, and for overseeing migratory bird rehabilitation by permitted organizations, such as Tri-State Bird Rescue and Research or International Bird Rescue. Facilities used in migratory bird rehabilitation activities should conform as closely as possible with the facility specifications contained in the USFWS policy Best Practices for Migratory Bird Care During Oil Spill Response in the Wildlife Response Annex. Caging dimensions should follow standards developed by the National Wildlife Rehabilitators Association and the International Wildlife rehabilitation Council (Minimum Standards for Wildlife Rehabilitation, 2000).

1650.20 Marine Mammal Protection Act

The Marine Mammal Protection Act (MMPA) established a federal responsibility to conserve marine mammals. Management of sea otter, walrus, polar bear, dugong, and manatee is vested with the Department of the Interior's USFWS. The Department of Commerce's NOAA is responsible for managing cetaceans (whales and dolphins) and pinnipeds (seals and sea lions), other than the walrus. Under the MMPA, it is illegal to harass, hunt, capture or kill, or attempt to harass, hunt, capture or kill any marine mammal. Some marine mammals receive additional protection under the Endangered Species Act.

The NOAA Fisheries Office of Protected Resources works in collaboration with the NOAA Fisheries Regions, Fisheries Science Centers and Partners to develop and implement a variety of programs for the protection, conservation and recovery of the approximately 175 mammal stocks listed under MMPA. The USFWS has similar programs for mammals under its jurisdiction. Methods for recovering and caring for cetaceans and pinnipeds impacted by a release can be found in the U.S. Department of Commerce's document "Guidelines for Assessing Exposure and Impacts of Oil Spills on Marine Mammals" and "Pinniped and Cetacean Oil Spill Response Guidelines" in the Wildlife Response Annex.

1650.30 Endangered Species Act

The Endangered Species Act of 1973 (ESA) (16 USC 1531 et set) was enacted to conserve and recover threatened and endangered species and the ecosystems upon which they depend. The Act is administered by the USFWS in the Department of the Interior and NOAA's National Marine Fisheries Service (NOAA Fisheries) in the Department of Commerce. Under Section 7 of the ESA, federal agencies must consult with USFWS and NOAA Fisheries on actions they carry out, permit, or fund which may affect listed species or designated critical habitat. ESA Section 7 requires that agencies ensure their actions are not likely to jeopardize listed species or destroy or adversely modify their designated critical habitat. During disasters, casualties, national defense or security emergencies, and response to oil spills, the ESA allows for emergency consultation during the incident, with formal consultation occurring after the incident, if necessary under the Inter-agency Memorandum of Agreement Regarding Oil Spill Planning and Response Activities under the Federal Water Pollution Control Act's National Oil and Hazardous Substances Pollution Contingency Plan and the Endangered Species Act found in the Wildlife Response Annex.

The MOA, signed by the USCG, Environmental Protection Agency (EPA), NOAA, DOI, FWS, and NOAA Fisheries in July 2001, aligns the ESA consultation requirements with the pollution response responsibilities outlined in the NCP (40 CFR 300). The MOA is intended to be used at the Area Committee level primarily to identify and incorporate plans and procedures to protect listed species and designated critical habitat during pre-spill planning and response activities.

In addition, the Inter-agency MOA Regarding Oil Spill Planning and Response Activities under the FWPCA's NCP and the ESA Guidebook, found in the Wildlife Response Annex, was developed by its signatory agencies to further facilitate cooperation and understanding between the agencies involved in oil spill planning and response. This cooperation is highly successful

when it is established before an incident occurs and needs to continue throughout an incident and the post-incident follow-up and review. By working proactively to identify the potential effects of spill response activities on species and their habitat, and then developing response plans and countermeasures, impacts to listed, proposed, or candidate species and/or critical habitat can be reduced or avoided completely during an incident.

The first step in determining if emergency consultation under the ESA is warranted is use the USFWS Information for Planning and Conservation (IPaC) website at https://ecos.fws.gov/ipac/ and enter in the geographic area potentially affected by the emergency. This website provides a list of federally listed endangered and/or threatened species and designated critical habitat occurring in the area. Once it is determined that federally listed species may be potentially affected by the emergency the next step is to contact the USFWS Ecological Services Field Office in Gloucester, Virginia to request emergency consultation. Requests for emergency consultation must be in writing (email is acceptable).

It should be noted that the conservation and recovery of the five federally listed sea turtle species found in the coastal waters of Virginia are under the joint jurisdiction of the USFWS and NOAA Fisheries. If sea turtles are impacted by a release in the open water it will be necessary to consult with NOAA Fisheries. Once sea turtles are on-shore they fall under the prevue of the USFWS. Methods for recovering and caring for sea turtles impacted by a release can be found in the NOAA document Oil and Sea Turtles in the Wildlife Response Annex.
Regulations regarding ESA consultation are found in 50 CFR 402, located at:
http://www.access.gpo.gov/nara/cfr/waisidx_04/50cfr402_04.html

1660 Section 106 of the National Historic Preservation Act Consultations

On October 15th, 1966, Congress instituted a policy to preserve the Nation's cultural and historic heritage by enacting the National Historic Preservation Act (NHPA). Under this ACP, whenever pollution response actions may affect culturally or historically important sites or areas, the FOSC shall initiate emergency consultation protocols as soon as practicable after response actions are initiated.

The NCP does not provide specific guidance for taking historic properties into account during emergency response to an actual or threatened release of a hazardous substance, pollutant, or contaminant, or the discharge of oil or other pollutants (hereafter, a release or spill). Also, emergency provisions contained in the regulations implementing Section 106 of the NHPA do not directly address requirements for such emergency responses.

In carrying out duties under the NCP, including the priorities of protecting public health and safety, the FOSC may have to make emergency response decisions that adversely affect historic properties. By following this reference guide, however, the FOSC will be making an informed decision that takes historic property information into account prior to authorizing actions that might affect such property.

An "emergency" shall be deemed to exist whenever circumstances dictate that a response action to a release or spill must be taken so expeditiously that normal consideration of the Section 106 process is not reasonably practicable. However, an alternative process laid out in the following quick response guide (Appendix A) may ensure appropriate consideration of historic properties within the meaning of the NHPA during emergency response to a release or spill. This guide does not address the consultation procedures under Section 106 of the NHPA once that phase of the response action has ended.

Definitions:

“Historic Property” is defined in the NHPA as: “any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on the National Register”; such term includes artifacts, records, and remains which are related to such district, site, building, structure, or object. 16 U.S.C. Section 470(w)(5).

Criteria for listing a property in the National Register of Historic Places are found at 36 CFR Part 60. The statutory definition of historic properties and the established criteria determine whether a historic property needs to be considered during emergency response. A historic property need not be formally listed on the National Register to receive NHPA protection, it need only meet the National Register criteria (i.e., be eligible for listing in the National Register).

1660.1 Pre-Spill Consultations

The FOSC, as the Federal official designated to coordinate and direct response actions, is responsible for ensuring that historic properties are appropriately considered in planning and during emergency response.

As part of pre-incident planning activities, Federal OSCs (or the OSC's management) shall consult with the SHPO, Federal land-managing agencies, and appropriate Native American tribes to identify historic properties and identify exclusions. Exclusions may be specific geographic areas or types of areas where, should a release or spill occur, historic properties are unlikely to be affected. This includes the specifics listed in Appendix F.

Federal agencies with expertise in protection of historic properties available to assist the Federal OSC during preparedness planning include the Department of the Interior via the Regional Environmental Officers (REOs), the ACHP, and other Federal land-managing agencies for properties on their lands. The primary source of information on historic properties in an area, particularly properties not on Federal lands, is the State Historic Preservation Officer (SHPO), who is the official appointed by the Governor as part of the State's participation in NHPA programs.

1660.2 Emergency Support/Coordination

To ensure historic properties are considered during emergency response, the FOSC must have access to reliable and timely expertise and support in order to make timely and informed decisions about historic properties. In Virginia, the primary points of contact will be through the Department of Historic Resources (VDHR). Response effort concerns affecting Historic property on federal land, such as a national park can also be referred to the Department of the Interior (DOI).

A FOSC may obtain historic properties expertise and support in several ways. These include implementing an agreement with State or Federal agencies that have historic properties specialists on staff, executing a contract with experts identified in ACPs or hiring historic properties specialists on staff. Historic properties specialists made available under contract or hired must:

- Meet the qualifications listed in the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, 48 *Federal Register* 44738-39 (September 29, 1983); *see* Appendix II; and
- Be available to assist the Federal OSC whenever needed.

The Federal OSC shall ensure that historic properties protection strategies can be carried out by:

- Identifying who will be responsible for providing expertise on historic properties matters to the Federal OSC during emergency response. Depending on the size and complexity of the incident, a Federal OSC historic properties specialist or a historic properties technical advisory group convened by the specialist may be the most effective mechanism;

- Providing information on availability of appropriate training for historic property specialists to participate in emergency response, e.g., Hazardous Waste Operations and Emergency Response (HAZWOPER) training, familiarity with all relevant contingency plans and response management systems, etc.; and
- Working with the SHPO, Federal land-managing agencies, and appropriate Native American tribes to obtain information for response personnel on laws protecting and activities that may potentially affect historic properties.

Categorical Exclusions

The Federal OSC shall determine whether the exclusions described in Appendix F apply. If the incident affects only excluded areas, no further actions are necessary unless:

- Previously unidentified historic properties are discovered during emergency response; or
- The SHPO (or appropriate Federal or Native American tribe organizations) notifies the Federal OSC that a categorically excluded release or spill may have the potential to affect a significant historic property.

If the area where a release or spill occurs has not been excluded, if the Federal OSC is unsure whether an exclusion applies, or if the specifics of the incident change so that it no longer fits into one of the exclusions, emergency consultation shall be conducted.

1660.3 Emergency Consultations

Notification

If the FOSC has determined the release or spill does not affect an excluded area, the agreed-upon mechanism for addressing historic properties shall be activated. This includes notification to the SHPO, Federal land-managing agencies, and appropriate Native American tribes. Conduct consultation with these parties concerning the identification of historic properties that may be affected, assessing the potential effects of the emergency response, and developing and implementing emergency response activities. These requirements for notification and consultation shall be satisfied if the Federal OSC makes reasonable and timely efforts to notify and consult the aforementioned parties. Thereafter there shall be additional consultation to the extent practicable.

For specific guidance on emergency consultation procedures, see Appendices A and B, Quick Response Guide for NHPA Section 106 Emergency Consultation Guidance and Form.

Appendix (A) QRG for NHPA Section 106 Emergency Consultation Guidance
Appendix (B) NHPA Section 106 Emergency Consultation Form
Appendix (C) Historic Properties Specialists Personnel Standards
Appendix (D) Historic Properties Specialist Checklist to Assess and Address Potential Effects on Historic Properties / Cultural Resources
Appendix (E) Notice to Response Personnel: Required Actions upon Discovery of Cultural Resources
Appendix (F) NHPA Categorical Exclusion List

Appendix (A) QRG for NHPA Section 106 Emergency Consultation Guidance

The purpose of this document is to inform FOSCs of the potential need to conduct emergency consultations in accordance with 36 Code of Federal Regulations (CFR) § 800 (Protection of Historic Properties) and 36 CFR § 60 (National Register of Public Places). The procedures outlined in this guide are designed to assist FOSCs through the emergency consultation process derived from the Programmatic Agreement (PA) on Protection of Historic Properties during Emergency Response under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), updated April 30, 2002.

A. Verify identification of historic properties.	
	Consult with the SHPO, land owners and/or land managers, appropriate Native American tribes, and other interested parties identified in pre-incident planning to verify the location of historic properties identified during the planning process and determine if other historic properties exist in unsurveyed areas where there is a high potential for the presence of historic properties that might be affected by the incident or the emergency response.
	If newly discovered or unanticipated potential historic properties are encountered during emergency response actions, the Federal OSC shall either: 1) consult with the SHPO (or appropriate Federal, Native American organizations) to determine if the properties are eligible for inclusion in the National Register, or 2) treat the properties as eligible.
B. Assess potential effects of emergency response strategies on historic properties. Such assessment shall be done in consultation with SHPO, land owners and/or land managers, appropriate Native American tribes.	
	The potential adverse effects of releases or spills and of emergency response on historic properties may include, but are not limited to: ➢ Physical destruction, damage, or alteration of all or part of the historic property; ➢ Isolation of the property from or alteration of the character of the property's setting when that character contributes to the property's qualification for the National Register; and ➢ Introduction of visual, audible, or atmospheric conditions that are out of character with the property or alter its setting.
	Emergency response actions that may have adverse effects on historic properties include, but are not limited to: ➢ The placement of physical barriers to deter the spread of released or spilled substances and the excavation of trenches to stop the spread of the released or spilled substances; and ➢ Establishing camps for personnel, constructing materials storage and staging yards, excavating borrow pits for fill materials, and constructing alignments for road access.
	Direct physical contact of historic properties with released or spilled substances may result in one or more of the following:

	(1) Inability to radiocarbon date the contaminated resources; (2) Acceleration of deterioration of an object or structure; or (3) Prevention of identification of historic properties in the field. As a result, important scientific, historic, and cultural information may be lost.
C. Make and implement decisions about appropriate actions. The Federal OSC shall take into account professional comments received from the SHPO, land owners and/or land managers, appropriate Native American tribes in making decisions that might affect historic properties.	
	Emergency response strategies delineated in plans may need to be reviewed based on information available at the time of an actual incident. The purpose of this review is to evaluate whether implementation of the strategies in the plan might, for the emergency response action that is underway, adversely affect historic properties and, if so, how such effects might be avoided or reduced.
	Make arrangements for suspected artifact theft to be reported to the SHPO, law enforcement officials, and the land owner/manager.
	Arrange for disposition of records and collected materials.
	Ensure the confidentiality of historic property site location information, consistent with applicable laws, so as to minimize opportunities for vandalism or theft.
D. Whenever the Federal OSC determines the requirements of this Section cannot be satisfied concurrently with the paramount requirement of protecting public health and safety:	
	The determination shall be documented in a writing including the name and title of the person who made the determination; the date of determination; and a brief description of the competing values between public health and safety and carrying on the provisions of this Section.
	Notwithstanding such a determination, if conditions subsequently permit, the Federal OSC shall endeavor to comply with the requirements of emergency consultation to the extent reasonably practicable.

Virginia Department of Historic Resources for Emergency Consultation

Per the Commonwealth of Virginia Department of Historic Resources (VDHR) letter dated August 2011, the Commonwealth of Virginia declined to provide information on historic resources for pre-spill planning; however, the VDHR is available to provide technical assistance to the response team regarding potential impacts to historic resources during emergency consultation. VDHR requests to be contacted at a sufficiently early point in the response so that any comments regarding potential impacts to historic resources can be meaningfully considered. This consultation should include information on the location of the incident and available details of the response/remediation plan. It is not the intent of the VDHR to delay necessary response but rather work within the existing response framework to help craft the most appropriate plan of action. If DHR is unavailable to comment at the time of the incident, the FOSC should proceed with their response taking all precautions to minimize ground disturbance. As individual response and/or remediation plans continue to develop, DHR should be kept abreast of the updates.

VDHR's primary points of contact:

http://www.wvculture.org

Mr. Randall Reid-Smith, SHPO

West Virginia Division of Culture & History

Historic Preservation Office

1900 Kanawha Boulevard East

Charleston, WV 25305-0300

Phone: (304) 558-0220

Fax: (304) 558-2779

Deputy: Ms. Susan Pierce

E-mail: Susan.M.Pierce@wv.gov

Emergency Consultation Form

The NHPA Section 106, Emergency Consultation Form is intended for documentation of emergency response actions that may or are likely to affect:

- Historic Property as defined in "Programmatic Agreement on Protection of Historic Properties During Emergency Response Under the National Oil and Hazardous Substances Pollution Contingency Plan" (2002)

This form is intended to provide as much detailed information as possible to the SHPO within 48 hours of the federal action agency undertaking emergency response actions. It is not intended to be comprehensive and **responders should not delay emergency response actions while awaiting a response**. This form may be used to assist FOSCs in meeting their statutory obligations to conduct emergency consultation under Section 106 of the NHPA. This form is also designed to document communication efforts between the Action Agencies and the SHPO as well as provide a consistent template for use in compiling relevant information and recommendations during emergency response operations.

Note: The SHPO will review the supplied information and respond with measures to mitigate potential impacts to any registered historic property. The measures are then incorporated into response actions and specialists may be brought into the response to provide additional oversight and guidance via Pollution Removal Funding Authorization (PRFA).

Once this form is submitted, the SHPO will consider the proposed response actions and use: ATTACHMENT 2: DOCUMENTATION OF NHPA SECTION 106 EMERGENCY CONSULTATION DURING EMERGENCY RESPONSE ACTIVITIES - SHPO RESPONSE.

For All Consultations:

The DOI Regional Environmental Officer **shall** be informed whenever the FOSC engages in emergency consultation with the SHPO, Federal land-managing agencies, and/or appropriate Native American tribes.

The DOI Regional Environmental Officer may be able to facilitate communications between the USCG and the SHPO; however, it is the sole responsibility of the FOSC to initiate, conduct, and complete the consultation. U. S. Coast Guard (USCG) District Incident Management and Preparedness Advisors (IMPAs Dave Ormes 757-398-6585) and District Response Advisory Teams (DRATs 757-398-6391) are excellent resources for all required consultations (ESA, EFH, State Historic Preservation Office (SHPO), and Tribal Historic Preservation Office (THPO)).

The USCG IMPA and DRAT are available 24/7 via District command centers.

Activation of a Historic Properties Specialist

Historic properties can be adversely impacted by all facets of cleanup and monitoring, such as access, staging, excavation, waste removal and decontamination, deployment and demobilization

of equipment. If it is determined through NHPA consultation that "historic properties" may be affected through response efforts, activation of a qualified Historic Properties Specialist (HPS) may be recommended to develop protective measures for historic properties or cultural resources. If activated for a response, the HPS should serve in the Environmental Unit as the Historical/Cultural Resources Technical Specialist. Enclosure (3) outlines HPS personnel standards. Enclosure (4) is a HPS Checklist to assess and address potential effects on historic properties and/or cultural resources. Enclosure (5) is a notice to response personnel of required actions after discovery of historic/cultural resources.

Note: This is a guidance document only. Units are encouraged to modify this document as they see fit to suit the needs of their respective Regions or Areas.

FOR FURTHER GUIDANCE WITHIN THE USCG, PLEASE CONSULT WITH:
U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series)
Commanding Officer's Environmental Guide, COMDTPUB P5090.1 (series)

Appendix (B) NHPA Section 106 Emergency Consultation Form

Form and Instructions:

In using the below NHPA Section 106 Form, FOSCs (or their designated representative) should complete the Cover Memo and Attachment 1 after initial contact is made to the Services. Attachment 1 should be filled out with the best available information at the time of the response and should account for all response actions taken or being considered.

Attachment 2 is intended to be submitted blank to the Services by the FOSC (or their designated representative), so the Services can both acknowledge the request for consultation as well as begin to consider the FOSC's actions or proposed actions during the emergency response.

NHPA Section 106 Consultation Form Cover Memo

FROM: FOSC U.S. Coast Guard/EPA	**Name:** **Email:**	**Name:** **Email:**
TO: SHPO	**Name:** **Email:**	**Name:** **Email:**
COPY: DOI Regional Environmental Officer	**Name:** **Email:**	**Name:** **Email:**

This is an:

◉ Initial Report ○ Updated Report

INCIDENT DETAILS	
Name of Incident:	
Date of Incident:	**Time of Incident:**
Incident Type (e.g., vessel grounding, vessel collision, pipeline, transfer):	
Product(s) Released/Discharged:	
Volume Released/Discharged (indicate whether gallons or barrels):	
Potential Volume (indicate whether gallons or barrels):	
Has the release/discharge been stopped, continuing, or is the status unknown?	
Is the release/discharge contained, spreading, or is the status unknown?	
Indicate which Geographic Response Strategies exist for the area affected or potentially affected by the release/discharge:	

INCIDENT DETAILS
Indicate which, if any, Response Actions have been or are being deployed:

CENTER LOCATION
Latitude (example: 40º10'8" N or 40.17)**:**
Longitude (example: 74º51'53" W or -73.14)**:**
Nearest Landmark/Town:

Location Type (Check all that apply below)	**Name/Landmarks**
☐ Port/Industrial/Canal	
☐ Riverine	
☐ Inshore/Estuarine	
☐ Nearshore/Coastal	
☐ Offshore/EEZ	
☐ Lake/Lacustrine (freshwater)	
☐ Wetland (freshwater)	

Attachment 1: Documentation of NHPA Section 106 Emergency Consultation During Emergency Response Activities – FOSC Initial

Date of Transmittal: **Time of Transmittal:**

DESCRIPTION OF INCIDENT (Include Incident Command System (ICS) Form 201, other ICS forms as appropriate, or include hand drawn or digitally inserted map of incident action area): Be as complete as possible. Include detailed information on initial impacts, and other relevant information.

RESPONSE ACTIONS

This is an:

○ Initial List of Response Actions ◉ Updated List of Response Actions

Action (check all that apply)	Details/Notes
☐ Barriers/Berms/Fences	
☐ Booming (Containment/Exclusion)	
☐ Dispersants	
☐ Flooding/Flushing	
☐ In-situ Burning	
☐ Manual Oil Removal/Cleaning	
☐ Net Use or Trawling	
☐ Nutrient Enrichment/Bioremediation	
☐ Oiled Vegetation Cutting/Removal	
☐ Oiled Debris Removal	
☐ Physical Herding	
☐ Pre-oiling Debris Removal	
☐ Sand Blasting	
☐ Sediment Removal/Dredging	
☐ Sediment Reworking/Tilling	
☐ Shoreline Cleaning	
☐ Skimming	
☐ Solidifiers	
☐ Sorbents (specify type in notes – e.g., sausage, pom-pom, particulate: Bagasse, peat moss, natural/organic, etc.)	
☐ Steam Cleaning	
☐ Surface Washing Agent/ Chemical Shoreline Cleaners	

RESPONSE ACTIONS	
This is an: ○ Initial List of Response Actions ◉ Updated List of Response Actions	
Action (check all that apply)	**Details/Notes**
☐ Surface Collecting Agents/ Herders	
☐ Trenching	
☐ Vessel/Container Removal	
☐ Vacuuming	
☐ Other	

Additional information on response actions:

VESSELS/VEHICLES	
Vessel/Vehicles (check all that apply)	**Details/Notes**
☐ Airplanes	
☐ ATVs	
☐ Boats	
☐ Unmanned Aerial Vehicles (UAVs) or Unmanned Aerial Systems (UASs)	
☐ Heavy Equipment	
☐ Helicopters	
☐ Staging Areas	
☐ Truck or other automobile	

Attachment 2: Documentation of NHPA Section 106 Emergency Consultation during Emergency Response Activities - SHPO Response

Date of Transmittal:

FROM: SHPO	**Name:** **Email:**	**Name:** **Email:**
TO: FOSC U.S. Coast Guard/EPA	**Name:** **Email:**	**Name:** **Email:**
Name of Incident:		

Recommendations (may include information on cultural / historic resource types in the area, suggested areas to avoid, etc.):

Appendix (C) Historic Properties Specialists Personnel Standards

These standards apply to individuals contracted to provide technical services to Federal On- Scene Coordinators as Historic Properties Specialists. Standards for individuals performing field Historic Properties duties in a spill response (such as Shoreline Cleanup Assessment Team [SCAT] Archaeologists), either for the responsible party or for the government, may be different.[7]

1. The individual must meet the Secretary of Interior's Historic Preservation Professional Qualification Standards for either Prehistoric or Historical Archeology. In general, these require a graduate degree in Anthropology (or a closely related field), with a specialization in Archeology, and two and one-half years of professional experience. These standards can be found on-line at http://www.cr.nps.gov/local-law/gis/html/quals.html.

2. The individual must have demonstrated familiarity with the archaeology and environment of the area in question.

3. The individual must be fully familiar with Federal and State laws and regulations governing historic preservation, and with the operation of the State Historic Preservation Officer/Office (SHPO).

4. The individual must have, or must acquire training in compliance with the standards found in 29 CFR 1910, and should be familiar with the basic principles of the Incident Command System. Additionally, the individual should have familiarity with the *National Oil and Hazardous Substances Pollution Contingency Plan (NCP)*; the applicable Area Contingency Plan (ACP); the *Programmatic Agreement on the Protection of Historic Properties during Emergency Response under the NCP (Programmatic Agreement)*; and specific procedures such as the SCAT process.

Appendix (D) Historic Properties Specialist Checklist to Assess and Address Potential Effects on Historic Properties / Cultural Resources

THE FOLLOWING STEPS NEED TO BE TAKEN AS APPROPRIATE BY THE FEDERAL ON-SCENE COORDINATOR'S HISTORIC PROPERTIES SPECIALIST FOLLOWING ACTIVATION:	
	Understand and implement the Area Contingency Plan. If the spill/release occurs in an area where Geographic Response Strategies or Plans (GRS or GRP) have been developed, check the historic properties note on the GRS/GRP and discuss appropriate actions with the Federal OSC.
	Identify the (1) locations(s) of known historic properties affected or potentially-affected by the spill or release; and/or, (2) potential for undocumented historic properties to be affected or potentially-affected by the spill or release. ➢ *Notify/consult with the _____State Historic Preservation Office.* ➢ *Notify/consult with the Bureau of Indian Affairs.* ➢ *Notify/consult with all appropriate Federal, State, local, and/or private landowner(s)* ➢ *Notify/consult with appropriate Federally-recognized Tribes:* ➢ *Consult with archaeologists/historians/local residents knowledgeable about the area*. ➢ *Consult with Responsible Party's Historic Properties Specialist (if identified*). ➢ *Review (if available) aerial photos or other documentation of the area affected or potentially- affected by the spill or release (this could include digital photographs/videos).* ➢ *If necessary, conduct on-site inspection to determine presence of historic properties and prioritize.*
	Document effect of spill or release on historic properties or cultural resources.
	Assess whether emergency response strategies have the potential to affect historic properties.
	Establish an historic properties policy for all spill-related field personnel. ➢ If ICS is in place, implement policy through the Unified Command (e.g., Federal OSC, Safety Officer, or other appropriate individuals). Provide specific instructions on the ICS -204 to ensure protection of historic properties and cultural resources. Additionally, provide input to the ICS-232 Resources at risk summary on Historic Properties/cultural resources.
	Help identify, prioritize, and develop strategies to protect historic properties. ➢ Provide information on response activities that have the potential to negatively affect historic properties.
** It should be noted that additional steps may be required in more complex incident.*	

ONE OR MORE OF THE FOLLOWING STEPS NEED TO BE TAKEN AS APPROPRIATE, AT THE RECOMMENDATION OF THE HISTORIC PROPERTIES SPECIALIST FOLLOWING APPROVAL BYTHE FEDERAL ON-SCENE COORDINATOR:	
	Travel to the spill or release site to inspect or monitor on-site activities to minimize or eliminate potential historic properties impacts resulting from response-related activities. ➢ Provide information on response activities that have the potential to negatively affect historic properties.
	Conduct field survey(s) to provide recommendations to the Federal OSC on areas that need protection.
	Participate in assessment teams that survey oiled shorelines and adjacent lands.
	Create a Historic Properties Technical Advisory Group to review proposed cleanup strategies for shorelines and adjacent lands.
	Provide on-site monitoring of cleanup crews.
	Conduct archeological and/or historic recovery at an oiled site. ➢ Arrange for appropriate permits. ➢ Arrange for disposition of records and collected materials.
	Ensure the confidentiality of site location information for all activities identified above.
	Report any actual or suspected artifact theft to the Federal OSC, State Historic Preservation Officer, appropriate law enforcement officials and the landowner and/or land manager.
	Ensure compliance with applicable Federal/state regulations.

Appendix (E) Notice to Response Personnel: Required Actions upon Discovery of Cultural Resources

The Unified Command is required to comply with State and Federal laws that protect cultural resources from injury. The Historic/Cultural Resource Specialist helps the Unified Command and Federal On-Scene Coordinator ensure that cultural resources are appropriately considered during emergency response activities. Response personnel including contractors, sub-contractors, emergency responders, cleanup workers, and field crews play a crucial role in this process since they, by the nature of their work, are the people most likely to encounter cultural resources while in the field.

During an incident response it is possible that you, as a person involved in the response, may discover cultural resources. In the course of your work if you find an item that you believe or suspect is cultural or historic, you must:

1. Stop work immediately at, near, and surrounding the area where you discovered the object, item, or artifact.

2. Leave the suspected cultural item in place, undisturbed, exactly where it was discovered. Do not pick the item up, touch it, or work around it.

3. If possible, mark the location where you discovered the item but do not disturb penetrate the soil with any object or tool. There may be other artifacts under the soil that could be damaged by your actions.

4. Inform your field supervisor of the discovery as soon as possible.

After these initial actions, your field supervisor will immediately notify the Planning Section's Environmental Unit and the Historic/Cultural Resource Specialist. Further direction on how to proceed will be provided by the Unified Command. If you are unsure of something discovered being culturally sensitive, consider it to be sensitive and follow the steps listed above so that the Unified Command can be notified and, ultimately, make a determination on the items historic significance and the actions needed to protect it.

Compliance with these procedures is mandatory. They must be followed by all response personnel. Failure to comply with these procedures by excavating, removing, damaging, altering, or defacing any archaeological resource is a violation of multiple State and Federal laws and may result in fines/penalties, criminal prosecution, and imprisonment. For more information on actions related to the discovery of cultural resources, consult with your supervisor or contact the Historic/Cultural Resource Specialist.

For the purpose of this guidance, the term "cultural resource" includes but is not limited to: pottery, basketry, bottles, weapons, weapon projectiles, tools, structures or portions of structures, pit houses, rock paintings, rock carvings, intaglios, graves, human skeletal materials, or any portion or piece of any of the foregoing items. Non-fossilized and fossilized paleontological specimens may also be considered cultural resources, depending greatly on the context in which they were discovered.

Appendix (F) NHPA Categorical Exclusion List

Releases or Spills Categorically Excluded from Additional National Historic Preservation Act Section 106 Compliance

Releases/Spills onto (which stay on):

- Gravel pads
- Roads (gravel or paved, not including the undeveloped right-of-way)
- Parking areas (graded or paved)
- Dock staging areas less than 50 years old
- Gravel causeways
- Artificial gravel islands
- Drilling mats, pads, and/or berms
- Airport runways (improved gravel strips and/or paved runways)

Releases/Spills into (that stay in):

- Lined pits; *e.g.,* drilling mud pits and reserve pits
- Water bodies where the release/spill will not: 1) reach land/submerged land; and 2) include emergency response activities with land/submerged land-disturbing components
- Borrow pits
- Concrete containment areas

Releases/Spills of:

- Gases (*e.g.,* chlorine gas)

Important note to Federal OSC:

1) If you are not sure whether a release or spill fits into one of the categories listed above;

2) If at any time, the specifics of a release or spill change so it no longer fits into one of the categories listed above;

3) If the spill is greater than 100,000 gallons; and/or

4) If the state historic preservation officer notifies you that a categorically excluded release or spill may have the potential to affect a historic property; you or your representative must engage in emergency consultation

1670 ARTES

During an oil or chemical spill, the FOSC, who directs the response, may be asked to consider using a non-conventional alternative countermeasure (a method, device, or product that hasn't typically been used for spill response). To assess whether a proposed countermeasure could be a useful response tool, it is necessary to quickly collect and evaluate the available information about it.

To aid in evaluating non-conventional alternative countermeasures in particular, the Alternative Response Tool Evaluation System (ARTES) was developed. ARTES can also be used to evaluate proposed conventional countermeasures. It is designed to evaluate potential response tools on their technical merits, rather than on economic factors. ARTES is designed to work in concert with the NCP Product Schedule and the Selection Guide for Oil Spill Applied Technologies.

Under ARTES, an Alternative Response Tool Team (ARTT) rapidly evaluates a proposed response tool and provides feedback to the FOSC in the form of a recommendation. The FOSC then can make an informed decision on the use of the proposed tool.

Figure 1-8. ARTES Flowchart: A map of the process

ARTES is designed for two uses:

- To evaluate a product's appropriateness for use during a specific incident, under specific circumstances.
- As a pre-evaluation to identify conditions under which favorable outcomes are anticipated when a product is used.

An advantage of ARTES is that it provides a management system for addressing the numerous proposals submitted by vendors and others during a spill. Subjecting all proposals to the same degree of evaluation also ensures that vendors are considered on a "level playing field."

ARTES can be used before an incident as well as during a response. If a FOSC would like to consider an alternative response tool during pre-spill planning, he or she can use ARTES to evaluate the tool. Over time, the hope is that having a record of proposals on file will enable a FOSC to address alternatives for future needs.

1670.10 Initiation of ARTES Process

There are two ways that the ARTES process can be initiated, generally speaking:

- When no spill response is in progress, a vendor can approach the OSCs (Federal or State) or RRT members to request that a product be evaluated. It then falls on the OSC or RRT representative to determine the value of performing an ARTES evaluation on the product. In effect, the OSC and RRT representative perform first-line screening. If either the OSC or RRT representative decides that it would be appropriate for a product to be evaluated, he or she then must submit a written request for an ARTES evaluation to the Spill Response Countermeasures Workgroup chairperson at RRT III.
- During a spill, only the OSC, the Unified Command, the Planning Section Chief, or the Operations Section Chief can initiate an evaluation. They would do so in response to an identified need and they should complete the Operational Needs Survey.

Either before or during a spill, once a proposed response tool passes this initial screening step, it must be thoroughly evaluated. The vendor needs to provide complete and comprehensive information on the product by filling out the Proposal Worksheet (PWS). The information in the PWS is then reviewed by a Response Tool Subcommittee (during the planning phase) or by the Alternative Response Tool Team (during spill response operations) using the Summary Evaluation Sheet. If the PWS is sufficient, the teams evaluate the data, provide recommendations (either to accept or not accept) to the RRT and OSC, and the report is then archived.

Completion of an ARTES evaluation does not mean that a product is pre-approved, recommended, licensed, certified, or authorized for use during an incident. Spill response products such as dispersants, shoreline cleaners, and biological agents must conform to Federal regulations meant to protect our water resources and ensure that products used for spill response undergo review and testing before they are approved for use. Approved products are listed on the NCP Product Schedule.

An OSC need not wait for the ARTES recommendation when deciding whether to use a response tool. ARTES is designed to help, not hinder, the OSC.

1680 SMART

SMART establishes a monitoring system for rapid collection and reporting of real-time, scientifically based information, in order to assist the Unified Command with decision-making during in-situ burning or dispersant operations. SMART recommends monitoring methods, equipment, personnel training, and command and control procedures that strike a balance between the operational demand for rapid response and the Unified Command's need for feedback from the field in order to make informed decisions.

SMART is not limited to oil spills. It can be adapted to hazardous substance responses where particulate air emissions should be monitored, and to hydrocarbon-based chemical spills into fresh or marine water. In general, the SMART Protocol includes three tiers:

- Tier 1: Visual Observations
- Tier 2: On-Water Monitoring for Efficacy
- Tier 3: Additional Monitoring

Click here to view the entire SMART Protocol.

1700 Reserved

1800 Reserved

1900 Reserved for Area/District

2000 Introduction

Section 2000 will only provide a brief overview and information for the COTP zone specific to Virginia. Refer to the IMH to review specific information for all ICS duties and positions. The Incident Commander Job Aid contains information specific to the IC position.

2100 Unified Command – Command Structure

Note that the FOSC has responsibilities set forth in the NCP to see that certain activities will happen in a timely manner.

The National Contingency Plan states that the basic format for the response management system is a structure that brings together federal and state agencies with the Responsible Party (RP) to achieve an effective and efficient response. This structure is commonly referred to as the Unified Command. The UC will direct the tactical and strategic response to an oil spill with a unified position to ensure clear direction to the Responsible Party and efficient utilization of resources. OPA 90 clearly establishes that the FOSC has the ultimate responsibility for directing oil spill response including response objectives and strategies. It should be noted that in this structure, the FOSC retains ultimate authority in a response operation for decisions relating to it. However, the FOSC will exert his/her own authority independent of the UC only if other members are not present or are unable to reach consensus within a reasonable time frame.

The UC is responsible for the overall management of the incident. They direct incident activities including the development and implementation of strategic decisions and approve the order and release of resources. At a minimum, the Unified Command should be composed of the FOSC, SOSC and a representative from the Responsible Party. In addition, the Command Staff also includes Safety, Intelligence, Public Information and Liaison Officer positions. The Unified Command oversees and delegates responsibilities to four functional units, which are the Operations, Planning, Logistics and Finance/Administration Sections. Each UC member may assign Deputy Incident Commander(s) to assist in carrying out IC responsibilities. UC members may also be assigned individual legal and administrative support from their own organizations.

Some agencies that may be included in the UC for the COTP AOR include the USCG, FBI, DOD, EPA, MDE, VDEM, VDEQ, the Responsible Party, and at times municipal, county or regional emergency managers and other federal/state agencies. Incident specific UC structures can be found in the organization charts in each incident specific annex (i.e., Terrorism, Oil, Hazardous Substances, Radiological, and Biological Annexes).

To be considered for inclusion as a UC representative, the involved organization must meet the criteria outlined on page 5-3 of the IMH.

For information regarding the Area Command structure, refer to Chapter 13 of the IMH and the Area Command Job Aid.

2110 Command Representatives

2110.10 Federal Representative

The NCP, 40 CFR 300, requires FOSCs to direct response efforts and coordinate all other actions at the scene of a spill or release. The FOSC is the pre-designated Federal official responsible for ensuring immediate and effective response to a discharge or threatened discharge

of oil or a hazardous substance. The USCG designates FOSCs for the U. S. coastal zones, while the U. S. EPA designates FOSCs for the U. S. inland zones. The first Federal official affiliated with a NRT member agency to arrive at the scene of a discharge should coordinate activities under the NCP and is authorized to initiate, in consultation with the FOSC, any necessary actions normally carried out by the FOSC until the arrival of the pre-designated FOSC. This official may initiate federal fund-financed actions only as authorized by the FOSC.

The FOSC shall, to the extent practicable and as soon as possible after the incident occurs, collect pertinent facts about the discharge, such as its source and cause; identify responsible parties, the nature, amount, and location of discharged materials along with predicting the trajectory of discharged materials; then determine whether the discharge is a worst case discharge, the pathways to human and environmental exposure, the potential impact on human health, welfare, safety and the environment and whether the discharge poses a substantial threat to the public health or welfare. Next, the FOSC shall identify the potential impact on natural resources and property, and discuss priorities for protecting human health, welfare and the environment. Lastly, the FOSC must ensure appropriate resource documentation.

OPA 90 requires that each ACP, when implemented in conjunction with the NCP "be adequate to remove a worst case discharge, and to mitigate or prevent substantial threat of such a discharge, from a vessel, offshore facility, or onshore facility operating in or near the area." A worst case discharge is defined as "in the case of a vessel, a discharge in adverse weather of its entire cargo; and in the case of an offshore or onshore facility, the largest foreseeable discharge in adverse weather conditions." For the purposes of this plan the worst case discharge is the total loss of cargo from the largest ship operating in the port under adverse weather conditions.

The FOSC shall ensure that the trustees for natural resources are promptly notified of discharges. The FOSC shall coordinate all response activities with the affected natural resource trustees and shall consult with the affected trustees on the appropriate removal action to be taken. When the FOSC becomes aware that a discharge may affect any endangered or threatened species, or their habitat, the FOSC shall consult with the appropriate natural resource trustee.

2110.20 State Representative

The State representative, known as the State On-Scene Coordinator, is responsible to ensure all pertinent resource, cultural, archaeological, environmental and economic issues are discussed and decisions within the UC are based on sound state-specific information. This individual must be able to make decisions with minimal internal agency consultation. The designated State On-Scene Coordinator will also be the Co-Chair for the Virginia Area Committee to ensure a strategic long term relationship between State, Federal and Private Stakeholders.

2110.30 Responsible Party Representative

Under OPA 90, the responsible party has primary responsibility for cleanup of a discharge. The response shall be conducted in accordance with their applicable response plan. Section 4201(a) of OPA 90 states that an owner or operator of a tank vessel or facility participating in removal efforts shall act in accordance with the NCP and the applicable response plans as required. Section 4202 of OPA 90 states that these response plans shall be consistent with the requirements of the NCP and ACPs. Each owner or operator of a tank vessel or facility required by OPA 90 to submit a response plan shall do so in accordance with applicable regulations.

Facility and tank vessel response plan regulations, including plan requirements, are located in 33 CFR Parts 154 and 155, respectively.

The State Water Control Law (§ 62.1-44.34:15 Oil discharge contingency plans) also requires each facility owner and vessel operator to prepare an Oil Discharge Contingency Plan.

As defined in OPA 90, each responsible party for a vessel or a facility from which oil is discharged, or which poses a substantial threat of a discharge into or upon the navigable waters or adjoining shorelines or the Exclusive Economic Zone is liable for the removal costs and damages specified in Subsection (b) of Section 1002 of OPA 90. Any removal activity undertaken by a RP must be consistent with the provisions of the NCP, RCP, ACP, and the applicable response plan required by OPA 90. Each RP for a vessel or facility from which a hazardous substance is released, or which poses a substantial threat of a discharge, is liable for removal costs as specified in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (42 U.S.C. 9601 et seq.). The Commonwealth of Virginia requirements are as follows:

§ 62.1-44.34:15. Oil discharge contingency plans.
A. No operator shall cause or permit the operation of a facility in the Commonwealth unless an oil discharge contingency plan applicable to the facility has been filed with and approved by the Board. No operator shall cause or permit a tank vessel to transport or transfer oil in state waters unless an oil discharge contingency plan applicable to the tank vessel has been filed with and approved by the Board or a vessel response plan applicable to the tank vessel and approved by the USCG, pursuant to § 4202 of the federal Oil Pollution Act of 1990.

See also paragraphs B, C, and D. of the same section.

§ 62.1-44.34:16. Financial responsibility for vessels and facilities.
A. The operator of any tank vessel entering upon state waters shall have a Certificate of Financial Responsibility approved by the USCG pursuant to § 4202 of the federal Oil Pollution Act of 1990 or shall deposit with the Board cash or its equivalent in the amount of $500 per gross ton of such vessel. Any such cash deposits received by the Board shall be held in escrow in the Virginia Petroleum Storage Tank Fund.

§ 62.1-44.34:17. Exemptions.
A.Sections 62.1-44.34:15 and 62.1-44.34:16 do not apply to a facility having a maximum storage or handling capacity of less than 25,000 gallons of oil or to a tank vessel having a maximum storage, handling or transporting capacity of less than 15,000 gallons of oil or to a tank used to contain oil for less than 120 days and only in connection with activities related to the containment and cleanup of oil or to any vessel engaged only in activities within state waters related to the containment and cleanup of oil, including response-related training or drills.

§ 62.1-44.34:18. Discharge of oil prohibited; liability for permitting discharge.
A. The discharge of oil into or upon state waters, lands, or storm drain systems within the Commonwealth is prohibited…[See remainder of citation…]

2120 Guidance for Setting Response Objectives

Example incident objectives can be viewed on page 4-4 of the IMH and once agreed upon are documented on an ICS-202 Plan Response Objectives with an example Incident Action Plan.

Criteria for developing response objectives should follow "SMART":

Specific – State exactly what you want to achieve and try to break-down into smaller tasks. Answer Who, what, where, when, which and why.
Measurable – Establish clear definitions to help measure when the goal is attained.
Attainable – Ask if the goal can be accomplished in the desired time, quality, cost, etc.
Realistic – Give the responders the opportunity to succeed by setting goals that can be accomplished within the operational period.
Time-Sensitive – Can the objective be completed in a reasonable about of time (i.e. within one operational period or thee about).

2130 Unified Command General Response Objectives and Priorities

The Unified Command will set response priorities, identify any limitations and constraints, develop incident objectives and establish guidelines for the Incident Management Team to follow.

While incident specific objectives are located in each appendix of this ACP, typical operational objectives for the **initial response (emergency) phase** for most incidents include (in no particular order):

- Confirm the existence and extent of the incident.
- Secure the source of the incident.
- Evaluate the extent of contamination.
- Confirm/execute all notifications to concerned local, county, state, and federal agencies.
- Assemble and establish a unified agency response group on-scene.
- Ensure safety to the responders and public.
- Assess the need to mobilize additional contract response resources (it is generally better to mobilize early) and then release if the asset is not needed, rather than delay for fear of overreaction.
- Establish a public information group.

Typical operational objectives for the **first operational period** include (in no particular order):

- Fully evaluate/reconnaissance the extent of contamination.
- Implement the unified command organization and verify operations are being conducted in conformity with the NIMS/ICS.
- Begin relocation of Incident Command functions from on-scene unified operations group operations center to off-site/suitable Incident Command Post.
- Commence Incident Planning cycle, including initial Incident Action Plan.
- Examine key response financial issues (see Section 6000 of this plan).
- Liaison Officer: initiate contact with local municipalities and establish communication channels.
- Safety Officer: develop, train, and deploy initial site-specific safety and health

plan (provide Material Safety Data Sheet (MSDS)) by coordinating with contractor and government safety plans.
- Information Officer: Define/confirm media relations approach with Unified Command; establish Joint Information Center, prepare first press release and organize first media briefing.

Typical operational objectives for the **second operational period** include (in no particular order):

- Transition from immediate operations driven response posture to a pre-planned operations remediation posture.
- Conduct routine situation briefings.
- Conduct daily objectives, tactics, and planning meetings in accordance with established response meeting schedule.

2140 Unified Command Initial Action Considerations

- Determine need to initiate Critical Incident Communications procedures
- Is establishing a Unified Command appropriate, and who shall be members of Unified Command?
- Work with the Unified Command, Operations and Planning Sections to determine the control zones (hot, warm, cold)
- Has Unified Command communicated location of zones to response personnel?
- Document Safe to Respond determination
- Is the incident the result or possible result of a terrorist act?
- Should the Maritime Security Level (MARSEC) be increased?
- Determine need to notify Coast Guard Investigative Service Resident Agent of the incident or any other appropriate law enforcement agency
- Determine who will be in charge of the investigation and how it relates to the response (e.g., whether it will be included in the ICS organization)
- Determine if there are the right type, kind and quantity of USCG resources to respond. Consider mobilizing:
  - USCG Atlantic Area (LANTAREA) Incident Management Team (IMAT) for incident management assistance
  - Atlantic Strike Team for response expertise and resources
  - NOAA SSC for environmental and scientific assistance
  - Maritime Safety and Security Team (MSST) for port security force augmentation
  - Other special teams as appropriate
- Establish appropriate battle rhythm (e.g., operational period and/or need for nighttime operations)
- Determine if the complexity of incident response operations are such that the command team would benefit from an ICS Technical Expert

2200 Safety

USCG's employees, other government employees, and contract personnel involved in response activities ***must comply*** with all applicable worker health and safety laws and regulations. The primary federal regulations are the Occupational Safety and Health Administration (OSHA) standards for hazardous waste operations and emergency response found in 29 CFR 1910.120. This rule regulates the safety and health of employees involved in cleanup operations at uncontrolled hazardous waste sites being cleaned up under government mandate and in certain

hazardous waste treatment, storage, and disposal operations conducted under the Resource Conservation and Releases Recovery Act of 1976 (RCRA). The regulations also apply to both emergency response and post-emergency cleanup of hazardous substances. The definition of hazardous substance used in these regulations is much broader than CERCLA, encompassing all CERCLA hazardous substances, RCRA hazardous waste, and all Department of Transportation (DOT) hazardous materials listed in 49 CFR Part 172. Thus, most oil and hazmat responses are covered by these regulations. The rules cover employee protection during initial site characterization analysis, monitoring activities, materials handling activities, training, and emergency response.

2210 Safety Regulations

OSHA classifies an area impacted by oil as an uncontrolled hazardous waste site. However, the regulations do not automatically apply to an oil spill cleanup. There must be an operation that involves employee exposure or the reasonable possibility for employee exposure to safety or health hazards. A typical beach cleanup worker collecting tar balls of weathered oil or deploying sorbents to collect a sheen may not be exposed to a safety or health risk. The role of the site safety and health supervisor (the USCG District Occupational Health and Safety Coordinator could fill this position) is to assess the site, determine the safety and health hazards present, and determine if OSHA regulations apply. If an OSHA field compliance officer is on-scene, he or she should be consulted to determine the applicability of OSHA regulations. Disputes should be referred to the Department of Labor representative on the RRT. The individual making the site characterization should communicate the hazards associated with the incident, and provide recommendations for the protections of workers' safety and health through a site safety plan.

The responsibility for the health and safety of personnel supporting a pollution response mission rests with the OSC. For oil spill responses where OSHA regulations apply, the OSC must ensure that paragraphs (b) through (o) of 29 CFR 1910.120 are followed. USCG's personnel assigned to a Sector and routinely involved in pollution response should complete, at a minimum, a 24 hour course meeting OSHA training requirements in paragraph (e) of 29 CFR 1910.120. Training records should reflect that OSHA requirements have been satisfied. Contractors are responsible for certifying the training of their employees. OSHA has recognized the need to remove oil from the environment and has empowered the OSHA representative to the RRT to reduce the training requirement to a minimum of 4 hours for responders engaged in post emergency response operations. An example of a post emergency response effort is shoreline cleanup operations. The reduced training applies to all USCG's personnel and to the private sector. This information may be found in OSHA Instruction CPL 2-2.51. The level of training required depends on the potential for exposure. Workers required to use respirators must have 40 hours of off-site training. The OSHA field compliance officer should be contacted to ascertain the worker training requirements and develop an implementation plan to minimize the hazards of exposure to workers involved in cleanup operations. While training requirements may vary from state to state, state requirements that are more restrictive will preempt federal requirements. The OSC should establish contact with the State OSHA representative, where applicable, to determine the state training requirement for a response.

2220 Site Characterization

Prior to sending responders into the scene of a release of oil or hazardous substances, a site characterization and analysis should be performed by a safety professional to determine the hazards that first responders may face at the incident scene. Once all of the hazards have been identified, a safety meeting should be held to discuss the nature of the hazards, how to mitigate such hazards including the wearing of appropriate personnel protective equipment (PPE) and atmospheric monitoring equipment.

2230 Safety Officer

The Safety Officer (SOFR) serves a vital function on the response team as an advisor to the Incident Commander/Unified Command. The primary function of the SOFR is to protect the responders and the public from the hazards of an incident. The SOFR must be highly integrated with the Operations Section Chief and Operations personnel to ensure that response tactics are executed safely. The SOFR works closely with the Planning Section Chief to ensure the IAP is a safe one. The SOFR functions as a risk manager and must evaluate response options, select the most effective safeguards, and advise the IC/UC and the Section Chiefs on the relative risks and benefits of the strategies and tactics being considered. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan and all safety messages within the IAP. Refer to the IMH and Safety Officer Job Aid for additional information. The example IAPs in Section 9000, include example Medical Plans (ICS-206) and Site Safety Plans (ICS-208).

The Safety Officer may assemble a team of Assistant Safety Officers and Safety Observers as/if the response becomes more complex. These additional personnel are assigned to specific components of the response to monitor complex and/or hazardous activities associated with that specific component. These personnel may include:

- Oil Spill Removal Organization (OSRO) Safety Advisor
- Dive Team Safety Advisor
- Salvage Safety Advisor

Regardless of the make-up or size of the Safety Team, there is only one assigned SOFR responsible to ensure all support (operations oversight) and administrative (plans/briefs) activities are conducted.

If the incident is large or complex, consider requesting SOFR support from the:

- USCG IMAT;
- USCG Atlantic Area IMAT;
- USCG National Strike Force;
- OSHA (or State equivalent agency);
- State safety and health agencies;
- District 5 Safety Officer;
- Environmental Protection Agency; and
- Agency for Toxic Substances and Disease Registry.

SOFR Support to the IAP

- Consider including a daily Safety Message in the IAP.

- Review the draft ICS-204s (Work Assignments) to determine if there is a need to include any safety guidance, requirements or special "watch out" advisories.
- Review and approve the ICS-206 (Medical Plan) to determine if the plan is compatible with the expected work activities and reflects appropriate notification and transportation procedures.
- Complete site Health and Safety Plan.
- Complete overall Safety Message.

Supporting Plans

Other supporting plans that may be included in the IAP and that the SOFR should be actively involved in include:

- *Decontamination Plan:* Ensure that decontamination processes are in compliance with the safety plan. This may incorporate air monitoring and developing PPE protocols for hazardous materials decontamination sites, or may entail confined space entry procedures being implemented for the decontamination of a holding tank on an oil skimming and recovery vessel;
- *Incident Map:* The SOFR should coordinate with the Situation Unit Leader to assure that the map includes the location of the nearest hospitals (if nearby) and other safety related information including designated helispots for emergency medical transport, location of EMT/Paramedics on site, etc.;
- *Chemical Hazard Documentation:* The SOFR must document the hazards of a chemical by reviewing and extracting information from several chemical references including MSDSs. The on-line CAMEO database is a great source of hazardous material information. This information is used to ensure a proper risk assessment is conducted to identify controls for safeguarding responders and the public from the hazards of an incident;
- *Air Monitoring Plans*: The SOFR provides input into air monitoring plans with emphasis on ensuring responders are operating under safe conditions and the public is properly protected;
- *Chemical, Biological, Weapons of Mass Destruction Agent Sampling Plans:* The Safety Officer reviews these plans to ensure the plans are executed in a safe manner and meet the Unified Command's primary goal of protecting responders and the public; and
- *Other Plans:* The SOFR may review other plans with the safety of the responder and the public in mind. For example, the Demobilization Plan should be reviewed to ensure personnel and equipment are not demobilized too soon and therefore increase an existing fatigue or other safety hazard.

2300 Information

The Public Information Officer (PIO) is designated by the Incident Commander/Unified Command to support the information needs of the response. The PIO establishes, maintains, and deactivates the Joint Information Center (JIC); and represents and advises the Incident Commander/Unified Command on all public information matters relating to the incident. A PIO should possess public affairs, crisis response JIC and/or management experience. The Public Information Officer ICS Job Aid offers further documentation on requirements and expectations of the PIO.

2310 Protocol for Access/Timing of Media Briefings

2310.10 Media Interaction

The general public's opinion of an oil spill effort is not always based upon what action has been taken, but upon what information they have received. Supplying information to the media is a critical component of pollution response, and is a primary function of the OSC. Early and accurate news releases serve to minimize public apprehension and to enhance their faith in the response community's ability to deal with oil spills.

To ensure an accurate flow of information, a single point of contact or pool of public affairs personnel should be established for media relations. The number of people needed to respond to inquiries will vary depending on the size of the incident and the media interest involved. The OSC has many resources available to assist with the media. For small spills, the assistance of the Sector Public Affairs Officer (PAO) may be sufficient. For larger spills with more media interest, it may be necessary to seek assistance from other sources such as the Public Information Assist Team (PIAT), District Public Affairs or private industry.

Media as a Public Messenger

First Message in a Crisis

The initial hours of an incident, the public will be listening for factual information and recommendation for action from officials. The first message in a crisis should be released within two hours of initial notification of the incident. Spokesperson for the incident/unified command will need to ensure that the facts are correct, repeated consistently, avoid unconfirmed details early on and ensure that all credible sources share the same facts. Responders must speak with one voice.

The ***FIRST*** official message to the public in a crisis will either occur through the media or directly and should contain these six elements in the following order:

1. **Expression of Empathy**
2. **Confirmed Facts and Actions Steps**
   (Who, What, When, Where, Why, How) It's not necessary to know all of them to go forward with your statement.
3. **What You Don't Know About the Situation**
4. **What's the Process**
   After, acknowledging there are questions unanswered, explain first steps being taken to get answers. What help people can expect next. (The first statements may simply be, "we've established an Incident Command Post)
5. **Statement of Commitment**
   You are there for the long haul. You'll be back to talk to them in a designated amount of time. (Be careful not to promise what is outside of your control)
6. **Where People Can Get More Information**
   Give a hotline number or a website. Again, tell them when you will be back in touch with them.

First Message in a Crisis Worksheet

Crisis and Emergency Risk Communication
Crisis Leader – First Message

1. Expression of Empathy (e.g., understand you confused, anxious, frightened)

_____
_____

2. Confirmed Facts and Actions Steps (e.g., Fill in only VERFIED facts, skip if not certain)

Who:_____
What (Action):_____
When:_____
Where:_____
Why:_____
How: _____

3. What You Don't Know About the Situation

_____
_____

4. Process to Get Answer

_____
_____

5. Statement of Commitment

_____
_____

6. Referrals (If possible, skip if not yet ready)

For more information:_____
Next scheduled update:_____

Finally check your message for the following:

Positive Action Steps	Avoid Jargon
Honest/Open	Avoid Judgmental Phrases
Say "we" not "I"	Avoid Speculation
"Can you do it"	Avoid extreme questions

2310.20 Community Relations

Providing information directly to members of the impacted community, free of the filtering and potentially distorting effect of the media is critical to public understanding of the incident response. Community relations may include scheduling of public meetings, preparing speeches and coordinating public activities with public officials and protocol personnel.

The Volunteer Management Plan (VMP) Annex of the ACP includes a media pamphlet that will be useful to inform the community of the general hazards of oil and the proper steps to volunteer their time.

In order to ensure that important constituents are not overlooked or slighted during a major response, it is important that a Community Relations Officer be assigned to the PIO element. Under no circumstances should community relations be a collateral duty of the PIO during a major incident.

2310.30 Internal Information

Informing the members of the response community of the status of the response is vital if consistent and accurate information is to be conveyed to all interested parties. Internal information is the process of informing our own people of the status of our activities.
At a minimum, all personnel assigned to response duties should be provided with access to the daily fact sheet prepared by the media relations officer. This will help ensure a consistent and accurate flow of information.

2310.40 General Logistical Concerns for Press Conferences and News Briefs

Pollution incidents that generate significant media interest normally require press conferences or news briefs. These media gatherings provide an opportunity to film and ask questions of senior response officials. People arranging conferences and briefings should ensure that top officials are available and up-to-speed on any special interest areas. It is beneficial to provide a press release, statement or press packet prior to conducting a press conference. The spokesperson(s) should approach the conference with a clear idea of the specific points to be discussed and anticipate questions that may be posed. Charts, diagrams and other visuals serve to facilitate presentations and clarify response actions.

A schedule of the times and locations for press conferences should be published and made available to the media well in advance, whenever possible. This can be accomplished with a news advisory. It may be beneficial to conduct press conferences near the site of a pollution incident.

Public buildings in the area which could handle the expected media representatives should be quickly identified as possible locations for planned press conferences, based on size. This may include local USCG's facilities, fire stations, police stations or other state and local government buildings. One alternative is to conduct a conference or briefing on-scene or from alongside a mobile command post. On-scene conferences or briefings must be carefully coordinated to ensure efforts to control the spill are not disrupted. For press briefings, efforts should be made to find a location which provides convenient access for federal, state and local officials and which is large enough to accommodate the anticipated number of media personnel.

Some members of the media will request access to the spill site for photo opportunities. Direct access to private property such as facilities, vessels or barges will remain under the control of the owner. It may be advantageous to make a USCG's vessel available to tour the affected area from the waterside. When media interest exceeds the capacity of the USCG's vessel, it will be necessary to form a press pool. The selection of participants is best left to members of the media. The media may also obtain their own vessel or aircraft with which to view the spill site. They will continue to be governed by a Security or Safety Zone that may be in effect unless granted specific access by appropriate authority.

Members of the media may also approach personnel at a spill site. If possible, they should be referred to the PIO, the OSC's representative or to the OSC (in that order). Agency's representatives' on-scene may answer questions regarding their particular role. The rule of thumb is, if it's your job you can talk about it, if it's not, then refer them to whomever is responsible. Accompanying a spill of significant public interest will be an increased demand for information from public officials. Coast Guard Public Affairs personnel are also responsible for fielding political inquiries as directed by the OSC. They should also prepare briefing materials for elected or public officials who may request information about the incident.

PIOs may use the Seven Part Model below simply a template to construct their message and get the key facts across while demonstrating care and commitment to the stakeholders. Please utilize the worksheet provided below.

The Seven-Part Model

1. **Empathy, Caring, or Commitment Statement** – This will always come first. Tell your stakeholders you care about them. Just remember to be genuine and make it the first part of the incident/unified command's message.

2. **Three Key Messages** – This keeps the message concise and to the point. By "key" messages, the incident/unified command should concentrate only on those messages that are important to the stakeholder. How do you know what's most important to them? Put yourself in their shoes.

3. **Key Message 1 with 2 Supporting Facts** – Key messages should always be supported with amplifying information. Here's where the incident/unified command can show the commitment to resolution or solution. Tell the stakeholders what you're doing about the situation and how they can be involved in the decision-making process.

4. **Key Message 2 with 2 Supporting Facts**

5. **Key Message 3 with 2 Supporting Facts**

6. **Repeat 3 Key Messages** – When dealing with situations where people are highly stressed, some message repetition will assist in drilling home the messages. This should only be a summary of your three key messages.

7. **Future Actions** – This is where the incident/unified command will reiterate the commitment to resolving the issue. This is a vital piece of this model. People want to know that the incident/unified command is dedicated to seeing the situation through. Just remember, if a promise is made here, you better be ready to back them up.

Constructing the 7-Part Answer Worksheet

1. Write a statement that expresses empathy, competence or dedication.
(**Example:** *The most important objective in our operation is cleaning up the oil that spilled because of the hurricane.)*

2. Write a bridge to the body of your message that states your three key messages.
(**Example:** *We are accomplishing our mission by evaluating the environmental damage from the storm, prioritizing the cleanup sites and ensuring that the spilled oil at all the sites is cleaned.)*

3. Write your first key message, with supporting facts.
(**Example:** *We are evaluating the environmental damage from the storm. Our reconnaissance teams deployed in the air, on the ground, and on the water every day, acting as spotters for environmental damage. We are checking every portion of the state that lay in the storm's path. We are also responding to reports of pollution from industry and general public sources.)*

4. Write your first key message, with supporting facts.
(**Example:** *We are prioritizing cleanup sites. As we evaluate the spill sites, we put them in rank order and deploy our cleanup resources to the most critical sites. We are currently concentrating on the biggest spills and those that have affected the largest amount of shoreline.)*

5. Write your first key message, with supporting facts.
(**Example:** *We are ensuring that the spilled oil at all sites is cleaned. We currently have more than 700 cleanup workers removing oil from 10 sites. We've cleaned up more than 250,000 gallons of oil since we began our operations. We have also collected and safely disposed of more than three tons of oily debris.)*

6. Write a bridge to your conclusion that re-states your three key messages.
(**Example:** *Again, we are accomplishing our mission by evaluating the environmental damages from the storm, prioritizing the cleanup sites and ensuring that the spilled oil at all the sites is cleaned.)*

7. Write a conclusion that states your future actions.
(**Example:** *In addition to our clean-up operations, we are also investigating the specific causes of these oil spills, and will release the results of those investigations when they are complete.)*

2320 Joint Information Center

During a major oil spill when media activity is expected to last several days, the PIO should establish a JIC to coordinate the public affairs activities of participating agencies and parties. The role of the JIC is to provide multiple phone lines for incoming calls, staffed by knowledgeable individuals; and ensure state and federal government PIOs are available to the media. In addition, the JIC develops joint news releases under the UC, and schedules, organizes, and facilitates news conferences. It is recommended that the JIC be in the same building as the Command Center, but in a room separate from other ICP Sections. PIOs need to be close to the UC and other Sections for effective communication, but not so close as to disturb response operations. Equipment needs for the JIC vary, dependent on the size and impact of the incident, and media and public interest levels. If possible, a separate "Press Room" should be established for reporters' use, at spills that attract a great deal of media interest. This room may be used by reporters covering the story, and would ideally be equipped with several phone lines, electrical outlets, and a couple of desks, tables and chairs. There should be a way to display maps, status boards, and other visual aids that could be used on-camera, and a table near the door for the latest news releases, fact sheets, and advisories. If there is room for seating and a podium with a public announcement (PA) system, the press room is a good site for all formal news conferences. This allows television news crews to set-up cameras in advance, and reporters to do stand-ups and call-ins from an easy, central location.

2330 Media Contacts

Reserved for Section 9000 Sector VA 2021 Annual Review.

2400 Liaison

2410 Liaison Officer

The role of the Liaison Officer (LOFR) and their staff can be summed up in the phrase, "know the customer." The LOFR is a vital link in the Incident Command's ability to effectively manage the concerns and issues of elected officials and their staff, government agencies, non-governmental organizations, general public, and industry partners during an incident response. The LOFR can have a significant impact on stakeholder perceptions regarding the success or appropriateness of the response, especially if they know what is important to these people and organizations.

The IMH (page 6-4) and the Liaison Officer ICS Job Aid offer further guidance on requirements and expectations of the LOFR.

Refer to Appendix 9200 Personnel and Services Directory for a list of federal, state and local trustees, agency representatives and environmental, economic and political stakeholders.

2420 Investigators

The responsibilities of the Investigation Staff include (it should be noted that the majority of the investigation responsibilities fall under the Operations Section):

- Coordinate concurrent investigations and conduct cooperative investigations where appropriate.
- Manage the availability of evidence that may be required by separate or divergent investigation.
- Inform the Unified Command of the status of investigations.
- Implement and manage the Investigation Staff needed to proactively accomplish investigation tasking.

While many, if not all, spills and releases are marine casualties over which the USCG has jurisdiction under Title 46 Code of Federal Regulations part 4, the National Transportation Safety Board (NTSB) often investigates accidents resulting in large oil or hazardous substance discharges. Accordingly, relationships between investigators will be governed by the Memorandum of Understanding between the Coast Guard and the NTSB, as well as side-bar agreements on investigation between state and local investigators. The FOSC will normally group the investigation as a separate entity from the response through the LOFR and will normally appoint an assistant solely to handle the investigators during a large response or complex investigation; this assistant should immediately contact the USCG's Headquarters Office of Investigation and Analysis in Washington, DC through the USCG chain of command to discuss the details of the investigation/response relationship in the particular case at hand.

2430 Trustee Funding - NRDA

Natural Resource Damage Assessment (NRDA) is the process of identifying and quantifying the resource impacts and evaluating the value of impacted resources for the purpose of restoration. Successful pursuit of NRDA actions, either by the trustees alone or in cooperation with the RP(s), is a complex process comprising numerous tasks involving the interaction of scientists, economists, lawyers, and administrators. The DOI and NOAA Rules reduce some of the complexity by establishing an assessment process and providing a mechanism for determining the merits of going forth with the assessment and claim. The process provides a record of the trustees' decisions. NRDA is always separate from the response to the incident.

The RP should be the primary funding source for the NRDA. The trustees will need early access to representatives of the RP to determine the availability of funding, personnel, and equipment for damage assessment activities. The Lead Administrative Trustee (LAT) will first notify the appropriate USCG representative and request that a meeting be arranged between the Natural Resource Trustees and the RP's representative. Should the USCG fail to arrange a meeting in a timely fashion, the Natural Resource Trustees will establish contact directly with the RP's representative. When the RP is unknown, contacting the RP is not feasible, or the RP is unwilling or unable to provide funds, the LAT may request funding from the Oil Spill Liability Trust Fund (OSLTF).

2430.10 Lead Administrative Trustee

The exchange of information between and coordination of natural resource damage assessment and response activities can be beneficial by preventing natural resource injury or losses, avoiding duplication of data-gathering, and allowing for efficient use of available personnel and equipment. Therefore, the lead Federal Natural Resource Trustee will notify the USCG of the LAT as soon as possible after an oil spill. As required by Executive Order (E.O.) 12777, the Federal Natural Resource Trustee must select a LAT. Depending on the resources at risk and other relative factors, it might be appropriate for the LAT to be a non-federal agency. In such cases, the Federal Natural Resource Trustees would still select a Federal LAT for the purpose of

coordination with the representatives of the OSLTF to initiate the damage assessment. The non-federal LAT will coordinate all other damage assessment activities. The LAT typically works under either the Planning Section or LOFR and is often titled the NRDA Representative.

Most NRDA activities occur outside the UC. The appropriate place within ICS for emergency response information exchange and coordination to occur depends on the nature of the response and the trustees involved.

- The Planning Section is responsible for collection, evaluation, dissemination, and use of information about the incident, including information about natural resources. This is often a logical place for the liaison between trustee NRDA work and the incident response. The trustee liaison is provided by the LAT or other personnel designated to serve this function. The person within the Planning Section responsible for working with the LAT may be the SSC or other personnel designated to serve this function. It is extremely important for the person within the Planning Section working with the LAT to communicate the NRDA operations to the UC and response operations to the LAT.
- The Command Staff may be the most appropriate place for the LAT liaison for incidents with significant natural resource injury concerns or where trustee concerns are not adequately addressed through the Planning Section.

The NRDA Representative is responsible for coordinating NRDA needs and activities of the trustees that make up the NRDA Teams with the ICS spill response operations. This includes close coordination with the Planning Section for obtaining timely information on the spill and injuries to natural resources. The NRDA Representative will coordinate with the SSC, the RP(s), and Legal specialists for possible coordination of NRDA or injury determination activities.

Specific responsibilities of the NRDA Representative include:

- Attend appropriate planning meetings to facilitate communication between NRDA Team and ICS elements;
- Identify site access, transportation support, logistics requirements and staffing needs to the proper ICS elements;
- Interact with ICS elements to collect information essential to NRDA;
- Coordinate sampling requirements with Sampling Specialists and the Situation Unit;
- Coordinate with the? Or LOFR? and the SSC to identify other organizations available to support NRDA activities;
- Ensure that NRDA activities do not interfere or conflict with response objectives.

2440 Indian Tribe Trustee

[FOR FUTURE DEVELOPMENT]

2500 Intelligence

2500.10 Intelligence Officer

The role of the Intelligence function in an ICS organization provides the UC with a conduit to intelligence information that can have a direct impact on the safety of response personnel and influence the disposition of maritime security assets.

Agencies that may support the Intelligence Officer include:

- USCG Field Intelligence Support Team (FIST)
- FBI Field Intelligence Group (FIG)
- State Police Intelligence
- Immigration and Customs Enforcement (ICE) (Intel Analysts)
- Customs and Border Protection (CBP Analysts)

The (page 6-8) offers further guidance on requirements and expectations of the Intelligence Officer.

2600 Reserved

2700 Reserved

2800 Reserved

2900 Reserved for Area/District

3000 Operations Section

The Operations Section is responsible for directing the tactical actions to meet incident Objectives. See Chapter 7 of the Incident Management Handbook COMDTPUB P3120.17B for duties and responsibilities.

In general, the following response priorities will be followed and documented during the Planning Cycle:

- Protect human life and health.
- Minimize ecological impacts.
- Minimize economic and public impacts.

3100 Operations Section Organization

The Operations organization (Figure 3-1) is designed to be highly flexible so that it can be used during any type of emergency. Unlike the other Sections in the ICS organization, Operations builds from the bottom up, only adding layers of management to maintain span of control when the size of the Operations Section requires more focused oversight.

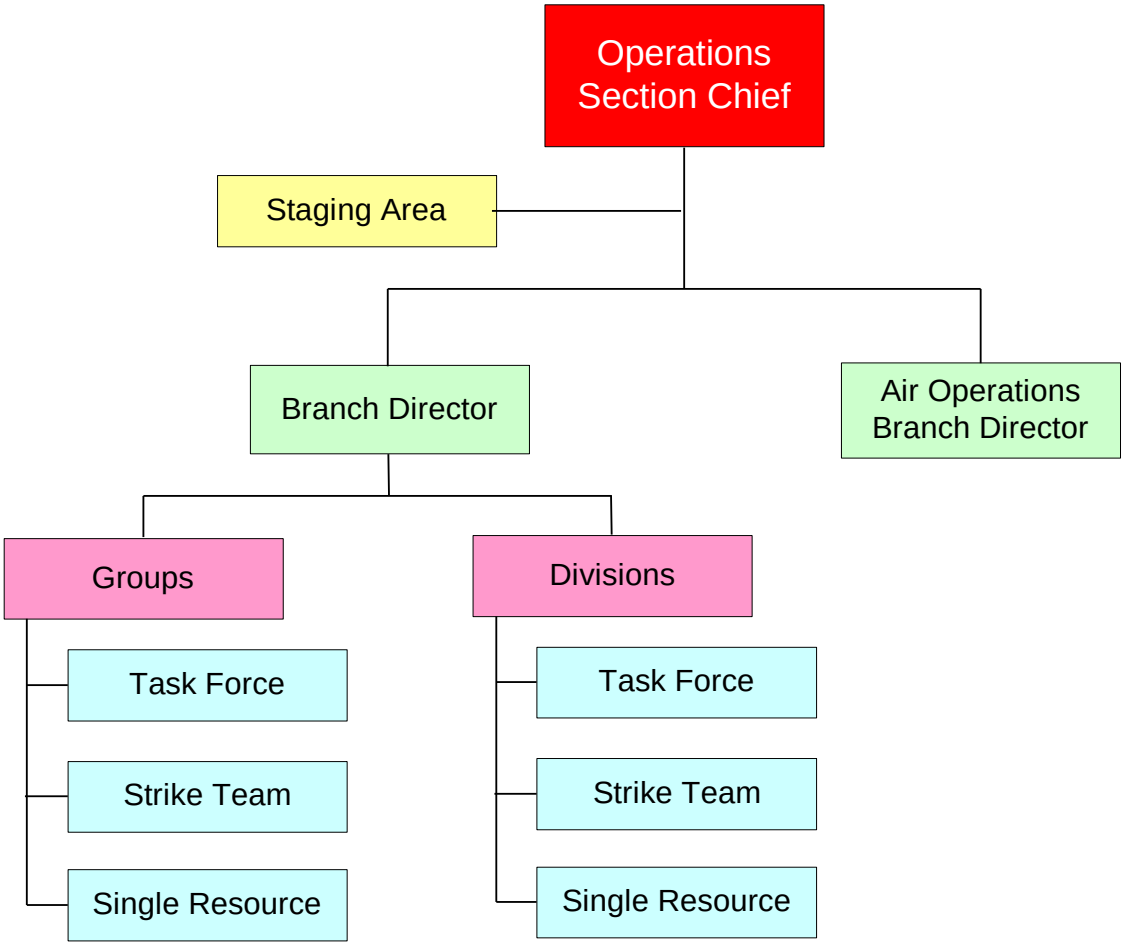


Figure 3-1. Sample depiction of the Operations Section.

3110 Operations Section Planning Cycle (Planning "P")

Figure 3-2 below provides a guide to the general responsibilities of the Operations Section during the Planning Process.

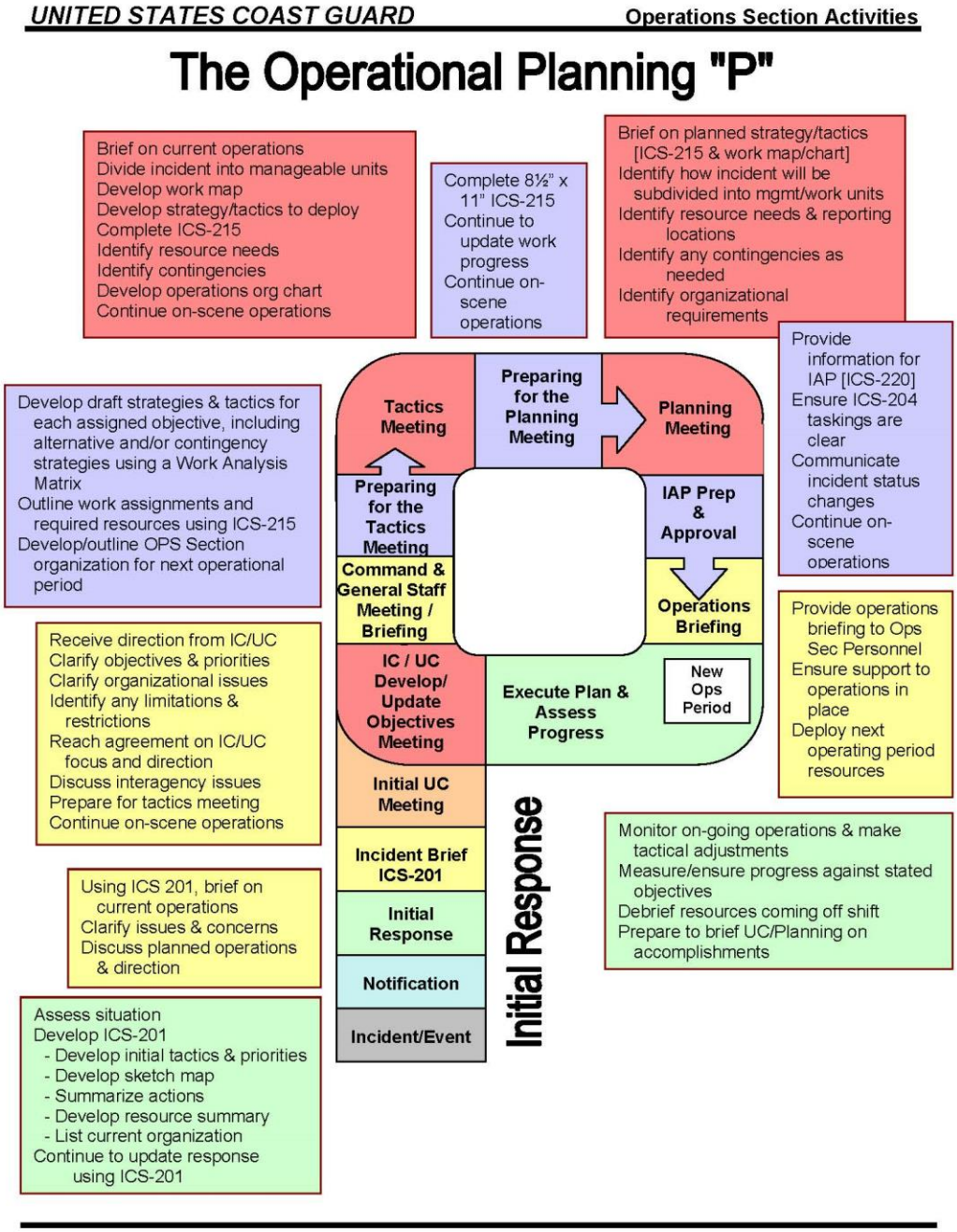


Figure 3-2. Operations Section Planning "P"

3120 Operations Section Organization Options

To effectively manage an incident, the Operations Section Chief (OSC) must divide the incident into manageable work units. Some things to consider when dividing the incident are:

- Incident priorities;
- Size of effected area;
- Complexity of the incident and number of tasks;
- Amount of work to be accomplished;
- Span of control;
- Open water versus shoreline activities;
- Topography;
- Logistics requirements;
- Kind of functions to be accomplished (i.e. marine firefighting, maritime security);
- Contingencies;
- Need for staging areas;
- Jurisdiction; and
- Potential for impacted wildlife and associated recovery/rehabilitation.

When continuing to build out the operations section with additional resources, the OSC should evaluate whether the use of Groups or Divisions will better fit the response operation.

Divisions are used to divide an incident geographically.

- Determine the geographic area each Division will cover. Consider:
    - Terrain (if appropriate)
        - Does the terrain limit mobility?
        - Is there limited access?
        - Amount of work to be accomplished.
        - Incident potential.
- Designate the Division(s) using letters of the alphabet (i.e., Division A).
- For every Division established, order a Division Supervisor (DIVS).

Groups are used to divide an incident along functional lines. Operations are often divided functionally at the beginning of an incident. For every Group established order a Supervisor (DIVS).

- Determine the functions that have to be conducted to respond to the incident (i.e. Fire Fighting, On-water recovery, Air Monitoring).
- Designate each Group by their functional assignment (i.e. Triage Group, Disposal Group).

Additionally, the OSC should continually evaluate the span of control for each supervisor within the Operations Section. The use of Branches and Deputies may be required to regain the ideal span of control balance for supervisors. For more information on managing span of control during a response, reference Chapter 7 of the IMH.

3130 Organizing Volunteers within the Ops Section

For all guidance on the use of volunteers during a response operation, reference the Virginia Volunteer Management Plan Annex of the ACP. This plan establishes the procedures for incorporating volunteers into the response as well as outlines job positions, liability issues, training required for a response, etc.

3200 Recovery and Protection

The Recovery and Protection Branch is responsible for overseeing and implementing the protection, containment and clean-up activities established in the IAP.

Due to the large amount of environmentally sensitive wetlands and the abundance of endangered and threatened fauna and flora that are common to this area, the best strategy for pollution response is prevention. Should a significant spill occur in the area covered by this plan, there will almost certainly be significant environmental damage.

In the event of a spill, the fundamental protection strategy will utilize barrier boom across the mouths of creeks that lead back into marsh areas and tidal swamps. This strategy, if employed correctly, will protect the maximum of environmentally sensitive areas with a minimum amount of boom. The Geographic Response Strategy (GRS) describes in detail the protection and recovery strategies identified to best protect sensitive areas within this region. Additionally, the GRP prioritizes the response actions within each area, discusses cleanup techniques, and displays staging areas, sensitive habitats, skimmer locations, etc. all in a graphical user interface easy enabling initial response actions to target the most critical areas.

Although the GRP outlines initial response actions, the probability of success for boom protection strategies is dependent upon wind and current at the time of an incident. Currents in excess of 2.5 knots are common in inland waters and inter-coastal waterway (ICW) during tidal changes, and currents in excess of 1 knot are expected in many of the creeks. Also, the mouth of the Chesapeake Bay and the strong currents associated with it create a unique challenge when considering protection and recovery strategies. Ultimately, the speed of response will determine the amount of damage to environmentally sensitive areas. Due to the amount of boom required, it is not feasible to protect the face of the marsh areas during a significant spill. For smaller spills this may be an option.

To assist the crews responding to an incident the shorelines throughout the area have been categorized into three levels of sensitivity. The listings below take into account the People, Environment, Property hierarchy and breaks down our environmental response into levels of sensitivity as follows:

Level “A” – Highest Degree of Sensitivity: These areas are highly sensitive due to public health, environmentally critical aspects with endangered species, and economic concerns. Areas such as the following should be considered for inclusion in this level:

- Public Health Areas
- Drinking Water Supplies
- Critical Infrastructure
- Areas Inhabited by Threatened and Endangered Species
- Wildlife Sanctuaries/Preserves/Refuges
- Migratory Pathways and Feeding Areas

- Breeding, Spawning, and Nesting Areas
- Sensitive Benthic Communities
- Tidal Flats
- Marshes/Mangroves
- Seagrass
- Wetlands

Level "B" – Higher Degree of Sensitivity: These areas are sensitive because they are economically critical, are public use and recreational areas, or are wildlife habitat areas that are not highly populated or not designated for endangered species. Areas such as the following should be considered for inclusion in this level:

- National/State/Local Parks and Beaches
- Federal/State/Local Wilderness Areas
- Coastal Zone Management Act Areas
- Clean Lakes Program Areas
- Federal or State Scenic or Wild Rivers
- State Forests

Level "C" – High Degree of Sensitivity: Areas that are economically or aesthetically important and where human and environmental resource survival is not at substantial risk. Areas such as the following should be considered for inclusion in this level:

- Archaeological Sites
- Historical Sites
- Land Trust Sites
- Heritage Program Sites
- Monuments
- Commercial and Industrial Areas
- Specifically Designated Areas
- Marinas

These three degrees of sensitivity are the basis for the protection and recovery strategies identified within the GRP. For all specific tactics to be used during a response reference the GRS Annex.

3210 Protection

Reference the GRS Annex of the ACP for comprehensive protective booming strategies.

3210.1 Containment and Protection Options

Refer to basic booming strategies for information concerning specific locations for containment and protection:

- Diversion Booming
- Containment Booming
- Exclusion Booming
- Cascading Booming
- Chevron Booming

These booming strategies are utilized throughout the GRP for the protection of resources. Various publications are available for detailed explanations of each type of booming procedure.

3220 On-Water Recovery

Open-water recovery includes using skimmers on oil slicks and netting systems for tar balls and highly viscous oils. Skimming of uncontained slicks can consist of either self-propelled skimming vessels or towed skimmer units. Storage capability and time needed to offload are very important considerations in determining the effectiveness of oil recovery by skimmers.

Frequently, skimming is the only option in areas with very strong currents and water that is too deep to anchor booms. Skimmers are most effective on thick slicks or areas such as convergence zones where the oil tends to accumulate in thicker concentrations. If the spilled oil emulsifies, skimmer performance usually decreases significantly.

In areas of shallow water or strong currents, it may be possible to collect or corral the oil and bring it to deeper water or low-current areas that have better skimmer access and higher recovery rates.

For spills where the oil is highly viscous or has formed tar balls, netting systems may enhance oil recovery. Using technology adapted from the fishing industry, a net is either moored or towed, allowing the oil to be collected and recovered.

The On-Water Recovery Group is responsible for managing water recovery operations per the Incident Action Plan.

Responsibilities include:

- Direct the delivery, deployment, and operation of skimmers.
- Provide a field status of skimming operations to the Operations Section Chief.
- Maintain estimates of product recovered.
- Identify field conditions related to the effectiveness of skimming operations.
- Identify logistics support needs for skimming operations.
- Ensure recovery and holding containers operate efficiently.

3220.1 Storage Options

Most recovery vessels have limited storage and must continually return to unloading docks. Barges may be transported to disposal or temporary storage sites or a nearby dock where the product can be loaded onto trucks for transit to a disposal site. Locating satisfactory sites for temporary storage of oil may be difficult. If immediate removal is required, an adequate supply of trucks should be procured to avoid a slow down or interruption of removal operations.

See Section 5220.80. Temporary Storage and Disposal Facilities.

3230 Shoreside Recovery

An oil spill that is not contained is likely to be carried to shore by currents and wind. The physical and biological characteristics of the contaminated shoreline will determine cleanup techniques. For example, techniques that are effective on sandy beaches cannot be used on

rocky shoreline; and motorized cleanup equipment should not be used in salt marshes because of potential damage to vegetation and habitat.

If oil contamination is extensive, heavy equipment is more efficient for cleanup than manual labor. Manual or "hand" cleanup is effective against light shoreline contamination in the final state of cleanup, and where heavy equipment access to a shoreline is not available. Some kind of earth moving equipment can be used to cleanup beaches composed of material ranging in size from silt to cobbles. Pressurized spraying equipment is most effective for cleaning rock and boulder beaches, rocky cliffs, and man-made structures. Small oil skimmers, hose flushing, and sorbents should be used in salt marshes.

The Shoreline Recovery Group is responsible for managing shoreline cleanup operations as per the Incident Action Plan. Responsibilities include:

- Manage the personnel and equipment necessary to accomplish shore side recovery and cleanup objectives established in the Incident Action Plan.
- Report on the efficiency of shore side recovery and cleanup methods.
- Identify resource and logistics support needs.
- Project cleanup completion dates.

3230.1 Shoreline Cleanup Options

Sandy Beaches: The most efficient method of cleaning sandy beaches contaminated with oil is with motor graders and elevating scrapers working together, however, there are some drawbacks. Rubber-tired earth moving equipment can easily lose traction or become immobilized on beaches that have a low bearing capacity; these beaches are classified as having poor traffic ability. Earth moving equipment normally used in cleaning oil-contaminated beaches should be able to operate with only occasional difficulty. If traffic ability problem should occur, the following measures should be tried in the following order:

- Pressure in all tires should be lowered to 20 PSI.
- All regular tires on the equipment should be replaced with floatation tires.

On some occasions the rear area of a beach may not have sufficient traffic ability to allow heavy equipment to cross the firmer inter tidal area. In this situation, a gravel or rock roadway can be quickly constructed (using several truckloads of material) across the soft rear area to the inter-tidal zone. When the cleanup operation is complete the gravel/rock roadway can be removed and the rear area restored to its original condition.

Gravel and Cobble Beaches: Generally gravel and cobble beaches can be worked with rubber-tired equipment, although tracked equipment may be required if traffic ability is poor. Regardless of the size of beach material, front end loaders and angle blade equipment (bulldozers or motor-graders) can be used to remove oil-contaminated materials from gravel and cobble beaches. The angle-bladed equipment casts a windrow that a front-end loader can pick up and load into a truck for disposal.

Special caution should be taken before removing material from cobble beaches located at the base of cliffs or bluffs. Often times cobble beaches serve to protect the shore by absorbing energy from incoming waves. If a substantial amount of material is removed, waves can roll up the beach and break against the base of the cliff or bluff causing it to erode. If removal of

contaminated material is necessary, it should be replaced with cobbles or coarse sediments of approximately the same size and volume.

If the oil forms a thick "asphalt pavement" over the cobbles or gravel, the optimum cleanup procedure may be to break up the pavement as much as possible to allow natural movement of the sediment. This movement would tend to break up the oil further, significantly increasing the natural degradation rate.

Salt Marshes: All salt marshes prevalent on the Eastern Shore and others which are not already badly contaminated should be considered biologically sensitive. Much of each marsh is above sea level, and oil contamination would probably be limited to the sea or lagoon frontage and tidal channels and adjacent banks. Any oil spill cleanup in these areas should be undertaken with extreme care.

Several techniques can be used to clean oil-contaminated salt marshes. The method to be used in a given instance depends on the degree of contamination, the kind of oil involved, and the availability of cleanup equipment. Low-pressure hose flushing and use of an oleophilic endless-rope skimmer (CSI oil mop) are the methods preferred most often for cleaning oil-contaminated marshes. When sorbents are used, it should be remembered that winds and currents tend to scatter them and make them difficult to recover.

Burning and/or removing marsh vegetation and oil should be considered only if there is potential for recontamination or direct threat to wildlife or habitat. Burning is preferable if the contaminated marsh is an annual type and if it is possible to obtain a burning permit through air pollution regulatory agencies. In cases where a contaminated marsh is almost submerged by high tides, an effective technique is to boom the marsh edge and trap oil flushed from the marsh by the tide action.

3230.2 Pre-Beach Cleanup

Pre-beach cleanup may include: removal of debris, trash, and cutting back grasses where permissible to limit the amount of possible contamination. Pre-beach cleanup has also been identified as a preapproved job for volunteers, see the Volunteer Management Plan Annex for more information.

3230.3 Storage

Ample storage is necessary to enable oily debris to be collected safely and securely at the spill location(s). Storage can be limited to a few 55-gallon drums or can include tanks, bladders, or tank trucks for large operations. Small barges can also be anchored just offshore or beached at low tide. When selecting a medium for storage, it is essential that the selected container is compatible with the material being recovered and stored.

Roll-on/roll-off dumpsters can be used to collect large amounts of oily debris, while salvage drums can be used for smaller quantities. In either case, it is essential that the drum be capable of decontamination for re-use or in the case of a dumpster or a similar large container, that it be lined with a suitable plastic material to prevent further contamination.

The RRI contains a complete listing of available storage for recovered oil, see Section 5220.80 for storage location options.

3240 Disposal

The Disposal Group is responsible for coordinating the on-site activities of personnel engaged in collecting, storing, transporting, monitoring, temporary storage, recycling, and disposal of all response wastes.

It is the responsibility of the FOSC to ensure that any recovered oil or hazardous substance is disposed of properly once cleanup has occurred. The Resource, Conservation and Recovery Act (RCRA) and its implementing regulations contained in Title 40, Code of Federal Regulations, and as adopted by the Commonwealth of Virginia at 9 VAC 20-60 *ET. Seq* and 9 VAC 20-81 *ET.Seq* are quite specific in defining what hazardous waste is and how it should be handled and disposed. Also, state authorizations for disposal of any solid waste will need to be granted/issued prior to removal from collection points. 40 CFR 261, Subpart C lists the characteristics a substance must exhibit to be considered hazardous. See also 9 VAC 20-81 et. seq. for limits on land disposal of total petroleum hydrocarbons, BTEX, and PCBs.

See Section 5220.80. Temporary Storage and Disposal Facilities.

3240.1 Waste Management and Temporary Storage

Several factors must be taken into account when oily debris/waste begin to accumulate at a spill site:

- Amount of room to store waste containers;
- Proximity to waterway in the event a container leaks;
- Accessibility to roads and highways;
- Proximity to spill site to minimize travel for responders.

Also, when a waste storage location is established, particularly during a lengthy incident response, extra steps may need to be taken. There must be routine monitoring to ensure that the container size is appropriate, that the containers are leak free, that the plastic liners are secure, and that materials are removed promptly on a regular basis.

3240.2 Decanting Policy

The Unified Command must approve any request for decanting that arises during a response. Large quantities of oily fluids are typically generated during an oil spill response. These fluids include the products of skimming and vacuuming operations, and are usually mostly water. Oil recovery operations can continue only as long as there is some place to store the recovered fluids. Once the field storage capacity is reached, skimming operations must terminate until additional storage is provided.

Recovered oil and water mixtures will typically separate into distinct phases when left in a quiescent state. When separation occurs the relatively clean water phase can be siphoned or decanted back to the recovery point with minimal, if any impact. Decanting therefore increases the effective on-site storage capacity and equipment operating time.

Because this process risks discharge of oil already recovered, it must be done carefully. Typically decanting water is discharged into a secondary storage container or into a boomed area where any accidentally discharged oil can be contained and recovered.

In addition to vacuum trucks, recovered oil may be temporarily stored and decanted in the field using other containers including:

- Tank trucks
- Portable tanks
- Portable bladders
- Oil field fractionation tanks
- Lined pits
- Rail Cars

Decanting oil within the Commonwealth of Virginia requires a permit from the Department of Environmental Quality. The responsible party and UC/IC should work closely with the DEQ representative to ensure all requirements are met.

3240.3 Sample Waste Management Plan

Several factors must be taken into account when oily debris/waste begins to accumulate at a spill site. The following should be examined:

1. Amount of room to store waste containers;
2. Proximity to waterway, in the event a container leaks;
3. Accessibility to roads and highways; and
4. Proximity to spill site, to minimize travel for responders.

Also, when a waste storage location is set-up and used, particularly during a lengthy incident response, extra steps may need to be taken. There must be routine monitoring to ensure that the container size is appropriate, that the containers are leak free, that the plastic liners are secure, and that materials are removed promptly on a regular basis.

The minimum issues should be covered in any submitted waste management plan:

- Objective;
- Contractor information;
- Collection Sites;
- Waste type and management method (Decanted water, recovered oil, solid oily debris, oil sand/dirt, waste from decontamination operations, waste from wildlife rehab operations, oiled animal carcasses, etc.);
- Waste minimization (Pre-beach clean-up, segregation of contaminated and non-contaminated wastes);
- Temporary Storage Sites (locations, construction, permits, etc.);
- Decontamination Sites;
- Gauging of recovered oil (skimmed oil from waters, recovered oil from beaches, etc.)
- Sampling Protocol;
- Transportation (Highway, rail, etc.);
- Off-Site Waste Management Facility;
- Agency Contacts.

See the Waste Management Disposal Plan for additional information.

3250 Decontamination

Personnel

Decontamination is not an automatic or inevitable response to an incident. Whether or not to initiate decontamination procedures will depend on the assessment of the nature of the incident by first responders. A first responder, who does not properly decontaminate him/herself, may potentially contaminate his/her co-workers and family.

Once the decision to decontaminate has been made, the general principle is that all casualties, whether injured or not, who are suspected of being contaminated will receive decontamination at the scene. Although this will reduce the number of people self-referring to medical centers, people will still self-present for decontamination off-site. Medical centers and hospitals should prepare for this.

If decontamination procedures are initiated, the first objective is to remove the contaminated person from the area of greatest contamination. Usually this will be to the open air and upwind of the incident. It should be remembered that potential witnesses or suspects might be among those being decontaminated.

The careful removal of contaminated clothing will reduce the level of contamination and should, therefore, be a priority. Wherever possible the removal of clothing should be from head to foot, to limit the risk of inhalation of any contaminant. Special care should be taken to ensure there is no spread of contamination from any clothing to exposed skin.

Equipment

Equipment decontamination may be necessary to prevent the spread of oil from contaminated areas to uncontaminated areas, such as the movement of a vessel from a work site to a marina to moor up. Decontamination will also be necessary as vessels and other equipment are demobilized. The OSC shall ensure that decontamination is addressed and a plan is developed and implemented if necessary. In the event that contaminated vessels call upon the COTP zone, refer to the Commercial Deep Draft Vessel Assessment and Decontamination Plan and the Petroleum Oil Annex.

3250.1 Sample Decontamination Plan

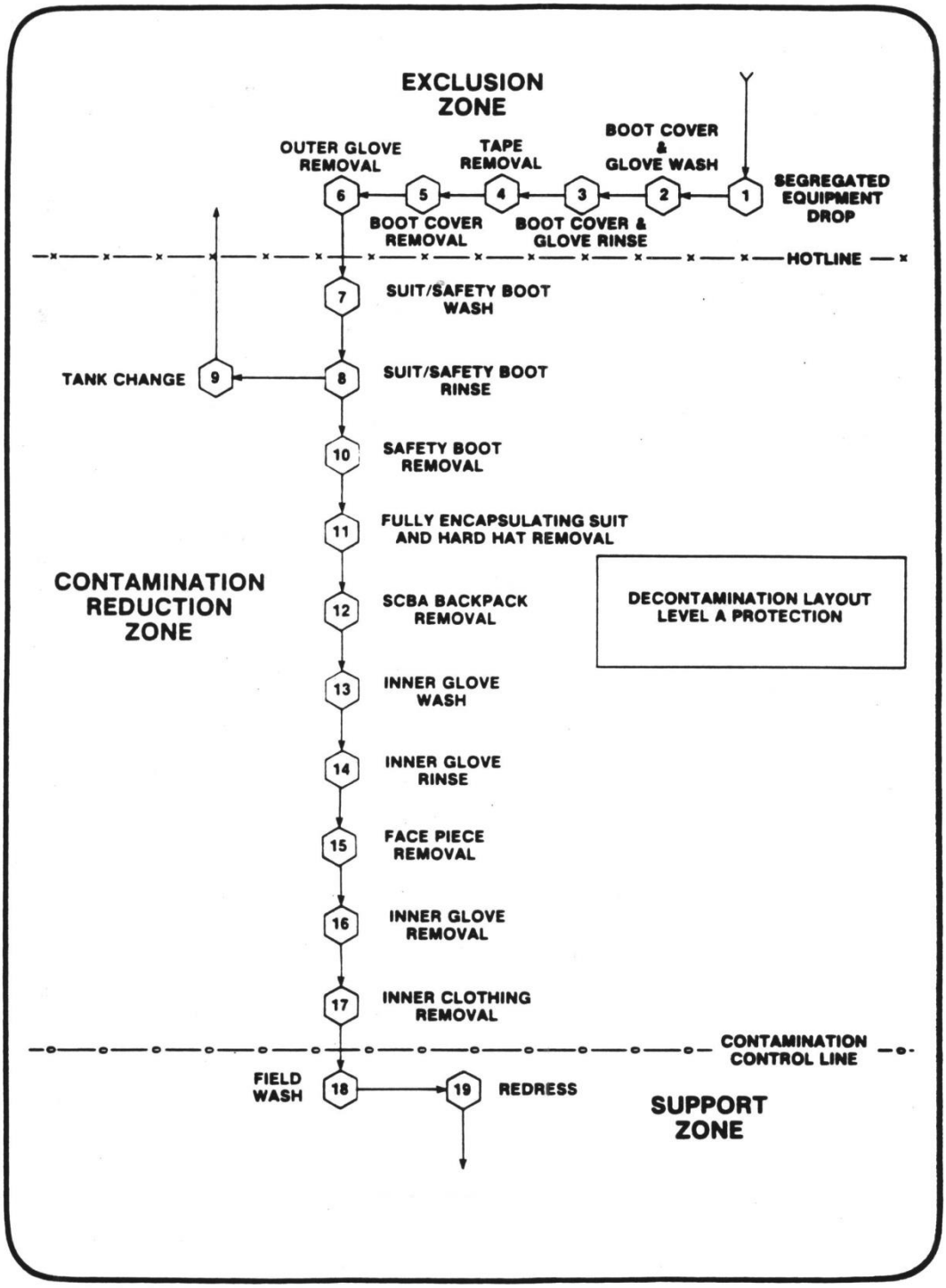


Figure 3-3. Sample Decontamination Plan

3260 Dispersants

See Section 1640.10 Dispersant Pre-Approval/Monitoring/Decision Protocol.

See also the MOU regarding the use of Chemical Countermeasures.

3260.1 Dispersant Options

A product must be listed on the NCP Subpart J Product Schedule (40 CFR 300.900) (NCP Product Schedule) before it can be used for oil spill cleanup. RRTs convene to determine the appropriateness of using an oil spill cleanup technology at a particular oil spill site.

If approved for use, the Operations Section Chief shall consult with the NOAA Scientific Support Coordinator to determine the best method of application and for how long.

3260.2 Dispersant Checklist

See the Virginia Area Committee Dispersant Worksheet.

3260.3 Preauthorized Zones

See Section 1640.10 Dispersant Pre-Approval/Monitoring/Decision Protocol.

3260.4 Dispersant Response Plan Worksheet

See the Virginia Area Committee Dispersant Worksheet.

3260.5 SMART Protocol

See Section 1690 for more SMART information and guidance.

3260.6 Types of Equipment Required

Types of equipment required for utilizing dispersants are:

Aerial application

- Spray Equipped Aircraft (DC-3, DC-4, C-130);
- Helicopters; and
- Air tractor.

Vessel application

- Fire monitor arrangements; and
- Large deck layouts for dispersant totes.

3270 In-Situ Burn

Given the right circumstances and the necessary equipment, in-situ burning could prove an effective means of mitigating an oil spill.

Like dispersants, in-situ burning may be used to reduce the amount of free-floating oil on the water to make terrestrial contact. In addition, where shoreline or terrestrial habits are already impacted (marshes), in-situ burning may be considered as a viable oil spill response option.

3270.1 In-Situ Burn Options

"In-Situ" burning has been successfully used as a viable technique for mitigating oil spills off shore and in a marsh type environment. This is especially true of areas that have mostly grassy vegetation with little or no woody vegetation. In a grassy marshland environment, an in-situ burn may produce less long-term damage to the environment than traditional mechanical cleanup methods.

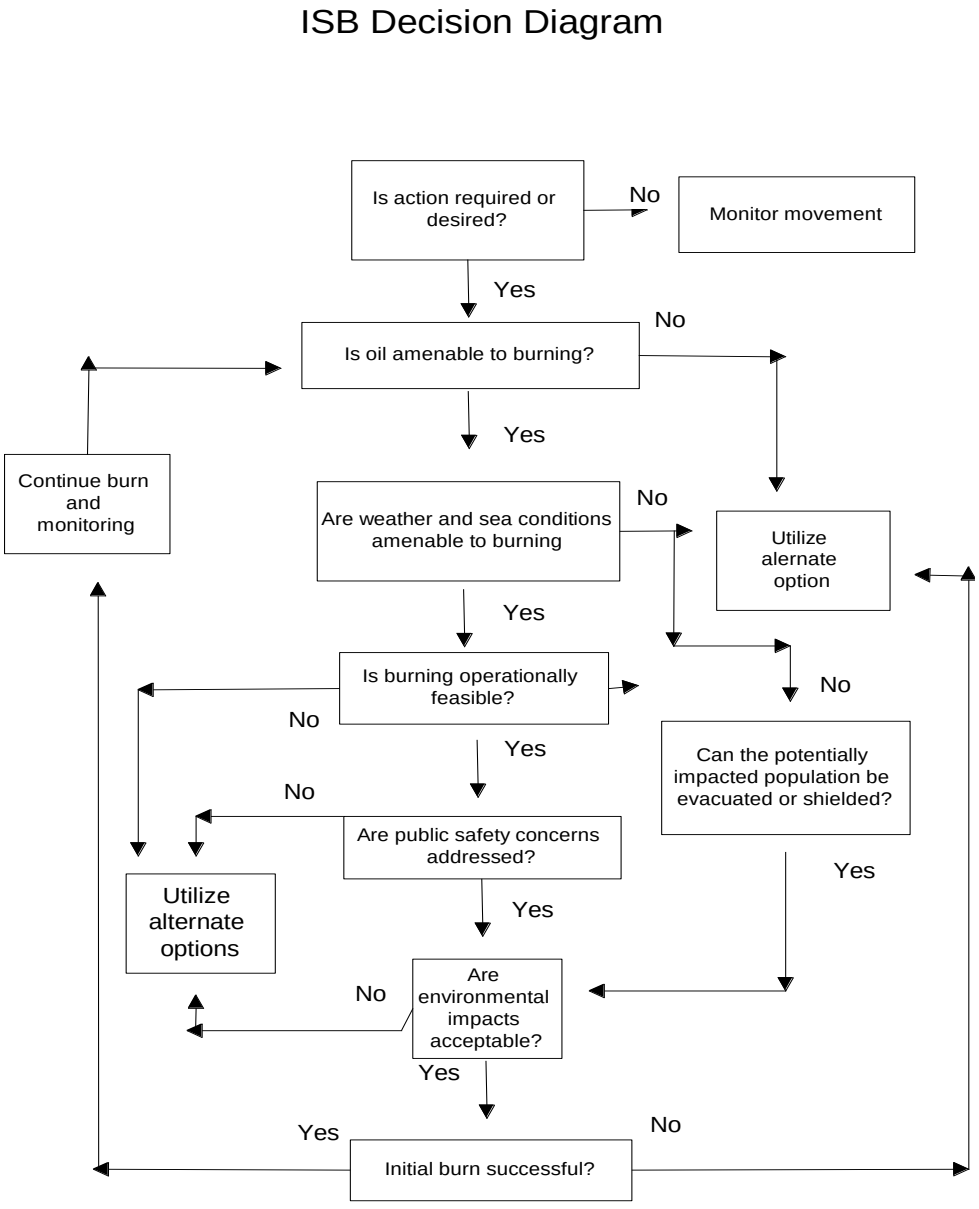


Figure 3-4. In-Situ Burn Decision Matrix

3270.2 In-Situ Burn Checklist

See the Region III Regional Oil and Hazardous Substances Pollution Contingency Plan.

3270.3 Preauthorized Zones

See Section 1640.20 In-Situ Burn Approval/Monitoring/Decision Protocol.

3270.4 Types of Equipment Required

If ISB equipment is required the FOSC will consult with appropriate Subject Matter Experts though the RRT network to determine this requirement. The GRP was developed to generally cover the first 24 hours of the emergency response, with the understanding that this phase of the response may be much shorter or longer, depending on the incident. Refer to the GRP for further guidance with respect to emergency measures to mitigate further damage to the environment.

3280 Bioremediation

See Section 1640.30 Bioremediation Approval/Monitoring/Decision Protocol.

3300 Emergency Response

Responsible for overseeing and implementing emergency measures to protect life, mitigate further damage to the environment, and stabilize the situation.

3310 Search and Rescue

Search and Rescue (SAR) efforts primarily focus finding and assisting persons in actual or apparent distress and are carried out within a well-defined SAR response system.

Key response areas:

- Search Planning &Operations Safety
- Rescue Planning & Operations Stress Management
- Medical/Triage Liaison with victims family
- Fire Fighting Security
- Shoreline Search and Rescue Investigations
- On-Water Search and Recovery Resources
- Political
- Assisting & Cooperating Agencies
- Public Information
- Command Post Needs

Monitor how well the incident objectives, strategies, and tactics are addressing the key response areas identified above and adjust, as necessary, to ensure the maximum potential for the best possible response.

3310.1 SAR Area Resources

The Search and Rescue (SAR) Group is responsible for prioritization and coordination of all SAR resources directly related to the specific incident. In addition to the CG Stations within the Sector Virginia AOR, additional resources can be found in Section 9230 Local Law Enforcement Agencies.

3320 Salvage and Source Control

The Salvage Group is responsible for coordinating and directing salvage activities and source control related to the incident.

In many casualties involving vessels, salvage may be the best way of mitigating a catastrophic marine casualty or preventing one from occurring. The size and complexity of a salvage operation will dictate the direction that the Unified Command will take to safely and effectively bring the incident to closure. The information contained in this section is to provide responders with guidance to help determine the extent of a casualty, evaluate the capability of a contracted salvage company, and offer ICS organizational options to help harmonize the overall response with salvage concerns. In addition, the Salvage Response Plan Annex of the Area Maritime Security Plan is an excellent resource for responding to a large scale salvage operation.

Salvage Response Mission

Protect/Minimize damage to:

- Life;
- Environment;
- Property; and
- Marine Transportation Infrastructure.

Salvage Incident Objectives

In addition to the objectives listed in the Base Plan Unified Commanders should consult the following list of objectives for consideration:

- Ensure that non-essential crew members and any passengers are evacuated;
- Ensure all crew members and passengers are accounted for;
- Create a salvage plan;
- Stop/slow flooding; and
- Extinguish the vessel fire.

Oil/Hazardous Material Release Mitigation Considerations

- Boom the vessel.
- Conduct protection booming activities.
- Assess vapor release potential.

Possible Elements of a Comprehensive Salvage Plan

- Ground reaction/force to free determination (force the vessel exerts on the ground if grounded).
- Stability analysis: grounded or afloat.
- Strength analysis: for example hull girder stresses, damage areas, attachment points and rigging, etc.
- A summary of the engineering rationale employed for the selection of the salvage methods chosen (may be attached as appendices to the salvage plan).
- Hydrographic information.
- Potential pollution risks.
- List of specific safety hazards involved.
- Lightering considerations.
- Means for controlling interference between pollution response efforts and salvage efforts.
- Location to which the vessel will proceed after salvage.
- Means for controlling the vessel as it is freed.
- Any special issues if transit to safe refuge is needed.

Considerations in Evaluating Salvage Response Contractors

Often, the employment of professional salvage contractor during a marine casualty is critical to ensuring the safest and most expeditious resolution of an incident. The following guidelines assist the Incident Commander/Unified Command in determining if the salvage contractor hired by the Affected Party has the knowledge and capability to undertake the salvage operation. The salvage contractor should:

- Provide salvage response services;
- Have a documented history in the business;
- Own response equipment;
- Have trained employees;
- Have 24 hour capability and a history of proven response capability;
- Have a training program for employees;
- Have a history of drills and exercises;
- Have a history of creating approved and successful salvage plans;
- Have membership in professional associations;
- Have employer's liability and salver's liability insurance;
- Be well capitalized for the intended operation;
- Have local experience; and
- Have proven logistical capability.

Type of Salvage Contracts

Salvage companies may operate under several types of contracts when conducting salvage operations. Some contract types such as Lloyd's open form may influence the level of cooperation between the salvo and the Unified Command. Incident Commanders/Unified Command should be aware of the type of contract that a salvo is operating under and its potential influence on coordination.

3320.1 Specialized Salvage Operations

The Navy Supervisor of Salvage and Diving (SUPSALV) has the capability to respond to pollution incidents anywhere in the world. An extensive system of equipment, personnel, planning and training provides complete support to all Navy activities and vessels for emergency oil and hazardous substance spill response. SUPSALV also works with other Federal agencies to develop plans, conduct training, and respond to emergencies.

An extensive inventory of equipment is maintained at response centers in Williamsburg, VA; Port Hueneme, CA; Anchorage, AK; and Pearl Harbor, HI. This equipment is "system" oriented and allows SUPSALV to operate independently in remote locations for open-ocean spills, inland spills, arctic spills, spills relating to salvage, or other unique events. Equipment includes boom, skimmers, support craft, portable storage, logistic support systems, lightering systems, cleaning systems, and various systems to support this specialized mission.

Navy SUPSALV can be contacted at https://www.navsea.navy.mil/Home/SUPSALV/ or 202-781-0000.

3320.2 Types of Equipment Required

The type of salvage equipment needed will be determined by the type of incident and by consulting with either USCG Salvage Engineering Response Team (SERT) and/or Navy SUPSALV personnel. The SERT can be requested through the Coast Guard Chain of Command.

3320.3 Salvage Guidelines

The Coast Guard SERT is comprised of 8-10 staff engineers who are on call 24 hours a day, 7 days a week, to assist and support Coast Guard COTP when disaster strikes. SERT members are naval architects trained to conduct technical analysis in the areas of vessel stability and structural integrity. When activated, the salvage team provides technical support to the COTP during marine casualties: groundings, collisions, explosions, and fires. The team's members have strong credentials, including Masters Degrees in Naval Architecture, professional engineering licenses, and experience in commercial vessel design. Team members are expert users of several naval architecture software packages, including GHS and HECSALV.

The team has mobile computing capability for on-scene deployment as well as presentations to inform field personnel of the services they can provide. The 43TCoast Guard Marine Safety Center43T (MSC) maintains a database of about 5,000 hull files that can be used to generate computer models of vessels for use in salvage engineering. External relationships with organizations like the Navy SUPSALV, Coast Guard Intel Coordination Center (CG ICC), and the Office of Naval Intelligence (ONI), as well as all major class societies, enable the salvage team to quickly locate and transfer information about a damaged vessel that would otherwise be difficult to access.

USCG SERT can be contacted by Phone: (202) 327-3985.

3330 Marine Firefighting

See Hampton Roads Marine Firefighting Contingency Plan.

3340 Hazardous Materials

The Hazardous Substance/Material Group Supervisor is responsible for the implementation of the phases of the IAP dealing with the Hazardous Material Group operations. The Hazardous Substance/Material Group Supervisor is responsible for the assignment of resources within the Hazardous Substance/Material Group, reporting on the progress of control operations and the status of resources within the Group. The Hazardous Substance/Material Group Supervisor directs the overall operations of the Hazardous Substance/Materials Group.

3340.1 Initial Emergency Response Procedures

3340.2 Hazmat POCs

The Commonwealth of Virginia's Emergency Response Plan states the Virginia Emergency Operations Center, Situational Awareness Unit, should be the primary point of contact for all Commonwealth hazardous materials releases. This number is (800) 468-8892. The Virginia Port Authority's Hampton Roads Maritime Incident Response Team (MIRT) is the secondary point of contact for all maritime hazardous material releases. The MIRT can be contacted via the Coast Guard Sector Virginia Command Center at (757) 638-6641.

3340.3 Types of Equipment Required

[This Section is reserved for development by the AC]

3350 Emergency Medical Services

For EMS situations, local resources shall be used, except where a RP is identified and has hired an on-site private ambulance and/or EMS unit for the incident response.

3360 Law Enforcement

Law enforcement agencies are responsible for coordinating and directing all on-scene tactical and/or investigative law enforcement activities related to the incident, which include, but are not limited to isolating the incident, crowd control, traffic control, evacuations, beach closures, and/or perimeter security. Overall investigative activities involving both off scene and on-scene activities will be coordinated using a Joint Task force Methodology. Investigative activities that occur inside of the incident's exclusion or safety areas will be interfaced into the Operation Section when and as needed. For major incidents, this may include utilizing a Joint Field Office per the NCP.

3360.1 Perimeter, Crowd, Traffic and Beach Control

Local CG resources, with assistance from the Virginia Marine Resource Commission (VMRC) and possibly adjoining state agencies would be utilized to ensure clear and safe access for incident responders. Supplemental assistance could be obtained from local police, fire, and EMS units, in addition to CG Auxiliary vessels to help maintain a Safety Zone where appropriate.

3360.2 Safety and Security Zones

Safety and Security Zones required for a response will be handled by the COTP via the Waterways Management Division. Requests for a waterway closure will be evaluated by the Unified Command in consultation with the Coast Guard to ensure minimum impact on the marine traffic in the Hampton Roads area.

3400 Air Operations

The Air Operations Branch Director (AOBD) is ground-based and is primarily responsible for preparing the Air Operations Summary Worksheet (ICS 220-CG), the air operations portion of the IAP and for providing logistical support to incident aircraft. The Air Operations Summary Worksheet (ICS 220-CG) serves the same purpose as the Work Assignment (ICS 204-CG) does for other operational resources, by assigning and managing aviation resources on the incident. The Air Operations Summary Worksheet (ICS-220-CG) may or may not be completed depending on the needs of the incident. The AOBD will ensure that agency directives, to include the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), flight manuals, unit restrictions, and other agency directives will not be violated by incident aircraft, e.g., flight hours, hoist limitations, night flying, etc. Individual aircrews retain primary responsibility to ensure their aircraft are operated in accordance with their own agency's restrictions and directives. It is also the responsibility of individual aircrews to keep the AOBD informed of their agency's restrictions and directives that may affect their ability to execute incident assignments. After the IAP is approved, the AOBD is responsible for overseeing the tactical and logistical assignments of the Air Operations Branch. In coordination with the Logistics Section, the AOBD is responsible for providing logistical support to aircraft operating on the incident.

3410 Air Tactical

The Air Tactical Group Supervisor (ATGS) is primarily responsible for tactical operations of aircraft and aircrews. This includes: 1) providing fuel and other supplies; 2) providing maintenance and repair of aircraft; 3) keeping records of aircraft activity, and 4) providing enforcement of safety regulations. The ATGS reports to the AOBD.

3410.1 Aerial and Vessel Dispersant Surveillance

Specific to dispersant applications, Surveillance is responsible for directing and coordinating air operations missions to apply dispersants and conduct oil spill tracking, observation, and remote sensing.

Spotter Aircraft

The Spotter Aircraft Position or "Spotter" is physically located in an aircraft. The Spotter is a person who "spots" or controls, guides, or lines up the sprayer aircraft or vessels over the spill target. Because a dispersant application can be made by both vessels and aircraft, the Spotter would maintain tactical control over both types of delivery systems. The Spotter is in charge of the dispersant operation on scene. Because dispersant operations can be executed in multiple geographic areas due to the spreading and breakup of the slick, multiple spotter aircraft may be needed (one for each spray aircraft)?

Monitor Aircraft

The monitor aircraft or vessel or the "monitor" is primarily responsible for monitoring the effectiveness of the dispersant operation through aerial observation in aircraft and through the use of fluorimeters on board vessels to sample the dispersed oil. Effectiveness monitoring is concerned primarily with determining whether the dispersant was properly applied and how the dispersant is affecting the oil.

Observation Aircraft

The observation aircraft or vessels "observers" are platforms and persons specifically assigned to observe the dispersant operation. Their observer status should be authorized by the Unified Command on the basis of their position as a stakeholder in the outcome of the operation. Observers might include corporate officials, agency representatives, political officials, scientists, trustees, interest group representatives, and so forth.

3410.2 Dispersant Application

The Spray Aircraft or Vessel or "Sprayer" is the delivery system of the dispersants to the oil slick. The dispersant application can be either water-borne or airborne depending on the size of the spill and/or dispersant operation complexity. In both cases the "sprayer" reports to and receives tasking from the spotter aircraft. Because dispersant operations can be executed in multiple geographic areas due to the spreading and breakup of the slick, multiple "sprayer" aircraft or vessels may be needed.

3410.3 Procedures for Temporary Flight Restrictions

Due to the presence of major and several regional airports in this area, it is necessary to be aware of possible interference with airspace even for a ‘routine overflight’. In all cases, the Federal Aviation Administration (FAA) and/or nearest airport that could be affected should be contacted. NOTAMs (Notice to Airmen) or similar advisories can be posted/broadcasted by the FAA to alert aviators of possible environmental hazards. Likewise, response personnel and media engaged in assessment or follow-up surveillance of a spill site, need to be fully aware of FAA or DOD controlled airspace and any hazards or restrictions that may exist.

Who can request a TFR?

A Temporary Flight Restriction (TFR) may be requested by various entities, including: military commands; federal security/intelligence agencies; regional directors of the Office of Emergency Planning, Civil Defense State Directors; civil authorities directing or coordinating organized relief air operations (e.g., Office of Emergency Planning; law enforcement agencies; US Forest Service; state aeronautical agencies); State Governor; FAA Flight Standards District Office, aviation event organizers, or sporting event officials.

Different Types of TFR’s.

The FAA issues TFR’s under the following regulations:

1) Section 91.137, Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas;
2) Section 91.139, Emergency Air Traffic Rules;

3) Section 91.141, Flight Restrictions in the Proximity of the Presidential and Other Parties;
4) Section 91.143, Flight Limitation in the Proximity of Space Flight Operations;
5) Section 91.145, Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events; and
6) Section 99.7, Special Security Instructions.

Who can issue a TFR?

FAA Headquarters or the Directors of Terminal or Enroute and Oceanic Area Operations (or their designee) having jurisdiction over the area concerned may issue a TFR.

The Air Branch is responsible for facilitating the issuance of a TFR.

The following link provides more info: http://www.faa.gov.

3410.4 Permanent Area Restrictions

Permanent air restrictions can be processed through the FAA using the procedures outlined in the 3410.3. The IC/UC should work with the FAA in implementing permanent area restrictions on a case by case basis.

3420 Air Support

The Air Support Group Supervisor (ASGS) is primarily responsible for supporting aircraft and aircrews. This includes: 1) providing fuel and other supplies; 2) providing maintenance and repair of aircraft; 3) keeping records of aircraft activity, and 4) providing enforcement of safety regulations. The ASGS reports to the AOBD.

3420.1 Airports and Helibases

Airports and Helibases have been identified and mapped on within the GRS . Additionally, a list can be found in Section 5220.70.

3420.2 Helospots

Helospots have been identified and mapped on within the GRS. Additionally, a list can be found in Section 5220.70.

3420.3 Aircraft Providers

[This Section is reserved for development by the AC]

3420.4 Fuel and Maintenance Services

[This Section is reserved for development by the AC]

3420.5 Air Traffic Control Procedures

[This Section is reserved for development by the AC]

3500 Staging Areas

Staging Areas serve as a location where incident personnel and equipment are assigned awaiting tactical assignment. Staging areas are managed by the OSC.

3510 Pre-Identified Staging Areas

Potential Staging Areas have been identified in the GRS.

3520 Security

All Staging Areas should include perimeter security to prohibit un-authorized entry and safety to the workers. Security needs will be dependent on incident specific operations.

3600 Wildlife

For further details regarding this topic, refer to the Wildlife Response Annex.

The Wildlife Branch Director is responsible for minimizing wildlife injuries during spill responses; coordinating early aerial and ground reconnaissance of the wildlife at the spill site and reporting results to the SUL; advising on wildlife protection strategies, including diversionary booming placements, in-situ burning, and chemical countermeasures; removing oiled carcasses, employing wildlife hazing measures as authorized in the IAP; and recovering and rehabilitating impacted wildlife. A central Wildlife Processing Center should be identified and maintained for evidence tagging, transportation, veterinary services, treatment and rehabilitation storage, and other support needs. The activities of private wildlife care groups, including those employed by the RP, will be overseen and coordinated by the Wildlife Branch Director.

3610 Fish and Wildlife Protection Options

In addition to wildlife initially impacted after the release or spill, continued exposure should be considered in planning due to migrating wildlife re-entering areas during the clean-up activities. Several options available to the FOSC include hazing and capture/re- release. Any such measures should be evaluated through the Environmental Unit with appropriate recommendations made in accordance with applicable laws and regulations.

Following an oil spill, it may be necessary to initiate a *deterrence or hazing* program that disperses and excludes unoiled or oiled/injured wildlife from contaminated areas to reduce mortality. If warranted, deterrence activities are initiated as soon as possible following an oil spill to prevent animals from establishing or continuing regular use patterns within a contaminated area. Deterrent devices used to disperse wildlife include both visual and auditory techniques, using both simple and sophisticated devices in order to respond to the unique habits of different species, surrounding environments, and the spill situations. Careful consideration should be given in the selection and placement of deterrence devices to prevent driving unoiled wildlife into oiled areas. In some cases, the USFWS may recommend that the FOSC seek the assistance of US Department of Agriculture (USDA) Animal and Plant Health Inspection Service

(APHIS) Wildlife Services to help haze wildlife away from areas contaminated with oil and away from oiled wildlife/carcasses.

Fish deterrence techniques may include use of light, sound, smell, bubble curtains of air and herding nets to herd fish away from hazard areas.

Pre-emptive capture includes the capture, handling, transportation, short-term holding and release of healthy, uncontaminated wildlife. Prior to initiating a pre-emptive capture effort, it is essential to establish a release site or a holding facility and a release plan. Pre-emptive capture is recommended when there is a high potential for oiling sensitive wildlife species that are not easily hazed. However, this secondary response option has limited application based on species-specific criteria. The primary concerns when conducting pre-emptive capture are human and animal safety and minimizing transportation and holding times. Safety of the animal should focus on stress reduction as follows:

- Have equipment necessary to handle and transport animals as quickly and efficiently as possible;
- Minimize the number of vessels, aircraft, all-terrain vehicles, etc. to herd and capture animals in a given area;
- Avoid unnecessary noise and disturbance during capture efforts;
- Never pursue the animals to the point of exhaustion; and
- Minimize human contact with the animals except to provide veterinary care.

Nets, electrofishing and anesthetizing agents (e.g., Tricaine Methane sulfonate) may be used to capture and remove fish to non-hazardous waters of similar temperature and chemistry.

Various protection options are available when responding to an oil or hazmat release. The GRS identifies the prioritized protection areas.

3620 Recovery

Under the direction of the Wildlife Branch Director, the Wildlife Recovery Group Supervisor is responsible for coordinating the search for collection and field tagging of dead and alive impacted wildlife and transporting them to the processing center(s). This group should coordinate with the Situation Unit in conducting aerial and group surveys of wildlife populations in the vicinity of the spill. They should also deploy acoustic and visual wildlife hazing equipment, as needed.

3620.1 Wildlife Recovery Operations

Capture of birds will only be attempted by qualified personnel with USFWS oversight. Impacted wildlife are highly unpredictable and can inflict serious injuries to a responder; accordingly, proper personal protective equipment shall be used when capturing or handling impacted wildlife. In some cases, the USFWS may recommend that the FOSC seek the assistance of the USDA APHIS Wildlife Services to help with wildlife recovery operations. Safety must be accorded the highest priority throughout the capture and transport process. Migratory birds are susceptible to stress; handling, noise and visual stress should be minimized.

Teamwork is essential in capture operations. As they lose their waterproofing, oiled birds move to shore, first preening on open beaches and river banks and later hiding under cover. Birds in

this condition can be retrieved in teams of two or three people on foot with radio communication approaching quietly from water's edge and blocking access to water. This technique is most effective before dawn. Birds can then be captured using long-handled dip nets, towels, or picked up by hand. Birds should never be chased to exhaustion.

Certain birds may be baited in close by "chumming" with fish or squid and captured with a long-handled net. Several species may also be effectively captured from a boat with a net gun within 10-15 meter range. Cannon, rocket and drop nets may be effective, when used with baiting techniques. Swim or walk-in traps may also prove effective, but must be regularly monitored.

The National Marine Mammal Stranding Network coordinated by NOAA Fisheries Service consists of several regional networks including the Northeast Region (NER) which includes Virginia. These networks may be able to assist with marine mammal and sea turtles. For more information see their website at https://www.fisheries.noaa.gov/new-england-mid-atlantic/marine-life-distress/greater-atlantic-marine-mammal-stranding-network .

3620.2 Recovery Processing

Once birds are captured, they should be removed from the netting and placed in towels, sheets or netting over the entire bird. Wings must be folded normally against the body. Care must be taken to avoid the bills and talons of large birds such as herons and raptors. A reverse body hold is recommended for large birds. Always hold the bird below waist level and away from the face. Always carefully handle the birds to minimize damage to feathers.

Each captured bird should be accompanied by a form with the following information: capture boat and personnel; date, time and location of capture; technique used to capture the animal; amount of oil in the area and whether the bird was observed or captured in the oil; behavior at capture, e.g., aggressive, lethargic, comatose; and, description of the bird, i.e., sex, age, distinguishing marks.

After transport, birds should be immediately examined by an attending veterinarian or other qualified personnel. If a treatment center is not in close proximity, it may be necessary to perform initial treatment at the collection site, such as clearing mouth and nostrils of oil; rehydrating the bird; checking for signs of oil toxicity, pining a cloth around the birds body to prevent hypothermia; and placing the bird into a transport container and avoiding disturbance, except to hydrate.

3620.3 Carcass Retrieval and Processing

The U.S. Fish and Wildlife Service is responsible for the disposition of all migratory birds, dead or alive. For all spills, a primary response goal is to prevent continued or additional contamination of wildlife as a result of predation. All bird carcasses should be retrieved and delivered to collection or morgue sites directed by the USFWS personnel to prevent oil from entering the food chain. Each carcass should be accompanied by a form containing the date and place of collection, the name of the collector, and if known, the species collected. Forms accompanying the carcass should be kept in a plastic storage bag for protection. An indelible pen or pencil should be used for labeling. If the carcass is not collected, a form should still be filled out and submitted to the USFWS collection or morgue site including a brief explanation for not collecting the specimen. Place retrieved carcasses in a plastic bag, ***one carcass per bag only***. Place the completed retrieval information form in a zip-lock bag, place it in the bag with

the carcass, and tie the plastic bag shut for delivery to the Wildlife Recovery Area / morgue. Carcasses should be kept cool, but not frozen during transport to the morgue.

3630 Wildlife Rehab

The Wildlife Rehabilitation Group is responsible for receiving oiled wildlife at the processing center; recording essential information; collecting necessary samples; and conducting triage, stabilization, treatment, transport and rehabilitation of oiled animals. See Appendix 9440 for Wildlife Rehabilitation points of contact, listed under Fish & Wildlife and Marine Environmental Non-Governmental Organizations.

3630.1 Wildlife Rehab Operations

The capture and treatment or rehabilitation of wildlife contaminated by oil is implemented as the last resort for protecting wildlife. Oiled wildlife rehabilitation includes all elements related to capture, handling, transportation, stabilization, cleaning, care, holding, and release. The goal of a capture and treatment effort is the release of healthy wildlife back into their natural environment. The decision to initiate such an effort must consider incident-specific criteria. The criteria must be based on the best available science and focus on the protection and maintenance of healthy wild populations of the species affected by the spill. Considerations for initiating an oiled wildlife capture and treatment program include: condition of the animal, weather, oil toxicity, time, species of animal, extent of oiling, care in captivity, location of treatment, available care, facility, release, zoonotic diseases, permits and euthanasia. There is no protocol available for capture, cleaning and treatment of oiled fish.

Rehabilitation operations will be organized and coordinated as facility and incident specific criteria dictate.

3630.2 Rehab Facilities

Rehabilitation facilities will be characterized as incident location dictates.

3630.3 Rehab Procedures

The US Fish and Wildlife Service's policy titled Best Practices for Migratory Bird Care During Oil Spill Response (Wildlife Response Annex, Appendix A) is to be used in evaluating capture methods; making informed choices during spill responses; and evaluating oiled bird rehabilitation activities to improve field practices.

The following criteria will be used when considering and evaluating bird rehabilitators for conducting oiled-bird response.

- Hold all necessary permits for bird-related response activities;
- Experience in the capture, treatment, and care of oiled birds;
- Experience conducting bird-related response activities within the Incident Command System structure;
- Ability to quickly mobilize to perform bird capture, field evaluation, stabilization and transport, including remote locations if necessary;
- Access to appropriate facilities adequate for treating and housing oiled birds;

- Ability to establish and operate bird intake, holding, and isolation areas within 12- 24 hours of wildlife response activation; and
- Ability to establish and operate bird cleaning and pre-release areas within 48 hours of wildlife response activation.
- Agreement with a licensed veterinarian, experienced in the treatment of oiled birds, to provide any necessary veterinary medical care.
- Provide any necessary veterinary medical care.

4000 Planning

The Planning Section is responsible for the collection, evaluation and dissemination of tactical information related to the incident, and for the preparation and documentation of action plans. This section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident, including the Situation, Resources, Documentation, Demobilization, and Environmental Units, as well as Technical Specialists. For further guidance on information flow internal to the IMT and briefing stakeholders refer to the Information Management Annex which includes a sample Information management Plan for the Unified Command.

4100 Planning Section Organization

The Planning Section Organizational Chart is shown below in Figure 4-1. The actual size of the Planning Section will be based on the needs of the incident. Roles and responsibilities of the Planning Section and Planning Section Chief (PSC) can be found in the Incident Management Handbook and the Planning Section Chief Job Aid. The Planning Section plays a critical role in the transition from a reactive response to a proactive response. Regardless of the initial complexity of the incident, the Planning Section must look far beyond the current situation and anticipate future incident changes. The PSC must be aware of immediate challenges and those that lie on the horizon.

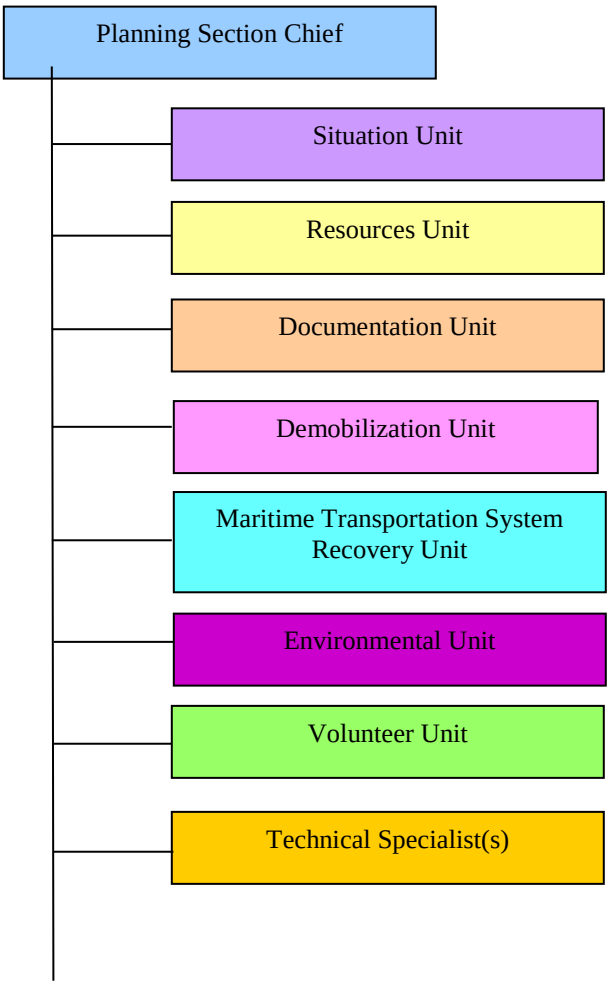


Figure 4-1. Planning Section Organization

4110 Planning Section Planning Cycle (Planning "P")

Figure 4-2 below provides a guide to the general responsibilities of the Planning Section during the Planning Process.

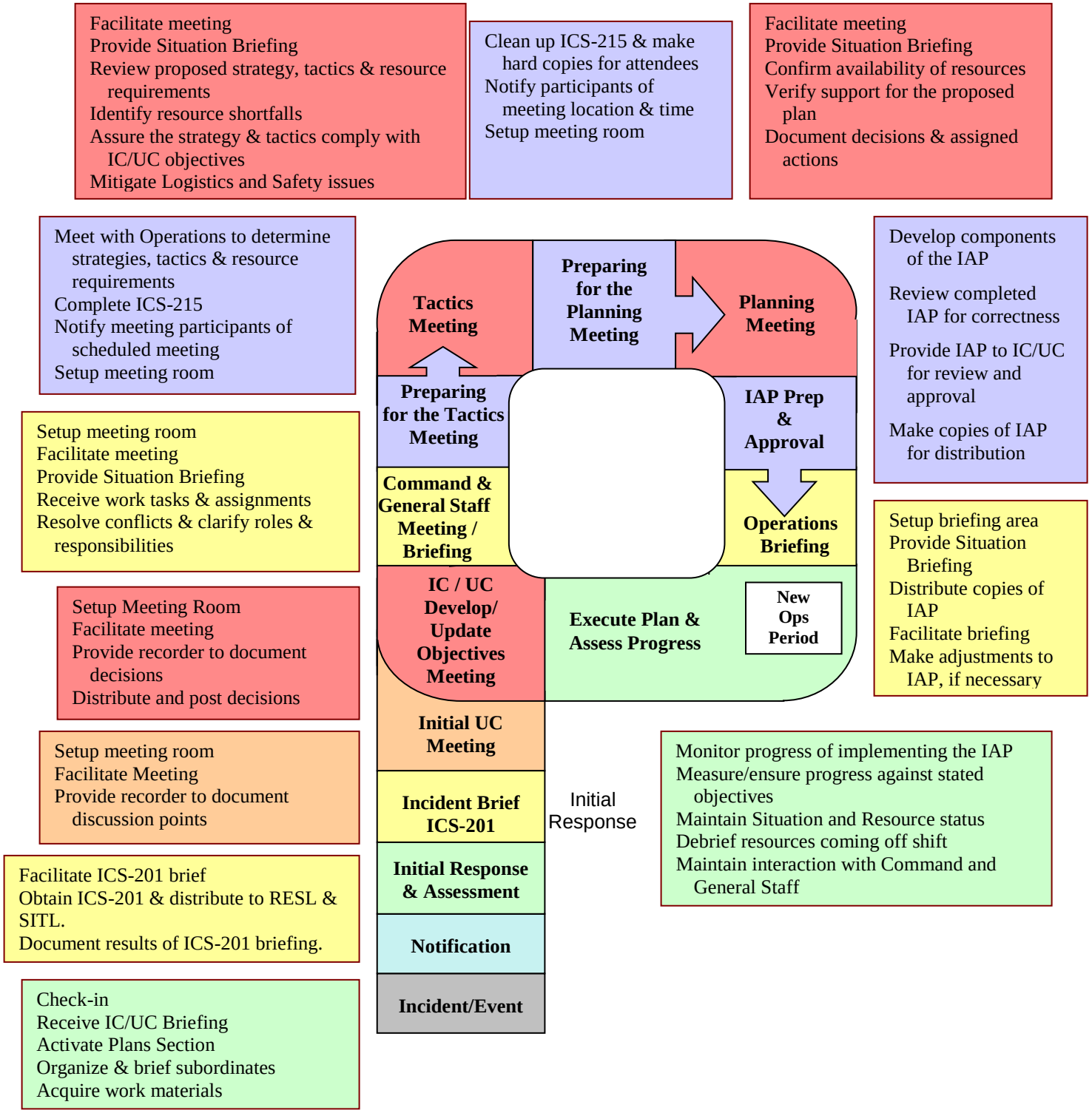


Figure 4-2. Planning Section's Planning "P"

4120 Planning Section Layout

When an incident's complexity or size exceeds the capacity of Sector Virginia's Command Center, the command and control of the incident will be shifted to an Incident Command Post. This threshold is typically met during a .Type 3 Incident. Figure 4-3 is a generic layout for the Planning Section. For incidents that require a large planning organization it is important to have adequate space.

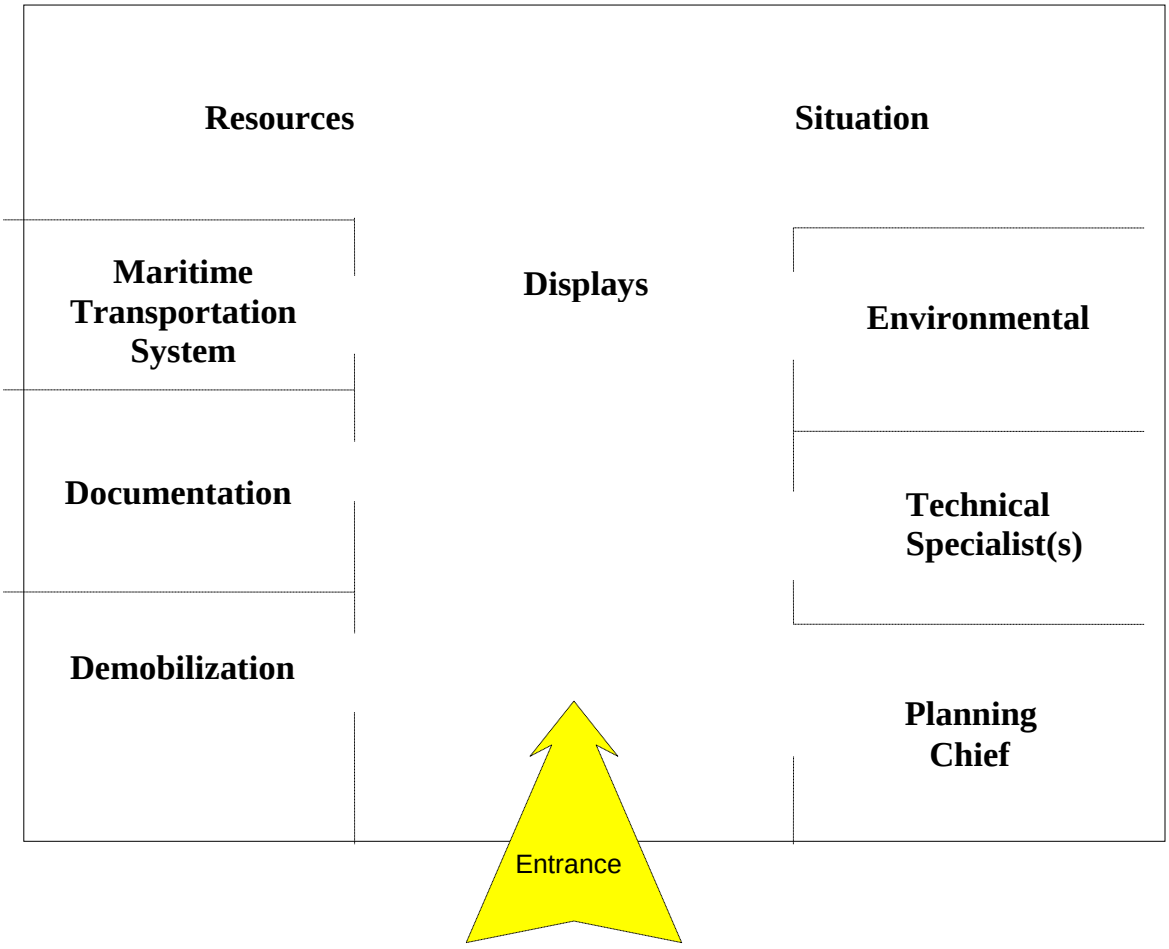


Figure 4-3. Example Planning Section layout

4130 Meeting Schedule

Once the Operational Period is set by the UC/IC, the Planning Section Chief will determine the meeting schedule. This is necessary to ensure that all steps in the planning "P" are accomplished and to allow sufficient time for completion of an Incident Action Plan (IAP) prior to the next Operational Period.

Example: At approximately 0700 the Incident Commander tells their Command and General Staff that the start of the next Operational Period will begin at 1800 (eleven hours from now). The Planning Section Chief works backwards from 1800 (Figure 4-4) to determine when each *step* in the planning process needs to start in order to work through the process and ensure the timely delivery of the IAP.

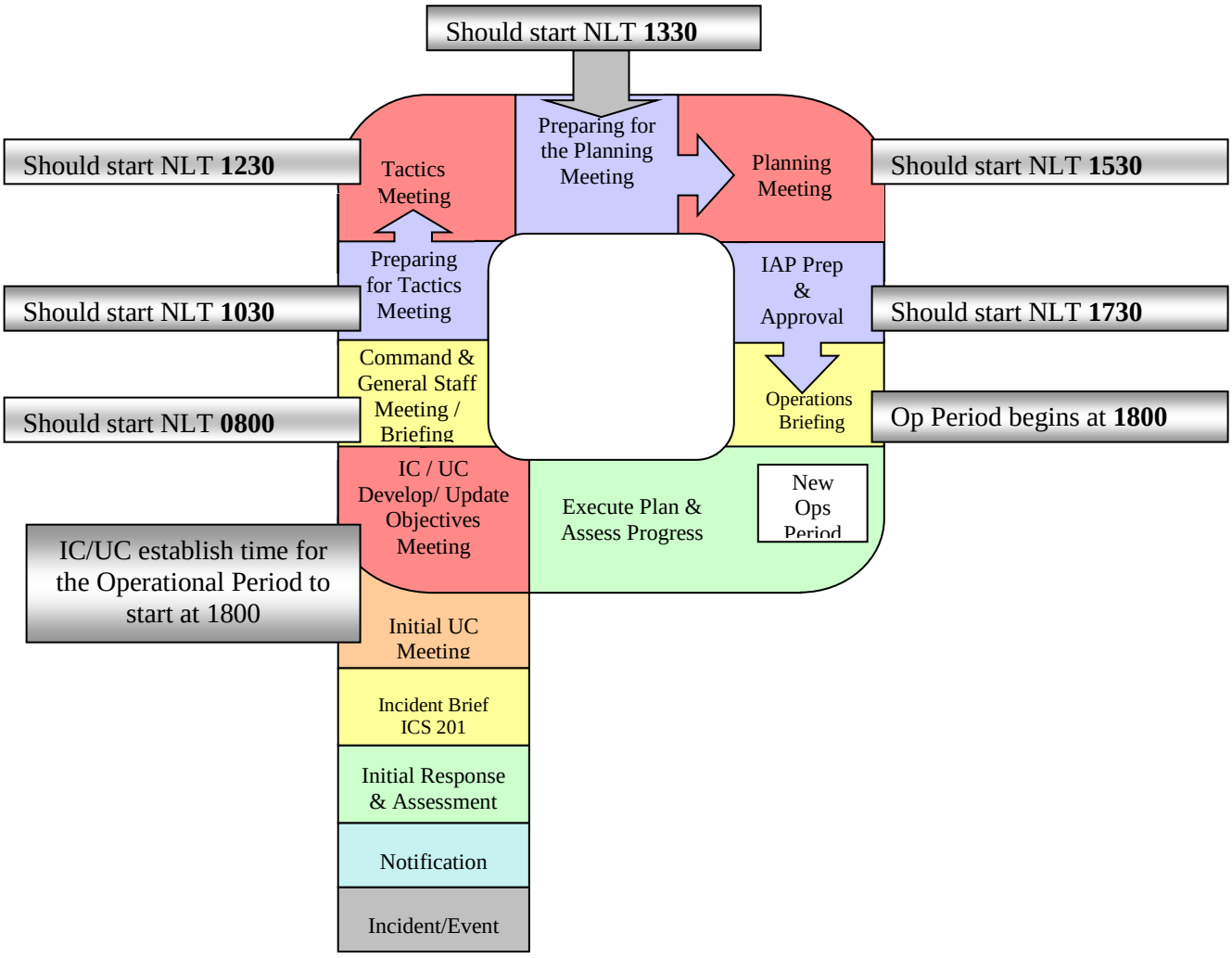


Figure 4-4. Example of the Operational Planning Process.

4200 Situation

The Situation Unit is responsible for the collection and evaluation of incident information, maintaining a situation display, and forecasting the incident evolution. This responsibility includes compiling information regarding the weather, currents, incident location, staging areas, and effectiveness of mitigating strategies. If the incident is an oil spill or hazardous materials release, information should also be collected regarding the type and amount spilled, recovered, current location, anticipated trajectories, and impacts on natural resources. Roles and responsibilities of the Situation Unit Leader (SITL) can be found in the Incident Management Handbook and the Situation Unit Leader Job Aid.

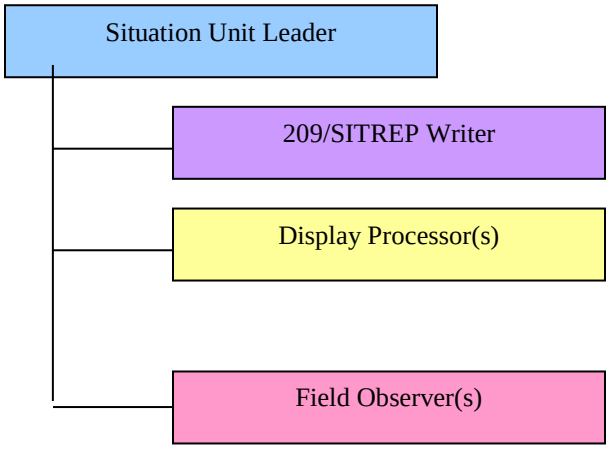


Figure 4-5. Situation Unit Organization.

4200.1 209/SITREP Writer

The Situation Report (SITREP) Writer is responsible for drafting, updating, and sending the ICS-209 (Incident Response Summary) to Command Staff and CG District Five Incident Management Team (IMT). See Section 4250.1 below for more information regarding the ICS-209. Refer to Section 4250.10 for additional information.

4200.2 Display Processor(s)

Display Processors are responsible for the display of incident status obtained from Field Observers, resource status reports, aerial/satellite photographs and infrared data. Refer to the Geographic Response Plan for sensitive area maps and protection strategies which contains information necessary for this Unit. See the Incident Management Handbook for additional roles and responsibilities.

4200.3 Field Observer(s)

Field Observers are responsible for collecting situation information from personal observations at the incident scene. See the Incident Management Handbook for additional roles and responsibilities.

4210 Chart/Map of Area

Figure 4-6. COTP Area of Responsibility

See the Geographic Response Plan (GRP) for detailed regional maps. Also, charts for the COTP AOR are located in the CG's Situation Unit Go-Kit.

4220 Weather/Tides/Currents

Seasonal weather patterns may affect the planning and operational aspects of a response. Detailed weather information and forecasts can be obtained from a variety of sources:

National Weather Service:

The National Weather Service (NWS) is the primary source of weather data, forecasts, and warnings for the United States. Television weathercasters and private meteorology companies prepare their forecasts using this information. The NWS is the official voice for issuing warnings during life-threatening weather situations which means immediate access to all available warnings for the United States, including the latest information on tornadoes, hurricanes, severe thunderstorms, flash floods, flood, winter storms, special marine weather events and more. The Marine Weather page forecasts for U.S. Oceans and Lakes, including real-time buoy observations. The local NWS office is located in Wakefield, Virginia and can be reached at (757) 899-4200.

National Ocean Service Data Explorer:

National Ocean Service Data Explorer provides "one stop shopping" for images and data from a number of offices. These images and data are offered by theme (e.g., coastal aerial photography, low resolution nautical charts, coastal survey maps, environmental sensitivity index atlases, hydrographic survey outlines, historical, etc.)

NOAA Tides & Currents:

NOAA Tides and Currents provides real time and predicted/forecasted tides, currents, water levels, temperatures, and other coastal data, as well as various applications to display this information.

National Data Buoy Center (NDBC):
The National Data Buoy Center provides high quality meteorological/environmental data in real time from automated observing systems that include buoys and a Coastal-Marine Automated Network (C-MAN) in the open-ocean and coastal zone surrounding the United States.

4230 Situation Unit Displays

An Incident Situation Display should be established and maintained by the Situation Unit as soon as possible. It should be displayed in a highly visible and easily accessible location, in close proximity to the Planning Section and easily accessible to the Operations Section. Please see the Situation Status Display for an example display layout.

The purpose of the Situation Display is to establish a visual story of what is happening on the incident. At a minimum, the display should include:

- Map/Chart of incident location
- The current incident objectives
- Summary of the status of the incident. This includes information on the incident itself (i.e. numbered of people/wildlife injured/dead, infrastructure damage, waterways, etc.) and information on response resources (i.e. number of vessels)
- The current situation (i.e. incident boundaries, weather, tides, currents, etc.)
- Predictions and potential impacts of what could happen if weather does not cooperate and/or mitigation strategies do not have the desired outcome
- Schedule of meeting times and locations

Ensure the accuracy of situation information and that the information is current. A SITL has done a good job with maps, charts and other displays if responders are coming to the Leader for more information. This is especially true if the OSC uses these products to outline tactical plans.

The Situation Unit will also have to give a situation brief prior to every meeting. These briefs should include at a minimum:

- The perimeter of the incident;
- Operation Section organizational boundaries (i.e. divisions, branches);
- Established support facilities;
- Key geographic features;
- Wind direction and speed;
- Tides and currents (if appropriate); and
- Success of mitigation measures.

4240 On-Scene Command and Control (OSC2)

4240.1 Marine Information for Safety and Law Enforcement (MISLE) System

The MISLE system features an integrated crisis management system designed to provide real time (or near-time) response and planning information to a UC. It includes electronic forms using a Microsoft Access relational database, a Geographic Information System (GIS) situation display, and a web-based intranet system for disseminating information.

4240.2 Geographic Information System

The GIS Specialist, can be someone from NOAA, District 5 or the Commonwealth, is responsible for compiling updated trajectory information and providing various map products to the incident command. If Environmental Response Management Application (ERMA) is selected as the platform to display trajectory information, NOAA will be required to manage trajectory information.

4250 Required Operational Reports

Throughout the response, numerous operational reports will be developed for formal dissemination of information and archival reasons. Some reports are required by regulation and others are required by Coast Guard Districts.

4250.1 Incident Response Summary (ICS-209)

The Incident Response Status Summary Form (ICS-209) is the responsibility of the Situation Unit. This form should be updated and maintained by the Situation Unit personnel and posted on the situation display. It should also be provided to the Command Staff as it gives a basic summary of the response operations and contains a lot of information which can be used while planning for the next operational period.

The ICS-209 has replaced the SITREP at many Coast Guard units including Sector Virginia as directed by D5. The ICS-209 Form contains a plethora of information including incident summary, future outlook/goals/needs, personnel status/injuries, infrastructure damage, equipment resources, etc. There are also various attachments available for different incident types such as Oil/Hazmat, SAR, Marine Disaster, etc.

4250.2 POLREPS

Pollution Reports (POLREPS) shall be submitted in accordance with the requirements outlined in Volume VI, Chapter 7.B.5.b of the Marine Safety Manual. The POLREP format can be found in Volume VII of the Marine Safety Manual, Figure 7-7.

4250.3 Marine Transportation System Executive Summary

The Marine Transportation System (MTS) Executive Summary Report is created through the Common Access Report Tool (CART). It is typically provided by the Maritime Transportation System Recovery Unit (MTSRU) and included as an attachment to the ICS-209. For more information regarding CART and the MTS Executive Summary Report see Section 4600 Maritime Transportation System Recovery.

4300 Resources

The Resources Unit is responsible for maintaining the status of all resources (primary and support) at an incident. This is achieved through the development and maintenance of a master list of all resources used during the incident. The Resources Unit Leader (RESL) position is perhaps the most challenging position within the ICS organization. The RESL is responsible for maintaining the check-in, and tracking the current status (assigned, available, out of service) and location of all resources at an incident. The effectiveness and efficiency of the response is directly impacted by the how well the Resources Unit performs. To accomplish their responsibilities the RESL is reliant on everyone else involved in the response to support their resource tracking needs. However, the most critical relationship is between the RESL and the OSC. Roles and responsibilities of the Resource Unit Leader can be found in the Incident Management Handbook and the Resources Unit Leader Job Aid.

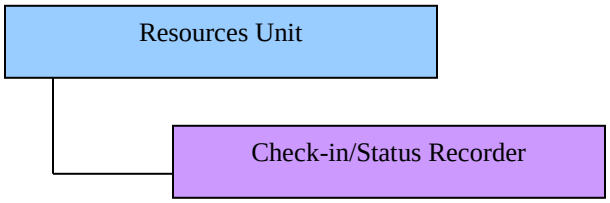


Figure 4-7. Resources Unit Organization

4300.1 Check-in/Status Recorder

Resource Check-in/Status recorders are responsible for ensuring all assigned resources are accounted for throughout the incident. See the Incident Management Handbook for additional roles and responsibilities.

4310 Resource Management Procedures

This section outlines the responsibilities for members of the resources unit in managing response resources for the Planning Section.

4310.1 Check-in Procedures

Check-in recorders are responsible for ensuring all personnel are properly accounted for as they report to an incident. During the early stages of a response when large numbers of resources are arriving, check-in locations are usually established in many different locations to handle the influx of resources (e.g., ICP, Staging Areas, Base/Camps, and Helibases). Check-in recorders are needed at each check-in location to ensure that each resource assigned to a unit is accounted for. The Check–in List (ICS-211) will be used to record the necessary check-in information. Check-in recorders at these locations then forward the completed ICS-211 forms to the Resources Unit as soon as possible. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident and is responsible for establishing a visual resource tracking system, often using the ICS T-Card System.

4310.2 Resource Ordering

In addition to tracking of resources, the Resources Unit is responsible for assisting the Operations and Logistics Section Chiefs with identification and ordering of resources available for response to oil spills or hazardous substance releases. The Resources Unit is responsible for preparing the Resource Assignment List (ICS-204), Resource Request (ICS-213RR) and the Operational Planning Worksheet (ICS-215) for the Planning Meeting (refer to page 3-7 of the Incident Management Handbook for specific guidance).

Resources Unit Role in Demobilization

Demobilization is an orderly and planned process and the Resources Unit has an important role in ensuring that the process is a smooth one. Resources that are scheduled for demobilization are placed under a Header Card labeled DEMOB. Once the Demobilization Unit Leader has advised the RESL that the resource is released, the T-card is updated with the demobilization information and then it is sent to the Documentation Unit Leader as part of the incident's historical record.

4400 Documentation

The Documentation Unit ensures that each section maintains and provides appropriate documentation. The Documentation Unit is essential to properly collecting, organizing, and maintaining custody of materials during and following the incident response. Government expenses must be properly documented in order to recover costs. This will serve to provide the responsible party with an accurate accounting and, in the event litigation is necessary, to provide concise, accurate, and admissible evidence. The National Pollution Funds Center (NPFC) has published a Technical Operating Procedures (TOPs) for Resource Documentation to provide instructions and formats for the preparation and submission of resources and cost documentation for the purpose of cost recovery. Roles and responsibilities of the Documentation Unit can be found in the Incident Management Handbook and the Documentation Unit Leader Job Aid.

4410 Services Provided

It is the responsibility of the Documentation Unit to provide the following services to Incident Command personnel:

- Collect, file, and segregate all activity records for future archival reference. Relay any challenges and difficulties to the Planning Section Chief.
- Reproduce copies of originals in response to official requests approved by Planning Section Chief.
- Collect copies of supplementary plans from support agencies involved.
- Provide research support to Liaison Officer and Public Information Officer.

Complying with cost documentation requirements can become complex, but two methods have been identified by the NPFC to help ease the burden:

Pollution Incident Daily Resource Reporting System (PIDRRS) is a series of forms, instructions, and submission schedules, described in detail in the TOPs. It is based on the use of Standard Rates, which are published dollar rates for particular personnel resources, services, or products.

The following rate schedules apply for various resources:

(a) Contractors use rates as prescribed in their BOA or as agreed to with the Contracting Officer;
(b) Coast Guard Units use standard rates found in Commandant Instruction 7310.0 (series); and
(c) Other Government agencies may have a publication listing their standard rates, and if so should provide this to the OSC. If not, that agency should execute a Pollution Removal Funding Agreement (PRFA) with the OSC. See Section 6260 PRFA for additional information.

An NPFC-approved alternate system for government agencies must be an existing system for documenting activities and costs, and must be approved by the NPFC in advance.

4420 Administrative File Organization

Establishing an administrative filing system depends on the complexity of the incident, as well as the potential for future litigation. Typically, the person assigned to the Documentation Unit Leader position will be experienced in the management of such a task. Assistants should review the Incident Management Handbook and the Documentation Unit Leader Job Aid for additional information.

4500 Demobilization

The Demobilization Unit is responsible for developing the Incident Demobilization Plan and assisting sections and units to ensure an orderly, safe and cost effective demobilization of personnel and equipment is accomplished from the incident.

The Demobilization Unit Leader (DMOB) must maintain liaison with the Resource Unit Leader (RESL) who maintains the latest information on resources that are currently on the incident and those which will be required for future operational periods. This relationship is critical to ensure that all resources are released in a methodical way that maintains the integrity of resource accountability and does not impact the continuing response efforts.

The orderly release of incident resources is the entire command team's responsibility. However, it is the Demobilization Unit's job to set an orderly plan in motion and to ensure that the plan is followed. Effective management of demobilization is critical to the incremental downsizing of incident resources.

Responsibilities of the Demobilization Unit Leader include:

- The orderly release of all resources (equipment and personnel)
- Establishing a Demobilization Plan
- Coordinating and supporting the implementation of the Demobilization Plan
- Preparing Demobilization Check-out forms (ICS-221-CG) for each resource being released
- Keep the Planning Section Chief apprised of the demobilization progress
- As requested by the Planning Section Chief, attend planning meetings and briefs to provide information on the Demobilization Plan

Additional roles and responsibilities of the Demobilization Unit can be found in the Incident Management Handbook.

4510 Demobilization Plan Content & Sample Plan

The Demobilization Plan should consist of the following:

- General Information
  - Incident Commander/Unified Command expectations
  - Safety considerations
  - Directions to the Section Chiefs
- Responsibilities
  - Section Chiefs
    - Determine excess resources
    - Establish tentative release date and time for excess resources
  - Demobilization Unit Leader
- Release Priorities
  - Work with the Incident Commander/Unified Command to determine release priorities (consider)
    - Type of resource
    - Cost
    - Personnel welfare (safety and rest)
    - Needs of the responding agencies
    - Home unit of the resource (out-of-area vs. local)
- Release Procedures
- Incident Commander/Unified Command Approval

The Demobilization Plan should be distributed at least 24 hours prior to the release of the first resource. The following should receive a copy of the Demobilization Plan:

- Incident Commander/Unified Command;
- Command and General Staff;
- Resources Unit Leader; and
- Documentation Unit (original copy).

See the Sample Demobilization Plan for an example plan to follow.

4520 Demobilization Process

Step I: All unit leaders in Planning, Logistics and Finance/Administration identify any surplus resources at least 24 hours in advance of their anticipated demobilization time. The Resources Unit Leader will work with the Operations Section Chief to identify operational resources.

Step II: Surplus resources that have been identified for each Section should be given to the Section Chief who will then forward the tentative list of surplus resources to the Planning Section Demobilization Unit.

Step III: The Demobilization Unit will compile a Tentative Release List of surplus resources from all Sections and send them to the Incident Commander/Unified Command via the Planning Section Chief.

Step IV: Incident Commander/Unified Command approves the list of resources to be demobilized.

Step V: Approved demobilization list is sent to the Resources Unit and to the appropriate Section Chiefs.

Step VI: Section Chiefs notify the resources under their control that they have been approved for demobilization and the procedures to follow.

Step VII: Demobilization Unit ensures that the checkout process is followed.

Step VIII: Demobilization Unit sends completed Demobilization Check-out Forms (ICS-221-CG) to the Documentation Unit for the historical record.

4600 Maritime Transportation System Recovery

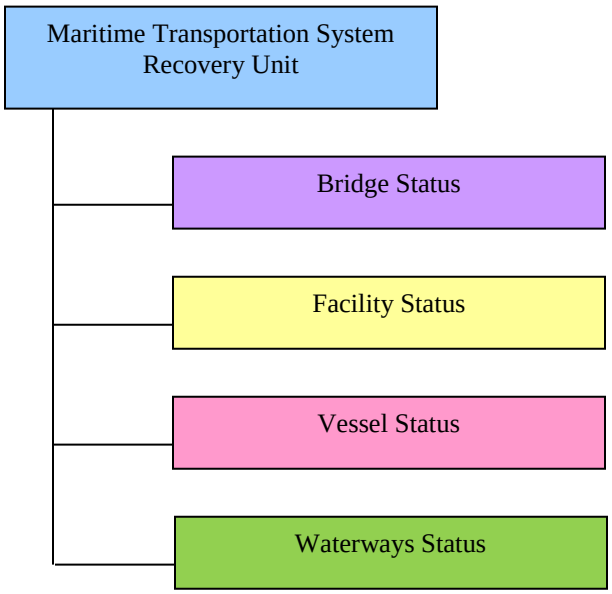


Figure 4-8. Maritime Transportation System Recovery Unit Organization

The Maritime Transportation System Recovery Unit will function alongside the Resources, Situation, Documentation and Demobilization units. The MTSRU will track and report on the status of the MTS, understand critical recovery pathways, recommend courses of action, and provide all MTS stakeholders with an avenue of input to the response organization. The MTSRU should be prominent in the regular ICS planning cycle, including the situational brief, setting incident objectives, and allocating response resources. Roles and responsibilities of the

MTSRU can be found in the Incident Management Handbook and the Maritime Transportation System Recovery Unit Leader (MTSL) Job Aid.

Significant effort should be made to ensure the MTSRU is comprised of inter-agency stakeholders to include the Virginia and Maryland Pilots, members from the Port of Virginia or possibly other members of the Marine Transportation Sub-Committee.

The daily operational planning cycle should include a precise focus on MTS infrastructure. Specifically, the situation brief should include the set of Essential Elements of Information (EEIs) to quantify the status of MTS for the Port of Virginia. Operation period objectives should include emphasis on MTS infrastructure status and recovery priorities.

The complete list of EEIs for the Port of Virginia is included in the Common Assessment and Report Tool available at: https://cgcart.uscg.mil/ (login required). The information contained in CART assists the MTSRU in making MTS Recovery recommendations to the Unified Command and facilitates MTS Recovery Operations by:

- Providing timely and accurate information on pre-incident conditions in a Sector Area of Responsibility (AOR);
- Comparing baseline data and post incident data to characterize the extent of the impact on the MTS;
- Auto-generating the MTS Executive Summary Report in various formats to ease the sharing of data with all MTS stakeholders; and
- Use of web-based format facilitates transmission and sharing of MTS Recovery Status and Impact reports.

CART can also draft an MTS Executive Summary Report. This report is a great tool for passing concise reports on the status of the MTS Recovery efforts up the CG and DHS chains of command. It includes key information such as a Port/Incident Summary, MTS impacts, MTS recovery actions, vessels in queue, waterways management actions, and future plans.

4700 Environmental, Volunteer, & Technical Specialists

Certain incidents or events may require additional units within the Planning Section such as an Environmental Unit, Volunteer Unit, or Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section or may be assigned wherever their services will be best utilized.

4710 Environmental Unit

The Environment Unit is responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting. The Environment Unit Leader (EUL) prepares environmental data for the Situation Unit. Normally, the NOAA Scientific Support Coordinator (SSC) will be included and located within the Environmental Unit if not assigned as Unit Leader. Technical Specialists are frequently assigned to the Environmental Unit and may also include Response Technologies,

Trajectory Analysis, Weather Forecast, Resources at Risk, Shoreline Cleanup Assessment, Historical/Cultural Resources, and Disposal Technical Specialists. Roles and responsibilities of the Environmental Unit can be found in the Incident Management Handbook and the Environmental Unit Leader Job Aid. See the Geographic Response Plan for specific environmental information and considerations for the COTP AOR.

4720 Volunteer Unit

See the Virginia Volunteer Management Plan Annex.

4730 Hazardous Materials Technical Specialists

4730.1 Toxicologist

A Toxicologist is a specialist who studies the nature, adverse effects, symptoms, mechanisms, treatment and detection of poisons.

4730.2 Product Specialist

A Product Specialist is a trained professional that is knowledgeable about the specific hazardous substance product that was or has the potential to be released, and in particular the chemical changes that may occur when it is released into the environment.

4730.3 Certified Marine Chemist

Marine Chemists are paid consultants with the equipment and expertise to obtain temperature readings, check for the presence and concentrations of gases and, in some instances, provide needed advice to the fire fighting forces concerning the nature of chemical related hazards encountered.

The U.S. Coast Guard and the Occupational Safety and Health Administration require that a certificate issued by a Marine Chemist must be obtained before hot work or fire producing operations can be carried out in certain spaces aboard a marine vessel. The appropriate U.S. Coast Guard Regulations are contained in 46 CFR 35.01-1(c)(1), 71.60-1(c)(1), 91.50-1(c)(1), 167.30-10(c)(1), and 189.50-1(c)(1). The appropriate OSHA regulations are contained in 29 CFR 1915.14.

In complying with both the U.S. Coast Guard and OSHA regulations, the Marine Chemist applies the requirements contained in National Fire Protection Association (NFPA) Standard 306, Control of Gas Hazards on Vessels. This describes conditions that must exist aboard a marine vessel. A survey by the Marine Chemist ensures that these conditions are satisfied.

In addition, a Marine Chemist is able to perform similar evaluations on other than marine vessels where an unsafe environment exists for workers, or hot work is contemplated on a system that might contain residues of a flammable or combustible product or materials.

4730.4 Certified Industrial Hygienist

An Industrial Hygienist (IH) is a professional who is dedicated to the health and wellbeing of workers or responders. Their expertise is used to determine if conditions are hazardous and can cause an adverse health effect on workers or the environment. Resources are available within the Coast Guard that can provide advice and support to the FOSC in the areas of industrial hygiene and occupational health. These resources are available through the following sources:

Sector Virginia Safety and Occupational Health Officer: Provides identification and evaluation of potentially hazardous conditions in the work environment and provides recommendations to unit commander and FOSCRs. The majority of efforts are directed upon surveillance of the work environment to ensure the protection of CG work force, public health and property.

CCGDFIVE Safety and Occupational Health Officer: This person coordinates with unit personnel to implement and ensure the efficient functioning of mandated Safety and Occupational Health Programs and policies relating to benzene exposure reduction, hearing conservation, respiratory protection, hazard communication and others. This specialist is a trained Industrial Hygienist with a Marine Safety background.

National Strike Force (NSF) Industrial Hygienist: Each Strike Team has an Industrial Hygienist on staff that provides industrial hygiene advice and limited field support for response activities. NSF support can be requested via a Request for Forces (RFF) to CG District Five.

4730.5 Chemist or Chemical Engineer

A Chemist or Chemical Engineer is a trained and licensed professional that is knowledgeable in the development and application of manufacturing processes in which materials undergo changes in properties and that deals especially with the design and operation of plants and equipment to perform such work.

4730.6 Sampling

The Sampling Specialist is responsible for providing a sample plan to coordinate collection, documentation, storage, transportation, and submittal of samples to appropriate laboratories for analysis or storage.

4740 Oil Technical Specialists

4740.1 Scientific Support Coordinator

NOAA provides SSCs to support FOSCs. The SSCs can provide a variety of technical support before and during an emergency response operation. In certain situations, the SSC could also act

as the Environmental Unit Leader. See Section 9120 Federal On-Scene Coordinator's Notifications for contact information.

SSC Pre-incident Support

- Act as liaison with the regional scientific community to determine the availability and ability of that community to respond to Sector Virginia requests for assistance which may be necessitated by spills of oil and hazardous materials.
- Provide scientific and technical guidance to update existing response plans with respect to scientific support for spills of oil and hazardous substances in the region in which the incumbent is assigned.
- Develop and maintain high-level contact with federal, state, and local agencies, academic institutions, industrial and other organizations with concerns related to spills of oil and hazardous substances.
- Provide scientific and technical guidance in experimental design, data management, data analysis, and reporting for oil and hazardous materials spill response and research programs to insure continuity and the optimization of research opportunities.
- Coordinate NOAA scientific research planning efforts concerning the fate and effects of spills with other federal, state, private, and international scientific research groups to maximize the use of logistics, to avoid duplication of effort and to combine all resources for research.

SSC Incident Support

- Coordinate all scientific response activities relative to the spill, by Federal, state, local and academic institutions.
- Through coordination with other elements of the NOAA HAZMAT Division, provide the US Coast Guard with information regarding the movement of pollutants through computer trajectory modeling and observation, biological resources threatened by the spill, and geomorphological/biological vulnerability of threatened shorelines.
- Set protection priorities related to threatened environmental resources to guide the US Coast Guard in their cleanup and containment efforts.
- Ensure that all appropriate details of response plans are carried out for maximum utilization of resources and avoidance of duplications of efforts.
- Ensure that all federal, state, and other groups with legal mandates regarding activities associated with spills have the opportunity to carry out their mandated responsibilities.
- Evaluate the potential for accomplishing research and development projects during spill incidents and coordinate such efforts as deemed appropriate.

4740.2 Lightering

One of the most effective ways to mitigate or prevent an oil spill or hazardous material release is to remove all remaining cargo and unnecessary bunker fuel from the vessel. This is particularly useful when the risk of a hull breach is increasing due to changing environmental or physical conditions on the vessel. Vessel cargo/fuel may be lightered to another vessel, or lightered to mobile facilities ashore. Choosing which is most appropriate will depend on the location of the

vessel and availability of each. Whichever is chosen, it is important to ensure the receiving vessel or facility is qualified to handle the lightered material and that any cargo/residue in hoses and holding tanks are compatible with lightered material. Furthermore, the effects on the stability of the vessel should be taken into account when lightering a vessel. While lightering may present benefits when attempting to re-float a vessel, it may also present additional structural stresses upon the vessel. It is important to work with naval architects as well as the person in charge of loading/offloading the vessel, who is frequently the Chief Officer or First Mate of the vessel.

4740.3 Salvage

The primary written guide on salvage operations is the US Navy Salvage Manual (need CAC Card). Parties involved in a salvage response should refer to the manual for specific information relating to salvage techniques. See Section 9240 Additional Resources/OSROs for salvage company contact information, also see Section 3320 Salvage for more information.

Salvage efforts may be divided into three phases: stabilization, re-floating, and post-re-floating. During the stabilization phase, salvers take steps to limit further damage to the vessel and to keep the ship from being driven harder aground or broaching. Response leaders gather information and formulate a salvage plan; the plan specifies actions to be taken during the re-floating and post-re-floating phases of the salvage. The re-floating phase commences when the salvage plan is executed and ends when the ship begins to move from her strand. During post-re-floating, the vessel is secured and delivered to the designated port facility.

4740.4 Shoreline Cleanup Assessment

Shoreline Cleanup Assessment Teams (SCATs) provide on-scene assessments of shoreline impacts. NOAA has a Shoreline Assessment Job Aid, which can aid the response organization in determining the extent of damage along various types of shoreline. Also see Section 1630 Cleanup Assessment Protocol.

4740.5 Natural Resource Damage Assessment (NRDA)

After an oil spill or hazardous substance release, response agencies like the US Environmental Protection Agency or the US Coast Guard clean up the substance and eliminate or reduce risks to human health and the environment. Unfortunately these efforts may not fully restore injured natural resources or address their lost uses by the public. Through the NRDA process, studies will be conducted to identify the extent of resources injuries, the best methods for restoring those resources, and the type and amount of restoration required. See Section 2430 Trustee Funding – NRDA.

4740.6 Specialized Monitoring of Applied Response Technologies (SMART)

SMART is used to scientifically monitor the use of dispersants, other chemical countermeasures, or in-situ burns. These operations however, because of their time sensitivity, shall not be delayed pending the arrival of SMART monitoring equipment or personnel.

SMART is used to collect scientific information for the Unified Command to provide a measurement of success in the operation and to improve the knowledge about non-mechanical recovery procedures. See Section 1690 SMART for more information regarding SMART protocols.

4740.7 Response Technologies (Dispersant, ISB, Bioremediation, Mechanical)

See Section 1640 Alternative Cleanup Technologies and 3200 Recovery and Protection for detailed response technology policy and procedures. See Section 9240 Additional Resources/OSROs for Oil Spill Removal Organization (OSRO) contact information.

4740.8 Decontamination

Decontamination is the process of removing or neutralizing contaminants that have accumulated on personnel and equipment.

Trained personnel in accordance with established standard operating procedures will perform decontamination. The Safety Officer will approve all decontamination procedures, equipment and stations. All workers must be decontaminated when leaving a contaminated area. All equipment and clothing from a contaminated area should be stored in a controlled area near the incident site until decontamination or proper disposal can be accomplished. Contaminated equipment such as containers, brushes, tools, etc., should be placed in labeled containers. Partially decontaminated clothing should be placed in plastic bags pending further decontamination or disposal. Respirators should be dismantled, washed and disinfected after each use. Suitable containment structures or portable containers will collect water used for tool and vehicle decontamination. Areas used for decontamination will be monitored for residual contamination. See Section 3250 Decontamination for additional information.

4740.9 Disposal

There are several disposal methods available for recovered oil or hazardous material. Each method is dependent on the physical state of the oil/hazmat which is directly related to how long the product has been exposed to the elements. These methods include reprocessing, burial, incineration, and asphalt blending. Recovered oil is most easily dealt with by separating out any water that may be present and refining it locally or shipping it to its original destination. The specific disposal method depends on the nature of the oil-contaminated material, the location of the spill, and the prevailing weather conditions. The Disposal (Waste Management) Specialist is

responsible for providing the Planning Section Chief with a Disposal Plan that details the collection, sampling, monitoring, temporary storage, transportation, recycling, and disposal of all anticipated response wastes. See Section 3240 Disposal for additional information.

4740.10 Dredging

US Army Corps of Engineers (ACOE) provides expert contracting advice, engineering and construction capabilities involving drift and wreck removal, levee and dike construction or reconstruction, beach restoration, and dredging. Survey equipment includes hydrographic survey and water sampling equipment with associated physical content testing capabilities. Jurisdiction includes authority over dredge and fill-operations adjoining waters of the U.S.

4740.11 Deepwater Removal

Offshore/ocean removal would be considered on a case-by-case basis depending on the location. Refer to Section 3320 Salvage.

4740.12 Heavy Lift

Salvage companies would most likely be the primary point of contact for providing heavy lift equipment. Refer to Section 3320 Salvage.

4750 General Technical Specialists

4750.1 Cultural & Historic Properties

The National Historic Preservation Act requires federal agencies to take into account the effects of response actions on historic properties when responding to spills. This policy is outlined in the Programmatic Agreement on Protection of Historic Properties during Emergency Response under the NCP (see Section 1660). As the federal official designated to coordinate and direct response actions, the FOSC is responsible for ensuring historic properties are appropriately considered while planning and during a spill response. Historic sites may be located on or near shorelines and waterways, which can be adversely impacted by containment and recovery operations. Heavy equipment may be particularly harmful to archeological sites and the FOSC should consult with cultural resource specialists on implementing methods of containment and recovery in these areas. Some historic sites are located underwater and may be damaged by an oil or hazardous substance spill. However, even underwater, the sites are more likely to be adversely impacted by containment and recovery operations than the spill itself.

The National Register of Historic Places (36 CFR Part 60) is managed by the National Park Service and includes districts, sites, buildings, structures, and objects that are significant in American history.

The Virginia Landmarks Register is managed by the Virginia Department of Historic Resources (VDHR) and is the state's official list of properties important to Virginia's history. The VDHR has a clear policy restricting the release and use of information regarding the location of historic resources, especially archaeological sites. Due to this policy, historic resources cannot be included in the Area Contingency Plan, however when an incident occurs, VDHR will be available to provide technical assistance to the response team regarding potential impacts to historic resources. See the Virginia Department of Historic Resources Letter (dated August 26, 2011) for more information regarding inclusion of historic resource information in the ACP. See Section 9220 State Agency Points of Contact for VDHR Contact Information.

The Virginia Cultural Heritage Sites Directory is managed by the Virginia Department of Conservation and Recreation (VDCR) and includes commemorative and historic facilities and sites in Virginia that are significant aspects of national, state or regional culture or history.

Before conducting containment or recovery operations on a historic or cultural site, the FOSC should contact the VDHR and/or VDCR to determine the sensitivity of the site. They may also be able to assist in identifying which containment and recovery techniques are least likely to impact the historic or cultural site.

4750.2 Legal

All organizations in a response should consult with their legal staffs legal advice during a response if legal questions arise involving their organization.

US Department of Justice

The US Department of Justice provides the highest level of legal advice within the Federal Government. The Environment and Natural Resources Division (ENRD) is responsible for litigation ranging from: protection of endangered species, to global climate change, to cleaning up the nation's hazardous waste sites. Nearly one-half of the Division's lawyers enforce the nation's civil and criminal environmental laws and the health and environment of all Americans. The Division also defends environmental challenges to government programs and activities. It represents the United States in all matters concerning the protection, use, and development of the nation's natural resources and public lands, wildlife protection, Native American rights and claims, and the acquisition of federal property.

USCG Legal Service Command Norfolk

The USCG Chief of the Legal Service Command (LSC) Norfolk is the principle legal advisor and Staff Judge Advocate to Atlantic Area/Fifth District/Maritime Defense Zone Atlantic, Commander Maintenance and Logistics Command Atlantic, their respective staffs, and subordinate units. The Mission Support Law Branch (LSC-4) provides legal advice to commands located within the Legal Service Command's AOR on: Employment and Labor Law, Ethics, Litigation Support, Environmental Law, Property Law (real and personal), and Public Information Law (including the Freedom of Information Act (FOIA), Privacy Act, and Health Insurance Portability and Accountability Act (HIPPA)).

Commonwealth of Virginia - Office of the Attorney General

The main functions of the Commonwealth of Virginia Office of the Attorney General are to have general charge, supervision, and direction of the legal business of the State and to act as legal advisor and representative for the Governor and executive agencies, state boards and commissions, and institutions of higher education. The Attorney General is the legal advisor to virtually every agency in Virginia's government.

4750.3 Chaplain

The Chaplain Emergency Response Technical (CERT) Specialist is responsible for identifying and securing the services of sufficient Chaplains necessary to carry out pastoral care duties to provide for the spiritual and emotional needs of all Coast Guard personnel involved in a major disaster. The CERT Specialist is responsible for making an immediate assessment of how many Chaplains are required to provide adequate pastoral care and make the necessary notifications to ensure their immediate response and presence. The CERT Specialist is the point–of-contact for all requests from operational units for Chaplains and their services and is responsible for the appropriate assignments and duties of all Chaplains involved in Coast Guard operations. The CERT Specialist reports directly to the Incident Commander. The USCG District Five Chaplain's Office is located at BSU Portsmouth in the gymnasium building.

4750.4 Public Health

Public Health Technical Specialists may be needed to provide public health/worker health and safety technical knowledge and expertise in events involving oil, hazardous substance/materials, radiation, or health and medical issues. Public Health Technical Specialists from the Department of Health and Human Services' Centers for Disease Control and Prevention can provide technological assistance.

US Department of Health and Human Services

The Department of Health and Human Services (USDHHS) is the U.S. government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves.

Virginia Department of Health

The mission of the Virginia Department of Health (VDH) is to protect and promote public health for the Commonwealth of Virginia including the issuance of public health alerts. Various VDH programs can provide expertise and technical assistance, particularly the Office of Drinking Water, Emergency Preparedness and Response, Office of Environmental Health, and the Office of Epidemiology.

4750.5 Human Resources

The Human Resources Specialist is responsible for providing direct human resources services to the response organization, including ensuring compliance with all labor related laws and regulations. If it is necessary to form a Human Resources Unit, it is normally in the Finance/Admin Section. See the Virginia Department of Human Resource Management (VDHRM) website for more information regarding available state resources.

4750.6 Critical Incident Stress Management

The CG Critical Incident Stress Management (CISM) Specialist is responsible for identifying and securing the immediate response and services of sufficient CISM team members necessary to carry out CISM duties to provide for the psychological and emotional needs of all Coast Guard personnel involved in a major incident. The CISM Specialist is the point of contact for all requests from operational units for CISM services and is responsible for the appropriate assignments and duties of all CISM team members involved in the evolution. Due to the importance of the mental well-being of all response personnel and the highly specialized nature of the program, the CISM Specialist would be assigned to the command level of the organization and would report directly to the IC or UC. Sector Virginia should refer to Health, Safety and Work Life Field Office (HSWL FO) Portsmouth - Work Life Branch for CISM guidance or assistance as well as COMDTINST 1754.3A, Critical Incident Stress Management.

4760 Law Enforcement Technical Specialists

Many federal, state, and local governmental agencies work together during a law enforcement situation. Federal, state, and local agencies with have both distinct and complementary jurisdictions. Coordination is extremely important. Refer to Section 3360, Law Enforcement for additional information.

4770 Search and Rescue Technical Specialists

Many federal, state, and local governmental agencies work together during a SAR incident. While the US Coast Guard is ultimately responsible for SAR on the navigable waterways of the United States, it relies heavily upon state and local assets to successfully resolve cases, with minimal loss of life. Refer to Section 3310, Search and Rescue for additional information.

4780 Marine Fire Technical Specialists

The Port of Virginia Maritime Incident Response Team will provide valuable contact information and additional resources in the event of a marine fire or marine casualty. The mission of the MIRT is to provide immediate on-scene maritime advice and agency liaison to Incident Commanders responding to fires in the marine environment. For more information see their website at: http://www.portofvirginia.com. Also refer to Marine Firefighting Plan for additional information.

4800 Permits and Consultations

4810 Administrative Orders

An Administrative Order is a tool used by the FOSC to ensure appropriate actions are being taken by a Responsible Party in a potential threat or actual spill, or FWPCA hazardous material release. The Oil Pollution Act of 1990 amended the Federal Water Pollution Control Act and provided more authority to FOSC's to direct the removal actions in response to discharges of oil or FWPCA hazardous substances. Under 33 USC 1321 (c) and (e), an FOSC may now issue orders to responsible parties to ensure effective and immediate removal of a discharge or the mitigation or prevention of a substantial threat of a discharge of oil or FWPCA hazardous substance. An FOSC may also issue administrative orders "that may be necessary to protect public health and welfare".

4820 Notice of Federal Interest

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.a.

The Notice of Federal Interest (NOFI) is used to designate and notify owners, operators or persons in charge, in writing that an oil pollution incident occurred or threatens to occur and that specified personnel may be financially responsible for that incident. The responsible party is liable for among other things, removal costs and damages resulting from the incident. The NOFI notifies the responsible party that the failure or refusal to provide all reasonable cooperation and assistance requested by the FOSC will eliminate any defense, or entitlement to limited liability. The NOFI notifies the responsible party that failure to properly carry out the removal of the discharge, or comply with any administrative order of the FOSC may result in civil penalties or up to three times the cost incurred by the Oil Spill Liability Trust Fund.

4830 Notice of Federal Assumption

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.d.

Under FWPCA Section (311) (c) (l), whenever a polluter is unknown or not acting responsibly, or when its removal effort is insufficient, or to present the substantial threat of a discharge, the OSC may assume total or partial control of response activities. The OSC must inform the suspected polluter, if known, of this action by issuing a Notice of Federal Assumption (NOFA) of Response Activities, even if the suspected polluter has not initiated any action. This Notice references the Notice of Federal Interest for an Oil Pollution Incident and indicates the date and time the Federal response is initiated. The same procedures used for issuing and obtaining signatures for the Notice of Federal Interest for an Oil Pollution Incident apply. This requirement is for internal direction only. The failure of an OSC to present a Notice of Federal Assumption of Response Activities in a given case does not affect any liability of any person which may arise in that case. In some instances, the FOSC may determine that the polluter's

response efforts should continue, but that some federal assistance is necessary to augment the cleanup (e.g., cleanup resources that the polluter cannot or will not provide). Whenever it is necessary for the federal government to expend funds in support of a cleanup operation, for purposes other than monitoring, the OSC should declare a federal spill for the area(s) for which he or she is assuming control, activate the OSLTF to cover expenses and take whatever actions are necessary to ensure a proper cleanup. In these cases, the Notice of Federal Assumption shall clearly delineate those actions or areas for which the FOSC is assuming control or providing other resources. The term "declare a federal spill" means: in the case where a suspected polluter has been identified, the presentment of the Notice of Federal Assumption; or in other cases, the initiation of federal removal operations.

4840 Letter of Designation

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.

Designation of a source under Section 1014 of OPA 90 is conducted to fulfill the requirements relating to the dissemination of information about an incident, through advertisements, so that potential claimants will be aware of the opportunity and procedures for submitting claims for uncompensated removal costs or damages. Exact specification and types of advertisement required are provided in the letter issued by the NPFC. OPA provides that designation of source is done where "possible and appropriate." Sector Virginia will not issue Notices of Designations. Per the Technical Operating Procedures for Designation of Source, the NPFC will designate the source, notify the reporting party/guarantor, and set the advertising requirements. In the event that it appears there is a reasonable possibility for claims in a given incident, but the source is not known, the FOSC immediately notifies the NPFC. The NPFC will then advertise as required under section 1014(c) of OPA.

4850 Fish and Wildlife Permits

A Federal Migratory Bird Rehabilitation Permit will authorize you to take, transport and temporarily possess sick, injured, and orphaned migratory birds for rehabilitation purposes. For more information regarding fish and wildlife permits see the following Code of Federal Regulations (CFR): 50 CFR 10 (General Provisions), 50 CFR 13 (General Permit Procedures), 50 CFR 14 (Importation, Exportation, and Transportation of Wildlife), 50 CFR 21 (Migratory Bird Permits) and 50 CFR 22 (Eagle Permits).

Federal and state wildlife agency personnel have the authority to recover oiled or dead migratory birds under their USFWS Migratory Bird Salvage Permit. In addition, established bird rehabilitation centers (e.g., Tri-State Bird Rescue & Research, Inc.) have authority to recover and rehabilitate oiled birds under regionally-issued migratory bird permits. Properly licensed migratory bird rehabilitators (federal and state license required) can also recover and rehabilitate oiled birds. Tri-State which is authorized to recover birds in Virginia (Wildlife Annex, Appendix F) maintains records on trained rehabilitators and can provide advice to the FOSC on this issue.

4860 Section 7 of the Endangered Species Act Consultations

Whenever pollution response actions ***may*** affect federally listed threatened or endangered species or critical habitat, the action agency (USCG FOSC within the coastal zone), shall initiate emergency consultation protocols (either informal or formal, as appropriate). The FOSC initiates this emergency consultation action as soon as practicable after response actions are initiated. Under ESA Section 7(a) (2), federal agencies are required to consult on response actions that may affect listed species and/or critical habitats. Consultation is with the Department of Commerce, National Marine Fisheries Service (DOC-NMFS) and the Department of the Interior, U.S. Fish and Wildlife Service (DOI/USFWS). These agencies are hereafter referred to in this section as "the Services." The Endangered Species Act (ESA) provides protection to listed species, the habitats they utilize, and designated areas known as critical habitats. The ESA prohibits a "take" of an individual animal or adversely modifying critical habitat (ESA Section 9).

The National Contingency Plan also requires the Department of Commerce and Department of the Interior to participate in the spill planning process, provide technical expertise to the FOSC during a spill response, and facilitate compliance with ESA in both instances. Local governments must consult the Services if their actions require federal permits or receive federal funding.

The Endangered Species Consultation Handbook (Wildlife Response Annex, Annex E) provides internal guidance and establishes national policy for conducting consultation and conferences pursuant to Section 7 of the Endangered Species Act of 1973, as amended through the 108th Congress. The purpose of the Handbook is to promote efficiency and nationwide consistency within and between the Services. The Handbook addresses the major consultation processes, including informal, formal, emergency, and special consultations, as well as conferences.

More guidance regarding Section 7 consultation can be found in the Inter-agency Memorandum of Agreement Regarding Oil Spill Planning and Response Activities under the Federal Water Pollution Control Act's National Oil and Hazardous Substance Pollution Contingency Plan and the Endangered Species Act on the RRT-3 website. This MOA outlines the procedures to be followed during three phases of a spill: pre-spill planning, response, and post-response. The following expands on the steps in the MOA relating to the response and post-response phases of a spill as currently understood.

4860.1 Pre-spill Consultations

The Regional Response Team III has conducted pre-spill consultation for pre-approval of dispersants and in-situ burns in specific areas. Please see Sections 1640.1 and 1640.2 of this ACP for further details. General spill response best management practices provided by NOAA SSC/USFWS should also be referenced for guidance.

4860.2 Emergency Consultations

Early in a response, an ICS 232-CG Resources at Risk Summary report is generated and highlights any listed species and/or critical habitats that may be affected by response actions. If there are no ESA resources at risk, then no consultation is necessary. If listed species and/or any critical habitats are at risk, then the FOSC must consult with the Services as soon as practical.

For specific guidance on emergency consultation procedures, see Appendices A and B, Quick Response Guide for ESA Section 7 Emergency Consultation Guidance and Form. For template requests for informal and formal consultation requests, see Appendices C and D.

4860.3 Post-response Consultations

For actions not covered by a pre-spill consultation that are used or are considered for use during an emergency response, the FOSC must follow ESA and/or EFH emergency response procedures and complete ESA and/or EFH consultations in collaboration with the Services once the emergency phase of the response has ended. For guidance on Post-response procedures, refer to Appendix E.

4860.4 Threatened and Endangered Species Lists

Outlined in the table below are the federally listed threatened and endangered species located within the U.S. Coast Guard Sector Virginia coastal zone and offshore area of responsibility. These species lists were derived from the U.S. Fish & Wildlife (USFWS) Information for Planning and Consultation (IPaC) System and the National Ocean and Atmospheric Administration (NOAA) Endangered Species Act (ESA) Section 7 Mapper, as well as the NMFS Species Matrix (developed by the National Response Team Matrix Working Group). These lists are current as of August 17, 2020 and are valid for 90-days from this date.

Protected Species		ESA Status (Threatened or Endangered by Service)	Species Range	Critical Habitat	Seasonality in Virginia
Mammals	Blue whale (*Balanoptera musculus*)	E[NMFS]	offshore	No	All Year (Present)
	Fin whale (*Balanoptera physalus*)	E[NMFS]	offshore	No	Nov-Apr (Present)
	North Atlantic right whale (*Eubalaena glacialis*)	E[NMFS]	offshore nearshore	Located outside of Area	Dec-May (Present)
	Sperm whale (*Physeter macrocephalus*)	E[NMFS]	offshore	No	All Year (Present)
	Indiana Bat (*myotis sodalist*)	E[USFWS]	inland *(trees & hibernacula)*	Located outside of Area	All Year (Present)
	Northern long-eared bat (*Myotis septentrionalis*)	T[USFWS]	inland *(trees & hibernacula)*	No	All Year (Present)

Protected Species		ESA Status (Threatened or Endangered by Service)	Species Range	Critical Habitat	Seasonality in Virginia
Reptiles	Green turtle - North Atlantic DPS (*Chelonia mydas*)	T[NMFS] T[USFWS]	offshore nearshore *	Located outside of Area	May-Dec (Present) Jun-Aug (Nesting)
	Hawksbill turtle (*Eretmochelys imbricata*)	E[NMFS] E[USFWS]	offshore nearshore	Located outside of Area	Rare
	Kemp's Ridley turtle (*Lepidochelys kempii*)	E[NMFS] E[USFWS]	offshore nearshore *	No	Apr-Dec (Present) Jun-Aug (Nesting)
	Leatherback turtle (*Dermochelys coriacea*)	E[NMFS] E[USFWS]	offshore nearshore	Located outside of Area	Mar-Dec (Present)
	Loggerhead turtle - Northwest Atlantic Ocean DPS (*Caretta caretta*)	T[NMFS] T[USFWS]	offshore nearshore *	Yes *Atlantic Ocean Sargassum*	Apr-Dec (Present) May-Aug (Nesting)
Fish	Atlantic sturgeon - New York Bight, Chesapeake Bay, & Carolina DPS (*Acipenser oxyrinchus*)	E[NMFS]	nearshore estuarine	Yes *Potomac, James, Rappahannock, York, Mattaponi, and Pamunkey Rivers*	All Year (Present) Apr-Nov (Migration) Apr-May & Aug-Oct (Spawning)
	Giant manta ray (*Manta birostris*)	T[NMFS]	offshore nearshore	No	Mar-Oct (Present)
	Oceanic whitetip shark (*Carcharhinus longimanus*)	T[NMFS]	offshore	No	Mar-Oct (Present)
	Shortnose sturgeon (*Acipenser brevirostrum*)	E[NMFS]	nearshore estuarine	No	All Year (Present) Mar-Jun (Migration) Apr-May (Spawning)
Birds	Eastern Black Rail (*Laterallus jamaicensis ssp. Jamaicensis*)	Proposed T[USFWS]	marshland inland	No	All Year (Present)
	Piping plover – Atlantic Coast & Northern Great Plains population (*Charadrius melodus*)	T[USFWS]	nearshore (*migration potential*) shoreline inland	Located outside of Area	All Year (Present) Apr-Aug (Nesting)
	Red knot (*Calidris canutus rufa*)	T[USFWS]	nearshore (*migration potential*) shoreline	No	Apr-Oct (Migration)

Protected Species		ESA Status (Threatened or Endangered by Service)	Species Range	Critical Habitat	Seasonality in Virginia
	Red-cockaded Woodpecker (*Picoides borealis*)	E[USFWS]	inland (*pine forest*)	No	All Year (Present) Apr-May (Nesting)
	Roseate tern (*Sterna dougallii dougallii*)	E[USFWS]	nearshore (*migration potentia*l) shoreline	No	Jul-Sep (Very Rare)
Insects	Northeastern Beach Tiger Beetle (*Cicindela dorsalis dorsalis*)	T[USFWS]	shoreline	No	All Year (Present)
Flora	Harperella (*Ptilimnum nodosum*)	E[USFWS]	inland	No	All Year (Present)
	Seabeach amaranth (*Amaranthus pumilus*)	T[USFWS]	shoreline	No	All Year (Present)
	Sensitive Joint-vetch (*Aeschynomene virginica*)	T[USFWS]	intertidal zone of coastal marshes	No	All Year (Present)
	Small Whorled Pogonia (*Isotria medeoloides*)	T[USFWS]	inland forests	No	All Year (Present)

* Turtles may come ashore for nesting and/or basking, however there are no known established nesting sites along the coast of Virginia.

Appendix (A) QRG for ESA Section 7 Emergency Consultation Guidance

Appendix (B) ESA Section 7 Emergency Consultation Form

Appendix (C) Template Request for Informal Consultation

Appendix (D) Template Request for Formal Consultation

Appendix (E) QRG for ESA Section 7 Post-Response Procedures

Appendix (A) QRG for ESA Section 7 Emergency Consultation Guidance

Section 7 of the Endangered Species Act (ESA) and Essential Fish Habitat (EFH) Emergency Consultation Quick Response Guide (QRG)

The purpose of this document is to inform Federal On-Scene Coordinators (FOSCs) of the potential need to conduct emergency consultations in accordance with 50 Code of Federal Regulations (CFR) § 402.05 and 50 CFR § 600.920(a)(1). This National Response Team (NRT) Emergency Consultation Form for both ESA emergency consultations and EFH coordination is provided to assist FOSCs through the emergency consultation process. Whenever an **FOSC** makes a determination that **federal response actions may affect** ESA-**listed (threatened or endangered) species and/or designated Critical Habitat or** may adversely affect **EFH**[1], the action agency (U.S. Coast Guard (USCG) within the coastal zone, Environmental Protection Agency (EPA) within the inland zone, Department of Defense, and Department of Energy) shall initiate emergency consultation protocols as appropriate. The **FOSC** initiates this emergency consultation **as soon as practicable, via email to the Services,** after the response is initiated. If the FOSC determines consultations are not practicable during emergency response operations, refer to the NRT's Post-Response Procedures guidance for ESA Section 7 and EFH compliance requirements.

The three ESA thresholds, which are used to determine action necessary by the FOSC, are:

(1) **No Effect** (none at all, negative or positive);

(2) **May Affect**; **Not Likely to Adversely Affect**, (NLAA); and

(3) **May Affect**; **Likely to Adversely Affect** (LAA).

The two EFH thresholds, which are used to determine action necessary by the FOSC, are:

(1) Would **Not Adversely Affect**; and

(2) **May Adversely Affect** (**Adverse Effects** are any effect that reduces the quality or quantity of EFH).

ESA Section 7 consultation is completed through the regional offices of the Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (DOC-NMFS), and the Department of the Interior, U.S. Fish and Wildlife Service (DOI-USFWS). These agencies are referred to as "the Services." EFH consultations are submitted to a different NOAA NMFS program representative. **The FOSC should ensure that the following are completed during emergency response actions:**

- Provide a description of the emergency to the Services;
- Check Geographic Response Strategies (GRS), Environmental Response Management Application (ERMA), EFH Mapper, NMFS ArcGIS Viewer, Environmental Conservation

[1] NMFS supplies an EFH mapping tool for assistance in identifying EFH. EFH Mapping tool link: https://www.habitat.noaa.gov/application/efhmapper/index.html

Online System (ECOS), and Information for Planning and Consultation (IPAC) for all listed species, designated critical h

- Habitats, and designated EFH, along with the contacts for each of the Services.
- Provide an evaluation of the emergency response actions and their potential impacts, if any, on listed and endangered species, and designated Critical Habitats, and/or EFH. **The scope of the consultation is focused on the agency's response actions during an emergency, NOT the emergency itself.**
  - If pre-spill planning consultations were completed with the Services, employ Best Management Practices (BMPs) specified in the pre-spill planning consultation Biological Opinion (BO)/EFH consultation and document how the Services' recommendations were implemented to minimize "effects." These BMPs may be incorporated into the GRSs, Area Contingency Plans (ACPs), and Regional Contingency Plans (RCPs) as appropriate.

    (1) If a BO is completed, implement *reasonable and prudent measures*, which **must be completed** by the FOSC. Additional *conservation recommendations* may also be included in a BO and remain **discretionary** to the FOSC.
    (2) If a Letter of Concurrence (LOC) is completed, implement any applicable conservation measures.
    (3) Any documents that result from Emergency Consultations should be incorporated into GRSs, ACPs, RCPs, and any pre-spill planning efforts, as appropriate.

  - Depending on the scale and scope of emergency response actions, pre-spill planning consultations can minimize the level of effort of emergency consultation(s) and, in certain circumstances, even alleviate the need for emergency consultation(s). (The pre-spill planning consultation covers all potential response actions that may be implemented during the emergency response).
  - If pre-spill planning consultations have not been completed, provide a comparison of the emergency response actions as described above with any other pre-planned or ongoing countermeasures and mitigation information to the Services.

More guidance regarding Section 7 consultation can be found in the 2001 Inter-agency Memorandum of Agreement Regarding Oil Spill Planning and Response Activities under the Federal Water Pollution Control Act's National Oil and Hazardous Substances Pollution Contingency Plan (2001 MOA) and the NRT's National Environmental Compliance (NEC) Subcommittee ESA guidance page at NRT.org[2]. EFH consultations should be completed simultaneously with ESA Section 7 consultations.

Emergency Consultation Form

This form is intended for documentation of emergency response actions that may or are likely to affect:

[2] National Response Team (NRT) National Environmental Compliance (NEC) Homepage link: https://nrt.org/Main/Resources.aspx?ResourceType=Endangered%20Species%20Act%20(ESA)%20Section%207&ResourceSection=2

- Species listed as endangered or threatened under the ESA;
- Designated Critical Habitat under the ESA; and
- Fishery habitat designated as EFH under section 305 of the Magnuson-Stevens Fishery Conservation and Management Act (Magnuson-Stevens Act).

This form is intended to provide as much detailed information as possible to the Services within 48 hours of the federal action agency undertaking emergency response actions. It is not intended to be comprehensive and **responders should not delay emergency response actions while awaiting a response from the Services**. This form may be used to assist FOSCs in meeting their statutory obligations to conduct emergency consultation under Section 7 of the ESA and/or designated EFHs. This form is also designed to document communication efforts between the Action Agencies and the Services as well as provide a consistent template for the Services to use in compiling relevant information and recommendations during emergency response operations.

- **USFWS ESA emergency contact**: Ms. Jo Ann Banda, joann_banda@fws.gov, (804) 824-2413
- **NMFS ESA emergency contact**: NOAA Greater Atlantic Regional Fisheries Office, nmfs.gar.garfo@noaa.gov, (978) 281-9300
- **NMFS EFH emergency contact**: NOAA Greater Atlantic Regional Fisheries Office, nmfs.gar.garfo@noaa.gov, (978) 281-9300

  (Reference below link)

  https://www.fisheries.noaa.gov/contact-directory/regional-essential-fish-habitat-coordinators

Note: The Services will review the supplied information and respond with BMPs to mitigate potential impacts to any ESA-listed (threatened or endangered) species and/or designated Critical Habitat and/or EFH. The BMPs are then incorporated into response actions and species specialists may be brought into the response to provide additional oversight and guidance via Pollution Removal Funding Authorization (PRFA).

Once this form is submitted, the Services will consider the proposed response actions and use ATTACHMENT 2: DOCUMENTATION OF ESA SECTION 7 AND EFH EMERGENCY CONSULTATION DURING EMERGENCY RESPONSE ACTIVITIES – USFWS/NMFS REPSONSE.

For All Consultations:

The regional NOAA Scientific Support Coordinator (SSC) and/or DOI Regional Environmental Officer **shall** be informed whenever the FOSC engages in emergency consultation with the Services.

The NOAA SSC may be able to facilitate communications between the USCG and the Services; however, it is the sole responsibility of the FOSC to initiate, conduct, and complete the consultation.

The DOI Regional Environmental Officer may also be able to facilitate communications between the action agencies and USFWS.

U. S. Coast Guard (USCG) District Incident Management and Preparedness Advisors (IMPAs) and District Response Advisory Teams (DRATs) are excellent resources for all required consultations (ESA, EFH, State Historic Preservation Office (SHPO), and Tribal Historic Preservation Office (THPO)).

The USCG IMPA (David Ormes) and DRAT Dave Pugh and Elisha Cook) are available 24/7 via District command centers at 757-398-6441.

Note: This is a guidance document only. Units are encouraged to modify this document as they see fit to suit the needs of their respective Regions or Areas.

FOR FURTHER GUIDANCE WITHIN THE USCG, PLEASE CONSULT WITH:

U.S. Coast Guard Natural Resources, COMDTINST 5090.3A (series)
Commanding Officer's Environmental Guide, COMDTPUB P5090.1 (series)

Appendix (B) ESA Section 7 Emergency Consultation Form

In using the below ESA Section 7/EFH Form, FOSCs (or their designated representative) should complete the Cover Memo and Attachment 1 after initial contact is made to the Services. Attachment 1 should be filled out with the best available information at the time of the response and should account for all response actions taken or being considered.

Attachment 2 is intended to be submitted blank to the Services by the FOSC (or their designated representative), so the Services can both acknowledge the request for consultation as well as begin to consider the FOSC's actions or proposed actions during the emergency response.

ESA Section 7/Emergency Consultation Form Cover Memo

FROM: FOSC U.S. Coast Guard/EPA	**Name:** **Email:**	**T:** **C:**
TO: USFWS	**Name:** **Email:**	**T:** **C:**
TO: NMFS ESA Office	**Name:** **Email:**	**T:** **C:**
TO: NMFS EFH Office	**Name:** **Email:**	**T:** **C:**
COPY: NOAA Scientific Support Coordinator	**Name:** **Email:**	**T:** **C:**
COPY: DOI Regional Environmental Officer	**Name:** **Email:**	**T:** **C:**

This is an:

◉ Initial Report ○ Updated Report

INCIDENT DETAILS	
Name of Incident:	
Date of Incident:	**Time of Incident:**
Incident Type (e.g., vessel grounding, vessel collision, pipeline, transfer):	
Product(s) Released/Discharged:	
Volume Released/Discharged (indicate whether gallons or barrels):	
Potential Volume (indicate whether gallons or barrels):	

INCIDENT DETAILS
Has the release/discharge been stopped, continuing, or is the status unknown?
Is the release/discharge contained, spreading, or is the status unknown?
Indicate which Geographic Response Strategies exist for the area affected or potentially affected by the release/discharge:
Indicate which, if any, Response Actions have been or are being deployed:

CENTER LOCATION
Latitude (example: 40º10'8" N or 40.17)**:**
Longitude (example: 74º51'53" W or -73.14)**:**
Nearest Landmark/Town:

Location Type (Check all that apply below)	**Name/Landmarks**
☐ Port/Industrial/Canal	
☐ Riverine	
☐ Inshore/Estuarine	
☐ Nearshore/Coastal	
☐ Offshore/EEZ	
☐ Lake/Lacustrine (freshwater	
☐ Wetland (freshwater)	

Attachment 1: Documentation of ESA Section 7 and EFH Emergency Consultation during Emergency Response Activities – FOSC Initial

Date of Transmittal: **Time of Transmittal:**

DESCRIPTION OF INCIDENT (Include Incident Command System (ICS) Form 201, other ICS forms as appropriate, or include hand drawn or digitally inserted map of incident action area): Be as complete as possible. Include detailed information on initial impacts, and other relevant information.

RESPONSE ACTIONS

This is an:

○ Initial List of Response Actions ◉ Updated List of Response Actions

Action (check all that apply)	Details/Notes
☐ Barriers/Berms/Fences	
☐ Booming (Containment/Exclusion)	
☐ Dispersants	
☐ Flooding/Flushing	
☐ In-situ Burning	
☐ Manual Oil Removal/Cleaning	
☐ Net Use or Trawling	
☐ Nutrient Enrichment/Bioremediation	
☐ Oiled Vegetation Cutting/Removal	
☐ Oiled Debris Removal	
☐ Physical Herding	
☐ Pre-oiling Debris Removal	
☐ Sand Blasting	
☐ Sediment Removal/Dredging	
☐ Sediment Reworking/Tilling	
☐ Shoreline Cleaning	
☐ Skimming	
☐ Solidifiers	
☐ Sorbents (specify type in notes – e.g., sausage, pom-pom, particulate: Bagasse, peat moss, natural/organic, etc.)	
☐ Steam Cleaning	
☐ Surface Washing Agent/ Chemical Shoreline Cleaners	

RESPONSE ACTIONS	
This is an: ○ Initial List of Response Actions ◉ Updated List of Response Actions	
Action (check all that apply)	**Details/Notes**
☐ Surface Collecting Agents/ Herders	
☐ Trenching	
☐ Vessel/Container Removal	
☐ Vacuuming	
☐ Other	

Additional information on response actions:

WILDLIFE RESPONSE ACTIONS	
This is an:	
Action (check all that apply)	**Details/Notes**
☐ Aerial Surveys	
☐ Vessel Surveys	
☐ Capture and Relocation	
☐ Capture and Rehabilitation	
☐ Deterrence/Hazing	
☐ Nest Protection	
☐ Necessary Holding Location	
☐ Other	

Additional information on wildlife response actions:

VESSELS/VEHICLES	
Vessel/Vehicles (check all that apply)	**Details/Notes**
☐ Airplanes	
☐ ATVs	
☐ Boats	
☐ Unmanned Aerial Vehicles (UAVs) or Unmanned Aerial Systems (UASs)	
☐ Heavy Equipment	
☐ Helicopters	
☐ Staging Areas	
☐ Truck or other automobile	

HABITAT TYPES CHECKLIST (Optional – fill out if known)	
Habitat Type (check all that apply)	**Habitat Exposed/Not Exposed to response action(s) or vehicles/vessels?**
☐ Beach	
☐ Coastal Lagoon	
☐ Dune	
☐ Submerged Aquatic Vegetation	
☐ Intertidal/Mud Flats	
☐ Lake/Lacustrine (freshwater)	
☐ Riverine/Riparian (freshwater)	
☐ Rocky Intertidal	
☐ Salt/Tidal Marsh	
☐ Wetland (freshwater)	
☐ Marine (open water)	
☐ Other (enter below): Click or tap here to enter text.	

HABITAT TYPES CHECKLIST (Optional – fill out if known)	
Habitat Type (check all that apply)	**Habitat Exposed/Not Exposed to response action(s) or vehicles/vessels?**
☐ Other (enter below): Click or tap here to enter text.	

ESSENTIAL FISH HABITAT (Applies to Inland and Coastal Zones – fill out if known) **Are the response actions below in the vicinity of a designated EFH (can use NMFS EFH Mapper or technical assistance)?**		
Response Actions	**Yes/Unknown:** Technical Assistance is needed to determine need for consultation. If pre-spill planning is complete, utilize and implement BMPs.	**No/Not Used:** No further action needed.
Barriers/Berms/Fences		
Booming (Containment/Exclusion)		
Dispersants		
Flooding/Flushing		
In-situ Burning		
Manual Oil Removal/Cleaning		
Net Use or Trawling		
Nutrient Enrichment/Bioremediation		
Oiled Vegetation Cutting/Removal		
Oiled Debris Removal		
Physical Herding		
Pre-oiling Debris Removal		
Sand Blasting		
Sediment Removal/Dredging		
Sediment Reworking/Tilling		
Shoreline Cleaning		
Skimming		
Solidifiers		
Sorbents		

ESSENTIAL FISH HABITAT (Applies to Inland and Coastal Zones – fill out if known) **Are the response actions below in the vicinity of a designated EFH (can use NMFS EFH Mapper or technical assistance)?**		
Response Actions	**Yes/Unknown:** Technical Assistance is needed to determine need for consultation. If pre-spill planning is complete, utilize and implement BMPs.	**No/Not Used:** No further action needed.
Steam Cleaning		
Surface Washing Agent/Chemical Shoreline Cleaners		
Surface Collecting Agents/Herders		
Trenching		
Vessel/Container Removal		
Vacuuming		
Other (enter below): Click or tap here to enter text.		
Wildlife Response Actions		
Aerial Surveys		
Vessel Surveys		
Capture and Relocation		
Capture and Rehabilitation		
Deterrence/Hazing		
Nest Protection		
Necessary holding location		
Other (enter below): Click or tap here to enter text.		

Attachment 2: Documentation of ESA Section 7 and
EFH Emergency Consultation during Emergency Response Activities - USFWS/NMFS Response

Date of Transmittal: Click or tap to enter a date.

FROM:	**Name:** **Email:**	**Name:** **Email:**
TO: FOSC U.S. Coast Guard/EPA	**Name:** **Email:**	**Name:** **Email:**
Name of Incident:		

Recommendations (may include information on species and designated Critical Habitats in the area, suggested conservation measures, etc.):

Appendix (C) Template Request Informal Consultation

[Date]

Dear [field supervisor of local USFWS office(s) or NMFS Assistant Regional Administrator (ARA) or Branch Chief in the applicable office],

Please find the attached Biological Evaluation titled "[give title]." We would like to request section 7 consultation pursuant to the Endangered Species Act, as amended. We have determined our proposed actions may affect, but are not likely to adversely affect the following species and critical habitat units: [fill in names or do a table]. We seek your concurrence with our determinations.

We have also determined that the proposed actions may affect and are likely to adversely affect the following species/critical habitat: [fill in names or do a table]. We request formal consultation for these species/critical habitats.

We look forward to your response. Please contact [name, phone, email] for any questions.

Sincerely,

_____

Appendix (D) Template Request Formal Consultation

[Date]
Mr./Ms. _____: U.S. Fish and Wildlife Service/National Marine Fisheries Service, Division of Endangered Species

Dear Mr./Ms. _____:

In accordance with the requirements of Section 7 of the Endangered Species Act, I am requesting the initiation of Formal Consultation on the effects of the [Coast Guard's/EPA's] implementation of the [name of plan]. Through informal consultation with your staff [or identify the appropriate Service office(s)], we have determined that implementation of spill response activities in accordance with the subject [name of plan] is likely to result in adverse effects to **[**identify the listed species and designated critical habitat that may be affected. Note, in cases where many listed species or critical habitat designations may be involved, it may be appropriate to refer to an attached list]. This [name of plan] has been developed with the assistance of [name of Service staff**]** of the U.S. Fish and Wildlife Service/National Marine Fisheries Service and in accordance with the procedures identified at 40 CFR Part 300, the National Contingency Plan.

While these actions may result in short-term adverse effects, it is our belief that the species [and designated critical habitat areas] will ultimately benefit from them. To assist in completing Formal Consultation, please find attached the Biological Evaluation that has been produced through the planning process described in the Inter-agency Memorandum of Agreement Regarding Oil Spill Planning and Response Activities Under the Federal Water Pollution Control Act's National Oil and Hazardous Substances Pollution Contingency Plan and the Endangered Species Act using the Planning Template contained in Appendix C of that Agreement.

Thank you for your efforts in this matter. If you require additional information, please contact [provide a contact with a telephone number].

Sincerely,

_____

Appendix (E) QRG for ESA Section 7 Post- Response Procedures

Endangered Species Act (ESA) and Essential Fish Habitat (EFH)

The purpose of this document is to inform the Federal On-Scene Coordinator (FOSC) of the potential need to conduct consultations **after** the emergency response phase of an incident is over, though every effort should be made to engage the Services early on concerning potential or actual response actions. During the course of emergency response operations, an FOSC must document and track environmental compliance implementation procedures regarding ESA Section 7 and EFH including, but not limited to: Incident Command System (ICS) Form 232-CG Resources at Risk Summary reports, Incident Briefing Form (ICS 201), ESA/EFH Emergency Consultation checklists, etc. The FOSC must comply with consultation requirements for ESA Section 7 and EFH pursuant to 50 Code of Federal Regulations (CFR) § 402.05 and 50 CFR § 600.920.

During a response, the FOSC is responsible for directing response actions so that ESA listed species are not put at risk, or that formally designated Critical Habitats of ESA listed species and/or EFHs are not destroyed. This process is accomplished through pre-spill planning consultations, along with documenting the results of those consultations within Regional Contingency Plans and Area Contingency Plans, as appropriate. However, spill response remains incredibly dynamic and not all federal actions and impacts can be appropriately planned for. For actions not covered by a pre-spill consultation that are used, or are considered for use during an emergency response, the FOSC must follow ESA and/or EFH emergency response procedures and complete ESA and/or EFH consultations in collaboration with the Services once the emergency phase of the response has ended.

There are three criteria for evaluating the effects of response actions on ESA listed species and designated Critical Habitats, and two criteria for evaluating the effects of response actions on EFH. These criteria are used by the FOSC to determine the type of ESA consultation required with National Marine Fisheries Service (NMFS) and/or U.S. Fish and Wildlife Service (USFWS), and/or type of EFH consultation required with NMFS. Depending on the incident response, the FOSC may coordinate with the National Oceanic and Atmospheric Administration (NOAA) Scientific Support Coordinator (SSC), Department of the Interior (DOI) representative, subject matter experts, and/or the Services to determine whether response actions had one of the following effects.

For ESA listed species and designated Critical Habitats:

(1) The action had **No Effect** (none at all, negative or positive);

(2) The action **May Affect**, but was **Not Likely to Adversely Affect (NLAA)**, listed species or adversely modify or destroy designated Critical Habitat; or

(3) The action **May Affect,** and was **Likely to Adversely Affect (LAA)**, listed species and likely adversely modified or destroyed designated Critical Habitat.

For EFH:

(1) The action had **No Adverse Effect**; or

(2) The action **May Adversely Affect** (**Adverse Effects** are anything that changes the quality or quantity of EFH).

"No effect" or "no adverse effect" is the appropriate determination if the response actions occurred in an area where no ESA listed species and designated Critical Habitats occur and no EFH is present, or if the action and the stressors of that action would not affect ESA listed species, designated Critical Habitats, or EFH. To assist with "no effect" determinations, the FOSC should ask whether ESA listed species or designated Critical Habitats were exposed to the action or the effects of the action. If not, then "no effect" is the appropriate determination. For example, if there is a seasonality to the presence of an ESA listed species, and the action occurs within the season where the species is not present during the time of response actions, then a "no effect" determination is acceptable. An example of this is nesting loggerhead sea turtles in the Gulf of Mexico. If shoreline cleanup is to occur at the time when there are no nests and no nesting activity, then the action would have no effect on loggerheads. However, it is important to check whether other sea turtle species may be nesting in the area. This "no effect" determination must be documented within the respective unit's administrative record. Similarly, if the "no adverse effects" on EFH determination is made, this should also be documented.

This and other consultation-related documentation shall be maintained in the unit's administrative file, including the associated cost estimate. If the FOSC would like service concurrence to their determination, please follow guidance related to "Not Likely to Adversely Affect." If the FOSC determines that response actions resulted in a not likely to adversely affect to listed species and/or critical habitat, then the FOSC will draft a letter requesting concurrence from the services.

This letter should include the following information:

(1) the date response concluded;

(2) date emergency consultation initiated;

(3) geographic area of response activities;

(4) the BMPs that were followed;

(5) how the FOSC came to their determination; and

(6) listed species or critical habitat were or were not adversely effected.

If listed species or their habitats were affected, i.e., documented "take," the FOSC will need to engage in the consultation process with one or more of the Services as described in the referenced MOA.

If the FOSC determines that emergency response actions "may affect" ESA listed species and/or designated Critical Habitat—that is, species or designated Critical Habitats are likely to be exposed to the response actions—then the FOSC shall follow the consultation processes identified in 50 CFR § 402 during and following the emergency operations.

If the FOSC has made a "may affect" determination during an emergency response, the FOSC must engage in emergency consultation with USFWS and/or NMFS as soon as practicable. This engagement with the Services during the response will likely aid in reducing the likelihood of adverse effects on listed species and/or designated Critical Habitats and should help the FOSC meet their responsibility to engage in the post-response consultation once the response has ended. In accordance with the 2001 Memorandum of Agreement (MOA), these consultations shall remain active until the conclusion of emergency response operations.

Pursuant to 50 CFR § 402.14(c), the FOSC must submit a written request to the Services once the emergency response phase is over. The type of consultation and request to the Service(s) will depend upon the type of effects the response actions had on listed species and/or designated Critical Habitat. If the FOSC determines that the response actions were NLAA (***informal consultation***), the FOSC must then submit a letter to the Service(s) with the details below, their determination, and request concurrence on that NLAA determination. If the FOSC determines that the response actions were LAA, the FOSC must submit an initiation package (and/or Biological Evaluation) to begin ***formal consultation*** after the emergency phase of the response is over. This process is necessary to document and evaluate any adverse effects that may have occurred as a result of response actions. The FOSC cannot make a determination on jeopardy or adverse modification of critical habitat, this is the responsibility of the Services. Therefore, the FOSC must work with the Services to evaluate response actions determined LAA (by the FOSC), and if those response actions resulted in jeopardy or adverse modification of critical habitat. Due to the nature of emergency consultation, determinations of jeopardy or adverse modification of critical habitat are challenging to evaluate during a response. However, any recommendations provided by the Services during the response and the consultation, after the fact, must be documented in the resulting emergency Biological Opinion (BO) and can be integrated into future response actions and response plans.

The following information must be provided to the Services in order to begin an informal or formal consultation:

(1) A description of the agency response action(s) taken;

(2) A description of the specific area that may have been affected by response actions to include listed species and designated Critical Habitat;

(3) A description of Best Management Practices (BMPs)[3] that were followed, if applicable;

(4) A description of the manner in which any ESA listed species or designated Critical Habitat may have been affected by the response action, and an analysis of any cumulative effect;

(5) Any relevant reports, including environmental impact statements, environmental assessments, or biological evaluations prepared, if applicable; and

(6) Any other relevant available information on the response action, listed species, or designated Critical Habitat

[3] BMPs may be actions already listed or applied within an applicable Regional Contingency Plan (RCP)/Area Contingency Plan (ACP), or BMPs may be recommendations from the Services for the actions taken during a specific incident.

Informal consultations conclude with a Letter of Concurrence from the Service(s). Formal consultations conclude with a BO from the Service(s). For examples of template letters, BOs, or any additional ESA Section 7 templates or document, please refer to NRT.org[4]

FOR FURTHER GUIDANCE WITHIN THE U.S. Coast Guard (USCG), PLEASE CONSULT WITH:

U.S. Coast Guard Natural Resources, COMDTINST 5090.3A (series)
Commanding Officer's Environmental Guide, COMDTPUB P5090.1 (series)

[4] National Response Team (NRT) National Environmental Compliance (NEC) Homepage link: https://nrt.org/Main/Resources.aspx?ResourceType=Endangered%20Species%20Act%20(ESA)%20Section%207&ResourceSection=2

4870 Disposal

See Section 3240 Disposal, Section 4740.9 Disposal, and 40 CFR 230 – Guidelines for Specification of Disposal Sites for Dredged or Fill Material.

4880 Dredging

US Army Corps of Engineers can be contacted as the primary source for required correspondence, permit, and consultation information. Refer to Section 4740.10 Dredging for more information.

4890 Decanting

Decanting is a vital part of the recovery process. The inability to decant water from recovered oil/water mixtures and return the excess water into the recovery area significantly reduces the volume of available temporary storage capacity, thus reducing the effectiveness of the on-water skimming and recovery operations. The inability to return the excess water containing some amount of oil will delay recovery operations and possibly lead to a complete cessation of recovery operations until additional temporary storage can be arranged.

It is essential that the return of oil and oily water associated with the mechanical recovery process be clearly authorized so that responders are not placed at legal risk when carrying out recovery operations. Although no pre-approval for decanting exists, decanting will be considered on a case-by-case basis by Federal and State On-Scene Coordinators.

In considering whether to permit decanting, criteria to be addressed will, at a minimum, include: Availability of additional storage; resources at risk; toxicity of proposed discharge; and other incident specific considerations.

4900 Reserved for Area/District

5000 Logistics

5100 Logistics Section Organization

Without logistical support a response operation will quickly come to a halt. The Logistics Section must be prepared to deliver the necessary material to support operations, provide housing and food for responders, ensure incident communications are well planned and supported, and take care of the myriad of support oriented details that are absolutely essential to a successful response. Figure 5-1 is the typical makeup of a fully activated Logistics Section. The actual size of the Logistics Section will be based on the needs of the incident.

During a multi-agency response operation, the Logistics Section will be staffed by several agencies and/or industry representatives. For the Logistics Section Chief to be successful they must ensure that the Section is integrated and working together.

The IMH (Chapter 9) and the Logistics Section Chief (LSC) ICS Job Aid offers further guidance on requirements and expectations of the Logistics Section.

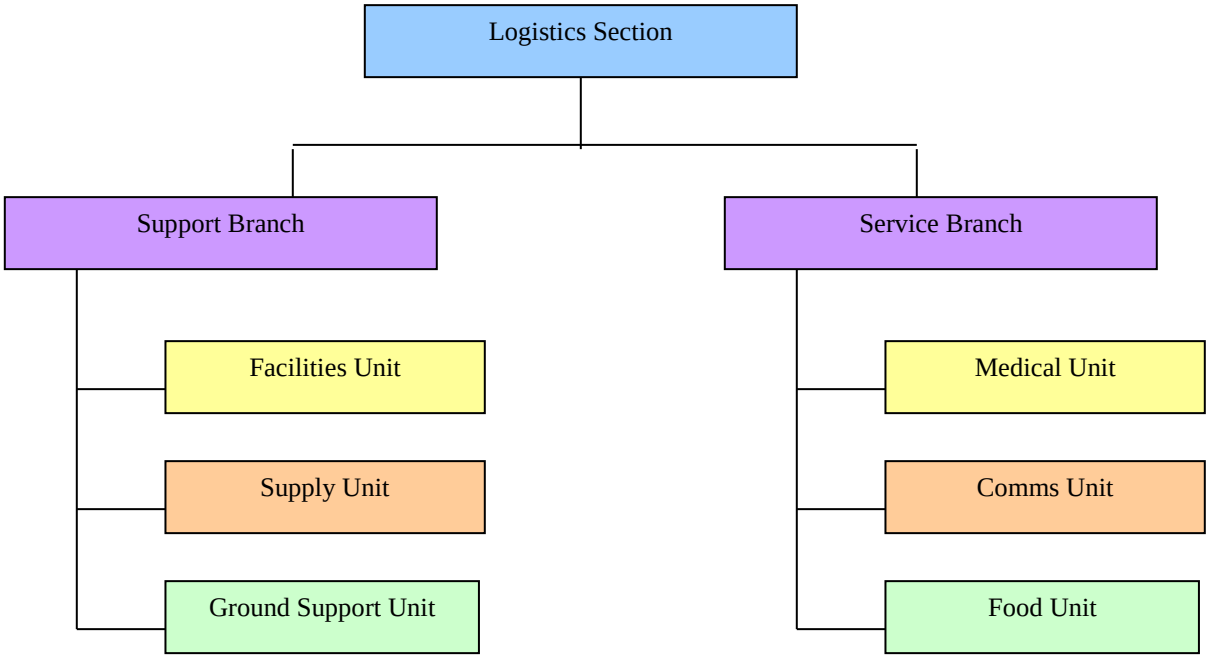


Figure 5-1. Typical Logistics Section organization when fully activated.

5200 Support Resources

The Support Branch is responsible for development and implementation of the logistics plan in support of the IAP, including providing personnel, equipment, facilities, and supplies to support incident operations. Below is a list of various support equipment, locations, etc. available in the AOR that may be of use during any of the types of incidents covered in the ACP. The list should not be considered comprehensive. Instead, the Response Resource Inventory (RRI), compiled by

the National Strike Force Coordination Center (NSFCC), should be utilized to identify additional equipment located inside and outside the area covered by this contingency plan.

5210 Summary of Suppliers

This Section is not intended to be all inclusive or be considered an endorsement by the Area Committee. Instead, it should be considered as a reliable source of information regarding many of the available resources in the AOR.

5210.10 Oil Spill Removal Organizations and Response Equipment

The Oil Pollution Act of 1990 mandated the creation of a national database of response resources that would be maintained by the Coast Guard NSFCC. This voluntary equipment locator system, known as the Response Resource Inventory, was expanded in 1995 to accommodate the needs of the Oil Spill Removal Organization (OSRO) Classification initiative.

The RRI includes data received from companies that wish to have their equipment listed in a publicly accessible system, as well as data generated from the OSRO classification program. Participation by private industry is voluntary except for classified OSROs, whose participation becomes mandatory when they apply for a classification. The RRI can be accessed by OSRO companies that have been granted access to the system. RRI reports may also be requested through USCG Sector Virginia.

Coast Guard members can access the RRI through MISLE by selecting “administration” from the menu at the bottom left of the screen will display a list of all the available administration navigation sections. Selecting Local Resource from the Navigation tab directs the user to a system generated workflow, which automatically displays in the Workflow navigation tab.

The RRI Report for the AOR provides a snapshot of all of the Classified OSROs and response equipment that is within reach in a reasonably short period of time. It is important to remember that the RRI changes on a daily basis. Therefore, an RRI report should be run through MISLE for the most up-to-date information.

Within the RRI Reports, the highlighted OSROs are those that have a Basic Ordering Agreement (BOA) with the federal government. A BOA is a written agreement between a buyer (i.e., the USCG) and a seller. This agreement states the terms for the procurement of the specified items for a stated period. The BOA is an instrument of understanding, negotiated between an agency, contracting activity, or contracting office and a contractor, that contains terms and clauses applying to future contracts between the parties during its term, a description, as specific as practicable, of supplies or services to be provided, and methods for pricing, issuing, and delivering future orders under the BOA. However, a BOA itself is not a contract.

5210.20 Hazardous Substance Response Equipment

[This Section is reserved for Area Committee development.]

5210.30 Salvage Companies

Chesapeake Bay Diving INC.	**757-397-0422**	**Verified 19 Aug 20**
	655 Mount Vernon Avenue Portsmouth, VA 23707	
Crofton Diving Corporation	757-397-0422	Verified 19 Aug 20
	16 Harper Avenue Portsmouth, VA 23707	
Donjon Marine Co., INC.	908-969-8812	Verified 19 Aug 20
	100 Central Avenue Hillside, NJ 07205	
Jorgensen, Marine Construction & Salvage Marine Contractors	757-722-1900	Verified 19 Aug 20
	112 Kings Way Hampton, VA 23669	
Rebel Marine Service, INC.	757-588-6022	Verified 19 Aug 20
	1553 Bayville Street Norfolk, VA 23503	
Resolve Marine Group	954-764-8700	Verified 19 Aug 20
	Resolve Marine Group 1510 SE 17th Street Suite 400 Fort Lauderdale, FL 33316	
Safe Harbor Marine Services, INC.	804-725-0453	Verified 19 Aug 20
	Hicksville Road Mathews, VA 23109	
Tidewater Skanska	757-420-4140 757-420-3551 (fax)	Verified 19 Aug 20
	295 Bendix Rd #400 Virginia Beach, VA 23452	

5210.40 Towing Companies

Allied Towing Corp	757-545-7301	Verified 19 Aug 20
	500 E. Indian River Road Norfolk, VA 23523	
Commonwealth Marine Towing, INC.	757-623-0980	Verified 19 Aug 20
	500 Orapax Street Norfolk, VA 23507	
C & P Tug and Barge Co.	757-397-6833	Verified 19 Aug 20
	444 Crawford Street Portsmouth, VA 23704	
Jorgensen, Marine Construction & Salvage Marine Contractors	757-722-1900	Verified 19 Aug 20
	1927 E. Pembroke Ave Hampton, VA 23663	

Lockwood Brothers INC.	757-722-1946	Verified 19 Aug 20
	220 Salters Creek Road Hampton, VA 23661	
McAllister Towing of Virginia	757-494-2895	Verified 19 Aug 20
	2600 Washington Avenue, Suite 1004 Newport News, VA 23607	
Moran Environmental Recovery	757-216-8836	Verified 19 Aug 20
	1901 Brown Avenue Norfolk, VA 23504 www.morantug.com	
Norfolk Dredging Company	757-547-9391	Verified 19 Aug 20
	110 Centerville Turnpike N. Chesapeake, VA 23320	
NAVSEA Inactive Ships MGT	757-485-6381	Verified 19 Aug 20
	St. Julien's Creek Annex Department of the Navy Naval Sea Systems Command Detachment Naval Inactive Ship Management Office Building 8-Y Portsmouth, VA 23702	
Robbins Maritime	757-494-1701	Verified 19 Aug 20
	914 Pearl Street Norfolk, VA 23523	
Safe Harbor Marine Towing	804-725-0453	Verified 19 Aug 20
	Hicksville Road Mathews, VA 23109	
Sea Tow	800-473-2869	Verified 19 Aug 20
	Great Falls, VA 22066	
Sea Tow Services of Hampton Roads	757-496-1999	Verified 19 Aug 20
	4701 – 103 Shore Drive #709 Virginia Beach, VA 23455	
Skanska	757-420-4140	Verified 19 Aug 20
	295 Bendix Rd 400 Virginia Beach, VA 23452	
Tow Boat US Gwynn's Island	804-725-0453	Verified 19 Aug 20
	Mathews, VA 23109	
Tow JAMM Marine INC	410-745-3000	Verified 19 Aug 20
	6461 Bozman Neavitt Road Neavitt, MD 21652	
US Navy Supervisor of Salvage & Diving	202-781-0000	Verified 19 Aug 20
	1333 Isaac Hull Ave SE Washington, DC 20376	

5220 Facilities

5220.10 Incident Command Post Options

Command posts are established to organize the Unified Command, Command Staff, and General Staff in such a way that they can quickly acquire, consolidate, and coordinate critical information required for command and control of response operations. Therefore, the full integration of the federal, state, and Responsible Party's respective staffs at a central location greatly facilitates this process.

ICP location options for Sector Virginia include the Base Support Unit (BSU) Portsmouth gymnasium, the Transportation Security Administration (TSA) building in Norfolk, VA, and US Coast Guard Training Center Yorktown, VA. Depending on the incident, the RP may have access to a facility or space large enough to accommodate all involved in the ICP. Potential ICP sites that have yet to be tested have been pre-identified in the GRP Annex.

An Area Committee ICP Workgroup continues to work towards establishing regional ICP sites where mobile command posts from multiple agencies can congregate in one area to form either an ICP or Forward Operating Base.

5220.20 Incident Command Post Needs

[This Section is reserved for further development by the Area Committee.]

5220.30 Berthing

Military Personnel: Military personnel who are brought into the area on government orders to participate in cleanup operations would likely draw per diem and be housed in a civilian hotel.

Civilian Personnel: Should be housed in area hotels or motels. These locations can also accommodate military personnel. There are thousands of area hotels which can be accessed via phone book or any internet search engine.

5220.40 Port/Dock Facilities/Capacities

[This Section is reserved for further development by the Area committee.]

5220.50 Staging Areas

Refer to the Geographic Response Plan Annex.

5220.60 Security Providers

The Security Manager is responsible to:

- Provide safeguards needed to protect personnel and property from loss or damage.
- Establish contacts with local law enforcement agencies as required.
- Contact agency representatives to discuss any special custodial requirements that may affect operations.
- Request required personnel support to accomplish work assignments.
- Ensure that support personnel are qualified to manage security problems.
- Develop security plan for incident facilities.
- Adjust security plan for personnel and equipment changes and releases.
- Coordinate security activities with appropriate incident personnel.
- Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives.
- Prevent theft of all government and personal property.
- Document all complaints and suspicious occurrences.
- Maintain Unit/Activity Log (Form ICS-214).

If the command post is located at Sector Virginia, the USCG Base Support Unit (BSU) Portsmouth security detail will address security needs in conjunction with the Sector Virginia Security Manager. If the command post location is determined by the RP, then that party will take the lead for security responsibilities at the incident.

5220.70 Airports/Heliports

Norfolk, VA	Norfolk International Airport (ORF)	2200 Norview Avenue Norfolk, VA 757-857-3351	Verified 19 Aug 20

Chesapeake, VA	Hampton Roads Executive Airport	5172 West Military Highway Ste. A Chesapeake, VA 1-757-465-0260	Verified 19 Aug 20
	Chesapeake Regional Airport	2800 Airport Drive #1 Chesapeake, VA 1-757-432-8110	Verified 19 Aug 20

Newport News, VA	Newport News/Williamsburg International Airport (PHF)	900 Bland Blvd. Newport News, VA 1-757-877-0221	Verified 19 Aug 20

Emporia, VA	Emporia Greensville Regional Airport	139 Airport Drive Emporia, VA 434-634-3696	Verified 19 Aug 20

Richmond, VA Area	Capital Region Airport	700 Portugee Road Sandston, VA 804-222-2557	Verified 19 Aug 20
	Richmond International Airport	1 Richard E. Byrd Terminal Drive, Suite A Richmond, VA 23250 804-226-3000	Verified 19 Aug 20
	Richmond Executive Airport Chesterfield County	7511 Airfield Drive Richmond, VA 804-768-7700	Verified 19 Aug 20
	Christians Airport	5417 Christian Field Drive Mechanicsville, VA 804-746-1505	Verified 19 Aug 20
	Hanover County Muni Airport	11152 Air Park Road Ashland, VA 804-365-6208	Verified 19 Aug 20

Suffolk/Smithfield, VA	Suffolk Executive Airport	1200 Gene Bolton Drive	Verified 19 Aug 20

		Suffolk, VA 757-514-4411 757-923-2487Cell 757-376-2054	
	Grasso Salvage Airport	901 Hare Road Suffolk, VA 804-539-4816	Verified 19 Aug 20

Eastern Shore, VA	Campbell Field Airport	9114 Bayford Road Weirwood, VA 757-442-7519	Verified 19 Aug 20
	Accomack County Airport	29194 Parkway North Melfa, VA 757-787-4600	Verified 19 Aug 20

5220.80 Temporary Storage and Disposal Facilities

A list of companies that provide waste storage and disposal services:

Company	Available Services	Contact Information	Verified
Clearfield MMG	Solid waste and debris removal	3900 Shannon St. Chesapeake, VA 23324 Phone: 757-549-8448 Fax: 757-549-6668	Verified 19 Aug 20
C&M Industries, Inc.	Liquid waste removal	121 Republic Road, Chesapeake, VA 23324-1049 (757) 543-8775	Verified 19 Aug 20
John C. Holland Enterprises	Landfill services for oil soaked debris classified as non-hazardous waste	4801 Nansemond Parkway, Suffolk, VA (757) 488-5616	Verified 19 Aug 20
SPSA Norfolk and SPSA Chesapeake	Oiled debris disposal for lightly oiled debris (i.e., light sheening or saturation)	3136 Woodland Avenue Norfolk, VA (757) 961-3981 901 Hollowell Lane Chesapeake, VA (757) 547-1114	Verified 19 Aug 20

5220.90 Maintenance and Fueling Facilities (land/water)

[This Section is reserved for Area Committee development.]

5220.100 Fish and Wildlife Response Facilities and Resources

A list of companies providing safety equipment is provided in Section 9200.

5230 Vessel Support

5230.10 Boat Ramps/Launching Areas

Marinas:

Accomack County (Eastern Shore)	Chincoteague Bay Trails End (ramp) 5360 Trails End Drive Horntown, VA 23395 1-7578243428 (Mosquito Creek)	*Verified 19 Aug 20*

	Curtis Merritt Harbor Refuge (ramp) State Route 2114 Chincoteague, VA 23336 1-7573366519 (The Canal)	*Verified 19 Aug 20*
	Fisherman's Lodge & Marina (ramp) Wachapreague, VA 23480 7577874913 (Wachapreague Channel)	*Verified 19 Aug 20*
	Trident Tackle (no ramp) 17 Atlantic Ave. & Main St. Wachapreague, VA 23480 7577874242 (Finney Creek)	*Verified 19 Aug 20*
	Davis Wharf Marine (no ramp) 11498 Davis Wharf Road 7574429242 (Occcohannock Creek)	*Verified 19 Aug 20*
	Onanock Public Dock (ramp) 15 North Street Onancock, VA 23417 Harbor Master Craig Tanner 7577873363 (Onancock Creek)	*Verified 19 Aug 20*
	Quinby Public Harbor (ramp) End of Route 606 Quinby, VA 23423 7574423606 (Upshur Bay)	*Verified 19 Aug 20*
	Russel Marina (no ramp) Box 225A East Point Marina Tasley, VA 23441 7577102591	*Verified 19 Aug 20*
	Wachapreague Seaside Marina (ramp) 18 Atlantic Ave. Wachapreague, VA 23480 7577874110 (Wachapreague Channel)	*Verified 19 Aug 20*
	Wachapreague Town Marina (ramp) PO Box 242 Wachapreague, VA 23480 7577871930 (Finny Creek)	*Verified 19 Aug 20*

City of Chesapeake	Atlantic Yacht Basin, INC. (no ramp) 2616 Basin Road. Chesapeake, VA 23322 7574822141 (Elizabeth River—Southern Branch)	*Verified 19 Aug 20*

	Centerville Waterway Marina (ramp) 100 North Centerville Turnpike Chesapeake, VA 23320 7575474498 Chesapeake & Albemarle Canal	*Verified 19 Aug 20*
	Top Rack Marina (no ramp) 5532 Bainbridge Blvd. Chesapeake, VA 23320 7572273041 (Elizabeth River—Southern Branch)	*Verified 19 Aug 20*

Essex County	Garrett's Marina (ramp) 339 Catchpenny Lane Bowler's Wharf, VA 22560 8044432573 (Rappahannock River)	*Verified 19 Aug 20*
	June Parker Marina (ramp) 531 N. Church LN Tappahannock, VA 22560 8044432131 (Rappahannock River)	*Verified 19 Aug 20*

Fairfax County	Belle Haven Marina (ramp) PO Box 7093 Alexandria, VA 22307 7037680018 (Hunting Creek)	*Verified 19 Aug 20*
	Captain John S. Beach Marina (ramp) 10719 Old Colchester Rd. Lorton, VA 22079 7033396726 (Occoquan River)	*Verified 19 Aug 20*
	Fairfax Yacht Club 10721 Old Colchester Rd. Lorton, VA 22079 7033398736 (Occoquan River)	*Verified 19 Aug 20*
	Occoquan Harbor Marina 13180 Marina Way Woodbridge, VA 22191 7034943600 (Occoquan River)	*Verified 19 Aug 20*
	Mount Vernon on the Potomac (ramp) 9527 Mt. Vernon Landing Rd. Alexandria, VA 22309 7033601726 (Potomac River)	*Verified 19 Aug 20*

	Mount Vernon Yacht Club (ramp) 4817 Tarpon Lane Alexandria, VA 22309 7037808850 (Dogue Creek)	*Verified 19 Aug 20*
Gloucester County	Crown Pointe Marina (ramp) 9737 Cooks Landing Lane Hayes, VA 23072 8046426177 (Perrin River)	*Verified 19 Aug 20*
	Holiday Marina (ramp) 3143 Holiday Marina Rd Hayes, VA 23072 8046422528 (Rowes Creek)	*Verified 19 Aug 20*
	Severn River Marina (ramp) 3398 Stonewall Rd. Gloucester, VA 23072 8046426969 (Severn River)	*Verified 19 Aug 20*
	York River Yacht Haven (no ramp) 8109 Yacht Haven Rd Gloucester Point, VA 23062 8046422156 (Sarah Creek)	*Verified 19 Aug 20*

City of Hampton	Bell Isle Marina (no ramp) 2 Bells Island Dr. Hampton, VA 23364 7578500466 (Wallace Creek)	*Verified 19 Aug 20*
	Bluewater Yachting Center (no ramp) 15 Marina Rd Hampton, VA 23669 7577236774 (Sunset Creek)	*Verified 19 Aug 20*
	Customs House Marina (no ramp) 714 Settler's Landing Rd. Hampton, VA 23669 7576367772 (Hampton River)	*Verified 19 Aug 20*
	Dandy Haven Marina (no ramp) 374 Dandy Haven Rd. Hampton, VA 23664 7578511573 (Back River)	*Verified 19 Aug 20*

	Hampton Public Piers (no ramp) 710 Settlers Landing Rd. Hampton, VA 23669 7577271276 (Hampton River)	*Verified 19 Aug 20*
	Hampton Yacht Club (no ramp) 4707 Victoria Blvd. Hampton, VA 23669 7577220711	*Verified 19 Aug 20*
	Joy's Marina INC. (no ramp) 424 E. Queen St. Hampton, VA 23669 7577231022 (Hampton River)	*Verified 19 Aug 20*
	L.D. Amory (no ramp) 101 S. King St. Hampton, VA 23669 7577221915 (Hampton River)	*Verified 19 Aug 20*
	Marina Cove Boat Basin (ramp) 600 Harris Creek Rd. Hampton, VA 23669 7578510511 (Harris River)	*Verified 19 Aug 20*
	Old Point Comfort Marina (ramp) 100 McNair Dr. Building 207 Hampton, VA 23651 7577884308 (Mill Creek)	*Verified 19 Aug 20*
	Salt Ponds Marina Resort (no ramp) 11 Ivory Gull Crescent Hampton, VA 23664 7578504300 (Salt Ponds Estuary)	*Verified 19 Aug 20*
	Southall Landings Condominium (no ramp) 333 Mainsail Dr. Hampton, VA 23664 7578509929 (Salt Pond)	*Verified 19 Aug 20*
	Sunset Boating Center (no ramp) 800 S. Armistead Ave. Hampton, VA 23669 7577223325 (Sunset Creek)	*Verified 19 Aug 20*

City of Hopewell	Anchor Point Marina (no ramp) 303 Beacon Ridge Drive Hopewell, VA 23860 8045416200 (Appomattox River)	*Verified 19 Aug 20*

	Hopewell City Marina (ramp) 1051 Riverside Ave Hopewell, VA 23860 8045416417 (Appomattox River)	*Verified 19 Aug 20*

Isle of Wight County	Browns Marina (no ramp) 10230 Browns Marina Rd. Carrollton, VA 23314 7573574459 (Jones Creek)	*Verified 19 Aug 20*
	Gatling Pointe Yacht Club (no ramp) 903 Gatling Pointe Pkwy Smithfield, VA 23430 7573570693 (Pagan River)	*Verified 19 Aug 20*
	Smithfield Station (no ramp) 415 South Church St. Smithfield, VA 23430 7573577700 (Pagan River)	*Verified 19 Aug 20*

James City County	Jamestown Yacht Basin (ramp) 2054 Jamestown Rd Williamsburg, VA 23185 7572298309 (Powhatan Creek)	*Verified 19 Aug 20*
	Kingsmill Resort & Marina (ramp) 1010 Kings Mill Rd. Williamsburg, VA 23185 8008325665 (James River)	*Verified 19 Aug 20*
	Two Rivers Country Club (no ramp) 1400 Two Rivers Rd Williamsburg, VA 23185 7572584610 (James River)	*Verified 19 Aug 20*

King & Queen County	Rainbow Acres Campground (ramp) 514 James Rd King & Queen C.H., VA 23085 8047859441 (Mattaponi River)	*Verified 19 Aug 20*

King George County	Dahlgren's Marine Works (ramp) 17088 Ferry Dock Rd King George, VA 22485 5406632741 (Upper Machodoc Creek)	*Verified 19 Aug 20*
	Fairview Beach Yacht Club, INC. (ramp) 6338 Riverview Dr. King George, VA 22485 5407759356 (Potomac River)	*Verified 19 Aug 20*
	Naval Surface Weapons Center (ramp) 17320 Dahlgren Rd. Dahlgren, VA 22448 (Upper Machodock Creek)	*Verified 19 Aug 20*
	Waugh Point Marina (ramp) 5180 Waugh Point Road King George, VA 22485 5407757121 (Potomac Creek)	*Verified 19 Aug 20*

Lancaster County	Ampro Shipyard, INC. (no ramp) 25 Shipyard Lane Weems, VA 22576 8044386050	*Verified 19 Aug 20*
	Chesapeake Boat Basin, INC. (ramp) 1686 Waverly Ave Kilmarnock, VA 22482 8044361234 (Indian Creek)	*Verified 19 Aug 20*
	Greenvale Marina (ramp) 137 Fairweather Ln. Lancaster, VA 22503 8044620646 (Greenvale Creek)	*Verified 19 Aug 20*
	Carters Cove Marina (ramp) 347 Carter's Cove Dr. Weems, VA 22576 8044385299 (Carter Creek)	*Verified 19 Aug 20*
	Rappahannock Yachts, INC. (no ramp) 70 Rappahannock Rd. Irvington, VA 22480 8044385353 (Carter Creek)	*Verified 19 Aug 20*
	The Tides Inn (no ramp) 480 King Carter Drive Irvington, Va. 22480-0480 8442449486	*Verified 19 Aug 20*

	Windmill Point Marina (ramp) 40 Windjammer Lane White Stone, VA 22578 8044361818	*Verified 19 Aug 20*
	Yankee Point Sailboat Marina (ramp) 1303 Oak Hill Rd. Lancaster, VA 22503 8044627635 (Myer Creek)	*Verified 19 Aug 20*

Mathews County	Ginney Point Marina (ramp) Ginney Point Ln. Cobbs Creek, VA 23035 (Cobbs Creek)	*Verified 19 Aug 20*
	Horn Harbor Marina (ramp) 308 Railway Rd. Port Haywood, VA 23138 8047253223 (Horn Harbor)	*Verified 19 Aug 20*
	Mathews Yacht Club (ramp) 390 Yacht Club Rd. Hodgins, VA 23076 8047253165 (Stutts Creek)	*Verified 19 Aug 20*
	Mobjack Bay Marina (ramp) 454 Marina Rd. North, VA 23128 8047257245 (Green Mansion Cove)	*Verified 19 Aug 20*
	Narrows Marina (no ramp) Old Ferry Rd. Hodgins, VA 23076 8048158897 (The Narrows)	*Verified 19 Aug 20*
	New Point Family Campground (ramp) 846 Sand Bank Rd. New Point, VA 23125 8047253084 (Chesapeake Bay)	
	Queens Creek Marina (no ramp) 321 Walnut Acres Ln. Hudgins, VA 23076 8042408670 (Queens Creek)	*Verified 19 Aug 20*
	Winter Harbor Haven Marina (ramp) Route 68 Peary, VA 23138 (Winter Harbor)	*Verified 19 Aug 20*

	Zimmerman Marine, INC. (ramp) 59 Heron Point Road Cardinal VA 23025-2022 8047253440 (East River)	*Verified 19 Aug 20*

Middlesex County	Bethpage Camp-Resort (ramp) Box 987 Urbanna, VA 23175 8047584349 (Robinson Creek)	*Verified 19 Aug 20*
	Broad Creek Marina (no ramp) 926 Timberneck Rd. Deltaville, VA 23043 7578131888 (Broad Creek)	*Verified 19 Aug 20*
	Burrell's Marina (ramp) P.O. Box 842 Urbanna, VA 23175 8047585016 (Robinson's Creek)	*Verified 19 Aug 20*
	Chesapeake Cove Marina (no ramp) 170 Green Coves Rd. Deltaville, VA 23043 8047766855 (Broad Creek)	*Verified 19 Aug 20*
	Deagles & Son Marine Railway, INC. (no ramp) 548 Deagles Rd. Deltaville, VA 23043 8047768833 (Fishing Bay)	*Verified 19 Aug 20*
	Deltaville Marina (no ramp) 274 Bucks View Ln. Deltaville, VA 23043 8047769812 (Jackson Creek)	*Verified 19 Aug 20*
	Deltaville Yachting Center (no ramp) 18355 General Puller Hwy Deltaville, VA 23043 8047769898 (Broad Creek)	*Verified 19 Aug 20*
	Fishing Bay Harbor Marina (no ramp) 519 Deagles Rd. Deltaville, VA 23043 8047766800 (Fishing Bay)	*Verified 19 Aug 20*

	Fishing Bay Yacht Club (ramp) 1525 Fishing Bay Rd. Deltaville, VA 23043 8047769636 (Fishing Bay)	*Verified 19 Aug 20*
	Grey's Point Campground (ramp) 3601 Greys Point Rd. Topping, VA 23169 8775702267 (Meachim Creek)	*Verified 19 Aug 20*
	Norton's Marina (Yachts) (no ramp) 97 Marina Dr. Deltaville, VA 23053 8047769211 (Broad Creek)	*Verified 19 Aug 20*
	Norview Marina (ramp) General Puller Hwy Deltaville, VA 23043 8334352423 (Broad Creek)	*Verified 19 Aug 20*
	Port Urbanna Yachting Center (no ramp) 1 Waterfront St. Urbanna, VA 23175 8047580000 (Urbanna Creek)	*Verified 19 Aug 20*
	Powell's Marina (no ramp) 256 Kennardstown Rd. Deltaville, VA 23043 Dock Master: Carl Johansen 5162413534 (Jackson Creek)	*Verified 19 Aug 20*
	Regatta Point Yacht Club (no ramp) Hartfield, VA 23071 8047768400 (Broad Creek)	*Verified 19 Aug 20*
	Regent Point Marina (ramp) 317 Regent Point Drive Topping, VA 23169 8047584457 (Locklies Creek)	*Verified 19 Aug 20*
	Remlick Marina (ramp) 485 Burch Rd. Urbanna, VA 23175 8047585450 (Lagrange Creek)	*Verified 19 Aug 20*
	Stingray Harbor LLC (no ramp) Hgwy 33 Deltaville, VA 23043 8047767272 (Broad Creek)	*Verified 19 Aug 20*

	Urbanna Harbor Yacht Club (no ramp) 300 Mollys Way Urbanna, VA 23175 8047585372 (Urbanna Creek)	*Verified 19 Aug 20*
	Bridge Mariners Urbanna Yacht Sales and Service (ramp) 15 Watling St. Urbanna, VA 23175 8042869016 (Urbanna Creek)	*Verified 19 Aug 20*
	Walden Brothers Marina (ramp) 1224 Timerbeck Rd. Deltaville, VA 23043 8047769440 (Broad Creek)	*Verified 19 Aug 20*

New Kent County	Colonial Harbor Marina (ramp) 14910 Marina Rd. Lanexa, VA 23089 8049665523 (Chickahominy River)	*Verified 19 Aug 20*

City of Newport News	Deep Creek Landing Marina (ramp) 200 Old Marina Ln. Newport News, VA 23606 7578779555	*Verified 19 Aug 20*
	Newport News Seafood Ind. Park (no ramp) 34 Jefferson Ave. Newport News, VA 23607 7572478437 (Newport News Creek)	*Verified 19 Aug 20*

City of Norfolk	Bay Point Marina (no ramp) 9500 Pretty Lake Ave. Norfolk, VA 23518 7578226001 (Little Creek)	*Verified 19 Aug 20*
	Cobbs Marina (ramp) 4524 Dunning Road Norfolk, VA 8926 7575885401 (Little Creek)	*Verified 19 Aug 20*
	Cutty Sark Marina, INC. (no ramp) 4707 Pretty Lake Ave. Norfolk, VA 23518 7573622942 (Little Creek)	*Verified 19 Aug 20*

	Freemason Harbor Condominium Association (no ramp) 255 College Cross Norfolk, VA 23510 7576277606 (Elizabeth River)	*Verified 19 Aug 20*
	Knitting Mill Creek Yacht Club (no ramp) 765 W. 48th St. Norfolk, VA 23508 2027444558 (Knotting Mill Creek)	*Verified 19 Aug 20*
	Little Creek Marina, INC. (ramp) 4801 Pretty Lake Ave. Norfolk, VA 23518 7573623000 (Fisherman's Cove)	*Verified 19 Aug 20*
	Norfolk Yacht & Country Club (ramp) 7001 Hampton Blvd. Norfolk, VA 23505 757.423.4500 (Knitting Mill Creek)	*Verified 19 Aug 20*
	Otter Berth Waterside (no ramp) 333 Waterside Drive Norfolk, VA 23510 7574267433 (Elizabeth River)	*Verified 19 Aug 20*
	Norfolk Yacht & Country Club (ramp) 7001 Hampton Blvd. Norfolk, VA 23505 7574234500 (Lafayette River)	*Verified 19 Aug 20*
	Pier Condominium (no ramp) 40 Rader St. Norfolk, VA 23510 (Elizabeth River)	*Verified 19 Aug 20*
	Pilot House Condominium (no ramp) 421 W Bute St. Norfolk, VA 23510 (Elizabeth River) Rebel Marine Service (no ramp) 1553 Bayville St. Norfolk, VA 23503 7575886022 (Willoughby Bay)Pier Condominium (no ramp) 40 Rader St. Norfolk, VA 23510 (Elizabeth River—Southern Branch)	*Verified 19 Aug 20*

	Vinings Landing (no ramp) 8166 Shore Drive Norfolk, VA 23518 7575878000 (Elizabeth River) Rebel Marine Service (no ramp) 1553 Bayville St. Norfolk, VA 23503 7575886022 (Willoughby Bay)	*Verified 19 Aug 20*
	U.S. Naval Station (Recreational) (ramp) Norfolk, VA 23511-6000 7574442918 (Naval Base Lagoon)-Vinings Landing (no ramp) 8166 Shore Drive Norfolk, VA 23518 7575878000 (Little Creek/Fishermen's Cove)	*Verified 19 Aug 20*
	Willoughby Bay Marina (ramp) 1651 Bayville St. Norfolk, VA 23503 7575834150 (Willoughby Bay)U.S. Naval Station (Recreational) (ramp) Norfolk, VA 23511-6000 7574442918 (Naval Base Lagoon)	*Verified 19 Aug 20*
	Willoughby Harbor Ltd. (no ramp) 1525 Bayville St. Norfolk, VA 23503 7575834150 (Willoughby Bay)Willoughby Bay Marina (ramp) 13th View St. Norfolk, VA 23503 (Willoughby Bay)	*Verified 19 Aug 20*

Northampton County	Cape Charles Municipal Marina (ramp) 11 Marina Rd. Cape Charles, VA 23310 7573312357 (Chesapeake Bay)	*Verified 19 Aug 20*
	Willis Wharf Boat Harbor (ramp) Willis Wharf, VA 23486 7574424166 (Parting Creek)	*Verified 19 Aug 20*

Northumberland County	Buzzard Point Dry Storage & Marina (no ramp) 468 Buzzard Point Road 8044533545 (Cockrell Creek)	*Verified 19 Aug 20*
	Coan River Marina (ramp) 3170 Lake Road Lottsburg, VA 22511 8045296767 (Coan River)	*Verified 19 Aug 20*
	Cockrell's Marine Railway, INC. (ramp) 309 Railway Rd. Heathesville, VA 22473 804.453.3560 (Little Wicomico River)	*Verified 19 Aug 20*
	Fairport Marina (no ramp) 252 Polly Cove Road Reedville, VA 22539 8044535002 (Cockrell Creek)	*Verified 19 Aug 20*
	Ingram Bay Marina (ramp) 545 Harveys Neck Rd. Heathsville, VA 22473 8045807292 (Towles Creek)	*Verified 19 Aug 20*
	Jennings Boat Yard (no ramp) 169 Boatyard Rd. Reedville, VA 22539 8044537181 (Cockrell's Creek)	*Verified 19 Aug 20*
	Krentz Marine Railway (ramp) 3048 Harryhogan Rd. Callao, VA 22435 8045296851 (South Yeocomico River)	*Verified 19 Aug 20*
	Lewisetta Marina (ramp) 410 Church Lane Lottsburg, VA 22505 8045297299 (Coan River)	*Verified 19 Aug 20*
	Olverson's Marina (no ramp) 1161 Melrose Rd. Lottsburg, VA 22511 8045296868 (Lodge Creek)	*Verified 19 Aug 20*
	Chesapeake Bay Campground (ramp) 382 Campground Rd. Reedville, VA 22539 8044533430 (Slough Creek)	*Verified 19 Aug 20*

	Reedville Marina (no ramp) 902 Main St. Reedville, VA 22539 8044536789 (Cockrell Creek)	*Verified 19 Aug 20*
	Smith Point Marina (ramp) 989 Smith Point Road 8044534077 (Slough Creek)	*Verified 19 Aug 20*

City of Poquoson	White House Cove Pier (no ramp) 105 Rens Road Poquoson, VA 23662 7575082602	*Verified 19 Aug 20*
	York Haven Marina (no ramp) 100 Mengee St. Poquoson, VA 23662 7578684532 (White House Cove)	*Verified 19 Aug 20*

City of Portsmouth	Cypress Cove Pier Association (no ramp) 4223 Hatton Point Lane Portsmouth, VA 23703 7574836409 (Elizabeth River—Western Branch)	*Verified 19 Aug 20*
	Nautical Boats (no ramp) 3825 Adams St. Portsmouth, VA 23703 7574836148 (Elizabeth River—Western Branch)	*Verified 19 Aug 20*
	Ocean Yacht Marina (ramp) 1 Crawford Circle Portsmouth, VA 23704 7573217432 (Elizabeth River—Southern Branch)	*Verified 19 Aug 20*
	Portsmouth Boating Center (no ramp) 1244 Bay Street Portsmouth, VA 23704 7573972092 (Scotts Creek)	*Verified 19 Aug 20*
	Tidewater Yacht Marina (no ramp) 10 Crawford Parkway Portsmouth, VA 23704 7573932525 (Elizabeth River—Southern Branch)	*Verified 19 Aug 20*

Prince George County	Appomattox Small Boat Harbor (ramp) 1604 Fine St. Prince George, VA 23875 8045361200	*Verified 19 Aug 20*

	(Appomattox River)	
	Jordan Point Yacht Haven (ramp) 101 Jordan Point Rd. Hopewell, VA 23860 8044583398 (James River)	*Verified 19 Aug 20*

Prince William County	Belmont Bay Harbor (no ramp) 570 Harborside St. Woodbridge, VA 22191 7034905088	*Verified 19 Aug 20*
	E.Z. Cruz, LLC (ramp) 16245 Neabsco Rd. Woodbridge, VA 22191 7036708111 (Neabsco Creek)	*Verified 19 Aug 20*
	Hampton's Landing Marina (ramp) 16205 Neabsco Rd. Woodbridge, VA 22191 7032214915 (Neabsco Creek)	*Verified 19 Aug 20*
	Hoffmasters Marina (ramp) 1214 Swan Point Rd. Woodbridge, VA 22192 7034947161 (Occoquan River)	*Verified 19 Aug 20*
	Leesylvania State Park (ramp) 2001 Danie K Ludwig Dr. Woodbridge, VA 22191 7037308205 (Potomac River)	*Verified 19 Aug 20*
	Occoquan Harbor Marina (ramp) 13180 Marina Way Woodbridge, VA 22191 7034943600 (Occoquan River)	*Verified 19 Aug 20*
	Pilot House Marina & Boat Sales (ramp) 16216 Neabsco Rd. Woodbridge, VA 22191 7036706900 (Neabsco Creek)	*Verified 19 Aug 20*
	Prince William Marina (ramp) 12849 Gordon Blvd. Woodbridge, VA 22191 7034946611 (Occoquan River)	*Verified 19 Aug 20*

	Tyme N' Tyde, INC. (ramp) 14603 Featherstone Rd. Woodbridge, VA 22191 7034915116 (Occoquan Bay)	*Verified 19 Aug 20*
	USMC Potomac River (ramp) USMC Dew and Education Command Quantico, VA 22134 7037842359 (Potomac River)	*Verified 19 Aug 20*

City of Richmond	Whelan's Marina & Campground (ramp) Hales Point Famham, VA 22460 8043949500 (Lancaster Creek)	*Verified 19 Aug 20*

Stafford County	Aquia Boat Storage and Launching (ramp) 236 Willow Landing Rd. Stafford, VA 22554 5406599211 (Aquia Creek)	*Verified 19 Aug 20*
	Holiday Harbor Family Campground (ramp) 140 Hope Spring Road Stafford, VA 22554 7035174254 (Aquia Creek)	*Verified 19 Aug 20*
	Hope Springs Marina (ramp) No. 4 Hope Spring Ln. Stafford, VA 22554 5406591128 (Aquia Creek)	*Verified 19 Aug 20*
	Willow Landing Marina (ramp) 121 Willow Landing Rd. Stafford, VA 22554 5406592653 (Aquia Creek)	*Verified 19 Aug 20*

Suffolk County	Bennett's Creek Marina (no ramp) 3301 Ferry Rd. Suffolk, VA 23435 7572755578 (Bennett's Creek)	*Verified 19 Aug 20*
	Brady's Marina (ramp) 3464 Godwin Blvd. Suffolk, VA 23434 (Nanesmond River—Western Branch)	*Verified 19 Aug 20*

	Constant's Wharf Park & Marina (ramp) 100 E Constance Rd. Suffolk, VA 23434 7572755578 (Nanesmond River—Western Branch)	*Verified 19 Aug 20*

Surry County	Gray's Creek Marina (ramp) 633 Marina Dr. Surry, VA 23883 (Gray's Creek)	*Verified 19 Aug 20*

City of Virginia Beach	Cavalier Golf & Yacht Club (ramp) 1052 Cardinal Road Virginia Beach, VA 23451 7574283131 (Little Neck Creek)	*Verified 19 Aug 20*
	Fishermans Wharf Marina (no ramp) 524 Winston Salem Ave. Virginia Beach, VA 23451 7574282111 (Lake Rudee)	*Verified 19 Aug 20*
	Harbour Point Condominium (no ramp) 407-103 Harbor Point Virginia Beach, VA 23451 7574288655 (Lake Rudee)	*Verified 19 Aug 20*
	Rudee Inlet Station Marina (no ramp) 227 Mediterranean Ave. Virginia Beach, VA 23451 7574222999 (Long Creek)	*Verified 19 Aug 20*
	Long Bay Pointe (no ramp) 2109 West Great Neck Road Virginia Beach, VA 23451 7573214550 (Long Creek)	*Verified 19 Aug 20*
	Lynnhaven Marine Boatel (no ramp) 2150 West Great Neck Road Virginia Beach, VA 23451 7574810700 (Long Creek)	*Verified 19 Aug 20*
	Lynnhaven Muncipal Marina (no ramp) 3211 Lynnhaven Dr. Virginia Beach, VA 23141 7574607590	*Verified 19 Aug 20*
	Dockside Seafood & Fishing Center (no ramp) 3311 Shore Drive Virginia Beach, VA 23451 7574814545 (Long Creek)	*Verified 19 Aug 20*
	Marina Shores (no ramp) 2100 Marina Shores Dr. Lynnhaven Borough Virginia Beach, VA 23451 7574967000 (Long Creek)	*Verified 19 Aug 20*
	Naval Amphibious Base (ramp) Norfolk, VA 23521-5140 7574627140 (Little Creek Channel)	*Verified 19 Aug 20*
	Pungo Ferry Marina (ramp)	*Verified 19 Aug 20*

	2272 Old Pungo Ferry Road Virginia Beach, VA 23457 (North Landing River)	
	US Coast Guard (no ramp) Station Little Creek NAB West Annex Norfolk, VA 23520 (Little Creek)	*Verified 19 Aug 20*
	Virginia Beach Marlin Club Marina (no ramp) 308 Mediterranean Ave. Virginia Beach, VA 23451 75742229999 (Lake Rudee)	*Verified 19 Aug 20*

Mathews County	Branson Cove Marina (ramp) Box 66 Coles Point, VA 22442 8044723866 (Branson Cove)	*Verified 19 Aug 20*
	Colonial Beach Yacht Center (ramp) Colonial Beach, VA 22443 8042247230 (Monroe Creek)	*Verified 19 Aug 20*
	Stepps Harbor View Marina (ramp) 277 Harbor View Circle. Colonial Beach, VA 22443 8042249265 (Mattox Creek)	*Verified 19 Aug 20*
	Kinsale Harbour Marina (ramp) 285 Kinsale Rd. Kinsale, VA 22488 8044727018 (Yeocomico River—West)	*Verified 19 Aug 20*
	Nightingale Marina & Motel (no ramp) 101 South Monroe Bay Ave. Colonial Beach, VA 22443 8042247956 (Monroe Creek)	*Verified 19 Aug 20*
	Port Kinsale Marina (ramp) Kinsale, VA 22448 8044727018 (W. Yeocomico River) Sandy Point Marina (ramp) PO Box 35 Westmoreland, VA 22577 8044723237 (N.W. Yeocomico River)	*Verified 19 Aug 20*

	White Point Marina (no ramp) PO Box 100 Kinsale, VA 22488 8044722977 (N.W. Yeocomico River)	*Verified 19 Aug 20*

York County	Dare Marina, INC. (no ramp) 821 Railway Road Yorktown, VA 23692 7578983000 (Chisman Creek)	*Verified 19 Aug 20*
	Queens Lake Boat Dock (ramp) Williamsburg, VA 23185 7572290973 (Queen Creek)	*Verified 19 Aug 20*
	Seaford Scallop Company (no ramp) PO Box 178 598 Shirley Road Seaford, VA 23696 7578988512 (Back Creek)	*Verified 19 Aug 20*
	Seaford Yacht Club (no ramp) 3108 Goodwin Neck Rd. Yorktown, VA 23692 7578988439 (Back Creek)	*Verified 19 Aug 20*
	Wormley Creek Marina (ramp) 1221 Waterview Road Yorktown, VA 23692 7578985060 (Wormley Creek)	*Verified 19 Aug 20*

Public Boating Access

Format:

Body of Water:
Access Area:
Barrier Free: yes or no
Type of Access: R (concrete ramp), RS (concrete ramp, shallow water), BS (boat slide), SA (shoreline access)
Number of Ramps:
Location:
Status: open or closed

Accomack County (Eastern Shore)	Body of Water: Messango Creek Access Area: Hammock Barrier Free: no Type of Access: R Number of Ramps: 1 Location: From Temperance., Route 13 turn W. Rt. 695 (9.5), turns S. Rt. 788 (1 mi) Status: open
	Body of Water: Pungoteague Creek Access Area: Harborton Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: From Pungoteague, West on Rt. 180 (3) to Harborton. Access at end of Rt. 180. Status: open
	Body of Water: Queen Sound Channel Access Area: Queen Sound Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: On Rt. 175 to Chincoteague from Wallop Station, very limited parking. Status: open

Appomattox County	Body of Water: James River Access Area: Bent Creek Barrier Free: no Type of Access: R Number of Ramps: 1 Location: At Bent Creek at the intersection of Route 60 and Rt. 26. Status: open

City of Arlington	Body of Water: Potomac River Access Area: Gravelly Point Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: Geo. Washington Mem. Pwky, north of National Airport. Status: open

Charles City County	Body of Water: Chickahominy River Access Area: Morris Creek Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: Between Rt. 5 and Rt. 60; Rt 621 off Rt. 623 in Chickahominy WMA. Status: open

City of Chesapeake	Body of Water: Elizabeth River--South Access Area: Elizabeth River Park Barrier Free: yes Type of Access: R Number of Ramps: 4 Location: City of Chesapeake, Rt. 337. Status: open
	Body of Water: Elizabeth River--South Access Area: Great Bridge Barrier Free: yes Type of Access: R Number of Ramps: ` Location: City of Chesapeake, Rt. 168. Status: open
	Body of Water: George Washington Canal Access Area: Dismal Swamp Barrier Free: no Type of Access: R Number of Ramps: 1 Location: City of Chesapeake, Rt. 17. Status: open

Chesterfield County	Body of Water: James River Access Area: Dutch Gap Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: I-95 East to Rt. 10 (.2); Left on Rt. 732 (2); Right on Rt. 615 (1). Status: open
	Body of Water: James River Access Area: Robious Landing Barrier Free: yes Type of Access: BS Number of Ramps: 0 Location: From Rt. 147 & 711 (Robious Road), West on Rt. 711 (3), follow Chesterfield park signs to river Status: open

City of Fredericksburg	Body of Water: Rappahannock River Access Area: City Docks Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: City of Fredericksburg, Sophia St. Status: open

Gloucester County	Body of Water: Piankatank River Access Area: Deep Point Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From Glenns, Rt. 198 East (7.5); Left on Rt. 606 (1.5). Status: open
	Body of Water: Poropotank River Access Area: Tanyard Barrier Free: no Type of Access: RS Number of Ramps: 0 Location: From Gloucester, Rt. 14 North (4.3); Left on Rt. 613 (3.3); Right on Rt. 610 (.6); Left on Rt. 617 (.5). Status: open

	Body of Water: Ware River Access Area: Warehouse Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: East of Gloucester on Rt. 621 (2). Status: open
	Body of Water: York River Access Area: Gloucester Point Barrier Free: yes Type of Access: R Number of Ramps: 3 Location: East of Gloucester Point, Rt. 1208 Status: closed for repairs.

City of Hampton	Body of Water: Back River Access Area: Fox Hill Barrier Free: yes Type of Access: R Number of Ramps: 3 Location: Hill at the end of Dandy Point Road. Status: open

Hanover County	Body of Water: Pamunkey River Access Area: Little Page Bridge Barrier Free: yes Type of Access: BS Number of Ramps: 0 Location: From Hanover, North on Rt. 301 (2). Status: open
	Body of Water: South Anna River Access Area: Patrick Henry Barrier Free: yes Type of Access: BS Number of Ramps: 0 Location: From Ashland, West on Rt. 54 (4.5) Status: open
	Body of Water: South Anna River Access Area: Ground Squirrel Bridge Barrier Free: yes Type of Access: BS Number of Ramps: 0 Location: From Rt. 33 at Farrington, NW on Rt. 33 (2.25) to access at river on right. Status: open

Henrico County	Body of Water: James River Access Area: Deep Bottom Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: South (8) of Seven Pines on Deep Bottom Road. Status: open
	Body of Water: James River Access Area: Osborne Pike Landing Barrier Free: yes Type of Access: R Number of Ramps: 6 Location: Intersection of Kingsland Road and Osborne Turnpike

	Status: open

Isle of Wight	Body of Water: Blackwater Creek Access Area: Joyner's Creek Barrier Free: no Type of Access: R Number of Ramps: 1 Location: From Franklin, Bus Rt. 258 East (5); left of Rt. 611 (2.3) Status: open
	Body of Water: Jones Creek Access Area: Jones Creek Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: Rt. 17, West on 669 (.5), and West on Rt. 665 (1.5), turn left into Jones Creek Landing Status: open

King and Queen County	Body of Water: Mattaponi River Access Area: Melrose Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From King and Queen C.H., Rt. 14 South (2.8); Right on Rt. 602 (1.2) to ramp. Status: open
	Body of Water: Mattaponi River Access Area: Waterfence Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From West Point, Rt. 33 East. Status: open

King William County	Body of Water: Access Area: Aylett Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: Aylett Rt. 360 East, Right onto Rt. 600. Status: open

	Body of Water: Mattaponi River Access Area: West Point Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: Town of West Point Status: open
	Body of Water: Pamunkey River Access Area: Lestor Manor Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From King William C.H., Rt. 30 South (.7); Right onto Rt. 633 (7.4); Left on Rt. 672 (.4) Status: open

Lancaster County	Body of Water: Greenvale Creek Access Area: Greenvale Creek Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From Lively Rt. 3, South Rt. 201, and East Rt. 354, south follow Rt. 624 Mullosk (.5) Status: open

Mathews County	Body of Water: Putin Creek Access Area: Popular Creek Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: From Mathews, Rt. 14 South (3.8); Right on Rt. 615 (.6). Status: open

Middlesex County	Body of Water: Rappahannock River Access Area: Mill Creek Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From Hartfield, Rt. 3 North (.5); Right on Rt. 626 (3.1). Status: closed for repairs.

	Body of Water: Rappahannock River Access Area: Mill Stone Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: Church View, Rt. 17 North (1.1); Right on Rt. 640 (4.4); Left on Rt. 608 (.8). Status: open
	Body of Water: Rappahannock River Access Area: Saluda Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: Rt. 618 North (1.4) of Saluda. Status: open

City of Newport News	Body of Water: James River Access Area: Huntington Park Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: I-64 East to W. Mercury Blvd., exit Rt. 258 to foot of James River Bridge. Status: open
	Body of Water: Salters Creek Access Area: Peterson Yacht Basin Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: I-64 to Terminal Ave. exit, left onto Jefferson Ave. to 16th St.; Right on 16th (1) to Anderson Park. Status: open
	Body of Water: Warwick River Access Area: Denbigh Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: Rt. 173 in Newport News. Status: open

Northampton County	Body of Water: Cape Charles River Access Area: Cape Charles Barrier Free: yes Type of Access: R Number of Ramps: 4 Location: Town of Cape Charles, Rt. 1103. Status: open
	Body of Water: Oyster Harbor Access Area: Oyster Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: In Oyster on Rt. 1802 Status: open
	Body of Water: Red Bank Creek Access Area: Red Bank Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From Nassawadox, Rt. 13 South (1); Left on Rt. 617 (1.9). Status: open

Northumberland County	Body of Water: Cockrell Creek Access Area: Shell Barrier Free: no Type of Access: R Number of Ramps: 1 Location: SE on Rt. 653 (2) of Reedville. Status: open Body of Water: Gardy's Mill Pond Access Area: Gardy's Mill Pond Barrier Free: yes Type of Access: R (concrete ramp) Number of Ramps: 1 Location: From Callao, West n Rt. 202 (2); Left on Rt. 617 (1.2). Status: open
	Body of Water: Great Wicomico River Access Area: Coopers Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From Heathesville, Rt. 360 East (4) to Horse Head; Right on Rt. 707 (1.5). Status: open
	Body of Water: Yeacomico River, South. Access Area: Lodge Landing Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From Callao, North on Route 712 to end of the road (Lodge Creek). Status: open

City of Poquoson	Body of Water: Back River Access Area: Messick Barrier Free: no Type of Access: RS Number of Ramps: 0 Location: City of Poquoson Status: open

City of Portsmouth	Body of Water: Elizabeth River Access Area: City Park Barrier Free: yes Type of Access: R Number of Ramps: 4 Location: City of Portsmouth on City Park Drive. Status: open

City of Richmond	Body of Water: James River Access Area: Ancarrow's Landing Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: City of Richmond on Maury St. Status: open
	Body of Water: James River Access Area: Huguenot Bridge Barrier Free: no Type of Access: BS Number of Ramps: 0 Location: West of Huguenot Bridge (.2) off Southampton St. Status: open

Richmond County	Body of Water: Rappahannock River Access Area: Carter's Wharf Barrier Free: no Type of Access: R Number of Ramps: 1 Location: From Warsaw, Rt. 3 West (2); Rt. 624 North (10.8); Left on Rt. 622 (2). Status: open or closed
	Body of Water: Rappahannock River Access Area: Simonson Landing Barrier Free: no Type of Access: R Number of Ramps: 1 Location: From Farnham, Rt. 3 East to Rt. 608 South to Rt. 606 to ramp. Status: open or closed
	Body of Water: Rappahannock River Access Area: Totuskey Barrier Free: no Type of Access: R Number of Ramps: 1 Location: From Warsaw, Southeast on Route 3 (3) Status: open

City of Suffolk	Body of Water: Bennetts Creek Access Area: Butler Lake Tract Barrier Free: no Type of Access: R Number of Ramps: 1 Location: City of Suffolk, Rt. 626. Status: open
	Body of Water: Butler Lake Tract Access Area: Butler Lake Tract Barrier Free: no Type of Access: R Number of Ramps: 1 Location: From Chuckatuck, North on Rt. 10/32 (1.25), East into Suffolk Park, follow signs inside park to ramp. Status: open
	Body of Water: Crane Lake Access Area: Crane Lake Barrier Free: no Type of Access: R Number of Ramps: 1 Location: From Chuckatuck, North on Rt. 10/32 (1.25), East into Suffolk Park, follow signs inside park to ramp. Status: open
	Body of Water: Western Branch Reservoir Access Area: Western Branch Barrier Free: no Type of Access: R Number of Ramps: 2 Location: From Providence Church, Rt. 605 North (3); Girl Scout Drive to ramp. Status: open

Surry County	Body of Water: James River Access Area: Lawnes Creek Barrier Free: yes Type of Access: R Number of Ramps: 1 Location: From Bacons Castle, Rt. 650 North (5.2) Status: open

City of Virginia Beach	Body of Water: Back Bay Access Area: Back Bay Barrier Free: no Type of Access: R Number of Ramps: 1 Location: Princess Anne Road, South to Back Bay; Left on Rt. 622. Status: open
	Body of Water: Back Bay Access Area: Princess Anne WMA Barrier Free: no Type of Access: R Number of Ramps: 1 Location: From VA Beach South on Princess Anne Road; Left on Rt. 699. Status: open
	Body of Water: Rudee Inlet Access Area: Owls Creek Municipal Barrier Free: yes Type of Access: R Number of Ramps: 4 Location: From VA Beach, South on General Booth Blvd. Status: open

Westmoreland County	Body of Water: Potomac River Access Area: Colonial Beach Barrier Free: yes Type of Access: R Number of Ramps: 2 Location: Town of Colonial Beach, Rt. 1156 Status: open

York County	Body of Water: Poquoson River Access Area: Tide Mill Barrier Free: no Type of Access: R Number of Ramps: 1 Location: From Tabb, West on Yorktown Road; Left on Rt. 600 (2). Status: open

5230.20 Vessel/Boat Sources

[This Section is reserved for Area Committee development.]

5230.30 Maintenance

[This Section is reserved for Area Committee development.]

5230.40 Port Authority/Harbormasters

Chesapeake Port Authority	757-382-8040 757-382-8050 (fax)	*Date Verified* *19-Aug-20*
	Department of Economic Development 676 Independence Parkway Suite 200 Chesapeake, VA 23320	
Richmond Marine Terminals	804-646-2020 804-271-1524 (fax)	*Date Verified* *19-Aug-20*
	Executive Director 5000 Deepwater Terminal Road Richmond, VA 23234	
Fort Story	757-422-7778 (24 hr.) 757-422-7454 ext. 243 for Ft. Story Environmental Dept. (only M, Th, F) Call 757-4123 ext. 302 on Tues and Wed	*Date Verified* *19-Aug-20*
	Building 900 Omaha Beach Fort Story, VA 23459	
Norfolk Amphibious Base (NAB)	757-462-7791	
	Operations Department Norfolk, VA 23521	*Date Verified* *19-Aug-20*
Naval Base Norfolk (Harbormaster)	757-445-4426	
	1653 Morris Street Norfolk, VA 23511	*Date Verified* *19-Aug-20*
Virginia Port Authority	757-683-8000 800-446-8098 757-683-8500 (fax)	*Date Verified* *19-Aug-20*
	600 World Trade Center Norfolk, VA 23510	*Date Verified* *19-Aug-20*
	POC at Norfolk International Terminals: (Port Police) 757-440-4032	*Date Verified* *19-Aug-20*

5240 Ground Support

The Ground Support Unit is primarily responsible to support resources that can potentially become "out of service". This typically includes the coordination and transportation of personnel, supplies, food and equipment. In addition to the maintenance and repair of vehicles and other ground support equipment, this division would implement the traffic plan for the incident.

5240.10 Vehicle Sources

Each organization responding to an incident will normally be responsible for its own transportation needs. Additional vehicles required to meet the increased ground transportation will normally be rented unless it is clear that the response will last in excess of one month. For long term responses, obtaining additional vehicles through lease agreements or through GSA for federal vehicles may be appropriate. Whether individuals or agencies rent the necessary vehicle is at the discretion of the agency. Additional vehicles for Coast Guard use will be rented by persons on travel orders and the cost will be included in their travel claim.

5240.20 Fueling Facilities

Land based fueling facilities will not be addressed in this exhibit due to their wide availability. Little difficulty is normally experienced in finding gas stations which will take Federal Government credit cards.

5240.30 Vehicle Maintenance

During a prolonged response two types of maintenance will almost certainly be required: vehicles and outboard motors. For federal agencies, vehicle maintenance must be handled through GSA channels or by following the instructions of the rental car agency for rental vehicles. Non-federal agencies will continue to use their normal repair procedures. Numerous repair facilities are available throughout the area of responsibility.

5300 Services

5310 Food

The Food Unit is responsible for determining feeding requirements at all incident facilities, menu planning, determining cooking facilities required, food preparation, serving; providing potable water, and the general maintenance of food service areas. To obtain information on food distributors, contact the State EOC. The State EOC will contact the appropriate disaster relief effort organization.

Food Unit Leader (FDUL) Responsibilities:

- Determine the best method for feeding responders.

- Determine the amount of food and water needed and ensure that it is distributed to all incident facilities.
- Ensure that adequate food supplies, such as potable water, and non-perishable food items are ordered to support operations.
- Put in place a food monitoring program that will ensure that the food is maintained and served in accordance with proper food handling practices.
- Monitor food service provider for compliance with proper food handling practices.
- Ensure accountability for all food and water ordered.
- Consider need to serve warm meals versus cold box lunches.
- Maintain a Unit Log (ICS 214-CG).

Sources of Food during Disaster Relief:

Although the American Red Cross is not a government agency, its authority to provide disaster relief was formalized when, in 1905, the Red Cross was chartered by Congress to "carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same." The Charter is not only a grant of power, but also an imposition of duties and obligations to the nation, to disaster victims, and to the people who generously support its work with their donations. Red Cross disaster relief focuses on meeting people's immediate emergency disaster-caused needs. When a disaster threatens or strikes, the Red Cross provides shelter, food, and health and mental health services to address basic human needs. In addition to these services, the core of Red Cross disaster relief is the assistance given to individuals and families affected by disaster to enable them to resume their normal daily activities independently.

The Red Cross also feeds emergency workers, handles inquiries from concerned family members outside the disaster area, provides blood and blood products to disaster victims, and helps those affected by disaster to access other available resources.

Red Cross Headquarters can be contacted at:
1(800) RED CROSS (1-800-733-2767)

5320 Medical

The Medical Unit is responsible for the development of the Medical Emergency Plan, obtaining medical aid and transportation for injured incident personnel, and preparations of reports and records. In general, the Medical Unit is to:

- Provide and coordinate emergency and routine medical services to response personnel.
- Manage dedicated Medical Unit resources and coordinate additional medical services.
- Identify resources and logistics support needs.
- Report the status of Medical Unit Services.

5320.10 Medical Facilities

Norfolk, VA	Bon Secours DePaul Medical Center	150 Kingsley Lane Norfolk, VA 23505 757-889-5000	*Date Verified 19-Aug-20*
	Sentara Leigh Hospital	830 Kempsville Road Norfolk, VA 23502 757-261-6000	*Date Verified 19-Aug-20*
	Sentara Norfolk General Hospital	600 Gresham Drive Norfolk, VA 23507 757-388-3000	*Date Verified 19-Aug-20*

Newport News, VA	Bon Secours Mary Immaculate Hospital	2 Bernardine Drive Newport News, VA 23602 757-886-6000	*Date Verified 19-Aug-20*
	Riverside Regional Medical Center	500 J. Clyde Morris Blvd. Newport News, VA 23601 757-594-2000	*Date Verified 19-Aug-20*

Portsmouth, VA	Bon Secours Maryview Medical Center	3636 High Street, Portsmouth, VA 23707 757-398-2200	*Date Verified 19-Aug-20*
	Naval Medical Center	620 John Paul Jones Circle Portsmouth, VA 23708 757-953-5000	*Date Verified 19-Aug-20*

Richmond, VA	Memorial Regional Medical Center	8260 Atlee Road Mechanicsville, VA 23116 804-764-6000	*Date Verified 19-Aug-20*
	Richmond Community Hospital	1500 N. 28th Street Richmond, VA 23223 804-225-1700	*Date Verified 19-Aug-20*
	Saint Francis Medical Center	13710 St. Francis Blvd. Midlothian, VA 23114 804-594-7300	*Date Verified 19-Aug-20*
	Saint Mary's Hospital	5801 Bremo Road Richmond, VA 23226 804-285-2011	*Date Verified 19-Aug-20*

	Chippenham Hospital	7101 Jahnke Road Richmond, VA 23225 804-483-0000	*Date Verified 19-Aug-20*
	Johnston-Willis Hospital	1401 Johnston-Willis Drive Richmond, VA 23235 804-483-5000	*Date Verified 19-Aug-20*
	Henrico Doctors' Hospital Forest Campus	1602 Skipwith Road Richmond, VA 23229 804-289-4500	*Date Verified 19-Aug-20*
	John Randolph Medical Center	411 West Randolph Road Hopewell, VA 23860 804-541-1600	*Date Verified 19-Aug-20*
	Parham Doctors' Hospital	7700 East Parham Road Richmond, VA 23294 804-747-5600	*Date Verified 19-Aug-20*
	Retreat Hospital	2621 Grove Avenue Richmond, VA 23220 804-254-5100	*Date Verified 19-Aug-20*

Chesapeake, VA	Chesapeake General Hospital	736 N Battlefield Blvd., Chesapeake, VA 757-312-8121	*Date Verified 19-Aug-20*

Hampton, VA	Hampton VA Medical Center	100 Emancipation Drive Hampton, VA 23667 757-722-9961	*Date Verified 19-Aug-20*
	Sentara CarePlex Hospital	3000 Coliseum Drive Hampton, VA 23666 757-736-1000	*Date Verified 19-Aug-20*

Fort Eustis, VA	McDonald Army Health Center	576 Jefferson Avenue Ft. Eustis, VA 23604 757-314-7500	*Date Verified 19-Aug-20*

Gloucester, VA	Riverside Walter Reed Hospital	7519 Hospital Drive Gloucester, VA 23061 804-693-8800	*Date Verified 19-Aug-20*

VA Beach, VA	Sentara Bayside Hospital	800 Independence Blvd. Virginia Beach, VA 23455 757-363-6100	*Date Verified 19-Aug-20*
	Sentara Princess Anne Hospital	2025 Glenn Mitchell Drive Virginia Beach, VA 23456 757-507-1000	*Date Verified 19-Aug-20*
	Sentara Virginia Beach General Hospital	1060 First Colonial Road Virginia Beach, VA 23454 757-395-8000	*Date Verified 19-Aug-20*

Suffolk, VA	Sentara Obici Hospital	2800 Godwin Blvd. Suffolk, VA 23434 757-934-4000	*Date Verified 19-Aug-20*

Nassawadox, Northampton County, VA (Eastern Shore)	Riverside Shore Memorial Hospital	9507 Hospital Avenue P.O. Box 17 Nassawadox, VA 23413 1-757-414-8000	*Date Verified 19-Aug-20*

Parksley, Accomack County, VA	Shore Medical Center at Metompkin	17385 Lankford Highway Parsley, VA 23421 1-757-665-5996	*Date Verified 19-Aug-20*

5400 Communications

The Communications Unit is responsible for developing plans for the effective use of incident communication equipment and facilities, installing and testing of communications equipment, supervision of the Incident Communication Center, distribution of communication equipment to incident personnel, and the maintenance and repair of communication equipment.

5410 Communication Plan

It is the Communication Unit Leader's (COML) responsibility to develop and implement a communications plan that meets the requirements of the incident and is included in the Incident Action Plan (see Section 9300 for IAP examples). The Communications Plan includes ICS form 205 (Incident Radio Communications Plan) and ICS form 205a (Communications List).

5410.10 Incident Communications

There are many communications resources available in Virginia. As each incident is different it will be important for the Communications Unit Leader to quickly assess the communications challenges that are arising or will arise if the response becomes a multi-agency response and then quick request access to the appropriate radio/communications caches available (as outlined in Section 5410.30). It should be noted that in many cases, the RP's OSRO (if in the event of a pollution incident) may have access to radios and other communications equipment as well.

Below are a couple of general channels/frequencies commonly used by the USCG:

- **Channel 21A (157.05 MHz)** Communication between USCG units and other USCG personnel who are part of the FOSC staff.
- **UHF 345.0** The primary working frequency between the Unified Command and USCG aircraft.
- **Channel 21A** Primary working/SAR frequency.
- **Channel 16 - (156.8 MHz)** Designated under international convention for use for ship-to-ship and ship-to-shore hailing and distress in international waters. ALL users are required to use channel 16 for only these purposes and then switch to other channels for subsequent communications. Oil spill response is no exception.
- **Channel 13 - (156.65 MHz)** Designated bridge-to-bridge hailing and navigation safety frequency in inland and offshore waters. It may be used only to establish contact and make arrangements between vessels in crossing, meeting, or overtaking situations in accordance with the International or Inland Navigation Rules.
- **Safety Frequency: Ch. 06 (156.3 MHz)** Designated as the frequency which may be used by all parties for communication on matters involving human health and safety. Federal Communications Commission (FCC) regulations require all vessels equipped with VHF-FM capability to have this channel. As there is expected to be little other traffic on this channel during an oil spill response, this should be monitored by all involved units that have this channel available, and regarded as a tertiary channel for the response.

5410.20 Communications Support

To access all of the CG resources outlined under Section 5410.30, contact:
USCG Communications Command

Communications Watch Officer
(757) 421-6240

More information on USCG communications resources and the communications cache can be obtained contact LANT-63 Contingency Communications.

5410.30 Communication Resources

Statewide Agencies Radio System (STARS)

In the Commonwealth of Virginia, the STARS provides multi-channel trunked digital voice and data wireless communications that are specifically designed for public safety and service requirements, based on Project 25 technology. The STARS contract provides for essential public safety grade communications that can operate seamlessly throughout the Commonwealth for twenty-one state agencies and facilitate interoperability with local governments and federal agencies.

The STARS Transportable Site is a self-contained and portable radio system. It consists of a five channel P25 system with 50 portable radios operating in the 800 MHz band. The transportable site also contains the following: SIRS Radio, STARS Radio (VHF), DVRS, ACU-1000, 800 MHz, and satellite telephone. Radios from other systems may connect to the ACU-1000 (if provided on-scene and the proper interface cables are available), with immediate interoperability between the connected radio systems. Thus the transportable site allows interoperability within common radio systems and among disparate radio systems.

During an incident, a request can be submitted through the SOSC to the VA EOC for use of STARS.

Commonwealth Of Virginia Strategic Reserve

Due to the variances in organic communications capabilities across the Commonwealth, and given the potential for large scale incidents to happen at a moment's notice that would require substantial amounts of interoperable communications equipment, the state has created the Commonwealth of Virginia Strategic Reserve. The reserve consists of three type II regional radio caches, the VDEM Technical Support Unit (TSU), and the Commonwealth of Virginia Mobile Emergency Operations Center (MEOC). All of these resources are centrally managed through the Virginia Emergency Operations Center and can be requested using the standard resource request process.

A type II radio cache consists of:

- 300-500 portables with a minimum of 75 in each band (VHF Low, VHF High, UHF, 700-800)
- Minimum 1 Audio Gateway
- Programmable radio repeater In each band
- Ability to program radios on site
- Generator power
- Support vehicle with Tower Trailer
- Minimum four man team of Communications specialist with one designated as Communications lead (COML)
- Must have all National and State Interop channels available in equipment

The TSU provides:

- Numerous public safety radios in all bands
- Interoperability devices
- Satellite voice and data communications
- Wi-Fi access
- Full Amateur Radio Suite
- Streaming video
- Generator power

The MCP provides:

- Space for Command and Control Activities
- Interoperability Devices
- Satellite voice and Data Communications
- GIS
- Generator Power

The importance of contacting the Virginia Emergency Operations Center quickly after an incident occurs or an event is scheduled cannot be over emphasized, the sooner the notification occurs, the earlier state communications resources can be mobilized to assist. The EOC has numerous, redundant communications pathways which are monitored 24 hours a day in order to facilitate the rapid

notification and dissemination of event information. The paths listed below are provided in order to enable localities and field personnel a means to contact the EOC, regardless of an incident's impact on existing infrastructure and facilities.

1. WebEOC (https://explore.vdem.virginia.gov/eoc7/)

2. Telephone 1-800-468-8892
1-804-674-2400

3. Virginia Warning and Alert System (VAWAS)

4. National Warning and Alert System (NAWAS)

5. Washington Area Warning and Alert System (WAWAS)

6. Satellite Telephone 1-500-760-8405
1- 888-278-1308

7. Surry/North Anna Instaphone

8. Fax 1-804-674-2419

9. Email (veoc@vdem.virginia.gov)

10. Virginia Criminal Information Network (VCIN) address VEOC and VEO1

11. Emergency Management Network (EMNet)

12. Overlay Regional Interoperability Network (Orion - Hampton Roads Area). Select VEOC from drop down menu.

13. State Agency Radio System (STARS)

14. Amateur Radio (Call sign N4VEM)
    a. HF 3947 MHz (Old Dominion Emergency Net) 7242 MHz LSB
    b. VHF Repeater (Tidewater to Richmond via Williamsburg Repeater) 146.760
    c. VHF Repeater (West Central VA to VEOC via Lexington Repeater) 147.330 MHz
    d. VHF Repeater (Central VA) 146.880 MHz PL tone 74.4 MHz
    e. IRLP Emergency Network (Via Raleigh Reflector channel 9214)
    f. Virginia Digital Emergency Net (VDEN) 145.730 addressed to N4VEM
    g. For HF WinLink Users address messages to races@vdem.virginia .gov or veoc@vdem.virginia .gov. Attachments welcome.

15. FEMA National Radio System (FNARS)

16. Regional Incident Communication Coordination Systems (RICCS)

All Strategic Reserve assets are expected to operate unsupported in the varied environments present across the Commonwealth, as well as outside the state should they be assigned to fulfill an Emergency Management Assistance Compact (EMAC) mission by the VEOC. While basic logistics and support capabilities are inherent in the units, long term missions or missions in remote areas may necessitate additional resources to support operations and the personnel deployed to support them. Information pertinent to the operating area should be forwarded to the VEOC as quickly as possible in order to adequately coordinate support. In the event of a resource equipment failure, casualty restoration or replacement is to be completed in no more than two hours. If the casualty is of such a catastrophic nature that capability cannot be restored within the specified period of time, the VEOC shall be notified immediately so a replacement resource can be designated and assigned to assume the unfulfilled mission.

USCG Deployable Communications Resources

COMMUNICATIONS COMMAND (COMMCOM)
Mobile Contingency Communications

The USCG Communications Command (COMMCOM) Mobile Contingency Communications Team is a global response force located out of Chesapeake VA and MCC West based out of Novato CA. This team consists of communications subject matter experts from various ratings and engineers to serve as a self-sustaining team in support of, but not limited to, natural disasters (hurricane relief, etc.), man-made acts of terror, Homeland Security operations, Search and Rescue, Law Enforcement & COTP operations. Deployment teams are selected based on the needs of the mission. A typical team consists of an Operation Specialists, Information Technician, Electronic Technician and Machinery Technician or Electricians Mate. Personnel and ratings will be supplemented as needed.

COMMCOM oversees the support and maintenance of LANTAREA communications assets. This consists of (3) Mobile Communications Vehicles, (2) Enhanced Mobile Incident Command Posts and (4) Rescue 21 Disaster Recovery Systems. These systems are designed to deploy on short notice with personnel and remain in a Bravo-6 status throughout the year. Additionally, the Mobile Communications Vehicle retains Air Transport Test Loading Agency (ATTLA) certifications to be transported via USCG C-130, AF C-5 and C-17 for rapid deployment both CONUS and OCONUS.

Enhanced Mobile Incident Command Post (eMICP)

The eMICP is a 54’ Incident Command Post with dual-slide outs expanding to 22’ in width equipped with a self-sustaining diesel generated power system operating from a 200-gallon holding tank. The eMICP features an environmentally controlled workspace for up to 24 personnel and a secure communications space featuring secure and non-secure circuits including CGDN, non-filtered, SIPRNET and Video Teleconferencing capabilities. The eMICP features a robust secure & unsecure communications system consisting of various HF, VHF, UHF and 700/800 MHz systems with Type-1 and Type-3 encryption capabilities. The eMICP also features an ACU-1000 Gateway for complete interoperability with federal, state and local responders.

Communications Command have licensed personnel who operate rented tractors to tow the eMICP to anywhere in the CONUS.

Mobile Communications Vehicle (MCV)

The Mobile Communications Vehicle is a robust Command and Control asset outfitted with both secure and non-secure communications equipment with spacing to support (3) watch standers. This environmentally controlled workspace features VHF, UHF, HF and 700/800 MHz communications as well as (2) ACU-1000 gateways for interoperable communications with federal, state and local responders. Additionally, the MCV has satellite connectivity to provide CGDN, non-filtered internet, SIPRNET and Secure/Unsecure Video Teleconference. The MCV has a self-sustaining diesel generated power system operating from 100-gallon holding tank. The MCV can be driven or transported by approved aircraft.

If requested, the MCV can be deployed with a 127’ Mobile Portable Antenna Tower (MPAT) and Base-X tent with portable HVAC system to serve a small office staff or as an Incident Command Post/Incident Communications Center.

Rescue 21 Disaster Recovery Suites

The Rescue 21 Disaster Recovery Suites are contingent systems deployed to provide additional Rescue 21 coverage or temporarily replace installed sites during prolonged outages. This system consists of a Portable Antenna Tower (PAT) with Direction Finding capabilities, a Mobile Satellite Terminal (MVSAT) and an Electronic Recovery Package (ERP) which replicates a

Remote Fixed Facility (RFF) site. This system contains diesel generator systems to provide electrical power and is driven by personnel to the affected site.

Portable SIPRNET Kit

The Portable SIPRNET Kit (PSK) provides secure communications in the field up to the level of SECRET. The PSK utilizes a satellite terminal to provide connectivity to (2) SIPRNET laptops. This kit is house in a fly-away kit and can be transported by personnel as a stand-alone system or accompany the eMICP and MCV in deployments. Typically, a PSK subject matter expert is deployed with the system for support to the requesting unit.

LANTAREA Contingency Cache

The LANTAREA Contingency Cache is managed and supported by Communications Command technicians. This cache is deployed immediately to the requesting unit once a contingency request is received. The contingency cache contains but is not limited to VHF, UHF, HF and 700/800 MHz handheld radios and base stations, ACU-M interoperability gateways, portable antenna masts, Iridium satellite phones and generator systems. For a complete list of equipment, visit the LANTAREA Contingency Communications Cache portal contact the Communications Watch stander at 757-421-6240

These resources can be requested through LANT-63 via a Request for Forces (RFF) C2OIX message or through correspondence with the LANTAREA Contingency Communications Manager.

For assistance after hours contact the Atlantic Area Command Center at 757-398-6700.

5500 Reserved

5600 Reserved

5700 Reserved

5800 Reserved

5900 Reserved

6000 Finance and Administration Section

The Finance/Administration Section is responsible for documentation of all incident costs, and for providing guidance to the Incident Commander/Unified Command on financial issues that may have an impact on incident operations. The Financial Resource Management Guide (FFRM) is designed to succinctly describe contracting and financial management processes and procedures. It covers roles and responsibilities, principal terms, definitions, and contracting policies and procedures for financial management and documentation requirements. It also provides references and related information where appropriate. Another useful resource is the NPFC User Reference Guide.

6100 Finance and Administration Section

The Finance/Administration Section is responsible for managing all incident costs and financial considerations. The Section is generally set up for any incident that may require on-site financial management.

In general, sections are integrated under a unified command to varying degrees depending upon the nature of the work and restrictions on standard operating procedures. The Planning Section, for instance, is highly integrated with "agency stovepipes" completely eliminated. At the other end of the spectrum, the Finance/Administration Section deals with employees, equipment, procurements, and contracts completely bound by different agency policy and legal requirements. In most instances these different agency requirements cannot easily be resolved, and the Section normally operates almost as a grouping of agency "stove-pipes" within each Unit, integrated into a coherent whole by the Unit Leaders and Section Chief.

The IC/UC will determine the need for a Finance/Administration Section, and designate an individual to perform the role of Finance/Administration Section Chief (FSC). If no Finance Section is established, the individual members of the Unified Command will perform finance functions for their agency/organization component. In general, the decision to establish a Finance/Administration section will depend on two factors:

- The financial complexity of the response; and
- The number of tactical assets deployed (usually measured by the number of tactical divisions/groups established or likely to be established).

Figure 6-1 is the typical makeup of a fully activated Finance/Administration Section. The actual size of the Finance/Administration Section will be based on the needs of the incident.

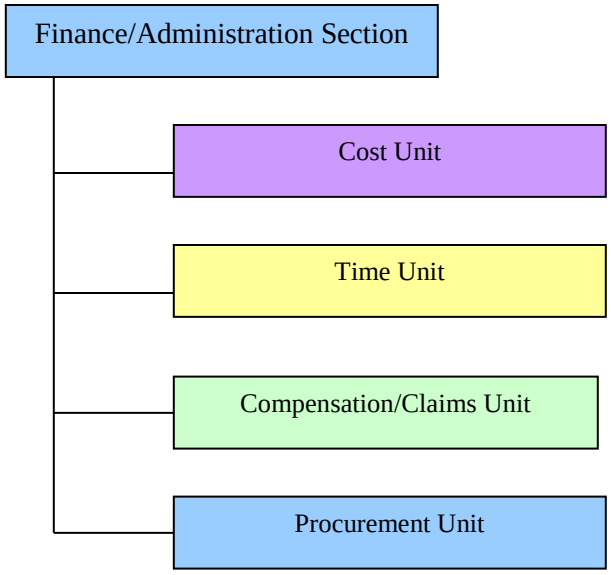


Figure 6-1. Typical Finance/Administration Section organization when fully activated.

The Finance/Administration Section Chief (FSC) ICS Job Aid and IMH (Chapter 11) offer further information regarding the requirements and expectations of the FSC and the Finance/Administration Section.

External Resources to Support Finance/Administration Section

- USCG National Strike Force
- USCG LANTAREA Incident Management Assist Team
- Fifth Coast Guard District Response Advisory Team (DRAT)
- Director of Operational Logistics (DOL)

6200 Fund Access

As discussed in Section 1400 of this plan, the National Response System places responsibilities for conducting clean up on the responsible party as a matter of policy. In practices, however, the involvement of the federal, state, and local agencies in various phases of the response are significantly more involved. The National Pollution Fund Center refers to the National Contingency Plan's four phases of a response as:

Phase I: Discovery and Notification;
Phase II: Preliminary Assessment and Initiation of Action;
Phase III: Containment, Countermeasures, Cleanup and Disposal; and
Phase IV: Documentation and Cost Recovery.

Certain federal, state, and local government costs incurred during Phase II Assessment may be chargeable against the OSLTF or CERCLA, but may not all be billed against the RP during cost recovery Phase IV.

Further, UC members come to the response with objectives that overlap on the subject of pollution removal but often extend beyond this matter. The RP Incident Commander, for instance, will normally have key objectives of the response directed toward repairing damage and returning a vessel or facility to operation. In the case of an abandoned vessel, the marina or dry-dock owner will normally have objectives of having the derelict vessel removed/eliminated after the pollutant is removed. While these may at first appear to be post-response objectives, these decisions and matters deeply influence the response itself. For example, non-response derelict-vessel disposal strategies will influence the response decision on how clean the derelict hull must be rendered in order to assure it poses no additional threat to the environment.

Various financial mechanisms available to the members of the UC each come with stringent limitations and intended employment. For this reason, one of the most important decisions the UC must come to during the first UC meeting is an agreement about how financial responsibilities will be shared. The remainder of this section details some considerations in making these decisions.

Limitations in the Employment of the OSLTF and CERCLA

1. **Missions Other Than Pollution Removal**. The federal, state, and local government response to an incident will typically include search and rescue, law enforcement, safety of navigation (including placing Aids to Navigation and salvage of sunken vessels), port safety, and maritime homeland security. However, only those actions whose primary purpose is removal (i.e., the containment or removal of oil pollution/hazmat or necessary to minimize or mitigate oil pollution damage to the public health, welfare, or environment) and which are consistent with the NCP may be paid or reimbursed by the OSLTF or CERCLA**. The first key financial decision of the UC is how other mission objectives will be funded, and then followed through by funding instructions to the Finance/ Administration Section.**

2. **Employment of State and Local Agency Pollution Response Resources**. From the outset of <u>any</u> response, the FOSC should establish whether state or local resources are necessary for removal actions. The UC, based on this decision, must carefully define the scope of the state or local agencies expected actions and allow the FOSC's staff to evaluate potential claims against the OSLTF or CERCLA. When a state or local agency responds under this type of agreement, the Coast Guard representatives in the Finance/ Administration section must execute a Pollution Removal Funding Authorization (PRFA) with the agency's financial representative. The PRFA assures the agency will be reimbursed for specific work performed at the FOSC's request. **The second key financial decision of the UC is which actions will be undertaken by state and local agencies at the FOSC's request (and paid for using a PRFA), and which will be undertaken by these agencies as independent members of the UC (using funding mechanisms other than the OSLTF or CERCLA).**

3. **Federal Vessels and Installations**. The NCP places responsibility for spills from federal vessels and installations on the owning federal agency, including use of its own funding. However, the FOSC can use the OSLTF or CERCLA as a last resort to clean up or

prevent oil discharges or hazardous material releases. When the responsible federal agency is capable of funding the cleanup, the FOSC should attempt to establish a Military Interdepartmental Purchase Request (MIPR) or equivalent to reimburse the use of FOSC and other government agency pollution response equipment and personnel time. **The third key financial decision of the Unified Command is to establish mechanisms (such as a MIPR) to finance FOSC and state/local agency response activities when the spill comes from a federal vessel or installation, and to determine when the last resort OSLTF/CERCLA access is needed.**

4. **Damage Claims and Removal Activities**. Claims of damage may be submitted for reimbursement (when approved) from the OSLTF. Often, such damage claims include the costs of restoring a vessel, facility, etc., to operation (as in the case of a third-party vessel which is oil contaminated as a result of the spill). Actual decontamination of a vessel, facility, or other installation may also reasonably be a removal action (i.e., to prevent further human health, economic or environmental damage), and the question of overlaps between damage claims and removal actions arises. Rather than simply a question of funding mechanisms, these questions impinge directly on which clean-up strategies and objectives the UC will execute, particularly during the later stages of the response. **The fourth key financial decision of the UC is to establish how removal strategies and actions will impact damage claims and establish a single, uniform policy for handling these overlaps, usually in consultation with the NPFC's case manager.**

5. **Replenishment of Response Equipment to Inventory**. The OSLTF may be used to restore pollution response equipment to inventory in the condition it was in before the response. Items used up in the response (consumables) or damaged beyond economical repair may be replaced. **The fifth key financial decision the UC faces is how equipment will be evaluated <u>at the start</u> of the response, and how the condition will be assessed during demobilization for replenishment/repair purposes, along with the financial arrangements for accomplishing the replenishment.** Again, this replenishment decision can extend only to response equipment used for oil pollution removal, not toward other objectives.

6. **Discharges causing Underground Contamination**. Discharges from oil tanks and related facilities often cause extensive subsurface or groundwater contamination. When underground contamination has migrated so as to cause an actual surface discharge or substantial threat of a discharge into navigable waters, the OSLTF or CERCLA may be used for removal. When these imminent threat or actual discharge conditions are not met, the incident is considered a hazardous materials incident ashore under municipal, county, and state hazardous material discharge rules. **The sixth key financial decision is how various aspects of a response causing underground contamination will be treated (i.e., threat to the navigable waters or not), and consequently how the response will be funded.**

7. **Preferred or prioritized Sources of Supply**. Many, if not all, of the agencies and organizations responding to a spill will have pre-arranged sources of supply and service,

and all will have legal and procedural limitations on procurements. While the emergency elements of the response may expedite procurements, it does not eliminate the rules governing procurement. **Accordingly, the seventh key financial decision is to sort out procurement and contract responsibilities between the agencies/organizations in the UC based upon preferences and prioritization of sources of supply.**

8. **Limits of Liability.** In a large response, there is significant possibility that the RP's limits of financial responsibility will be exceeded, opening the possibility that the response may transition entirely to FOSC/SOSC control. **The eighth key financial decision is to agree upon an appropriate means of tracking the RP's financial commitment, an approach to these limits, and process for deciding when and how any transition in the UC will occur.**

6210 FOSC Access to OSLTF and CERCLA

The Oil Spill Liability Trust Fund and the Comprehensive Environmental Response, Compensation and Liability Act are accessed by obtaining a Federal Project Number (FPN) for oil spills or CERCLA Project Number (CPN) for hazardous substance releases using the Ceiling and Number Assignment Processing System (CANAPS).

How are OPA90 and the OSLTF different from CERCLA and Superfund?

Although not comprehensive, the table below summarizes some of the differences.

	OPA & OSLTF	CERCLA & Superfund
Law Enacted	1990	1980
Type of Pollution Covered	Oil spills & threats of spills into U.S. navigable waters (usually sudden events requiring immediate response)	Hazardous substances, pollutants, & contaminants (often result of newly discovered past pollution with response requiring extensive planning & public participation)
Fund Administrator	NPFC, Coast Guard	EPA (NPFC administers only the Coast Guard use of Superfund resources)
Uses of Fund	Spill response and cleanup Claims for removal costs and damages, including natural resource damages Appropriations by Congress	Short-term removals when prompt response is required Long-term remedial response actions Appropriations by Congress
Source of Funds	5-cent-per-barrel tax on oil Transfers from other funds Cost recovery Interest on Fund balance Fines & penalties	Tax on chemical & petroleum industries (expired 1986) Cost recovery Annual Congressional appropriations
Size of Fund	Authorized up to $2.7 billion	Varies depending on Congressional appropriations

OPA90 OSLTF

The OSLTF applies to funding responses only when the following two conditions are both met:

- There is a discharge of oil (as defined in 33 USC Section 2701(23)), or a substantial threat of a discharge of oil:
  - Into the navigable waters;
  - On the adjoining shorelines;
  - Into the waters of the exclusive economic zone; or
  - That may affect natural resources under exclusive management authority of the United States.
- There are further actions necessary to ensure effective and immediate removal, mitigation or prevention of the substantial threat.

Under OPA 90 the FOSC may allow the RP to continue all response efforts within their capability. The FOSC may simultaneously secure and direct additional response efforts using contractors or government personnel and equipment.

CERCLA Superfund

CERCLA funding for responses generally applies when the following three conditions are all met:

- A hazardous substance (not oil under 33 USC 2701(33)) has been released, or there is substantial probability that it will be released;
- The release (or probable release) presents an imminent and substantial threat to the public health or welfare; and
- The RP is failing to take appropriate actions or it is necessary to monitor the actions of the RP to assure they are taking appropriate actions.

The FOSC can obligate no more than $250,000 per incident without an approved Action Memorandum. There is no CERCLA funding for compensation payments to claimants damaged by hazardous substances.

6220 Contractors

One of the best guides to assist FOSCs with correctly requesting and obligating federal government funds is the NPFC User Reference Guide Chapter 2.

Procurement Processes and Procedures

Upon obtaining an FPN or CPN, the FOSC can determine whether assistance is needed from a spill removal contractor (OSRO) or a federal, state, or local agency. The USCG DOL manages OSRO contracting and should be notified as soon as a FPN/CPN is assigned in order to establish good communications between the DOL case officer and the FOSC. The DOL East Coast Team Leader can be contacted at (757) 628-4108.

Contractor Assistance

A Basic Ordering Agreement is a written instrument of understanding, negotiated between the DOL and a contractor as to the agreed upon set rates the contractor would charge if the contractor was requested to assist in a spill response. A BOA is not a contract. Instead, it specifically identifies personnel, equipment and supplies offered by the company, identifies the terms and conditions the contractor would adhere to in the event they are hired for a federal response, and directs the contractor how to complete daily cost documentation, obtain sub-contracts, and submit invoices.

The following website provides BOA contractor locations for pollution incidents: ACTIVE BOA List. The ACTIVE BOA List provides a snapshot of all of the active BOA contracts available to CG FOSCs.

Hiring a Contractor with a BOA

In the event that a pollution response is federalized, the FOSC must select a BOA contractor based on the following criteria (in order of precedence):

- Response time
- Technical capability
- Price

The FOSC then issues the contractor an Authorization to Proceed (ATP) with a ceiling amount, typically $50,000 or less). Cleanup should start once the ATP is issued, either verbally (for costs not to exceed $25,000) or written. The FOSC must also send the DOL a message (To: COGARD SILC NORFOLK VA//PCG-1//) within 24 hours indicating that an ATP has been issued. For issuance of ATPs that exceed $25,000, contact the DOL Contracting Office prior to issuance. However if time does not permit, the FOSC can issue the ATP but must contact the Contracting Office as soon as possible. The FOSC shall also regularly release Pollution Reports via message traffic to keep USCG District 5, the NPFC, and the DOL up-to-date on response operations and formerly document response progress.

During a spill, the FOSC will monitor the activities of all contractors hired by the FOSC as well as document its own costs. For contractors hired under existing BOAs, the costs shall be documented on the CG-5136 Pollution Incident Daily Resource Reports (E1, E2, E3, and E4). The FOSC will also verify the daily hours and costs reported by the contractors and ensure that the contractors only order the personnel and equipment needed to adequately respond to the incident. The FOSC has the authority to order contract personnel or equipment be taken off the job site to ensure that the response is as cost effective as possible. However, the FOSC should follow this order up with a call to their DOL contracting officer to keep them informed.

Hiring a contractor without a BOA

The FOSC must first determine that a BOA contractor is unavailable or unable to perform the required tasks. If the services of a non-BOA contractor are needed, the FOSC must request assistance from a Contracting Officer at the DOL. Upon DOL approval, the FOSC may issue the Authorization to Proceed and send the same messages that are released for responses using BOA contractors as outlined above. The ATP message should clearly state the name of the non-BOA contractor and the reason why the contractor was hired.

In an emergency, the FOSC can issue an ATP to a non-BOA contractor up to $50,000, but must contact the DOL Contracting Officer within 24 hours.

6220.1 Pollution Incident Daily Resource Report (CG-5136)

The CG-5136 Form is used to both summarize and detail all personnel, equipment, and other resources used during the removal activities of an incident. The form consists of several parts. Details on using and completing all parts of the form are included in the Technical Operating Procedures for Incident and Cost Documentation on FPN, CPN, & DPN Cases.

Part...	Is Used By...	When...	To...
A	FOSCs	At end of spill (or at intervals for large spills)	To summarize all resources used during the removal activities of a pollution incident
B-E	FOSCs & Other Government Agencies	Daily	To list *government* personnel, equipment, and other resources incurred each day of removal activity
E1-E4	Contractors	Daily	To list *contractor* personnel, equipment, and other resources incurred each day of removal activity
F & F1	FOSCs	As needed or daily	To record changes to the ceiling and obligations incurred during an entire spill.

CG-5136A: Government Summary Sheet

Summarizes all personnel, equipment, and other resources used during the removal activities of a pollution incident. The remaining sections of CG-5136 provide detailed information on the costs.

CG-5136A Pollution Incident Daily Resource Report - Government Summary Form

CG-5136B-E: Government Costs (Dailies)

FOSCs and other government organizations can use Parts B-E of the CG-5136 form to track *government* personnel, equipment, and other resources incurred each day of the removal activity.

CG-5136B	Pollution Incident Daily Resource Report – Government Personnel
CG-5136C	Pollution Incident Daily Resource Report – Government Equipment
CG-5136D	Pollution Incident Daily Resource Report – Government Purchases/Expendables/Travel Orders/Contractor
CG-5136E	Pollution Incident Daily Resource Report – Government Short Form

CG-5136 B-E Workbooks

You can also use CG-5136 Workbooks (Microsoft Excel spreadsheets) on the NPFC website as a substitute for Parts B-E of the CG5136 form. These files are embedded with the Coast Guard standard rates for the times indicated to quickly calculate the daily costs related to oil spill removal. The first worksheet in each file provides additional instructions.

CG-5136E-1 through CG-5136E-4: Contractor Costs (Dailies)

Oil spill response contractors may use the Parts E1 to E4 of the CG-5136 form to track and submit daily costs. These forms are located on the Coast Guard Form Management System.

CG-5136E-1	Pollution Incident Daily Resource Report – Contractor Personnel
CG-5136E-2	Pollution Incident Daily Resource Report – Contractor Equipment
CG-5136E-3	Pollution Incident Daily Resource Report – Contractor/Subcontractor Materials/Other Expenses
CG-5136E-4	Pollution Incident Daily Resource Report – Contractor/Short Form

CG-5136-F: Ceiling Management and Incident Obligation Log

FOSCs can use the CG-5136-F to track a project's ceiling and compute cumulative obligations against an FPN during an incident.

CG-5136F	Environmental Response Ceiling Management - Ceiling Management & Incident Obligation Log
CG-5136F-1	Pollution Incident Daily Resource Report - Ceiling Management obligation Log Short Form

6230 Trustee Access

Administrative Trustees are organizations with responsibilities for specific areas or natural resources such as the Department of the Interior. OPA90 authorizes these organizations access to the fund through one administrative trustee known as the Lead Administrative Trustee (which must be a federal agency). The designation of Lead Administrative Trustee is made for each spill based on the involvement of each organization. Administrative trustee access to the emergency fund would most likely be limited to beginning the damage assessment process. The Lead Administrative Trustee may request funding directly from the NPFC case officer for the purpose of initiating damage assessments. The NPFC case officer will inform the FOSC that funds have been requested by the Lead Administrative Trustee.

Role of Trustees in the Funding Process

- Trustees must coordinate with each other during all phases of NRDA to ensure no double recovery of damages.
- In the pre-assessment phase of a NRDA, all affected trustees must select a Federal Lead Administrative Trustee, who is then responsible for coordinating the effort and submitting necessary paperwork to NPFC.
- Trustees assess damages for "injury to, destruction of, loss of, or loss of use of" natural resources.
- Trustees develop restoration alternatives to address any injury to natural resources, from which they select the most appropriate alternative to implement.
- Trustees must also coordinate with the FOSC during the NRDA process to avoid interference with the ongoing response.

6240 State Access

State access to OSLTF and CERCLA funds, as outlined in 33 CFR 133, provides an avenue for states to receive federal funds for immediate removal costs resulting from their response to actual or threatened discharges of oil. State access does not supersede or preclude the use of other existing federal payment regimes. The State should not seek and will not receive payments for the same costs from more than one payment regime. States may access funds via one of three methods:

- File a claim with the NPFC within 6 years of the cleanup.
- Ask the FOSC to obtain a FPN/CPN and a ceiling amount for the State. The State will work directly with the NPFC to document costs.
- Have the FOSC obtain a FPN/CPN and then issue a Pollution Removal Funding Authorization to the state with a ceiling and time limit. The FOSC will then review all documentation prior to submission to the NPFC.

The Technical Operating Procedures serve as Coast Guard Guidance for various fund users. They provide formatting, forms and instructions for compiling and submitting documentation efficiently and effectively.

6250 Stafford Act Funding

Under the Stafford Act, when there is a Presidential declaration of a major disaster or emergency, the Coast Guard FOSC may receive direct tasking in the form of a Mission Assignment – a work order issued by the Federal Emergency Management Agency (or other designated agency) directing the recipient agency to complete a specified task. The Emergency Support Function 10 (ESF-10) Hazardous Materials Response Annex of the Federal Response Plan includes both Oil and Hazardous Materials response activities. In the execution of a mission assignment, the FOSC will use existing funds, resources, and contracts for goods and services to complete the task. The FOSC will then review the actual expenses against the estimated costs and make payments to other government agencies (OGA) and private vendors for each cost.

For oil spills and hazardous materials releases, the FOSC will receive a Request for Federal Assistance from interagency agreement (IAG), FEMA or the ESF lead agency, including a cost ceiling, and will then proceed to respond as normal using the OSLTF and CERCLA funds, (Reference Section 6270 for FEMA funded ESF #10 responses), including the Request for Federal Assistance form in the cost documentation. It is important to recognize that Stafford Act funds, like OSLTF and CERCLA funds, may only be applied to response costs directly related to the tasking, and the Stafford Act ceiling must be managed carefully just as other fund ceilings are managed.

Reference USCG Commandant Instruction 16451.1, Disaster Related Pollution Response Activities under the National Response Framework and Cost Reimbursement from the Stafford Act for additional guidance.

6250.10 National Response Framework Key Concepts

Emergency support functions. The NRF groups disaster response actions into 15 functional areas known as ESFs and assigns a federal agency to chair each ESF and administer its response actions. While it is possible for USCG units to provide support under any of the ESFs, the two most likely ESFs for response and possible Chair/Co-chair responsibilities are ESF-1 (transportation) and ESF-10 (oil and hazardous materials response). The USCG's role and responsibilities for ESF-10 include all of those contained in the NCP as well as releases of hazardous materials beyond those covered under the NCP (e.g., household hazardous waste cleanup). The NCP is incorporated in its entirety into the NRF under ESF-10.

Mission assignments. The administrative vehicle by which FEMA tasks a federal agency to respond is known as a mission assignment. The mission assignment is a task-specific work order identifying response operations to be executed under an assigned ESF. The primary response agency may enlist the assistance of other federal agencies by issuing an interagency agreement. Federal agencies must use their own funds in the execution of a mission assignment or IAG, then seek reimbursement from FEMA. It is imperative that USCG units and other agencies operating at the request of the FOSC receive a mission assignment or IAG for any FEMA (or primary agency) tasking as FEMA will not reimburse for emergency services rendered if a mission assignment or IAG does not specify those services. However, response units should not delay responses that fall under existing statutory authorities/responsibilities waiting for a mission assignment or IAG. The FOSC should direct the response and allow higher authorities to work out the funding.

FEMA may assign a limited number of pre-Stafford Act declaration mission assignments in order to stage federal and FOSC-requested response assets for events related to forecasted disasters such as hurricanes. In the past, the USCG has pre-staged personnel via these pre-declaration mission assignments. The process is slightly more involved, emphasizing the need for close coordination between CG District staffs, Area, NPFC, FEMA and EPA prior to a disaster response.

6260 PRFAs

The FOSC has a responsibility to ensure that consultation is conducted during a response. Therefore, the FOSC has the discretion to fund another agency to develop the documentation noted above. The Pollution Removal Funding Authorization is a tool available to the FOSC to quickly obtain needed services and assistance from state, local, or other federal government agencies during oil spill or hazardous materials response actions. The PRFA commits the OSLTF or CERCLA administered by the NPFC to payment of costs incurred in pollution response activities. Under the terms of a PRFA, a FOSC may agree to reimburse another government agency for costs incurred in providing any agreed upon assistance to the FOSC. In this case, the FOSC would provide a PRFA to prepare the documentation package that would be needed to initiate formal consultation. (Note that there are separate forms for federal and non-federal agencies.) The assisting government agency receiving a PRFA must track its costs and provide documentation to support reimbursement. Cost documentation must follow the guidelines outlined in the NPFC Technical Operating Procedures for Resource Documentation.

Of special significance are cases where wildlife cleaning/rehabilitation are necessary. The Department of the Interior, specifically the U.S. Fish & Wildlife Service, is responsible for ensuring wildlife issues and concerns are addressed. A PRFA should be issued to USFWS early in the spill response with the assurance that they will identify and oversee a responsible contractor (example: Tri-State Bird Rescue and Research, Inc.) to clean and rehabilitate affected wildlife.

Process to Request PRFA

1. Download and complete the appropriate form below.
2. Attach the Statement of Work (see sample below).
3. Sign the PRFA.
4. Fax a copy to the NPFC Case Officer.
5. Later submit the completed document with the Incident Report and Transmittal Form to the NPFC Case Officer.

Instructions	Chapter 8 of the *Resource Documentation TOPs* provides detailed instructions for using and completing the PRFA forms. (Found in grey box on the right hand side of the screen)
Federal Agency PRFA	Download and complete this form to establish a PRFA with a federal agency.
Non-Federal Agency PRFA	Download and complete this form to establish a PRFA with a state or local government.
Amendment to PRFA	Download and complete this form to amend an existing PRFA with either a federal or non-federal government agency.
Sample Statement of Work	The sample Statement of Work (SOW) lists specific removal actions that are ordered through PRFAs.

6300 Cost

Cost Documentation and Recovery Procedures, Forms and Completion Report

There are three primary aspects to successful cost recovery and documentation of significant pollution events: rapid start; dedicated personnel; and correct forms and submission procedures.

The requirement for a rapid start to documentation will be apparent upon examining the necessary forms and procedures. Whenever this plan is activated (i.e., the response exceeds the vessel or facility response plan, the state or federal government take an interest, or when there is no responsible party taking action), the following procedures must be executed by the Cost Unit:

- Determine whether OSLTF funding applies. Based upon Unified Command decisions on response action funding, determine whether other sources of funding apply.
- Estimate the OSLTF and other funding ceilings required. In many responses, both an OSLTF and CERCLA ceiling will be established, with various response costs charged against one fund or the other depending on the decisions of the Unified Command and the limitations of the two funds. Similarly, other funds (such as for Search and Rescue, vessel salvage, and so on) may also be established, each with its own independent ceiling.
- Obtain a FPN for the OSLTF fund, a CPN for the CERCLA Fund, and authorized ceilings for each all identified funds.
- If any fund advice is needed, contact the NPFC Regional Case Manager at (202) 493-6723. If the regional manager is not available, the NPFC duty officer can be paged by calling (800) 759-7243, PIN 2073906, or by calling the National Response Center at 800-424-8802.
- Obtain copies of PRFAs and Authorizations to Proceed from the Procurement Unit.
- Identify and distribute the appropriate cost documentation forms.
- Monitor contractors for all agencies on a daily basis. Collect both receipts and Daily Resource Reports (see Section 6220.1 Pollution Incident Daily Resource Report (CG-5136) from the Time Unit.
- Monitor USCG and other UC operational forces on a daily basis. Collect copies of aircraft use logs and vessel operating/navigation logs in addition to Daily Resource Reports (form CG-5136 series) from the Time Unit.
- Monitor other government agency (OGA) operational forces on a daily basis. Collect SF-1080 or SF-1081 vouchers and supporting OGA documentation. Normally, the type of required documentation will be detailed in the PRFA for the OGA response contribution from the Time Unit.
- Add up obligations from all three venues (contractor, UC, and OGAs) against each fund ceiling (for this reason, it will be imperative to understand fully UC decisions about which actions/contracts are directed to be made against which funding source). Include direct costs (Type I costs) and Anticipated Costs (estimates or Type II costs) and track the obligations against the various ceilings on a daily basis.
- Well before a ceiling is actually reached, project the “burn rate” and advise the UC when a ceiling must be increased.

- With UC approval, increase various fund ceilings.
- Compile and maintain daily an inventory of all equipment purchases by purchasing agency and charged fund.
- Maintain daily reports of costs against a ceiling as required by the NPFC (for the OSLTF ceiling) and each other fund/ceiling. Develop a daily display and post copies at each Situation Unit Display under the direction of the SITL and Display Processor.
- After the response, certify contractor invoices within the required timeframe. For NPFC/OSLTF contracts, the required timeframe is ten days. Be certain to obtain and clearly identify the required timeframe for all other funds and track unit performance against these required cycle times. In general, certification will require acknowledgement from the Operations Section that the invoiced goods or services were received, and acknowledgement from the appropriate contracting official (depending on agency/organization) that the cost for the good or service are as per the agreement.
- Forward all approved contractor invoices to the appropriate agency processing center for payment, keeping copies for the Unified Command's records.
- Within 120 days of the end of the cleanup, complete Financial Summary reports for each and every fund/ceiling managed by the Section.
- There are two principle sources of assistance in documenting costs that are available to all organizations. These are the assigned Case Officer at the NPFC and the DRAT. Although these sources are available to all organizations, it may be more efficient to coordinate their assistance through Sector Virginia. There are two alternatives for non-federal organizations concerning forms on which reimbursable costs are documented. The first alternative is the organization's documentation form that has been pre-approved by the NPFC. If an organization lacks a pre-approved documentation form it may use the federal forms. Personnel rates will be determined to the maximum extent in advance. Contractor rates for contractors with BOAs are fixed by the BOA. Standard rates for CG personnel are contained in Commandant Instruction 7310.1 (series). Other agencies are encouraged to have established personnel rates that can be furnished to the FOSC. For organizations and contractors not having standard rates, this fact should be made known to the FOSC early in the spill so that it may be addressed.
- In spills where total expenditures are expected to be less than $50K, cost documentation may be collected by the FOSC and forwarded to the NPFC at the conclusion of the spill response. In larger spill responses this information must be compiled and forwarded daily to the FOSC and then the NPFC.

FOSC Paperwork Examples

The following formal documentation are available as tools for FOSCs. Examples of these forms can be provided upon request to the designated Federal On-Scene Coordinator Representatives at Sector Virginia:

- Authorization to Proceed
- Letter of Federal Assumption
- Letter of Designation of Source
- Administrative Order

Spill Response Funding Forms

Form Number	Title/Long Name	Users	Description
CG NPFC-CM01	FOSC Financial Management Checklist	FOSCs	Follow this step-by-step guidance when using the OSLTF Emergency Fund or CERCLA/Superfund and monitoring cost documentation during a response.
IRAT (PDF, Word Doc)	Pollution Incident Report and Transmittal Form	FOSCs	Use as the cover to the project's Final Financial Report.
CG 5136	Pollution Incident Daily Resource Report	Spill Responders, including FOSCs, Government Agencies, & OSROs	Use these forms to document oil spill incidents and expenditures.
PRFA Forms (see Section 6260)	Pollution Removal Funding Authorizations	FOSCs & Government Agencies	Use the Pollution Response Funding Authorization (PRFA) forms to quickly obtain needed services from other government agencies in oil spill and hazardous materials response actions.
SF1080 & SF1081	Voucher for Transfers between Appropriations and/or Funds	Government Agencies	Use the Vouchers for Transfers to request reimbursement from the Coast Guard for funds expended during oil spill removal.
NPFC-16480 (Checklist)	Case/Cost Documentation Checklist FPNs & CPNs	FOSCs	Use checklist to help collect, prepare, and finalize cost documentation packages for submission to the NPFC.

6310 Certificate of Financial Responsibility Program

The United States relies on tankers, barges, and other vessels to transport oil and chemical-based products on our nation's waterways. An oil spill or hazardous chemical release from these vessels can have a devastating impact on our environment. Congress has made clear, in OPA90 and other environmental statutes, that the parties responsible for water pollution should bear the cleanup costs. The Certificate of Financial Responsibility (COFR) program reflects this guiding principle.

The U.S. Coast Guard's NPFC administers the COFR program. The Vessel Certification Division of the NPFC ensures that responsible parties are identified and held responsible for the expenses incurred during a water pollution incident.

A COFR is issued to vessel operators who have demonstrated their ability to pay for cleanup and damage costs up to the liability limits required by OPA90. With a few limited exceptions, vessels greater than 300 gross tons and vessels of any size that are lightering or transshipping oil in the Exclusive Economic Zone (EEZ) are required to comply with the COFR regulations in order to operate in US waters.

Limits of Liability

The limits of liability are based on a particular vessel's tonnage. The Delaware River Protection Act of 2006 (Title VI of the Coast Guard and Maritime Transportation Act of 2006 (MTSA)) amended the limits of liability under OPA90 for discharges and substantial threats of discharge of oil from vessels.

Penalties

Operators who do not comply with the COFR requirements are subject to:

- Detainment
- Denial of entry into U.S. ports
- Civil penalties of up to $32,500 per day
- Seizure or forfeiture of the vessel

COFR Forms

The applicable COFR forms are listed below:

Form Number	Title/Long Name	Users	Description
CG 5585	COFR Application	Vessel Owners & Operators	Use this form to apply for a Certificate of Financial Responsibility (COFR). You may also apply for a COFR electronically through the E-COFR system.

Form Number	Title/Long Name	Users	Description
CG 5586	Insurance Guaranty	Insurers/ Guarantors	Vessel owners & operators should ask their insurers to complete this form to show that they have adequate insurance to meet the applicable liability limits when applying for a COFR.
CG 5586-1	Master Insurance Guaranty	Insurers/ Guarantors	Vessel builders, repairers, scrappers, lessors, and sellers should ask their insurers to complete this form to show that they have adequate insurance to meet the applicable liability limits when applying for a Master Certificate.
CG 5586-2	Surety Bond Guaranty	Insurers/ Guarantors	Vessel owners & operators should ask their insurers to complete this form to show that they have adequate surety bonds to meet the applicable liability limits when applying for a COFR.
CG 5586-3	Financial Guaranty	Vessel Owners & Operators, COFR Guarantors	Complete this form to show that you have adequate working capital and net worth to be self-insured to meet the applicable liability limits when applying for a COFR.
CG 5586-4	Master Financial Guaranty	Insurers/ Guarantors	Vessel builders, repairers, scrappers, lessors, and sellers should ask their insurers to complete this form to show that they have adequate working capital and net worth to be self-insured to meet the applicable liability limits when applying for a Master Certificate.

6400 Time

A time unit shall be established during an incident to be primarily responsible for personnel and equipment time recording. The accurate reporting of time for personnel and equipment shall be conducted in the following manner:

Personnel

1. Establish and maintain a file for personnel time reports within the first operational period. Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period. Maintain a log of excessive hours worked and give to Time Unit Leader daily.
2. Ensure that all personnel identification information is verified to be correct on the time report.
3. Post personnel travel and work hours, transfers, promotions, specific pay provisions and terminations to personnel time documents.
4. Ensure that time reports are signed. Close out time documents prior to personnel leaving the incident. Distribute all time documents according to agency policy.

Equipment

1. Advise Ground Support Unit, Facilities Unit, and Air Support Group of the requirement to establish and maintain a file of daily records for equipment time reports. Assist units in establishing a system for collecting these equipment time reports.
2. Post all equipment time tickets within four hours after the end of each operational period.
3. Prepare a Use and Summary invoice for equipment (as required) within 12 hours after equipment arrival at incident.
4. Submit data to Time Unit Leader for cost effectiveness analysis.
5. Maintain current posting on all charges or credits for fuel, parts, services and commissary.
6. Verify all time data and deductions with owner/operator of equipment.
7. Complete all forms according to agency specifications. Close out forms prior to demobilization. Distribute copies per agency and incident policy.

The logistics section of the ICS can arrange to have meals purchased from local establishments (e.g., supermarket deli box lunch) and charge to the OSLTF or Superfund. All personnel that are Temporary Assigned Duty (TAD) at the spill site must have these meals annotated on their orders.

6500 Compensation/Claims

Persons and government agencies which incur damages as a result of discharges or substantial threats of discharges of oil are entitled to compensation, and OPA90 provides for a mechanism to expedite this process. The RP is primarily liable for satisfying legitimate claims expeditiously. If the RP is either unknown, or is unable or unwilling to meet this obligation, or the claim is denied or remains unpaid for 90 days, the NPFC is authorized to evaluate and pay the claim from the OSLTF. This applies to both uncompensated removal costs and uncompensated damages resulting from the discharge. Section 1002 of OPA90 describes damages as including natural resources, real or personal property, subsistence use, revenues, profits and earning capacity, and public services. The RP, as designated by the FOSC, is required to advertise, in a manner directed by the NPFC, the name, address, telephone number, office hours, and work days of the person or persons to whom claims are to be presented and from whom claim information can be obtained. If the RP denies responsibility, proves unwilling or unable to deal with claims, or refuses to advertise, the NPFC will assume the role of responsible party for the purpose of receiving and paying claims. As such, the NPFC will advertise as described above, listing either

their offices in Arlington, VA, or a locally established claims office, as deemed appropriate by the FOSC and NPFC for the case.

If parties have been adversely affected by an oil spill, they may be able to receive compensation. OPA90 defines the conditions under which they may recover costs and damages. To submit a claim they must:

1. Show that the spill meets all OPA requirements. ***Their claims manager cannot process the rest of their claims package until they have proven that the spill meets these requirements.*** (The OPA Claims Requirements checklist provides a step-by-step guide to help you decide if a spill qualifies.)
2. Document their costs and damages from the spill. (See the Types of Claims table below and NPFC website for a list of the kind of claims they can submit.)
3. Forward their claims package to the National Pollution Funds Center, the Coast Guard office responsible for evaluating and approving OPA claims.

Types of Claims

Claim Type	Description	Who Can Submit
Natural Resource Damages (NRD)	Costs for: • Assessing an area's natural resource damages, • Restoring the natural resources, and • Compensating the public for the lost use of the affected resources.	Only specially designated natural resource trustees
Removal Costs	Costs to prevent, minimize, mitigate, or clean up an oil spill. (The costs of cleaning up your own property fall under the category of property damage, not removal costs.)	Clean-up contractors, called Oil Spill Recovery Organizations (OSROs) Federal, State, and local government entities The responsible party Anyone who helped clean up the spill
Property Damage	Injury to or economic loss resulting from destruction of real property (land or buildings) or other personal property. Does not include personal injury!	People or entities who own or lease the damaged property
Boat Damage	Injury to or economic loss resulting from damage to a boat (a subset of property damage).	People or entities who own or lease the damaged boat

Claim Type	Description	Who Can Submit
Loss of Profits & Earning Capacity	Damages equal to the loss of profits or impairment of earning capacity due to the injury, destruction, or loss of property or natural resources	Anyone with loss of profits or income (You do not have to own the damaged property or resources to submit a claim under this category.)
Loss of Subsistence Use of Natural Resources	Loss of subsistence use claim if natural resources you depend on for subsistence use purposes have been injured, destroyed, or lost by an oil spill incident.	Anyone who, for subsistence use, depends on natural resources that have been injured, destroyed, or lost (You do not have to own or manage the natural resource to submit a claim under this category.)
Loss of Government Revenue	Net loss of taxes, royalties, rents, fees, or net profit shares due to the injury, destruction, or loss of real property, personal property, or natural resources	Federal agencies States Local governments
Increased Public Services	Net costs of providing increased or additional public services during or after removal activities, including protection from fire, safety, or health hazards, caused by a discharge of oil or directly attributable to response to the oil spill incident	States Local governments

6600 Procurement

The Procurement Unit is responsible for the following functions:

- Negotiate, coordinate, document, and manage all contracts needed to support response operations.
- Manage, coordinate, document, and account for all procurement orders needed to support response operations.
- Manage, coordinate, document, and account for all payments made to support response operations.
- Identify additional resources and logistics support needed to accomplish contracting and procurement services.
- Report on the status of contracting, procurement, and payment services.
- Administer all financial matters pertaining to vendor contracts.

Contracting Officer Authority

See Section 6220.

6700 Reserved

6800 Reserved

6900 Reserved Area/District

9000 Appendices

9100 Emergency Notifications

The purpose of an Emergency Notification List is to centralize information about agencies, groups, trustees, organizations, and points of contact that play a role in environmental response. This appendix serves as a job aid for any person seeing and/or receiving first notification of an oil spill, hazardous material release, marine fire, vessel salvage, and/or Weapons of Mass Destruction event (detonation). All federal, state, and local agencies are hereby reminded that "cross notification" is highly desired as redundant means assuring the entire response community is activated.

This appendix is organized as follows:

9110 Required Emergency Notifications

9120 Federal On-Scene Coordinator's Notifications

9130 Recommended Spill Report Form

9200 Personnel and Services Directory

9210 Federal Agency Points of Contact

9220 State Agency Points of Contact

9230 Local Agency Points of Contact

9240 Additional Resources/OSROs

9300 Draft Incident Action Plans

9110 Required Emergency Notifications

Completed	Date/Time	Initials	Entity Notified	Point of Contact	Date Verified
			National Response Center	(800) 424-8802	*20 August 2020*
			USCG Sector Virginia Command Center	(757) 638-6641	*20 August 2020*

Completed	Date/Time	Initials	Entity Notified	Point of Contact	Date Verified
			Virginia Emergency Operations Center *(for incidents occurring in VA's jurisdiction)*	(800) 468-8892	*20 August 2020*
			Municipal Fire Department Hazardous Materials Response *(above the RQ)*	911	*20 August 2020*

9120 Federal On-Scene Coordinator's Notifications

Oil, Hazardous Substance, and Maritime Firefighting Incidents:

Verification that caller has made Required Emergency Notification					
Completed	**Date/Time**	**Initials**	**Entity Notified**	**Point of Contact**	**Date Verified**
			National Response Center	(800) 424-8802	*20 August 2020*
			USCG Sector Virginia Command Center	(757) 638-6641	*20 August 2020*
			Virginia Emergency Operations Center *(for incidents occurring in VA's jurisdiction)*	(800) 468-8892	*20 August 2020*
			Maryland Department of the Environment *(for incidents occurring adjacent to MD's jurisdiction)*	(866) 633-4686	*20 August 2020*
			Municipal Fire Department Hazardous Materials Response *(above the RQ)*	(866) 633-4686	*20 August 2020*

			Maritime Incident Response Team	Bill Burkett Cell: 757-615-6661 Office (757) 683-2199 Tracey Freeman: (757) 646-8444	*20 August 2020*

Notifications to Coast Guard Commands					
Completed	**Date/Time**	**Initials**	**Entity Notified**	**Point of Contact**	**Date Verified**
			USCG District 5 Command Center	(757) 398-6231	*20 August 2020*
			National Strike Force Atlantic Strike Team	Front Desk: (609) 724-0008 ext. 201 OOD: 609-556-9376	*20 August 2020*
			National Strike Force Coordination Center	OOD (primary): (252) 267-2458 Office: (252) 331-6000	*20 August 2020*
			Coast Guard Incident Management Assist Team and Public Information Assist Team	CDO (primary): (757) 448-5572 Other: (757) 858-4290	*20 August 2020*
			Air Station Elizabeth City *(if overflights are required)*	(800) 338-6215 Option #5	*20 August 2020*

Notifications to Resource Trustees & Federal Agencies					
Completed	**Date/Time**	**Initials**	**Entity Notified**	**Point of Contact**	
			US Department of the Interior (DOI)*: Mr. Lindy Nelson Or Valincia Darby	Office: (215) 597-5012 Cell: (215) 266-5155 Office: (215) 597-5378 Cell: (215) 913-6238	*20 August 2020*
			US Department of Commerce/National Oceanic and Atmospheric	Office: (732) 872-3005 Cell:	*15 July 2021*

			Administration Scientific Support Coordinator: Mr. Frank Csulak *(contact for any oil or hazmat release)*	(732) 371-1005	
			Environmental Protection Agency Region III Response Center (VA/MD) Or EPA/Office of Laurie Miller	(215) 814-9016 (215) 814-3225	*20 August 2020*
			Center for Disease Control *(for medical waste)*	(404) 639-3311	*20 August 2020*

** Notify the US Department of the Interior for the following discharges:*

a) Equal or exceed 5K gallons in Atlantic Ocean/Coastal Waters and 1K gallon spill involving inland waters (rivers and lakes and ICW) 33 CFR Section 2.05-20, Navigable Waters.

b) Discharges that affect Department administered facilities, such as National Parks, National Wildlife Refuge system.

c) Discharges that have impacted or threaten populations of federally listed species or designated critical habitats protected under the Endangered Species Act.

d) Discharges that have impacted or threatened Historical Properties protected under National Historic Preservation Act.

e) Discharges that have resulted in fish kills or have impacted migratory birds.

Radiological Incidents:

Level I (Passive Detection)					
Completed	**Date/ Time**	**Initials**	**Entity Notified**	**Point of Contact**	**Date Verified**
			National Response Center	(800) 424-8802	*20 August 2020*
			USCG Sector Virginia Command Center	(757) 638-6641	*20 August 2020*
			Virginia Emergency Operations Center *(for incidents occurring in VA's jurisdiction)*	(800) 468-8892	*20 August 2020*
			Municipal Fire Department Hazardous Materials Response *(above the RQ)*	911	
			US Customs and Border Protection: Port Operations Center	(757) 533-4218	*20 August 2020*

Level II (Radiation source is illegitimate, unknown, or exceeds the safe exposure limits for a Level I Team)					
Completed	**Date/ Time**	**Initials**	**Entity Notified**	**Point of Contact**	**Date Verified**
			National Strike Force Atlantic Strike Team	Front Desk: (609) 724-0008 OOD: (850) 301-5200	*20 August 2020*
			US Customs and Border Protection: *Laboratory Scientific Support*	(407) 975-1780	*20 August 2020*
			VA Emergency Operations Center *(requests for WMD-CST go through VA Emergency Operation Center)*	EOC: (800) 468-8892 or National Guard Joint Operations Center: (804) 236-7704x1	*20 August 2020*
			Maritime Incident Response Team (Office of Bill Burkett)	(757) 683-2199	*20 August 2020*
			Coast Guard Investigative Service (CGIS) Liaison Agent to the Joint Terrorism *(to notify local FBI office when Level II Team is deployed)*	Chesapeake Office: (757) 398- 6268 Office (FBI Dispatch): (757) 455-0100	*20 August 2020*
			US Department of Energy: Radiological Assistance Program (RAP) Team *(to request assistance if the Level II Team cannot identify the source as legitimate; notify NRC if RAP support requested)*	(865) 576-1005 (865) 525-7885	*20 August 2020*

Biological Incidents:

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			National Response Center	Toll Free: (800) 424-8802	*20 August 2020*
			USCG Sector Virginia Command Center	(757) 638-6641	*20 August 2020*
			Virginia Emergency Operations Center *(for incidents occurring in VA's jurisdiction)*	(800) 468-8892	*20 August 2020*
			Municipal Fire Department Hazardous Materials Response *(above the RQ)*	911	
			US Customs and Border Protection: Port Operations Center	(757) 533-4218	*20 August 2020*
			Center for Disease Control and Prevention: *(Washington, DC Quarantine Station)*	(404) 639-3311 (800) 232-4636	*20 August 2020*
			VA Emergency Operations Center *(requests for WMD-CST go through VA Emergency Operation Center)*	EOC: (800) 468-8892 or National Guard Joint Operations Center: (804) 236-7704x1	*20 August 2020*
			Coast Guard Investigative Service (CGIS) Liaison Agent to the Joint Terrorism *(to notify local FBI office when Level II Team is deployed)*	Chesapeake Office: (757) 398- 6268 Office (FBI Dispatch): (757) 455-0100	*20 August 2020*
			VA Department of Health *(Norfolk Health District)*	Office: (757) 683-2497 Cell: (757) 435-5809 (757) 406-0282	*20 August 2020*

9130 Recommended Spill Report Form

This form has been developed to assist agencies and reporting parties in gathering, reporting, and documenting the information most commonly needed in emergency reports. The use of this form is not mandatory; all entities are free to use whatever report/data capture form they find most useful.

Initial Assessment Questions	Information
Date and Time of Call	
Caller Name	
Caller Address	
Caller Phone Number	
Name of Person taking the Report	
Name of Potentially Responsible Party	
Name of vessel/facility, railcar/truck number or other identifying information.	
Type and size of vessel/facility	
Total quantity of fuel/chemical onboard or in tank	
Nationality (vessel only)	
Location of incident (i.e., street address, lat/long, mile post)	
Date and time of incident (or when discovered)	
Description of spill (i.e., size, color, smell, etc.)	
Type of incident (i.e., explosion, collision, tank failure, grounding, etc.)	
Material spilled	
Source of material spilled	
Estimated amount spilled	

Initial Assessment Questions	Information
Total potential quantity that could be spilled (i.e., total quantity in tank or on board)	
Environmental media impacted or potentially impacted by spill (i.e., air, water, ground/soil)	
Weather/sea conditions	
Point of contact (i.e., Responsible Party name, phone number, and address)	
Vessel/facility agent(s) (i.e., name and phone number)	
Name and contact information of insurance carrier	
Number and type of injuries or fatalities	
Description of who is on-scene and what response activities are being conducted or have been completed	
Have evacuations occurred?	
Agencies notified	

9200 Personnel and Services Directory

Virginia Area Committee Co-Chairs and Executive Committee Members					
Completed	**Date/ Time**	**Initials**	**Entity Notified**	**Point of Contact**	**Date Verified**
			Sector VA Comms Center	(757) 638-6641	*20 August 2020*
			Valincia Darby State On-Scene Coordinator Area Committee Co-Chair *Virginia Department of Environmental Quality*	Office: (215)-597-5378 Cell: (215) 913-6238	*20 August 2020*
			Frank Csulak Area Committee Executive Member *National Oceanic and Atmospheric Administration*	Cell: (732) 371-1005	*15 July 2021*
			Christine Wagner	(804) 337-3049	

Virginia Area Committee Co-Chairs and Executive Committee Members					
Completed	**Date/ Time**	**Initials**	**Entity Notified**	**Point of Contact**	**Date Verified**
			Area Committee Executive Member On-Scene Coordinator *Environmental Protection Agency*		*20 August 2020*

9210 Federal Agency Points of Contact

Completed	Date/Time	Initials	Entity Notified	Point of Contact	Date Verified
			Environmental Protection Agency Region III Response Center (VA/MD)	EPA: (215) 814-9016 Office of Laurie Miller: (215) 814-3225	*20 August 2020*
			Center for Disease Control	(404) 639-3311 0800-2000: (800)-232-4636	*20 August 2020*
			USCG Sector Virginia	CDO: (757) 638-6641	*20 August 2020*
			US Department of the Interior (DOI)*: *Mr. Lindy Nelson* *Or* *Ms. Valincia Darby*	Office: (215) 597-5012 Cell: (215) 266-5155 Office: (215) 597-5378 Cell: (215) 913-6238	*20 August 2020*
			US Department of Commerce/National Oceanic and Atmospheric Administration Scientific Support Coordinator: Mr. Frank Csulak	Office: (732) 872-3005 24 hr. Cell: (732) 371-1005	*20 August 2020*

Completed	Date/Time	Initials	Entity Notified	Point of Contact	Date Verified
			(oil discharge: potential/actual discharge ≥ 1,000 gallons; hazmat release: potential/actual ≥ 500 gallons)		
			National Marine Fisheries Service Section 7 Endangered Species Act *Greater Atlantic Regional Fisheries Office* *55 Great Republic Drive* *Gloucester, MA 01930*	Julie Crocker Office: (978) 282-8480 Cell: (978) 559-9664 Mendy Garron (marine mammal health and stranding response program): (978)282-8478	*20 August 2020*
			US Fish and Wildlife Service	State Coordinator (Bridgett Constanzo): (804) 824-2416 Project Biologist: (804) 824-2409	*20 August 2020*
			US Naval On-Scene Coordinator	Navy Information Center: (757) 444-0000	*20 August 2020*
			US Customs and Border Protection: *Port Operations Center*	(757) 533-4218	*20 August 2020*
			Federal Emergency Management Agency	Region 3 Line: (215) 931-5500	*20 August 2020*
			US Navy Supervisor of Salvage and Diving: *2531 Jeff Davis Hwy. Arlington, VA 22202*	(202) 781-3889	*20 August 2020*

Completed	Date/Time	Initials	Entity Notified	Point of Contact	Date Verified
			USCG Salvage Engineering Response Team (SERT)	24 hr.: (202) 327-3985 SERT.Duty@uscg.mil	*20 August 2020*
			USCG Claims Hotline	(800) 280-7118	*20 August 2020*
			National Pollution Fund Center Duty Officer	(202) 494-9118	*20 August 2020*

9220 State Agency Points of Contact

Completed	Date/Time	Initials	Entity Notified	Point of Contact	Date Verified
			VA Emergency Operations Center	(800) 468-8892	*20 August 2020*
			VA Department of Environmental Quality State On-Scene Coordinator: *Mr. John Giese* Piedmont Regional Office: Jeremy Kazio Tidewater Regional Office: John Settle	(804) 698-4287 john.giese@deq.virginia.gov (804)-527-5020 Jeremy.Kazio@deq.virginia.gov (757)-518-2077 John.Settle@deq.virginia.gov	*20 August 2020*
			VA Marine Resource Commission	(757) 247-2200 (757) 247-2265	*20 August 2020*
			VA Department of Historic Resources Office of Review and Compliance: *Mr. Roger Kirchen* Tidewater Regional Preservation Office: *Ms. Pam Schenian*	(804) 482-6091 roger.kirchen@dhr.virginia.gov (757) 886-2818 pam.schenian@dhr.virginia.gov	*20 August 2020*

			VA Department of Environmental Management Public Information Officer: *Mrs. Lauren Opett* Chief of Hazardous Materials Program: *Mr. Tom Jordan*	Front Desk: (804) 267-7600	*15 July 2021*
			MD Department of the Environment	(866) 633-4686	*20 August 2020*
			MD Department of Planning Historical Trust	(410) 697-9556 Or Duty: (410) 697-9584	*20 August 2020*

9230 Local Agency Points of Contact

Directory of Virginia Local Emergency Managers**:**
http://www.vaemergency.com/library/directories/index.cfm

9240 Additional Resources/OSROs

See also Section 5000.

Salvage Companies:

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Chesapeake Bay Diving Center: *655 Mount Vernon Ave.* *Portsmouth, VA 23707*	(757) 397-0422	*20 August 2020*
			Crofton Diving Corporation: *Bob Crofton* *16 Harper Ave.* *Portsmouth, VA 23707*	(757) 397-1131	*20 August 2020*
			Donjon Marine Co., Inc. (VA office): *100 Central Ave.* *Hillside, NJ 07205*	(703) 299-0081	*20 August 2020*

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Safe Harbor Marine Services, Inc.: *167 Hicksville Rd.* *Mathews, VA 23109*	Office: (804) 725-0453 Duty: (804) 815-8335	*20 August 2020*

Towing Companies:

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Robbins Maritime: *Ray Robbins* *914B Pearl St.* *Norfolk, VA 23523*	(757) 494-1707	*20 August 2020*
			Lockwood Marine: *John Schaffner* *220 Salters Creek Rd.* *Hampton, VA 23661*	(757) 722-1946 24 hr.: 757-879-0693	*20 August 2020*
			McAllister Towing of VA: *Capt. Elliott Westall (General Manager)* *Capt Dean Fabian (Operations Officer* *914 A Pearl St Norfolk , VA 23523*	24 hr.: (757) 627-3651	*20 August 2020*
			Moran Towing of VA: *Mark Vanty* *1901 Brown Ave.* *Norfolk, VA 23504*	24 hr.: (757) 625-6000 www.morantug.com	*20 August 2020*
			Norfolk Dredging Company: *Steve Newton* *110 N Centerville Turnpike Chesapeake, VA 23320*	Office: (757) 547-9391	*20 August 2020*
			Sea Tow Services of Hampton: *4701-103 Shore Dr.. Virginia Beach, VA 23455*	Main Dispatch: (757) 496-1999	*20 August 2020*

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Tow Boat US Gwynn's Island: *167 Hicksville Rd* *Mathews, VA 23109*	Office: (804) 724-4633 Duty: (804) 815-8333	*20 August 2020*
			Tow JAMM Marine, Inc.: *6461 Bozman Neavitt Rd.* *Neavitt, MD 21652*	(410) 745-3000	*20 August 2020*

Port Authority/Harbormasters/Pilots:

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Chesapeake Port Authority: *Department of Economic Development* *501 Independence Pwky.* *Suite 200* *Chesapeake, VA 23320*	(757) 382-8040	*20 August 2020*
			Port of Richmond, Richmond Marine Terminal: *Martin Moynihan, CAPT USCG (RET)* *Executive Director* *5000 Deepwater Terminal Rd.* *Richmond, VA 23234*	(804) 726-3093	*20 August 2020*
			Joint Expedition Base Little Creek/Fort Story Environmental Division 1450 Gator Blvd., Suite 100 Virginia Beach, VA 23459	(757) 444-2324 ext. 4 Emergency: (757) 462-4444	*20 August 2020*
			Norfolk Amphibious Base Little Creek: *Operations Department* *Norfolk, VA 23511*	(757) 462-7791	*20 August 2020*

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Naval Base Norfolk (Harbormaster): *1653 Morris St. Norfolk, VA 23511*	(757) 445-4426	*20 August 2020*
			VA Port Authority: *600 World Trade Center Norfolk, VA 23510*	(757) 683-8000 or (800) 446-8098	*20 August 2020*
			VA Port Authority Port Police at Terminals	(757) 683-2195	*20 August 2020*
			Chesapeake and Interstate Pilots Association	(757) 855-2733	*20 August 2020*
			Virginia Pilots Association	Fort Story Tower (757) 233-3020 Dispatcher: (757) 233-3014 Office: (757) 496-0995	*20 August 2020*
			Association Of Maryland Pilots	(410) 342-6013	*20 August 2020*

OSROs:

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Accurate Marine Environmental, Inc.: *3965 Burtons Point Rd. Portsmouth, VA 23704*	Fax: (757) 393-5845	*20 August 2020*
			Clean Harbor Environmental Service: *804 J Industrial Ave. Chesapeake, VA 23324*	(800) 645-8265	*20 August 2020*
			Clean Venture/Cycle Chem: *217 South First St. Elizabeth, NJ 07206*	(908) 355-5800 Duty: (732) 815-0220	*20 August 2020*

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Industrial Marine Service, Inc.: HEPACO *1301 Marsh St.* *P.O. Box 1779* *Norfolk, VA 23501*	24-Hour: (800) 888-7689 (757) 543-5718 Fax: (757) 543-4561	*20 August 2020*
			LCM Corporation: *11 Ranhorne Court* *Hampton, VA 23661*	Office: (757) 380-5583 24 HR: (800) 774-5583	*20 August 2020*
			Marine Spill Response Corporation *220 Spring St.* *Herndon, VA 20170*	(800) 645-7745 Response Manager Tim Sporel: (757)-619-1293	*20 August 2020*
			National Response Corporation: *3500 Sunrise Hwy* *Suite T103* *Great River, NY 11739*	(631) 224-9141	*20 August 2020*
			PetroChem Recovery Services: *Fay Michael* *635 Maltby Ave.* *Norfolk, VA 23501*	(800) 723-6951	*20 August 2020*

Laboratories:

Completed	Date/Time	Initials	Entity Notified	Point of Contact	Date Verified
			Air, Water & Soil Laboratories, Inc.: *1941 Reymet Rd.* *Richmond, VA 23230*	(804) 358-8295 www.awslabs.com	*20 August 2020*
			Commonwealth of VA: *VA Department of General Services* *Division of Consolidated Laboratory Services* *600 North 5th St.* *Richmond, VA 23219*	(804) 786-3311	*20 August 2020*

Completed	Date/Time	Initials	Entity Notified	Point of Contact	Date Verified
			Jennings Laboratories, Inc.: *Chemical-Microbiological Analytical Testing* *1118 Cypress Ave.* *Virginia Beach, VA 23451*	Jack Thompson: (757) 425-1498	*20 August 2020*
			Marine Safety Laboratory: *Commanding Officer, USCG* *Marine Safety Laboratory* *1 Chelsea St new London, CT 06320*	(860) 271-2704	*20 August 2020*
			Universal Laboratories: *Full Service Analytical Laboratory* *Environmental Sampling & Analysis* *20 Research Dr.* *Hampton, VA 23666*	(800) 695-2162 (757) 865-0880 (24 hr.) Danny Sorten: 757-236-1613 (24 hr.) Carol Zeno: 757-236-1611 (24 hr.) Geoff Hishelwood: 757-236-1612	*20 August 2020*

Fish and Wildlife Response:

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Tri-State Bird Rescue & Research: *110 Possum Hollow Rd.* *Newark, DE 19711*	(302) 737-9543	*20 August 2020*

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Virginia Beach SPCA: *3040 Holland Road Virginia Beach, VA 23453*	(757) 478-0532	*20 August 2020*
			Wildlife Response, Inc.: *P.O. Box 2904, Chesapeake, VA 23327*	(757) 543-7000	*20 August 2020*
			VA Marine Science Museum Emergency Stranding Program: *711 General Booth Blvd. Virginia Beach, VA 23451*	(757) 385-7576	*20 August 2020*

Marine Environmental Non-Governmental Organizations:

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Back Bay Restoration Foundation: *3022 New Bridge Rd. Virginia Beach, VA 23456*	(757) 619-6429	*20 August 2020*
			Center for Health, Environment, and Justice: *P.O. Box 6808 Falls Church, VA*	(703) 237-2249	*20 August 2020*
			Chesapeake Bay Foundation: *Virginia Office 1001 East Maine St. Suite 815 Richmond, VA 23219*	(804) 780-1392	*20 August 2020*
			Clean Water Action: *4455 Connecticut Ave., NW A-300*	(202) 895-0420	*20 August 2020*

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Washington, D.C. 20008		
			Historic Land Conservatory, Concerned Citizens for Improvement, Inc.: *P.O. Box 66 Painter, VA 23420*	(757) 442-3524	*20 August 2020*
			Historic Rivers Land Conservancy: *5000 New Pint Rd. Suite 3101 Williamsburg, VA 23188*	(757) 565-0343	*20 August 2020*
			Lower James River Association: *4833 Old Main St. Richmond, VA 23231*	CEO: (804) 788-8811 ext. 201 (757) 856-1241	*20 August 2020*
			Mariners Museum: *100 Museum Dr. Newport News, VA 23606*	(757) 596-2222 (800) 596-2222	*20 August 2020*
			National Audubon Society: *11100 Wildlife Center Dr. Reston, VA 20190*	(844) 428-3826	*20 August 2020*
			The Nature Conservancy: *VA Chapter 490 Westfield Rd. Charlottesville, VA 22903*	(434) 295-6106	*20 August 2020*
			Save Our Streams VA: *707 Conservation Ln. Gaithersburg, MD 20878*	(301) 548-0150	*20 August 2020*
			Southern Environmental Law: *201 West Main St. Suite 14*	(434) 977-4090	*20 August 2020*

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Charlottesville, VA 22902		
			VA Canals & Navigations Society: *3806 Amhurst Hwy. Madison Heights, VA*	(804) 598-3989 (703) 356-4027	*20 August 2020*
			VA Living Museum: *524 J. Clyde Morris Blvd. Newport News, VA 23601*	(757) 595-1900	*20 August 2020*
			VA Aquarium & Science Center: *711 General Booth Blvd. Virginia Beach, VA 23451*	(757) 385-3474	*20 August 2020*
			VA Outdoors Foundation: *600 E. Main St Suite 402 Richmond, VA 23219*	(804) 225-2756	*20 August 2020*
			VA Recreation & Park Society, Inc.: *6372 Mechanicsville Turnpike. Mechanicsville, VA 23111*	(804) 730-9447	*20 August 2020*

Volunteer Organizations

See Volunteer Management Plan Annex.

9250 Political Representatives Directory

Commonwealth of Virginia:

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Office of the Governor:	(804) 786-2211	*20 August 2020*

Completed	Date/ Time	Initials	Entity Notified	Point of Contact	Date Verified
			Congressmen	http://www.house.gov/	

9300 Incident Action Plans

The following two IAPs are good examples to help an IMT get established in the first several operation periods of a response:

- PREP FSE IAP 2006 – Vessel collision discharge scenario
- PREP FSE IAP 2009 – Pipeline discharge scenario

9400 Area Planning Documentation

9410 Discharge and Release History

Incident Name: THE CHESAPEAKE BAY OIL SPILL
Type: MAJOR OIL SPILL
Date / Year: **February 2, 1976**
Source: Tank Barge STC-101
Incident Summary: Tank Barge STC-101 sank in a storm near the mouth of the Potomac River (3.5 miles from Smith Point Light) resulting in the release of approximately 250,000 gallons of Number 6 fuel oil. The oil contaminated extensive beach and marsh areas on both sides of the bay. The spill caused an estimated 20,000 – 50,000 waterfowl fatalities.

Incident Name: COLUMBUS AMERICA – NEPTUNE JADE COLLISION
Type: MEDIUM OIL SPILL / POTENTIAL MAJOR
Date / Year: **July 2, 1990**
Source: C/S COLUMBUS AMERICA
Incident Summary: Cargo ships COLUMBUS AMERICA (635 feet) and NEPTUNE JADE (800 feet) collided in a thunderstorm four miles north of Norfolk and east of the Hampton Roads Bridge Tunnel (HRBT). Both ships were extensively damaged. COLUMBUS AMERICA, holed below the water line, released about 30,000 gallons of No. 4 heavy fuel oil from the vessel's fuel tanks. Oil coated boats and piers in downtown Norfolk and Portsmouth, and over 7 miles of beaches were oiled in Norfolk's Ocean View.

Incident Name: T/V ISOMERIA
Type: MEDIUM OIL SPILL / POTENTIAL MAJOR
Date / Year: **March 22, 1994**
Source: Tank Ship
Incident Summary: British-flagged Liquefied Petroleum Gas tank vessel ISOMERIA suffered a crack in a fuel tank, resulting in a spill of 12,000 gallons of oil into the Southern Branch of the Elizabeth River in Norfolk, VA.

Incident Name: VANE BROTHERS FUEL BARGE

Type: POTENTIAL MAJOR OIL SPILL
Date / Year: **February 3, 2003**
Source: Tank Barge
Incident Summary: A Tank Barge carrying 1,090,000 gallons of gasoline grounded in the Chesapeake Bay at 38-12N and 75-58.8 W. Vessel was safely refloated with no oil released.

Incident Name: T/V BOW MARINER
Type: MAJOR OIL SPILL / MAJOR HAZMAT SPILL
Date/ Year: **February 28, 2004**
Source: T/V BOW MARINER
Incident Summary: T/V BOW MARINER - Singapore-flagged chemical tanker enroot from Linden, NJ to Texas City, TX partially loaded with a cargo of 3.2 million gallons ethyl alcohol (ethanol). During underway tank cleaning operations of residual MTBE (methyl tert butyl ether) previously carried in 22 cargo tanks and recently offloaded, the vessel exploded and sank 45 NM east of Virginia. 21 of 27 crewmembers perished. Six abandoned ship into a life raft and were rescued by the USCG. BOW MARINER spilled its entire cargo of 3.2 million barrels of ethyl alcohol into the ocean, along with a significant portion of its heavy fuel oil (193,000 gallons), diesel fuel (42,000 gallons) and lubricating oils. The seriousness of the resulting oil spill was lessened by the tendency of ethanol to evaporate and favorable winds and cold water blowing the heavy oil out to sea where it would congeal and sink into cooler, deeper waters.

Incident Name: VANE LINE BUNKERING - TANK BARGE VB 53
Type: MEDIUM OIL SPILL / POTENTIAL MAJOR
Date / Year: **May 8, 2005**
Source: T/B VB 53
Incident Summary: Tank Barge VB-53, owned by Vane Line Bunkering, Inc. of Baltimore, MD was being pushed south on the James River by the tug CHARLES BURTON in an area known as Kingsland Reach, on the upper James River near Richmond, when it ran hard aground. The 300 foot barge, carrying 40,000 barrels (1,680,000 gallons) of diesel sustained two bottom fractures in the number one and two portside tanks, and released approximately 25,000 gallons of diesel oil. Response and recovery efforts lasted 7 days with approximately 9,600 gallons of the spilled product recovered.

Incident Name: VANE LINE BUNKERING – ASPHALT BARGE
Type: MAJOR OIL SPILL
Date / Year: **November 2005**
Source: Tank Barge
Incident Summary: A Tank Barge owned by Vane Line Bunkering, Inc. of Baltimore, MD was being pushed south on the James River by the tug BARBARY COAST approximately 5 miles south of Richmond, when it ran aground. The 250 foot barge spilled 120,000 gallons of liquid asphalt into the James River.

OTHER INCIDENTS OF NOTE – VIRGINIA - EPA INLAND ZONE

Incident Name: COLONIAL PIPELINE – RAPPAHANNOCK RIVER
Type: MAJOR OIL SPILL
Date / Year: **1991**
Source: Pipeline
Incident Summary: A pipeline owned by Colonial Pipeline Company spilled more than 200,000 gallons of kerosene near Fredericksburg, Va., contaminating the Rappahannock River and closing the city's water treatment plant for nine days. The failure was attributed to "pipeline fatigue."

Incident Name: COLONIAL PIPELINE – SUGARLAND RUN
Type: MAJOR OIL SPILL
Date / Year: **1993**
Source: Pipeline
Incident Summary: A pipeline owned by Colonial Pipeline Company failed, spilling 407,000 gallons of diesel fuel near and into Sugarland Run Creek, a tributary of the Potomac River near Reston, Va. The pipeline may have been damaged by a construction project near the line, and the leak stemmed from a slight rupture that gradually worsened.

Incident Name: LYNCHBURG TRAIN DERAILMENT
Type: EXPLOSION / FIRE / POTENTIAL MAJOR OIL SPILL
Date / Year: **April 29, 2014**
Source: CSX Crude Oil Unit Train
Incident Summary: 17 cars of a 105-car CSX unit train laden with Bakken Crude Oil derailed near Ninth and Jefferson streets in downtown Lynchburg, Virginia sending three cars into the James River. A massive explosion and fire followed, and officials evacuated a wide swath of the downtown area. No one was injured. The majority of the estimated 30,000 gallons of Bakken Crude Oil spilled was consumed by the fire.

9420 Risk Assessment

The following areas are identified as areas of concern (in addition to scenario situations) with specific response strategies:

Plains Marketing, Yorktown, VA

In the event of a large pollution incident in or around the Plains Marketing pier, the following action should be considered by the FOSC:

a. Confine as much pollutant as possible in the immediate area through use of oil containment booms.

b. Consult NOAA for current and predicted climatological, hydrological, and oceanographic conditions.
c. Ensure local officials are notified.
d. Consider protecting water intake areas at Western Refinery; Virginia Power Company, Yorktown; and city owned-intakes with boom.
e. In order to protect known marinas and environmentally sensitive areas, consider extending containment booms across the mouth of:
    a. Wormly Creek
    b. Perrin River
    c. Sarah's Creek
    d. Thoroughfare to Back and Claxton Creeks
f. Consider defection boom to protect intertidal marsh on Goodwin Islands. Also consider placement of bird warning devices on Goodwin Island.
g. Consider placement of containment booms along Yorktown public beach area. Notify local Health Department for possible beach closure.
h. Notify National Park Service at Yorktown Historic Park.

Craney Island (Naval Fuel Depot)

In the event of a large pollution incident at Craney Island, the following actions should be considered by the FOSC:

a. Confine as much pollutant as possible in the immediate area through use of oil containment boom. Consider corralling the oil in the spoil-handling basin north of the fuel depot or in the small bay in front of Craney Island Creek.
b. Consult NOAA and NRC for current and predicted climatological, hydrological, and oceanographic conditions.
c. Consider placement of containment boom at water intakes as listed in the GRP.
d. Consider placement of booms to prevent entry of oil into environmentally sensitive areas of Craney Island Creek, Lafayette River, the Western and Southern branches of the Elizabeth River, and Scotts Creek. Also, consider deflecting boom off the northern end of Craney Island to protect oyster beds in the James River.

Southern Branch of the Elizabeth River

In the event of a large pollution incident on the Southern Branch of the Elizabeth River, the following should be considered by the FOSC:

a. Confine as much pollutant as possible in the immediate area through the use of containment boom.
b. Consult NOAA and NRC for current and predicted climatological hydrological, and oceanographic conditions.
c. Consider placement of boom at water intakes according to GRP.
d. Notify ACOE located at the Great Bridge locks leading to ICW.
e. Contact bridges to regulate vessel and vehicular traffic.

Lynnhaven Area

In the event of a large pollution incident in the Lynnhaven Roads area, the following actions should be considered by the FOSC:

a. Lynnhaven Inlet is very popular with boating, fishing and watersport enthusiasts. It is characterized as environmentally sensitive with extensive fringing and intertidal marshes, numerous marinas and bird nesting areas. Alert local marinas, watermen's' associations, and federal/state wildlife agencies of potential problems associated with a spill in this area.
b. Significant currents are found in the Inlet. Refer to GRP for details.
c. Notify Virginia Pilot Association, which operates out of Lynnhaven Inlet.
d. At flood tide, deflect as much pollutant as possible from entering the Inlet by positioning boom in a cascading configuration, thus creating a viable collection point.
e. During ebb tidal flow, a similar cascade boom arrangement should provide ample collection and allow Virginia Pilots access to Chesapeake Bay.

9430 Planning Assumptions – Background Information

[This area is reserved for further development by the AC.]

9440 Planning Scenarios

For planning and response purposes, the Area Committee has developed scenarios for each of the major regions of the COTP AOR. For areas that do not contain Facility or Vessel Response Plans with Worst Cases or Maximum Most Probable Case scenarios, Most Probable Case scenarios have been developed.

Worst Case Discharge in AOR

1. Size of the Discharge.
    a. Based on historical considerations, the worst case discharge for the AOR would be a 16,800,000 gallon spill of #6 fuel oil resulting from a collision in the Smith Point area. Potential hazards from this type of spill include:
        i. Fire
        ii. Health concerns
        iii. Groundwater contamination
        iv. Water source contamination
        v. Recreational and commercial usage impact
        vi. Property damage
    b. A spill occurring in the center of the Chesapeake Bay would impact on a shoreline, no matter which direction it is moved by winds and currents. Nearly the entire shoreline in the central Chesapeake Bay is highly sensitive tidal marsh land that, if oiled, would be nearly impossible to clean. These marshes are

permanent or temporary homes to a wide variety of wildlife, including several endangered species.

c. Important habitat for the oyster, blue crab, spot, and croaker fisheries would likely be impacted. For a complete listing of the environmentally and economically sensitive areas that may be affected by a spill of this size, refer to the GRP Annex.

2. The Event.
    a. The worst case scenario involves a collision of an inbound tanker with an outbound tanker, each loaded with #6 fuel oil. The combined capacity of the vessels is 16,800,000 gallons. The entire capacity of both vessels is discharged.
    b. A major spill in the vicinity of Smith Point on the Chesapeake Bay would present the greatest potential for environmental and economic damage of any potential spill in the COTP AOR.
    c. All types of oil enter the Chesapeake Bay by tankers. The most damaging type would be #6 fuel oil, which is a heavy, sticky, relatively unrefined oil. Although lower in toxicity than some lighter oils, #6 oil is persistent and difficult to clean. Especially in varying temperatures because it changes form, from thick liquid to heavy globs, around 70 degrees Fahrenheit. It would also remain in the public's mind longer because its dark color makes the pollution more evident.
    d. We have assumed a total loss of product, and therefore it will be impossible to secure the source.
    e. Sensitive areas for the Chesapeake Bay are listed in the GRP Annex.
    f. The most damaging time that the spill could occur would be during the spring because of the abundance of nesting, migratory waterfowl, spawning, and development of juvenile finfish in nursery areas. Oiling at this time would not only kill a maximum number of birds, it could also take a heavy toll on unborn or nestlings. The same argument may be applied, to a lesser extent, to fish and shellfish. Also, the adverse impact on the season's fishing and tourist industries would be maximized.
    g. The on-scene weather includes winds from the east at 35 knots and seas at 1.8 knot ebb current.

3. Initial Actions.
    a. Emergency Notifications would be conducted per the Section 9110 Required Emergency Notifications.
    b. An initial on-site investigation will be carried out by the CG.
    c. The Incident Command System will be implemented and a Command Post and Joint Information Center will be established at Sector Virginia. A Mobile Command Post will be set up in the vicinity of the spill, per the GRP Annex.

4. Containment, Countermeasures, Cleanup.
    a. For this incident, all the shoreline that is likely to be impacted is extremely sensitive tidal marsh. If the oil moves east, the oyster producing grounds of Ingram Bay, Rappahannock River, Piankatank River, and Milford Haven would be impacted. The best procedure is to contain and recover as much of the oil as possible before it reaches the beach. Other means of dealing with oil, such as

burning, use of dispersants, and bioremediation, may be considered based on the criteria outlined Section 1640 Alternative Cleanup Technologies.

b. After the spill is reported, the vessels' crews should take initial response actions per their Vessel Response Plans.
c. The first outside response to be made in support of the vessels' crews should involve encircling the vessel and as much of the spill as possible with offshore boom. The next step would be to get skimmers positioned to remove oil from the boomed area. Arrangements must be made for maintenance, crew renewal, and removal of oil from the skimmers. Additionally, since primary containment boom may be subjected to tidal currents greater than 0.7 knots, some entrainment of oil is expected. Additional collection/deflection boom and sorbents will be necessary to prevent this product from moving ashore.
d. Should primary and secondary containment schemes fail, oil will in all likelihood reach the shoreline. Before this occurs, it is particularly important to protect as many of the environmentally sensitive areas as possible. Since the eastern and western shorelines of the Bay contain a number of sensitive areas, it has been decided to protect the most important of these areas first. The AC has recognized that inlet areas contain the widest diversity and number of sensitive resources. Therefore, primary attention will be given to inlet protection. Time and availability of resources will dictate the degree of shoreline protection that will take place. Refer to GRP Annex for details.

5. Shortfalls.
    a. It is difficult to predict the exact amount of response equipment that will be available at the time of the incident.
    b. Most of Virginia's coastal area containment and cleanup resources are located in the Hampton Roads area. Initial response time will be increased by the distance travelled to the site of the spill. Additionally, the lack of beach access roads and ports facilities in this area will make containment, cleanup, and removal processes very difficult.
    c. A spill in this location would likely interfere with shipping both to and from Baltimore and may eventually affect vessels transiting the York River. This interference could last from a few hours to a week or more.

Elizabeth River

1. Size of the Discharge.
    a. Based on historical considerations, the most probable case discharge for the Elizabeth River would be a 65,000 gallons gasoline spill resulting from a shore side pipeline rupture.
    b. Although sensitive resources are present in Virginia on a yearlong basis, their highest concentrations and diversity occur on the Elizabeth River during the spring and summer. For this reason, these seasons present a higher potential for adverse environmental and economic impact.

2. The Event.

a. The most probable case scenario involves a Colonial pipeline which is ruptured by construction/excavation. Approximately 65,000 gallons of gasoline are discharged into a ditch which leads to the Milldam Creek.
b. The scenario location is the Milldam Creek on the Elizabeth River, Southern Branch, near the Gilmerton Bridge.
c. The pipeline discharges 65,000 gallons of gasoline. Under federal classifications, this quantity of fuel would be listed as medium (>10,000 gallons).
d. Since the pipeline is ruptured, it is impossible to secure the source at the point of the discharge. However, personnel monitoring pipeline transfer operations can secure flow once notified of the rupture. The spill would then be limited to the amount of gasoline remaining in the pipe. In this area, the pipeline diameter is 12".
e. Sensitive areas are listed in the GRP Annex.
f. This incident has occurred on a Friday afternoon before a holiday weekend in the summer.
g. The on-scene weather conditions are as follows: prevailing easterly winds at 10-15 knots, air temperature is 95 degrees Fahrenheit, seas choppy at 1-3 feet.

3. Considerations.
There are several issues that need to be considered for a response to this situation:
a. In light of gasoline's properties, the highest risk in this response effort will be to response personnel. Although environmental resources are represent, the area is highly industrialized, and the number and diversity of these resources is limited. Steps include the development of a comprehensive site safety plan, the presence of a safety/hazard monitoring officer, the requirement of adequate PPE, and proper notification of all residential and commercial areas in the vicinity.
b. Where is the spilled oil headed? What kind of environmental resources will be impacted? The SSC can assist with spill trajectory models and environmental sensitivity information. In addition, the USFWS can provide up-to-date information on endangered species in the area, and the Virginia Institute of Marine Science can provide resource mapping information.
c. What is the best way to handle boating traffic in the area? Will sections of the river need to be closed? This is particularly important in this area because of the amount of commercial and recreational traffic. Should this be necessary, the FOSC is authorized under his/her COTP authority to close portions of the Port to traffic.
d. How will facilities with water intakes be notified?

James River

1. Size of the Discharge.
a. The most probable case discharge for the James River would be a 10,000 gallon #4 fuel oil spill resulting from a barge allision with the Benjamin Harrison Memorial Bridge (VA 156).
b. Although sensitive resources are present in Virginia on a year log basis, their highest concentrations and diversity occur on the James River during the spring

months. Commercial fishing increases during the months of March and April. These months present the highest threat for an incident to occur and the highest potential for environmental and economic impact.

2. The Event.
    a. The most probable case scenario involves a tug towing a tank barge transiting the James River. The barge has a 40,000 gallon capacity, and is filled to capacity. The barge allides with the Benjamin Harrison Memorial Bridge (VA 156). The barge's hull is breached, two compartments fail, and 10,000 gallons of #4 fuel oil are discharged.
    b. The location for the scenario is the James River at the Benjamin Harrison Memorial Bridge.
    c. The barge discharges 10,000 gallons of #4 fuel oil. There is potential for the remaining cargo (30,000 gallons) to be discharged. Under federal classifications, this quantity of fuel is classified as a medium discharge.
    d. Since the barge's hull is breached, it is impossible to secure the source. It will be possible though, to pump the remaining cargo from the damaged tank barge to mitigate the 30,000 gallon potential spill.
    e. Sensitive areas for the James River are listed in the GRP Annex.
    f. In light of environmental concerns, the most damaging time of the year for this incident to occur will be during early April. The incident takes place just before sunrise.
    g. The on-scene weather conditions are as follows: prevailing easterly winds at 25-30 knots, air temperature if 45 degrees Fahrenheit, seas are choppy at 1-3 feet.

York River

See the Western Refinery Facility Response Plan for the Worst Case Discharge scenario.

Rappahannock River

1. Size of the Discharge.
    a. Based on historical considerations, the most probable case discharge for the Rappahannock River would be a 6,000 gallon diesel fuel spill resulting from a tank truck accident.
    b. The waters of the Rappahannock River provide economic and aesthetic benefits, and therefore are extremely vulnerable to the effects of any type and magnitude of oil spill. These waters contain an abundance of intertidal marshes and endangered species.

2. The Event.
    a. The most probable case scenario involves a tank truck carrying 6,000 gallons of diesel fuel. The tank truck sideswipes another vehicle and overturns.
    b. The location for the scenario is on the US 17 Bridge over Hoskins Creek in Tappahannock.

c. The tank truck discharges its entire cargo of 6,000 gallons of diesel fuel. Under federal classifications, this quantity of fuel would be listed as minor (less than 10,000 gallons).
d. Initial on-scene personnel are unable to secure the source.
e. Sensitive areas for the Rappahannock River are listed in the GRP Annex.
f. This incident has occurred on a Friday afternoon during the Christmas holiday season.
g. The on-scene weather conditions are as follows: prevailing easterly winds at 25-30 knots, air temperature is 18 degrees Fahrenheit, Hoskins creek has 2 inches of ice, and there is slushy ice on the Rappahannock.

3. Shortfalls.
For this incident there are several shortfalls to be anticipated:
a. It must be noted that there are no pre-staged equipment sites on the Rappahannock River.
b. Frozen or near frozen water would preclude/hinder the deployment of boom, skimmers, and other equipment.
c. Waterborne assets may be limited to those with reinforced icebreaking hulls. These assets may be scare or may take considerable time to respond due to location in reference to the spill.
d. Because of weather conditions, small response vessels may not be a feasible resource.
e. Response time would be increased because of the distance of responders to the scene.
f. Special precautions must be taken to protect the workers from the weather. A comprehensive site safety plan should be developed to address these precautions.

Chesapeake Bay Entrance

1. Size of the Discharge.
a. Based on historical considerations, the maximum most probable case discharge for the Virginia Area would be a 1,000,000 gallon spill of #6 fuel oil mixed with crude in the vicinity of the Chesapeake Bay Entrance.
b. The most damaging time a spill could occur would be during the spring or early summer. During this time, there is an abundance of nesting waterfowl and blue crabs. Oiling at this time would not only kill a maximum number of birds, it would have adverse impacts on the season's fishing and tourists industries.

2. The Event.
a. The maximum most probable case scenario involves a collision of an inbound crude tanker with an outbound barge loaded with #6 fuel oil. The combined capacity of the vessels is 1,000,000 gallons. The total capacity of both vessels is discharged. Under the federal classifications, this quantity would be listed as major (more than 100,000 gallons).

b. Due to the amount of traffic converging in the precautionary area, a collision resulting in a major spill at the mouth of the Chesapeake Bay is the location of this scenario.
c. All types of oil enter the Chesapeake Bay by tankers and tank barges. The most damaging type would be #6 oil. Although lower in toxicity than some lighter oils, #6 oil is persistent and difficult to clean, especially in varying temperatures because it changes form, from thick liquid to heavy globe, around 70 degrees Fahrenheit.
d. We have assumed a total loss of product, and therefore it will be virtually impossible to secure the source.
e. The spill would occur during the spring or early summer.
f. The on-scene weather includes winds from the northeast at 30-40 knots and seas would be 4-6 feet. The temperature would be 70 degrees Fahrenheit.

3. Shortfalls.
    a. Due to the amount of traffic converging in the precautionary area surrounding the Chesapeake Bay Junction Buoy, a collision resulting in a major spill at the mouth of the Bay would result in grave economic damage. A spill in this area would interfere with all commercial and naval shipping entering and leaving the Bay, and with tourism.

9700 References

Place holder for references from District Five and Sector Virginia.