Northwest Regional Contingency Plan (NWRCP)

October 16, 2026

Region 10 Northwest Regional Contingency Plan (NWRCP) Letter of Promulgation

In accordance with the provisions of the Federal Water Pollution Control Act of 1972 as amended by the Clean Water Act of 1977, and Section 105 of the Comprehensive Environmental Response Compensation and Liability Act of 1980, the National Oil and Hazardous Substances Contingency Plan (NCP) was developed by the United States Environmental Protection Agency (U.S. EPA). Section 300.210 of the NCP states that a Regional Contingency Plan shall be prepared for each standard Federal region. The Region 10 Northwest Regional Contingency Plan has been developed with cooperation of all designated Federal Agencies and State governments. This plan provides a mechanism for coordinating responses to releases of oil or hazardous substances within the States of Washington, Oregon and Idaho and with the Tribal lands of the federally recognized Native American Tribes in Region 10.

This plan is effective upon signature and supersedes the previous plan. This revised RCP has been published electronically and is available for viewing or download from the Region 10 Regional Response Team (RRT10) website: https://www.rrt10nwac.com

Comments and recommendations regarding this plan should be addressed to the U.S. EPA and United States Coast Guard Northwest District and RRT10 Coordinators. Requests for amendments and changes will be addressed during regularly scheduled RRT10 meetings.

Brian Meier
USCG Northwest District
Brian.A.Meier@uscg.mil

Lori Muller
EPA Region 10
Muller.Lori@epa.gov

MAKAH TRIBAL COUNCIL
P.O. BOX 115 • NEAH BAY, WA 98357 • 360-645-2201

IN REPLY REFER TO:

Re: Northwest Regional Contingency Plan Letter of Promulgation

The Makah Tribe is located at the Northwest point of the Olympic Peninsula in Washington State, and the current Makah Usual and Accustomed Fishing Area (U&A) covers approximately 1,550 square miles of marine territory in US waters. The 1855 Treaty of Neah Bay reserves the Makah's right to retain and exercise inherent sovereign authority over our treaty-protected area and ownership of the resources therein. The Treaty is the legal agreement between the Makah Tribe and the United States that recognizes the Makah Tribe's status as a sovereign nation and therefore a resource trustee. As a resource trustee, the Makah Tribe is interested in protecting treaty resources, including from oil spills, for the benefit of Makah tribal members.

An oil pollution incident would impact the Makah community differently than it would other US citizens. The Makah culture and well-being have always been closely tied to our relationship with the natural environment, especially the ocean. This relationship to the ocean continues today, in part through our robust and valuable treaty fisheries, which support our local economy, the food security of our community, and our cultural practices and spiritual traditions. An oil spill has the potential to close a fishery, damage habitat within the Makah U&A, and otherwise impact natural and cultural resources within the U&A. Therefore, an oil pollution incident would cause unique losses to our cultural and spiritual traditions, in addition to our economy and food security. Further, Makah fishermen can only exercise the Tribe's treaty-reserved fishing rights within the boundaries of our U&A due to the place-based nature of Makah treaty rights. Makah fishermen cannot go elsewhere to exercise this treaty right the way that non-Makah fishermen may adapt to oil pollution impacts by fishing elsewhere.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) Section 107(f)(1) and the Oil Pollution Act of 1990 (OPA) Section 1006(c)(3) additionally authorize tribal governments to act as Natural Resource Trustees for resources under their jurisdiction. Further, CERCLA Section 126(a) affords tribal governments substantially the same treatment as states for response-related purposes, including roles and responsibilities under the National Contingency Plan. These provisions authorize tribal governments to play a critical role in protecting public health and the environment during hazardous substance releases and oil spill incidents.

As part of the National Response System, the Makah Tribe is developing a Makah Spill Response Plan and has been actively engaged in contingency planning efforts within Region 10. The Makah Tribe also has specific policies regarding dispersant use and in-situ burning that have been accounted for in the Regional Contingency Plan and will dovetail with the future Makah Spill Response Plan.

Following several catastrophic oil spills, the Makah Tribe has dedicated significant resources to oil spill prevention and preparedness. This includes hosting the Neah Bay Emergency Response Towing Vessel (1999), standing up the Office of Marine Affairs to address the risks of oil pollution to the Tribe (2008), and joining the Region 10 Regional Response Team (2008) as the first Tribe to do so. A continuation of this dedication to addressing the risk of oil pollution to Makah treaty resources has included participation in the development of the Region 10 Northwest Regional Contingency Plan, which was developed in partnership with the USCG, EPA, Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians, and states of Washington, Oregon, and Idaho.

This plan serves as guidance to planners and responders preparing for a coordinated federal, state, tribal, and local response to a discharge or a substantial threat of discharge of oil and/or a release of a hazardous substance within Region 10 boundaries and surrounding waters, which includes Makah U&A. The Makah Tribe is dedicated to ensuring this plan appropriately recognizes tribal authorities and is up-to-date and actionable for responders and planners, given its critical importance in protecting Makah treaty resources from the threat of oil spills.

Sincerely,

Timothy J. Greene Sr.
Chairman
Makah Tribal Council

Oregon
Tina Kotek, Governor

Department of Environmental Quality
Headquarters/Portland Administrative Offices
700 NE Multnomah Street, Suite 600
Portland, OR 97232
503-229-5696
TTY 711

October 8, 2026

TO: Region 10 Response Team

RE: Promulgation of the Northwest Contingency Plan (NWRCP) and subordinate plans as the Oregon Hazardous Materials Emergency Response Plan per ORS 466 and ORS 468B

The Northwest Regional Contingency Plan (NWRCP) has been developed in coordination with the Federal, State and Tribal governments of the Region 10 Response Team. This plan provides an overview of the authorities, capabilities and resources for coordinating responses to releases of oil or hazardous substances within the States of Idaho, Oregon, and Washington, and the lands of Native American Tribes. This plan serves as guidance to planners and responders preparing for a coordinated federal, state, tribal, and local response to a discharge or a substantial threat of discharge of oil and/or a release of a hazardous substance within Region 10 Response Team boundaries and surrounding waters. This plan also serves to inform the Region 10 Regional Response Team (RRT10) of the policies and procedures guiding decision making.

The plan has been prepared in accordance with Federal and State the provisions of the Federal Water Pollution Control Act of 1972 as amended by the Clean Water Act of 1977, and Section 105 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, the National Oil and Hazardous Substances Contingency Plan (NCP) and is intended to meet the requirements of ORS 466, ORS 468B, and other state hazardous materials response planning requirements.

The NWRCP has been published electronically and is available for viewing or download from the RRT10 website: https://rrt10nwac.com/

The plan is updated annually, and any comments or recommendations regarding the plan should be addressed to the United States Coast Guard and U. S. EPA RRT Coordinators, or to DEQ's Emergency Response Program. Requests for amendments and changes will be addressed during the annual update cycle.

This letter promulgates the 2026 Region 10 Northwest Regional Contingency Plan, the Sector Columbia River Area Contingency Plan, and the NW Inland Area Contingency Plan, effective October 8, 2026.

Kyrion Gray

RRT Representative

DEQ Emergency Response Program Manager

Don Pettit

Regionwide Planning Committee Representative

DEQ Senior Emergency Response Planner

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY
PO Box 47600, Olympia, WA 98504-7600 • 360-407-6000

Subj: WASHINGTON STATE PROMULGATION OF THE NORTHWEST REGIONAL CONTINGENCY PLAN

1. The Northwest Regional Contingency Plan (NWRCP) is Washington State's master oil and hazardous substance spill prevention and contingency plan required under RCW 90.56.060.

2. The NWRCP is intended to promote regional consistency for responders operating across multiple jurisdictions. The policies and procedures contained within this plan apply to all oil and hazardous material spill responses in Washington State.

3. The NWRCP was developed in accordance with the requirements and intent of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and applicable federal regulations. This plan was also developed in accordance with the requirements and intent of RCW 90.56, RCW 88.46, and applicable state regulations.

4. Washington State is committed to coordinated, collaborative planning that engages the response community, applies lessons learned from spills and drills, and incorporates public input through a formal comment process during routine plan maintenance.

10/14/2026

Carlos Clements
Program Manager
Spill Prevention, Preparedness, and Response Program

10/14/2026

Matt Bissell
Preparedness Section Manager
Spill Prevention, Preparedness, and Response Program

REQUIRED NOTIFICATIONS BY SPILLER

All spills of oil or hazardous substances into navigable waters, as defined by the Clean Water Act (CWA), and all spills of a reportable quantity of hazardous substances (40 CFR Part 302) must be immediately reported by the spiller to the National Response Center (NRC). The NRC will contact appropriate local U.S. Coast Guard (USCG) or U.S. Environmental Protection Agency (EPA) offices. Notifying state offices does not relieve the spiller from federal requirements to notify the NRC nor vice versa.

National Response Center (NRC)

1-800-424-8802

All spills of oil or hazardous substances into Washington State waters must be immediately reported to the Washington State Emergency Management Division (WEMD).

The Washington State Emergency Management Division
24-hour Emergency Spill Response
1-800-258-5990
1-800-OILS-911

Or

Washington State Department of Ecology Region Offices
Northwest Office, Shoreline: 1-206-594-0000
Southwest Office, Olympia: 1-360-407-6300
Central Office, Union Gap: 1-509-575-2490
Eastern Office, Spokane: 1-509-329-3400

The owner or operator of a regulated vessel must notify the state of any vessel emergency that results in the discharge or substantial threat of discharge of oil to state waters or that may affect the natural resources of the state within one hour of the onset of that emergency.

All spills of a reportable quantity of oil or hazardous substances in Oregon must be reported by the spiller to:

The Oregon Emergency Response System (OERS)

24-hour Emergency Spill Response

1-800-452-0311 or 1-800-OILS-911 (in Oregon)

The party responsible for a spill of oil or hazardous substances in Idaho State is required by Idaho State law to notify the following:

Idaho Office of Emergency Management (IOEM)/

Idaho Emergency Medical Services (EMS)

24-hour Emergency Notification

911 (for emergencies)

1-800-632-8000 (in Idaho)

1-208-846-7610 or 1-800-632-8000 (outside Idaho)

For spills and Marine Casualties (defined by 46 CFR 4.03) in coastal navigable waters of Puget Sound, Strait of Juan de Fuca, and the Washington Coast north of the Queets River contact:

Sector Puget Sound
1-206-217-6001

For spills and Marine Casualties (defined by 46 CFR 4.03) occurring in coastal navigable waters of the Columbia River, the Oregon Coast, and the Washington Coast south of the Queets River, contact:

Sector Columbia River
1-833-769-8724

For spills occurring in inland waters of Washington, Oregon, and Idaho, contact:

U.S. Environmental Protection Agency, Seattle 1-206-553-1263

Spills into waters shared by two states must be reported to both states.

RECORD OF CHANGES

RECORD OF CHANGES			
Change Number	**RCP Section # Changes**	**Date Entered**	**Entered By**

TABLE OF CONTENTS

Promulgation Letter Placeholder 1
REQUIRED NOTIFICATIONS BY SPILLER 2
Record of Changes 5
Table of Contents 6
List of Tables 11
List of Figures 11
Glossary of Terms 19
1000 INTRODUCTION 32
1010 Authority 34
1011 Federal 34
1012 Washington State 35
1013 Oregon State 35
1014 Idaho State 37
1015 Tribal Governments 37
1020 Regional and Area Planning Structure and Process 38
1021 National Response Structure 38
1022 National Response Team 39
1023 Regional Response Teams 39
1024 Standing and Incident-Specific Regional Response Teams 41
1030 Regional Response Teams (RRTs) 42
1040 Use of Dispersants and Other Chemicals 44
1050 Coordinated Planning 44
1060 Membership 45
1061 Regional Response Team 10 Membership 45
1062 Area Committee Membership 48
1063 Relationship between Regional Response Team 10 and the Northwest Area Committees 49
1070 Summary of Regional Response Team and Northwest Area Committees Organizational Groups 49
1071 Northwest Area and Regional Leadership 49
1072 Regionwide Planning Committee 50
1073 Subcommittees 51
1074 Workgroups 51
1075 Task Forces 52
1080 Organizational Expectations and Information Management 52
1081 Regional Response Team and Area Committee Meetings 52
1082 Joint Area Committees Meeting 54
1090 Relationship Among the Regional Response Team, Northwest Area Committees, and Tribal Nations 54
1091 Tribal Nations 55
1092 Area Committee Participation 56

1093 Regional Response Team Participation 56
1100 Relationship between Regional Response Team, Northwest Area Committees, and State Agencies 57
1101 State of Washington....57
1102 State of Idaho 57
1103 State of Oregon....58
1110 Geographic Boundaries 58
1111 United States Environmental Protection Agency/United States Coast Guard Federal On-Scene Coordinator Jurisdictional Boundary....58
1120 First Federal Official On Scene 63
1130 Release or Discharges Affecting More than One Zone Determination of Federal On-Scene Coordinator 63
1140 Modifications to Notification Requirements 64
1150 United States Environmental Protection Agency and United States Coast Guard Overlapping Jurisdiction....64
1160 Oil Discharges Originating from Inland Facilities 65
1170 Hazardous Substances, Pollutant, or Contaminant Incidents Originating from Inland Facilities 65
1180 National Response System 66
1181 Federal On-Scene Coordinators 66
1182 Washington State Response System....67
1183 Oregon State Emergency Response System 68
1184 Idaho State Response System 71
1190 Pacific States/British Columbia Oil Spill Task Force 71
1200 Response Policy....73
1210 National Response Policy....73
1220 High Seas Policy 73
1230 Coast Guard Policy 74
1240 United States Environmental Protection Agency Policy 74
1250 United States Department of Defense and Department of Energy Policies 74
1260 Tribal Policy....75
1270 State Response Policy....77
1271 Washington State Response Policy....77
1272 Oregon State Response Policy....77
1273 Idaho State Response Policy 79
1280 Multinational Policy 80
1290 Responsible Party Policy 81
1291 Responsible Party Responsibilities....82
1300 Plan Review and Process 83
1310 Review and Approval Processes 83
1311 Regional Contingency Plan....83
1312 Area Contingency Plans 86
1313 Tools and Resources....86
1314 Sponsorship Model....87

1320 Plan Implementation 87
1330 Exercises....88
1331 Exercise Scheduling....88
1340 Geographic Response Plans....89
1341 Process to Develop Geographic Response Plans....90
1342 Agencies Responsible to Develop and Maintain Geographic Response Plans .91
1343 Testing Geographic Response Plans 91
1350 Spill Scenarios 92
2000 COMMAND....93
2010 Command Structure - Unified Command Organization....93
2020 Command Staff Elements: Roles and Responsibilities 94
2021 Incident Commander/Unified Command....94
2022 Naming Convention for Oil Spills – Northwest Regional Policy....96
2023 Public Information Officer 96
2024 Safety Officer 97
2025 Liaison Officer 97
2030 Natural Resource Damage Assessment 98
2040 Incident Investigation....99
3000 OPERATIONS 100
3010 Operations Section Chief 100
3020 Wildlife Branch 100
4000 PLANNING....102
4010 Planning Section Organization....102
4020 Roles and Responsibilities 102
4021 Situation Unit 103
4022 Environmental Unit 103
4030 Compliance Guidance 104
4031 National Historic Preservation Act 105
4032 Endangered Species Act 106
4033 Resource Conservation and Recovery Act....107
4034 National Responsible Party Policy 108
4035 Washington Compliance Guidance 109
4036 Oregon Compliance Guidance 110
4037 Idaho Compliance Guidance....111
4040 Prevention Laws 112
4041 Oregon Prevention Laws 112
4050 Local Government Requirements 112
4051 Washington Local Government Requirements 112
4060 Use of Volunteers to Assist in Oil Spill Responses 113
4061 Volunteer Policy of the RRT10....114
4062 Federal Agency Volunteer Management Policy 115
4063 Washington State Volunteer Management Policy....115
4064 Oregon Volunteer Management Policy 116
4065 Idaho Volunteer Management Policy....116

4070 Geographic Response Plans....117
4080 Response Technologies for Oil Spills....118
4081 Dispersants Operations Guidance....121
4082 Dispersant Use Policy....123
4083 Dispersant Pre-Authorization Zone....124
4084 Dispersant Case-by-Case Authorization Zones....125
4085 No Dispersant Use Zones....127
4086 Region 10 Dispersant Use Zones Summary Table....127
4087 Planning for Dispersant Use....128
4088 Role of the Regional Response Team....128
4089 Special Monitoring of Applied Response Technologies Protocols for Dispersants 130
4090 Region 10 In Situ Burning Policy and Plan....131
4091 Elements of Regional Response Team 10 Policy and Plan for In Situ Burning .134
4092 Protocols for In Situ Burning Policy and Plan....139
4093 During an In Situ Burning Action....141
4100 Decanting during On-Water Recovery....145
4101 Decanting Policy....146
4110 Gasoline and Other Flammable Liquids Response Policy....151
4120 Bioremediation....152
4130 Surface Washing Agents Background and Policy....153
4131 Role of the Regional Response Team with the Use of Surface Washing Agents 154
4140 Managing Closures to Fisheries....155
4150 Places of Refuge....156
4160 Jurisdiction for Places of Refuge Decisions....157
5000 LOGISTICS....159
5010 Logistics Section....159
5020 Worldwide Response Resource List....159
5030 Salvage and Dive Companies....160
6000 FINANCE/ADMINISTRATION....160
6010 Federal On-Scene Coordinator Access to the Federal Fund....160
6020 Damage Assessment Procedures....161
7000 HAZARDOUS SUBSTANCES UNIQUE INFORMATION....162
7010 Definitions of Hazardous Substances and Exceptions....163
7020 Authorities....163
7021 Federal Authorities....163
7022 Washington State Authorities....164
7023 Oregon State Authorities....166
7024 Idaho State Authorities....167
7030 Command....169
7040 Criminal Incident Management....170
7050 Notification Requirements....172
7051 Federal....172

7052 Washington 172
7053 Oregon 173
7054 Idaho 174
7060 Public Information 175
7070 Health and Safety 175
7080 Liaison 175

LIST OF TABLES

Table 1000-1 Area of Responsibility Boundaries between EPA and USCG for Major Oregon and Washington Waters.....59

Table 4000-1: Regional Response Team 10 Dispersant Use Zone Summary Table.....127

Table 7000-1: Washington State Authorities for Specific Incident Types.....164

Table 7000-2: Oregon Authorities for Specific Incident Types.....166

Table 7000-3: Idaho Authorities for Specific Incident Types.....167

Table 7000-4: Lead State and Federal Agencies for Specific Incident Types 169

LIST OF FIGURES

Figure 2000-1 Incident Command

Figure 4000-1 Process for Decision Making Regarding Use of Dispersants in Case-by-Case Approval Zones

Figure 4000-2 Dispersant Preauthorization Zone

ANNEXES

Annex A Joint Information Center Manual

Annex B Liaison Manual

Annex C Oil Spill Best Management Practices

Annex D Northwest Wildlife Response Plan

ACRONYMS AND ABBREVIATIONS

Acronym	Definition
AAR	After Action Report
ACP	Area Contingency Plan
AFFF	aqueous film-forming foam
AIHA	American Industrial Hygienist Association
AOR	area of responsibility
API	American Petroleum Institute
ARL	Area and regional Leadership
ARTES	Alternative Response Tool Evaluation System
ARTT	Alternative Response Tool Team
ATSDR	Agency for Toxic Substances and Disease Registry
BLS	basic life support
BMP	Best Management Practices
BOA	basic ordering agreement
BSEE	Bureau of Safety and Environmental Enforcement
CANUSPAC	The Canada-United States Joint Marine Pollution Contingency Arrangement
CANUSWEST	Canada-United States Joint Inland Pollution Contingency Plan
CBRN	Chemical, Biological, Radiological, and Nuclear
CCG	Canadian Coast Guard
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CG-MER	USCG Headquarters Office of Marine Environmental Response Policy
CMAD	Consequence Management Advisory Division
CMC	Certified Marine Chemist
COFR	Certificates of Financial Responsibility
COMP	The Compensation/Claims Unit
COP	Common operating picture
COSRP	Comprehensive Oil Spill Response Plan
COTP	Captain of the Port
CRA	Cost-Reimbursable Agreement
CST	Civil Support Teams
CTCLUSI	Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians
CWA	Clean Water Act
Coastal JRT	Joint Coastal Pollution Response Team
DHHS	The U.S. Department of Health and Human Services

DHS	U.S. Department of Homeland Security
DOC	U.S. Department of Commerce
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOI	U.S. Department of the Interior
DOJ	U.S. Department of Justice
DOL	U.S. Department of Labor
DOT	Department of Transportation
DRAT	District Response Advisory Team
DSL	Department of State Lands
ECC	Emergency Coordination Center
Ecology	State of Washington, Department of Ecology
ECY	State of Washington, Department of Ecology
EDRC	estimated daily recovery capacity
EEZ	Exclusive Economic Zone
EFA	Emergency Funding Authorization
EFH	Essential Fish Habitat
EMFR	Emergency Management Force Readiness
EMS	emergency medical services
ENVL	Environmental Unit Leader
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right to Know Act
ERMA	Environmental Response Management Application
ERT	Environmental Response Team
ERTV	emergency response towing vessel
ESA	Endangered Species Act
ESF	Emergency Support Function
ESI	Environmental Sensitivity Index
EU	Environmental Unit
EUL	Environmental Unit Leader
Ecology	The Washington State Department of Ecology
FBI	Federal Bureau of Investigation
FCP	Federal Response Plan
FEMA	Federal Emergency Management Agency
FFO	first federal official
FIFRA	Federal Insecticide, Fungicide and Rodenticide Act
FLAT	Federal Lead Administrative Trustee
FOSC	Federal On-Scene Coordinator
FPAAC	Protection Agencies Advisory Council
FPN	Federal Project Number
FRERP	Federal Radiological Emergency Response Plan
FRP	Facility Response Plan

FSE	Full Scale Exercise
FWPCA	Federal Water Pollution Control Act
GIS	Geographic Information System
GIUE	Government-Initiated Unannounced Exercises
GPVRFO	Group V Residual Fuel Oils
GRP	Geographic Response Plan
GRS	Geographic Response Strategy
GSA	General Services Administration
H&W	Health and Welfare
HAZMAT	Hazardous Materials
HAZWOPER	hazardous waste operations and emergency response
HHFT	high-hazard flammable train
HHS	Health and Human Services
HSRAF	Hazardous Substance Remedial Action Fund
HWG	Hazardous Waste Generator
IAA	Interagency Agreement
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IDAPA	Idaho Administrative Procedure Act
IDEOP	Idaho Emergency Operations Plan
IDEQ	Idaho Department of Environmental Quality
IDFG	Idaho Department of Fish and Game
IDHW	Idaho Department of Health and Welfare
IDWR	Idaho Department of Water Resources
IEOP	Idaho Emergency Operations Plan
IH	Industrial Hygienist
IMAAC	Interagency Modeling and Atmospheric Assessment Center
IMAT	Incident Management Assistance Team
IMD	Incident Management Division
IMH	Incident Management Handbook
IMPA	Incident Management and Preparedness Advisor
IMT	Incident Management Team
IOEM	Idaho Office of Emergency Management
IPAPA	Inland Port Authorities Association of America
IRAT	Incident Report and Transmittal
ISB	in situ burning
ISP	Idaho State Police
ISDA	Idaho State Department of Agriculture
ITB	Integrated Tug Barge
JHOC	Joint Harbor Operations Center
JIC	Joint Information Center

JRT	Joint Response Team
L&I	Labor and Industries
LAPIO	Low API Oil
LEPC	Local Emergency Planning Committee
LERA	Local Emergency Response Authority
LERP	Local Emergency Response Plan
LGR	Local Government Reimbursement
LOC	Level of Concern
LOGCOM	Logistics Command
LOSC	Local On-Scene Coordinator
MERPMAP	(Coast Guard) Marine Environmental Response and Preparedness Manual
MFSA	Maritime Fire & Safety Association
MIPR	Military Interdepartmental Purchase Request
MOA	memorandum of agreement
MOU	memorandum of understanding
MTS	Maritime Transportation System
NAAQS	National Ambient Air Quality Standards
NASA	National Aeronautics and Space Administration
NACES	Northwest Area Committee Exercise Schedule
NCEH	National Center for Environmental Health
NCP	National Contingency Plan
NEBA	Net Environmental Benefit Analysis
NERR	National Estuarine Research Reserve
NFPA	National Fire Protection Association
NGO	nongovernmental organization
NHPA	National Historic Preservation Act
NIMS	National Incident Management System
NMFS	NOAA's National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NPDES	National Pollutant Discharge Elimination System
NPFC	National Pollution Funds Center
NPL	National Priorities List
NR	National Register
NRC	National Response Center
NRD	National Resource Damage
NRDA	Natural Resource Damage Assessment
NRF	National Response Framework
NRHP	National Register of Historic Places
NRIA	Nuclear/Radiological Incident Annex
NRS	National Response System
NRT	National Response Team
NSF	The National Strike Force

NSFCC	The National Strike Force Coordination Center
NWAC	Northwest Area Committee
NWACP	Northwest Area Contingency Plan
NWIAC	Northwest Inland Area Committee
NWIACP	Northwest Inland Area Contingency Plan
NWR	National Wildlife Refuge
NWRCP	Northwest Regional Contingency Plan
NWS	National Weather Service
OAR	The Oregon Administrative Rules
OCNMS	Olympic Coast National Marine Sanctuary
ODEM	Oregon Department of Emergency Management
ODEQ	Oregon Department of Environmental Quality
ODFW	Oregon Department of Fish and Wildlife
ODOT	Oregon Department of Transportation
OEM	Office of Emergency Management
OERS	Oregon Emergency Response System
OHA	Oregon Health Authority
OPA	Oil Pollution Act
OPHD	Oregon Public Health Division
OPRD	Oregon Parks and Recreation Department
OR-OSHA	The Oregon Occupational Safety and Health Division
ORP	Office of Radiation Programs
ORS	Oregon Revised Statutes
OSC	On-Scene Coordinator
OSFM	Oregon State Fire Marshal's Office
OSHA	Occupational Safety and Health Administration
OSLTF	Oil Spill Liability Trust Fund
OSP	Oregon State Police
OSRA	Oil Spill Liability Account
OSRO	Oil Spill Removal Organization
OWCN	Oiled Wildlife Care Network
PA	Programmatic Agreement
PHMSA	Pipeline and Hazardous Materials Safety Administration
PIAT	Public Information Assist Team
PIO	Public Information Officer
PM	particulate matter
PM 10	particulate matter
PM 2.5	particulate matter
POLREP	Pollution Report
POSSE	Program of Ship Salvage Engineering
PPE	personal protective equipment
PRC	Primary Response Contractor
PREP	Preparedness for Response Exercise Program

PRFA	Pollution Removal Funding Authorization
PRP	potentially responsible party
PUC	Idaho Public Utilities Commission
PWS	Proposal Worksheet
QI	Qualified Individual
RAR	resources at risk
RAT	Report and Transmittal
RCP	Regional Contingency Plan
RCRA	Resource Conservation and Recovery Act
RCW	Revised Code of Washington
REO	Regional Environmental Officer
RERT	Radiological Emergency Response Team
ROD	Record of Decision
RP	responsible party
RPM	Remedial Project Manager
RRI	Response Resource Inventory
RRT	Regional Response Team
RRT10	Regional Response Team Region 10
RULET	Remediation of Underwater Legacy Environmental Threats Vessels
RWPC	Regionwide Planning Committee
S&T Advisors	Science and Technology Advisors
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986
SCAT	Shoreline Cleanup Assessment Technique
SCR	Sector Columbia River
SCR ACP	Sector Columbia River ACP
SERC	State Emergency Response Commission
SERT	Salvage Engineering Response Team
SERV-OR	State Emergency Registry of Volunteers in Oregon
SHPO	State Historic Preservation Office
SITREP	Situation Report
SMART	Special Monitoring of Applied Response Technologies
SMCA	Sunken Military Craft Act
SME	Subject Matter Expert
SONS	Spill of National Significance
SORS	Spill of Regional Significance
SOSC	State On-Scene Coordinator
SPR	Strategic Petroleum Reserve
SPS	Sector Puget Sound
SSC	Scientific Support Coordinator
SUPSALV	The Supervisor of Salvage and Diving
T&E	threatened and endangered

TCS	Tribal Coordination Specialist
TERP	Tribal Emergency Response Plans
THPO	Tribal Historic Preservation Officer
TIPS	Tidal Inlet Protection Strategies
TOP	Technical Operating Procedure
TOSC	Tribal On-Scene Coordinator
TRP	Tribal Response Plan
TSCA	Toxic Substances Control Act
TWA	time-weighted average
U&A	Usual and Accustomed
U.S.	United States
UC	Unified Command
USACE	U.S. Army Corps of Engineers
USBR	U.S. Bureau of Reclamation
USC	United States Code
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USFS	U.S. Forest Service
USFWS	U.S. Fish and Wildlife Service
USGS	U.S. Geological Survey
UTC	Utilities and Transportation Commission
VOAD	Voluntary Organizations Active in Disaster
VOO	Vessels of Opportunity
VOSS	Vessel of Opportunity Skimming System
VRP	vessel response plan
WA DNR	Washington Department of Natural Resources
WA DOH	Washington Department of Health
WA EMD OR WEMD	Washington State Military Department – Emergency Management Division
WA Parks	Washington Parks and Recreation Commission
WAC	Washington Administrative Code
WCD	worst-case discharge
WDFW	Washington Department of Fish and Wildlife
WEMD	Washington Emergency Management Division
WMD	weapons of mass destruction
WOTUS	Waters of the Unites States
WRRL	Worldwide Response Resource List
WSDOT	Washington State Department of Transportation OR DOT
WSMC	The Washington State Maritime Cooperative
WSP	Washington State Patrol
ft	feet/foot
gpm	gallons per minute
°	degrees

GLOSSARY OF TERMS

Area Committee, as provided for by Clean Water Act (CWA) Sections 311(a)(18) and (j)(4), is the entity appointed by the president that consists of qualified personnel from federal, state, and local agencies with responsibilities that include preparing an Area Contingency Plan (ACP) for an area designated by the president.

Area Contingency Plan, as provided for by CWA Sections 311(a)(19) and (j)(4), is the plan prepared by an Area Committee to be implemented in conjunction with the National Contingency Plan (NCP) and Regional Contingency Plan (RCP), in part to address removal of a worst-case discharge (WCD) and to mitigate or prevent a substantial threat of such a discharge from a vessel, offshore facility, or onshore facility operating in or near an area designated by the president.

Average Most Probable Discharge is a discharge of 1 percent of the volume of the WCD.

Bioremediation agents are biological agents and/or nutrient additives deliberately introduced into a contaminated environment to increase the rate of biodegradation and mitigate any deleterious effects caused by the contaminant constituents. Bioremediation agents include microorganisms, enzymes, and nutrient additives such as fertilizers containing bioavailable forms of nitrogen, phosphorus, and potassium.

Captain of the Port (COTP) is the U.S. Coast Guard (USCG) Sector Commander designated to serve as the COTP and the Federal On-Scene Coordinator (FOSC) for the sector's area of responsibility under the NCP. The COTP is responsible for administering and directing all USCG activities relating to Port Safety and Security, Marine Environmental Response, and Waterway Management functions.

CERCLA is the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA).

Claim for purposes of a release under CERCLA means a demand in writing for a sum certain; for purposes of a discharge under the CWA, it means a request, made in writing for a sum

certain, for compensation for damages or removal costs resulting from an incident.

Commander, USCG Sector Columbia River (SCR) is designated as the COTP and FOSC for the sector's area of responsibility under the NCP.

Commander, USCG Sector Puget Sound (SPS) is designated as the COTP and FOSC for the sector's area of responsibility under the NCP.

Commander, USCG Northwest District is the USCG District Commander (Admiral) who exercises operational and administrative control over all USCG units assigned to the district (with few exceptions) and acts as a direct representative of the Commandant.

Consist means the list of what each rail car is carrying. The engineer has this document.

Dispersants are substances that emulsify, disperse, or solubilize oil by promoting the formation of small droplets or particles of oil in the water column..

Federal On-Scene Coordinator is the federal official predesignated by the United States Environmental Protection Agency (EPA) or the USCG to coordinate and direct responses under Subpart D of the NCP, or the government official designated by the lead agency to coordinate and direct removal actions under Subpart E of the NCP. This person represents the federal government in Unified Command.

Federally-recognized Tribe (Indian Tribe), heretofore referred to as Tribe, as defined by Section 101(36) of CERCLA, means any Tribe, band, nation, or other organized group or community including any Alaska Native village but not including any Alaska Native regional or village corporation, which is recognized as eligible for the special programs and services provided by the United States (U.S.) to Indians because of their status as Indians. "Indian tribe," as defined by Oil Pollution Act of 1990 Section 1001, means any Tribe, band, nation, or other organized group or community, but not including any Alaska Native regional or village corporation, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians and has governmental authority over lands belonging to or controlled by the Tribe.

First Federal Official is the first federal representative of a participating agency of the

National Response Team (NRT) to arrive at the scene of a discharge or a release. This official coordinates activities under the NCP and may initiate, in consultation with the On-Scene Coordinator (OSC), any necessary actions until the arrival of the predestinated OSC. A state with primary jurisdiction over a site covered by a cooperative agreement will act in the stead of the first federal official for any incident at the site.

Fund or *Trust Fund* means the Hazardous Substance Superfund established by Section 9507 of the Internal Revenue Code of 1986.

Incident Commander (IC) is the person who is directly responsible for coordinating and directing a comprehensive response to an emergency situation, and is designated by the responsible party (RP) or Lead Agency.

Joint Harbor Operations Center Command Duty Officer directs operational responses at the direction of the SPS Commander, holds the ultimate responsibility for all operational decisions delegated to the watch, and determines which partners must be informed regarding a particular incident or operation.

Lead Agency means the agency that provides the OSC/Remedial Project Manager (RPM) to plan and implement response actions under the NCP. EPA, the USCG, another federal agency, or a state (or political subdivision of a state) operating pursuant to a contract or cooperative agreement executed pursuant to Section 104(d)(1) of CERCLA, or designated pursuant to a Superfund Memorandum of Agreement entered into pursuant to Subpart F of the NCP or other agreements may be the lead agency for a response action. In the case of a release of a hazardous substance, pollutant, or contaminant, where the release is on, or the sole source of the release is from, any facility or vessel under the jurisdiction, custody, or control of the U.S. Department of Defense (DOD) or U.S. Department of Energy (DOE), then DOD or DOE will be the lead agency. Where the release is on, or the sole source of the release is from, any facility or vessel under the jurisdiction, custody, or control of a federal agency other than EPA, the USCG, DOD, or DOE, then that agency will be the lead agency for remedial actions and removal actions other than emergencies. The federal agency maintains its lead agency responsibilities whether the remedy is selected by the federal

agency for non-National Priority List (NPL) sites or by EPA and the federal agency or by EPA alone under CERCLA Section 120. The lead agency will consult with the support agency, if one exists, throughout the response process.

Local On Scene Coordinator (LOSC) is the designated Community Emergency Coordinator under the Local Emergency Response Plan (LERP) or by other local emergency guidance references. Where no LERP exists, the police, fire chief, or other emergency services official will generally serve as the LOSC.

Higher Volume Port Areas include the Strait of Juan de Fuca at Port Angeles, Washington (including any water area within 50 nautical miles seaward); Puget Sound to the Strait of Juan de Fuca at Cape Flattery, Washington (including any water area within 50 nautical miles seaward); and Puget Sound.

Management of Migration are actions taken to minimize and mitigate the migration of hazardous substances or pollutants or contaminants and the effects of such migration. Measures may include, but are not limited to, management of a plume of contamination, restoration of a drinking water aquifer, or restoration of surface water.

Manifest Train is a train in which each car does not carry the same commodity.

Marine Firefighting Coordinator is the officer at SPS responsible to the COTP, for overall supervision of the USCG marine firefighting support operations and execution of this plan.

Marine Inspector is the officer at the respective USCG Sector responsible for on-scene execution of COTP marine firefighting support responsibilities.

Maximum Most Probable Discharge is a discharge of the lesser of 1,200 barrels or 10 percent of the volume of a WCD.

National Pollution Fund Center is the entity established by the Secretary of Transportation whose function is the administration of the Oil Spill Liability Trust Fund (OSLTF). The center's duties include providing appropriate access to the OSLTF for federal agencies and states for removal actions and for federal trustees to initiate the assessment of natural resource damages; providing appropriate access to the OSLTF for claims; and coordinating cost

recovery efforts.

National Strike Force Coordination Center is defined by CWA Sections 311(a)(23) and (j)(2), as amended by OPA, and refers to the entity established by the secretary of the department in which the USCG is operating at Elizabeth City, North Carolina. Its responsibilities include providing a variety of technical assistance and other resources to a FOSC, and administration of the USCG Strike Teams established under the NCP.

Natural Resources are land, fish, wildlife, biota, air, water, groundwater, drinking water supplies, and other such resources belonging to, managed by, held in trust by, appertaining to, or otherwise controlled by the United States (including the resources of the exclusive economic zone (EEZ) defined by the Magnuson Fishery Conservation and Management Act of 1976), any state or local government, any foreign government, any Tribe, or, if such resources are subject to a trust restriction on alienation, any member of a Tribe.

Navigable Waters are Waters of the United States (WOTUS) subject to jurisdiction under the CWA, excluding prior converted cropland. Although other federal agencies may determine whether an area qualifies as prior converted cropland, EPA retains final authority for determining CWA jurisdiction, as defined in 40 CFR §230.3.

Non-floating oils refer to heavy oils and Group V oils that exhibit qualities that could, due to the oil characteristics, weathering, environmental factors, or how they are discharged, potentially submerge or sink. Examples of these types of oils include, but are not limited to, Diluted Bitumen (dilbit), Group V Residual Fuel Oils (GPVRFO), Low API Oil (LAPIO), Asphalt, and Asphalt Products.

Non-persistent or Group 1 Oil means a petroleum-based oil that, at the time of shipment, consists of hydrocarbon fractions.

> (1) At least 50 percent of which by volume, distill at a temperature of 340 degrees Celsius (645 degrees Fahrenheit); and
>
> (2) At least 95 percent of which by volume, distill at a temperature of 370 degrees Celsius (700 degrees Fahrenheit).

Offshore Facility as defined by Section 101(17) of CERCLA and Section 311(a)(11) of the CWA, means any facility of any kind located in, on, or under any of the navigable waters of the United States, and any facility of any kind that is subject to the jurisdiction of the United States and is located in, on, or under any other waters, other than a vessel or a public vessel.

Oil as defined by Section 311(a)(1) of the CWA, means oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil. Oil, as defined by Section 1001 of OPA means oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil, but does not include petroleum, including crude oil or any fraction thereof, that is specifically listed or designated as a hazardous substance under subparagraphs (A) through (F) of Section 101(14) of CERCLA and that is subject to the provisions of that act.

Oil Spill Liability Trust Fund is the fund established under Section 9509 of the Internal Revenue Code of 1986 (26 United States Code 9509).

The On-Scene Commander is a designation per the National Search and Rescue (SAR) Plan who directs the SAR mission on-scene and has operational control of all SAR response units on scene. This is not to be confused with the National Incident Management System (NIMS) definition for “Incident Commander,” who is the person responsible for all aspects of an emergency response, including quickly developing incident objectives, managing all incident operations, applying resources, and having responsibility for all persons involved.

Primary Resource Provider is listed in the vessel response plan (VRP) as the principal entity contracted for providing specific salvage and/or marine firefighting services and resources, when multiple resource providers are listed for that service, for each of the COTP zones in which a vessel operates. The primary resource provider will be the point of contact for the plan holder, the FOSC, and the Unified Command (UC) in matters related to specific resources and services, as required in 33 CFR § 155.4030(a).

Puget Sound Vessel Traffic Service is a Branch of the Waterway Management Division of SPS. Its mission is to prevent groundings, collisions, and environmental damage while supporting navigation safety mission goals.

Onshore Facility means any facility (including, but not limited to, motor vehicles and rolling stock) of any kind located in, on, or under any land within the United States other than submerged land.

Persistent Oil means a petroleum-based oil that does not meet the distillation criteria for a non-persistent oil. For the purposes of this subpart, persistent oils are further classified based on specific gravity as follows:

(1) Group II - specific gravity of less than .85.

(2) Group III - specific gravity equal to or greater than .85 and less than .95.

(3) Group IV - specific gravity equal to or greater than .95 and less than or equal to 1.0.

(4) Group V - specific gravity greater than 1.0.

Preliminary Assessment under CERCLA means a review of existing information and an off-site reconnaissance, if appropriate, to determine if a release may require additional investigation or action. A Preliminary Assessment may include an on-site reconnaissance, if appropriate.

Primary Dispersant Staging Site means a site designated within a COTP Zone that has been identified as a forward staging area for dispersant application platforms and the loading of dispersant stockpiles. Primary staging sites are typically the planned locations where platforms load or reload dispersants before departing for application at the site of the discharge and may not be the locations where dispersant stockpiles are stored or application platforms are home-based.

Radiation Emergency Response Team is a group composed of individuals who will respond to any radioactive materials incident.

Rail Car Owners are the car owners who are responsible for keeping the tank car in compliance with the Hazardous Materials Regulations (inspections/repairs etc.). Railcar owners often lease the cars to the shipper for use.

Rail Commodity Owner is the owner of the product being shipped by rail. In Washington State, the owner of the oil being shipped is responsible for responding to incidents involving that oil and may be the shipper, consignee, or beneficial owner. The shipper would be contacted through the submitted emergency response contact listed on the shipping papers. It would be the shipper's responsibility to contact the owner of the oil. If using Chemtrec or another service provider, the papers must identify the person (by name or contract number) who has a contractual agreement with the service provider (49 CFR 172.201 (d)).

Rail Consignee is the company receiving the rail shipment at the destination.

Rail Shipper is the party that certifies and offers the hazardous material package for transportation. The hazardous material must be properly classified and packaged by the shipper. The shipper will then submit shipping instructions and hazardous material information to the transporter (carrier). The shippers are also required to provide and maintain emergency response information.

Rail Trackage Agreements means a type of agreement that allows carriers to operate on lines owned by other companies. Regardless of whose trains are operating on the line, the track owner is responsible for the Emergency Response phase of the incident. Once the emergency is over, cleanup or other monitoring work may be transferred to the transporter. Where trackage rights do not exist, the shipment continues to destination after transferring the material at an "Interchange Point." At this "Interchange Point" the responsibility shifts to the new line owner.

Rail Transporter (carrier) is the company required by federal law to transport from origin to destination hazardous materials that meet the U.S. Department of Transportation (DOT) requirements and as certified by the "shipper." Carriers are responsible for materials that are

in transport on their system. Carriers usually operate on their own lines but often have trackage agreements in areas where they don't own the lines.

Regional Hazardous Materials Response Team means a team of local emergency responders who are trained, equipped, and organized to respond to oil and hazardous materials incidents in a given geographic area.

Release, as defined by Section 101(22) of CERCLA, means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment. This includes the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance, pollutant, or contaminant. For purposes of the NCP, release also means the threat of release. Release does not include:

- Exposure to persons solely within a workplace, with respect to a claim those persons may assert against the employer;
- Emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, vessel, or pipeline pumping station engine;
- Release of source, byproduct, or special nuclear material from a nuclear incident, as those terms are defined in the Atomic Energy Act of 1954, if the release is subject to financial protection requirements established by the Nuclear Regulatory Commission under Section 170;
- For purposes of Section 104 of CERCLA or any other response action, release of source, byproduct, or special nuclear material from any processing site designated under Section 102(a)(1) or 302(a) of the Uranium Mill Tailings Radiation Control Act of 1978 (42 United States Code. 7901 et seq.); or
- The normal application of fertilizer.

Remove or Removal, as defined by Section 311(a)(8) of the CWA, refers to containment and removal of oil or hazardous substances from the water and shorelines or the taking of such other actions as may be necessary to minimize or mitigate damage to public health or welfare of the United States (including, but not limited to, fish, shellfish, wildlife, public and

private property, and shorelines and beaches) or to the environment. For the purpose of the NCP, the term also includes monitoring of action to remove a discharge. As defined by Section 101(23) of CERCLA, remove or removal means the cleanup or removal of released hazardous substances from the environment; actions necessary in the event of the threat of release of hazardous substances into the environment; actions necessary to monitor, assess, and evaluate a release or threat of release of hazardous substances; the disposal of removed material; and other actions necessary to prevent, minimize, or mitigate damage to public health or welfare of the United States or to the environment that may otherwise result from a release or threat of release. The term includes, but is not limited to, security fencing or other measures to limit access, provision of alternative water supplies, temporary evacuation and housing of threatened individuals not otherwise provided for, action taken under Section 104(b) of CERCLA, post-removal site control, where appropriate, and any emergency assistance that may be provided under the Disaster Relief Act of 1974. For the purpose of the NCP, the term also includes enforcement activities related thereto.

Resource Provider is an entity that provides personnel, equipment, supplies, and other capabilities necessary to perform salvage and/or firefighting services identified in the VRP.

Response Community is any person who has a role in spill response.

Responsible Party (RP) Incident Commander is the representative designated by the spiller to coordinate and direct the spillers' assets and actions. This person represents the spiller in UC. They do not use the title OSC, because that term is for those with regulatory authority for spill response.

Search and Rescue Mission Coordinator is a designation per the National SAR Plan. This person is responsible for planning and operational coordination and control of SAR missions. This position has overall responsibility for execution of SAR responsibilities normally designated by the Commander of the cognizant USCG Sector or USCG Northwest District.

Spill Management Team refers to the personnel identified to staff the organizational structure identified in a response plan to manage response plan implementation.

State On-Scene Coordinator (SOSC) means the representative designated by the state to coordinate and direct state assets and authorities during an oil or hazardous substance response. This person represents the state in UC.

State means the several states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Commonwealth of the Northern Marianas, and any other territory or possession over which the United States has jurisdiction. For purposes of the NCP, the term includes Indian tribes as defined in the NCP, except where specifically noted. Section 126 of CERCLA provides that the governing body of an Indian tribe shall be afforded substantially the same treatment as a state with respect to certain provisions of CERCLA. Section 300.515(b) of the NCP describes the requirements pertaining to Indian tribes that wish to be treated as states under CERCLA.

Sinking Agents are substances introduced into an oil discharge for the purpose of submerging the oil to the bottom of a water body.

Site refers to the area covered by the extent of contamination and all suitable areas in very close proximity to the contamination necessary for the implementation of a response action.

State Emergency Response Commission is a group of officials appointed by governors to implement the provisions of Title III of SARA

Substantial Threat of a discharge means any incident or condition involving a facility that may create a risk of discharge of oil. Such incidents include, but are not limited to, storage tank or piping failures, aboveground or underground leaks, fires, explosions, flooding, spills contained within the facility, or other similar occurrences.

Superfund. See CERCLA.

Surface Collecting Agents are chemical agents that form a surface film to control the layer thickness of oil.

Surface Washing Agent are substances that separate oil from solid surfaces, such as beaches, rocks, metals, or concrete, through a detergency mechanism that lifts and floats

oil. Product and oil are generally to be collected and recovered from the environment with minimal dissolution, dispersion, or transfer into the water column.

Tank vessel as defined by Section 1001 of OPA is a vessel that is constructed or adapted to carry, or that carries, oil or hazardous material in bulk as cargo or cargo residue, and that:

(1) is a vessel of the United States;

(2) operates on the navigable waters; or

(3) transfers oil or hazardous material in a place subject to the jurisdiction of the United States.

Tier is the combination of required resources and the times within which the resources must arrive on the scene.

Tribal On-Scene Coordinator (TOSC) is the person designated by the Tribe(s) whose areas of concern are impacted or threatened by the discharge/release.

Trustee is an official of a federal natural resources management agency designated in subpart G of the NCP or a designated state official or Tribe or, in the case of discharges covered by OPA, a foreign government official, who may pursue claims for damages under Section 107(f) of CERCLA or Section 1006 of OPA.

Unit Train is a train that is carrying a single commodity in all cars. For example, a unit train of crude oil would be one in which every car being transported by the engines is full of crude oil.

United States Coast Guard Group/Air Station means Group Commands are established to provide coordination and efficiency of achievement of the basic missions by all operating units in their geographical area.

United States Coast Guard Sector Columbia River is responsible for administering and directing all USCG activities relating to applicable navigation, shipping, transportation, and environmental laws and regulations within the COTP. In addition, the Sector Commander provides coordination and efficiency in the achievement of the basic missions by all

operating units in their geographical area.

United States Coast Guard Sector Puget Sound is responsible for administering and directing all USCG activities relating to applicable navigation, shipping, transportation, and environmental laws and regulations within the COTP Puget Sound. In addition, the Sector Commander provides coordination and efficiency in the achievement of the basic missions by all operating units in their geographic area. Sector Puget Sound was established in 2010 which merged SPS and United States Code (USC)/Air Station Port Angeles into one command.

Vessel, as defined by Section 101(28) of CERCLA, means every description of watercraft or other artificial contrivance used, or capable of being used, as a means of transportation on water; and, as defined by Section 311(a)(3) of the CWA, means every description of watercraft or other artificial contrivance used, or capable of being used, as a means of transportation on water other than a public vessel.

Waterfront Facility means all piers, wharves, docks, and similar structures to which vessels may be secured; areas of land, water, or land and water under and in immediate proximity to them; buildings on such structures and equipment; and materials on or in such buildings.

Worst Case Discharge, as defined by Section 311(a)(24) of the CWA, means, in the case of a vessel, a discharge in adverse weather conditions of its entire cargo, and, in the case of an offshore or onshore facility, the largest foreseeable discharge in adverse weather conditions.

1000 INTRODUCTION

TOOLS AND RESOURCES
General: • Statutory Guidance Tool • Laws, Regulations and Directives, Federal • EPA NCP Overview

The response to oil and hazardous substance spills operates within a specialized regulatory framework that is deeply intertwined with public trust. Pursuant to the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (40 Code of Federal Regulations [CFR] Part 300), the National Response Team (NRT) and 13 Regional Response Teams (RRTs) are responsible for national and regional planning and preparedness activities before a response action and support to the Federal On-Scene Coordinators (FOSCs) and State On-Scene Coordinator (SOSC) when activated during a response. RRT membership consists of designated representatives from key federal response and support agencies together with affected states.

National and regional planning and preparedness activities require a rapid, aggressive, and well-coordinated response from federal, Tribal, state, and local agencies, and responsible parties (RPs). Although different agencies have distinct planning processes, the various planning bodies and their plans work together to enhance response planning and execution for the Northwest Region.

In the Northwest Region (defined as the Coastal and Inland Zones of Idaho, Oregon, and Washington), the RRT has published this Regional Contingency Plan (NWRCP):

1. To provide for orderly and effective implementation of response actions to protect the people, natural resources, and property of the Coastal and Inland Zones of the Northwest Region, which includes the states of Washington, Oregon, and Idaho, from the impacts of a discharge or substantial threat of discharge of oil or a release or substantial threat of a release of a hazardous substance from inland and marine sources.

2. To promote the coordination of and describe the strategy for a unified and coordinated federal, state, Tribal, local, potentially responsible party (PRP), response contractor, response cooperative, and community response to a discharge or substantial threat of a discharge of oil or a release or substantial threat of a release of a hazardous substance from inland and marine sources.

3. To be consistent with the NCP and to be adopted as the Regional Contingency Plan (RCP) for the Northwest Region.

4 To help inform and guide on Regional Response Team 10 (RRT10)-specific policies for the Coastal and Inland Area Contingency Plans (ACPs)

5. To provide guidance to all holders and viewers of the Facility Response Plan and Vessel Response Plan to ensure consistency with the NWRCP and ACPs.

This plan is intended for use as a guideline for the coordination of spill response actions and to ensure consistency in response to spills. Federal and state rules require that a RP, or spiller, must be able to manage spills with a pre-designated response management organization that accommodates a Unified Command (UC) structure in recognition of federal, state, Tribal, or local jurisdiction.

If an oil or hazardous material spill happens in the context of a Presidentially Declared Disaster, the response may be conducted under the National Response Framework (NRF).

In the Northwest Region, the Area Committees are committed to:

- Timely notifications;
- A bias toward a rapid, aggressive, and well-coordinated response when discharges or incidents occur;
- Making decisions through an inclusive Unified Command;
- Engaging in collaborative decision-making within RRT10;

- Ensuring coordinated planning processes across the region;
- Maintaining regionwide expertise regarding the RCPs and ACPs and serving as full participants in the planning process; and
- Ensuring organized transitions occur when key personnel turnover happens within the RRT10 and any of the Area Committee agencies.

1010 AUTHORITY

TOOLS AND RESOURCES
General: • Statutory Guidance Tool • Laws, Regulations and Directives, Federal • EPA NCP Overview
REFERENCE LIBRARY
• FEMA National Response Framework • Idaho Hazardous Materials/WMD Incident Command and Response Support Plan • State of Oregon Emergency Management Plan

The Federal Water Pollution Control Act (FWPCA) (33 United States Code [USC] 1321 et seq.) and the Comprehensive Emergency Response Compensation and Liability Act of 1980 (CERCLA), or Superfund, address development of a National Planning and Response System.

The RRT and Area Committees are given the responsibility for working with the response community to plan for joint response efforts, including spill containment; mechanical recovery; use of dispersants; in situ burning; shoreline cleanup; protection of sensitive areas; and protection, rescue, and rehabilitation of fish and wildlife.

1011 Federal

As outlined in 40 CFR 300.115 of the NCP, the four major responsibilities of the RRT are Planning, Response, Training, and Coordination. §300.210 (b) of the NCP requires RRTs to develop an RCP to ensure that the roles and responsibilities of federal, state, local, Tribal, and other organizations at an incident are clearly defined in advance. This RCP also outlines when an incident-specific RRT should be activated, and the role of RRT10 in supporting the

FOSC. RCPs also delineate the Inland and Coastal Zones upon which the U.S. Environmental Protection Agency (EPA) and the United States (U.S. Coast Guard (USCG) have agreed.

1012 Washington State

The Washington State Department of Ecology (Ecology) is required by law (Revised Code of Washington [RCW] 90.56.060) to prepare a statewide master oil and hazardous substance spill prevention and contingency plan. Ecology has adopted four contingency plans to meet this requirement; the NWRCP, Sector Puget Sound (SPS) ACP, Sector Columbia River (SCR) ACP, and Northwest Inland Area Contingency Plan (NWIACP). These plans guide the activities of all state and local agencies when responding to spills or potential spills of oil or hazardous substances.

By statute (90.56.020), Ecology is the lead state agency for spill prevention, response, and cleanup. The Ecology Director serves as the head of the state's Incident Command System (ICS) in response to a spill of oil or hazardous substances and they coordinate the response efforts of all state agencies and local emergency response personnel. The Ecology SOSC also serves as the state's principal spokesperson in the IC as an advocate for all state interests. If an RP fails to respond in a manner deemed reasonably consistent with the NWRCP or applicable ACP, the FOSC or Ecology may assume full or partial control of the response in consultation with UC.

1013 Oregon State

Lead Agency

Oregon Revised Statute (ORS) 468.B establishes the primary authority of the Oregon Department of Environmental Quality (ODEQ)-appointed SOSC to compel cleanup of oil or hazardous material spills. Under ORS 468B.300(28)(a)] (29)(a) the "State On-Scene Coordinator" means the state official appointed by ODEQ to represent the department and the State of Oregon in response to an oil or hazardous material spill or release or threatened spill or release and to coordinate cleanup efforts with RPs; federal, state, and local agencies; and Oregon Tribes. ODEQ works in partnership with the Oregon Department of the State Fire

Marshal (OSFM), the Oregon Department of Emergency Management (ODEM), the Oregon Health Authority (OHA), the Oregon Department of Fish and Wildlife, and others to represent Oregon's interests with a Unified Command response.

ODEQ is the lead state agency on the RRT and applicable Area Committees (SCR ACP and the NWIACP) and provides the lead for oil and hazardous substance spill prevention efforts, contingency planning, and cleanup oversight for spills affecting state air, water, or land resources.

Adoption of the NWRCP as the State of Oregon's Hazardous Materials Emergency Response Plan

The NWRCP has been adopted as the state's Oil and Hazardous Materials Response Plan in the State of Oregon Emergency Management Plan (Emergency Support Function [ESF] 10 – Oil and Hazardous Materials Response). The NWRCP replaces the Oil and Hazardous Materials Spill Contingency Plan for the Oregon Coast, Columbia River and Willamette River to Willamette Falls (Volume II), which is required under Oregon Revised Statutes (ORS) 468B.495-500 and 466.620. This plan also satisfies ORS 401, 453.347 (Hazardous Material Emergency Response System), and 466.605 to 469.680 (Spill Response and Cleanup of Hazardous Materials).

Cooperation with Other Governmental Entities

Beyond the responsibility to coordinate cleanup response with state and local agencies established in ORS 468.B 300(28)(a) above, ODEQ has additional commitments for coordinating with Tribal governments, state and federal partners, and the public. During a response, every attempt is made within a developing incident to identify those with responsibilities and/or interest in the protection of human health, environmental conditions, or resources that may be threatened by the release.

1014 Idaho State

The Idaho Hazardous Materials/Weapons of Mass Destruction (WMD) Incident Command and Response Support Plan, in conjunction with this plan and the NWIACP, supports the Idaho Emergency Operations Plan (IDEOP). These plans may be activated independent of the IDEOP. The primary purpose of these plans is to provide effective, coordinated emergency response support to local government by federal, state, and private agencies for incidents involving the release or potential release of oil and hazardous substances in Idaho. The Idaho Hazardous Materials/WMD Incident Command and Response Support Plan defines the support role of specific state agencies. The NWRCP focuses specifically on how federal and state agencies will work together during cleanup operations. These plans can be initiated at the request of local governments when their capabilities have been exceeded. Authority for implementation of the IDEOP and The Idaho Hazardous Materials/WMD Incident Command and Response Support Plan is derived from Executive Order 96-01; the Idaho Environmental Protection and Health Act (Idaho Code §39-101 et seq.); the Hazardous Waste Management Act (Idaho Title 39 Chapter 44); the Idaho Hazardous Substance Emergency Response Act (Idaho Title 39, Chapter 71); and the Disaster Preparedness Act (Idaho Title 46, Chapter 10).

1015 Tribal Governments

Tribal governments are sovereign governments recognized under federal law that possess inherent governmental authority, subject to congressional limitations and applicable federal statutes. Tribal governments may exercise authority to protect the health, safety, welfare, natural resources, cultural resources, and trust and treaty-reserved rights of their members consistent with federal law.

Pursuant to CERCLA §126(a), the governing body of Tribes are afforded substantially the same treatment as states for response-related purposes, including notification of releases, consultation on remedial action, access to information, public health authorities, and roles and responsibilities under the NCP. Additionally, CERCLA §107(f)(1) and the Oil Pollution Act (OPA) §1006(c)(3) authorize Tribal governments to act as natural resource trustees for

resources under their jurisdiction. This designation authorizes Tribes to assess damages, participate in restoration planning, and seek compensation from RPs. Further, the NCP requires the FOSC of a response to notify any natural resource trustee when any resources for which they are the trustee may be impacted by a release. These provisions authorize Tribal governments to play a critical role in protecting public health and the environment during hazardous substance releases and oil spill incidents.

However, there are often barriers to Tribes being able to carry out the roles they're authorized for. Federal and state partners have a trust responsibility to ensure Tribal rights and resources are recognized, considered and protected. Trust responsibility, a well-established legal obligation, consists of the highest moral obligations that the United States (U.S.) must meet to ensure the protection of Tribal and individual lands, assets, resources, and treaty and similarly recognized rights.

Individual Tribes may develop their own Tribal Response Plans consistent with the ACPs and RCP. As sovereign nations, Tribes may have policies that further guide their participation in a response.

1020 Regional and Area Planning Structure and Process

1021 National Response Structure

The NCP (40 CFR 300) outlines a coordinated National Response System (NRS) that ensures oil and hazardous substance planning and response are effectively managed through its network of planning partners and plans. There are three general levels of planning and response embedded in the NRS- national (NRT), regional (RRT), and area (OSC). The NRS coordinates all government agencies with responsibility for human health and environmental protection in a focused response strategy for the immediate and effective cleanup of an oil or hazardous substance spill. It is a three-tiered federal response and preparedness system that supports the pre-designated FOSC and SOSC in coordinating national, regional, state, Tribal, and local government agencies, industry, and the RP during a response.

The NRS does not remove the primary responsibility of initiating and completing a proper response by the RP. The NRS is used for all spills. When appropriate, the NRS is designed to incorporate a UC and control support mechanism consisting of the FOSC, the SOSC, the RP's IC, and, when appropriate, Tribal and local representatives.

1022 National Response Team

The NRT consists of 16 federal agencies with responsibilities, interests, and expertise in various aspects of emergency response to pollution incidents. EPA serves as chair and the USCG as vice-chair of the NRT, except when activated for a specific incident, when the lead response agency representative serves as chair. 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, as well as assistance during an incident as requested by an FOSC via an RRT. NRT assistance usually takes the form of technical advice, access to additional resources/equipment, or coordination with other RRTs.

1023 Regional Response Teams

TOOLS AND RESOURCES
Regionwide Guidance and Policy: • Incident Specific RRT10 Activation Quick Response Guide

There are 13 RRTs, one for each of the 10 federal regions and Alaska, the Caribbean, and the Pacific Basin. Each RRT has federal and state representation. EPA and the USCG co-chair the RRTs. RRTs are planning, policy, and coordinating bodies and may be activated during a major incident to assist the FOSC with resources. They also provide guidance, support, and approval for pursuing certain response strategies.

The role of an incident-specific RRT is determined by the operational requirements of the response. An incident-specific RRT may be activated when the response exceeds the capabilities of the area where it occurs, transects state boundaries, or may pose a substantial threat to public health or welfare or the environment. An incident-specific RRT may also be activated upon request by the FOSC or any RRT representative. Generally, the RRT may be used to assist the FOSC in obtaining additional federal resources. If the

assistance requested by an FOSC exceeds an RRT's capability, the RRT may request assistance from the NRT. During an incident, the RRT may either be convened or alerted by telephone or email. Activation procedures for RRT10 may be found in the "Incident Specific RRT10 Activation Quick Response Guide" available on the Tools and Resources page of the RRT/NWAC website. The incident-specific RRT may also monitor and evaluate reports from the FOSC, advise the FOSC on the duration and extent of the response, recommend specific actions related to the response, assist the FOSC in preparing information for the public, and, if necessary, recommend the appointment of a different FOSC for the response.

For situations not addressed by pre-authorization plans, the EPA RRT representative may authorize the use of products listed on the NCP Product Schedule or burning agents. As appropriate, this authorization should be given with the concurrence of the affected state(s) and in consultation with the U.S. Department of the Interior (DOI) and the U.S. Department of Commerce (DOC). It should be noted that the FOSC may authorize the temporary provisional use of an NCP Product Schedule substance without the concurrence of the EPA RRT representative when the use of the product is necessary to prevent or substantially reduce a hazard to human life.

Figure 1000-1 illustrates the relationship of the RCP to other plans, as outlined in the NCP.

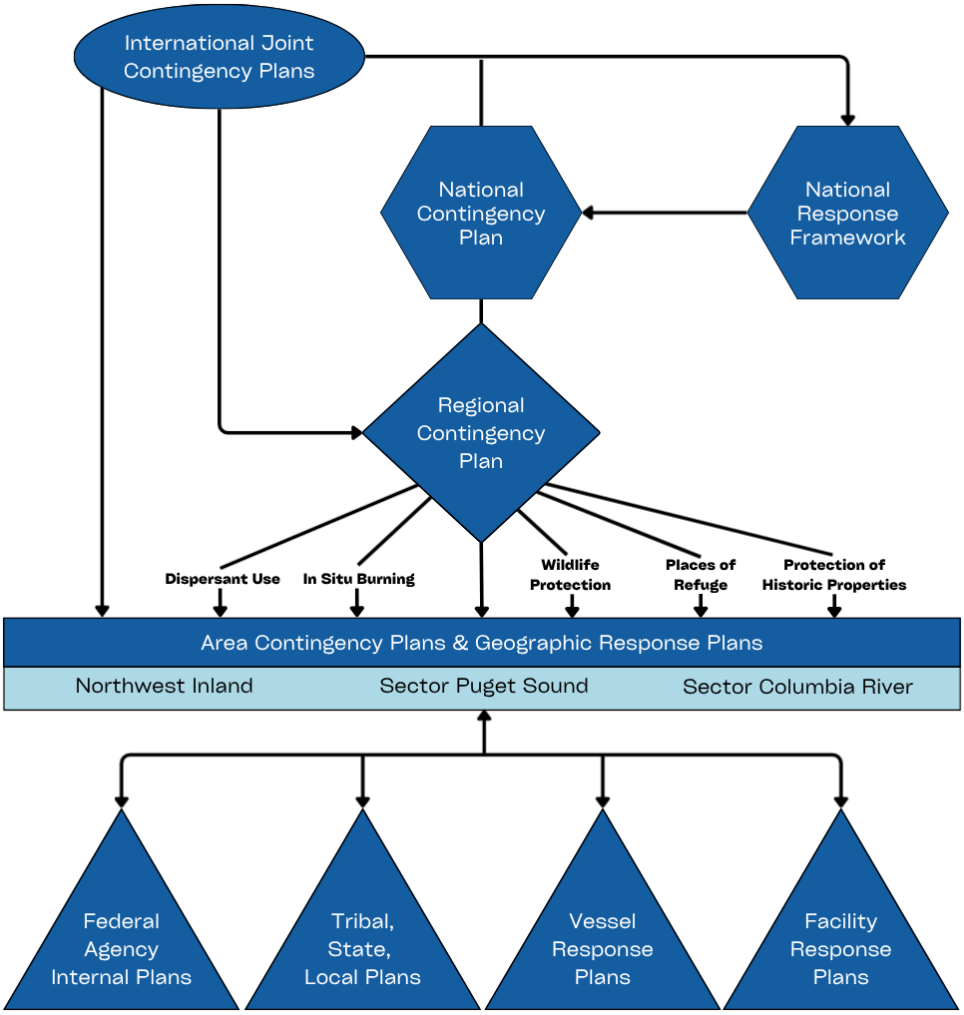


Figure 1000-1: Contingency and Response Plans

1024 Standing and Incident-Specific Regional Response Teams

The NCP (40 CFR Part 300) states that regional planning and coordination for preparedness and response actions shall be accomplished through the RRT, which has two components: a standing RRT and an incident-specific RRT. The standing RRT is co-chaired by EPA and USCG Northwest District. The standing RRT addresses regionwide communication systems and procedures, planning, coordination, training, evaluation, preparedness, and related matters. In the Northwest Region, these activities are conducted concurrently with the Area Committees.

Subpart J (40 CFR §300.900; Use of Dispersants and Other Chemicals) outlines specific roles and responsibilities of the RRT, Area Committees, or certain RRT representatives, regarding specific response technologies. Under 40 CFR §300.910, the RRT and Area Committees shall address through the planning process the appropriate use of dispersants, surface washing agents, surface collecting agents, bioremediation agents, other miscellaneous oil spill control agents listed on the NCP Product Schedule, and burning agents. They may also develop pre-authorization or expedited approval plans for those substances. The NCP also states that the EPA RRT representative, the affected state(s), DOI, and DOC must approve all pre-authorization plans. For situations not addressed by pre-authorization plans, the EPA RRT representative may authorize the use of products listed on the NCP Product Schedule or burning agents, as appropriate, with the concurrence of the affected state(s) and in consultation with DOI and DOC. However, the FOSC may authorize temporary provisional use of an NCP Product Schedule substance without that concurrence when necessary to prevent or substantially reduce a hazard to human life (40 CFR §300.910(d)).

When activated for a response, the incident-specific RRT is chaired by the member agency providing the OSC/RPM in accordance with 40 CFR §300.115(c). Participation by member agencies depends on the technical nature of the incident and its geographic location. When the RRT is activated, state government representatives and Tribes have the same status as any federal members of the RRT. The incident-specific RRT may be deactivated when the RRT chair determines that the FOSC no longer requires RRT assistance. See the “Incident Specific RRT10 Activation Quick Response Guide” for activation procedures.

1030 Regional Response Teams (RRTs)

There are 13 RRTs, one for each of the 10 federal regions, plus Alaska, the Caribbean, and the Pacific Basin. Each RRT has federal and state representation and is co-chaired by EPA and the USCG. RRTs function as planning, policy, and coordinating bodies and may be activated during major incidents to assist the FOSC with resources, guidance, and approval of certain response strategies. The NCP, 40 CFR Part 300 establishes two components of the RRT:

- **Standing RRT** – Handles regionwide planning, coordination, training, preparedness, and evaluation of communication systems and procedures. In the Northwest Region, these activities are conducted in coordination with Area Committees.

- **Incident-Specific RRT** – Activated when a response exceeds local capabilities, crosses state boundaries, or poses substantial threats to public health, welfare, or the environment. Activation may occur at the request of the FOSC or any RRT representative. During a response, the RRT may be convened or alerted by telephone or email. Procedures for RRT10 activation are outlined in the Incident Specific RRT10 Activation Quick Response Guide" tool.

When activated for response actions, the chair is the member agency providing the FOSC/RPM, per 40 CFR §300.115(c). Participation by member agencies depends on the technical nature and location of the incident; state governments and Tribes have the same status as federal members. An incident-specific RRT can be deactivated when the RRT chair determines that the FOSC no longer requires assistance.

Incident-specific RRT responsibilities may include:

- Assisting the FOSC in obtaining federal resources or requesting support from the NRT if additional capacity is needed;

- Monitoring and evaluating FOSC reports, advising on the extent and duration of the response, recommending response actions, and supporting public information efforts; and

- If necessary, recommending the appointment of a different FOSC.

1040 Use of Dispersants and Other Chemicals

TOOLS AND RESOURCES
Alternative Technologies: • NCP Subpart J Product Schedule

Under Subpart J (40 CFR §300.900–910), RRTs and Area Committees must address through the planning process the appropriate use of dispersants, surface washing agents, surface collecting agents, and bioremediation agents listed on the NCP Product Schedule and the appropriate use of burning agents. They may also develop pre-authorization or expedited approval plans for their use. All such pre-authorization plans require approval from the EPA RRT representative, the affected state(s), DOI, and DOC.

For situations not addressed by pre-authorization plans, the EPA RRT representative may authorize use of NCP Product Schedule substances or burning agents, with concurrence from the affected state(s) and consultation with DOI and DOC. However, an FOSC may independently authorize temporary provisional use of such products without EPA concurrence if necessary to prevent or substantially reduce a hazard to human life, pursuant to the requirements of 40 CFR § 300.910(d).

1050 Coordinated Planning

The RRT10 and the Northwest Area Committees (NWACs) provide a coordinated framework for oil and hazardous substance planning and response in Washington, Oregon, and Idaho. This structure includes two coastal Area Committees, one inland Area Committee, and the RRT10. Membership consists of federal, Tribal, and state representatives with jurisdiction over preparedness and response activities.

Key planning documents for the region include the NCP, the NWRCP, SPS ACP, SCR ACP, and NWIACP.

Each ACP is aligned with the NWRCP, which in turn aligns with the NCP, ensuring consistency in preparedness and response from the local to the national level. In cases of conflicting

guidance, the higher-level plan is followed until differences are reconciled. These plans provide guidance for responders but do not alter statutory or regulatory authorities.

The coordinated planning model in the Northwest supports alignment of policies, facilitates interagency collaboration, and ensures effective communication across a large and diverse geographic area. This structure promotes consistent preparedness and response strategies while providing a forum for sharing expertise and lessons learned.

1060 MEMBERSHIP

1061 Regional Response Team 10 Membership

RRT10 is a diverse, collaborative body that effectively supports responses to environmental emergencies. The membership structure promotes a comprehensive and coordinated approach to incident management, drawing upon the unique expertise and resources of each member. The RRT10 is jointly chaired by EPA Region 10 and the USCG Northwest District. Each agency appoints a representative to serve as RRT Co-Coordinators to coordinate RRT's preparedness and planning responsibilities. The membership of the RRT is outlined in 40 CFR 300.115 and includes the parties listed in Figure 1000-2.

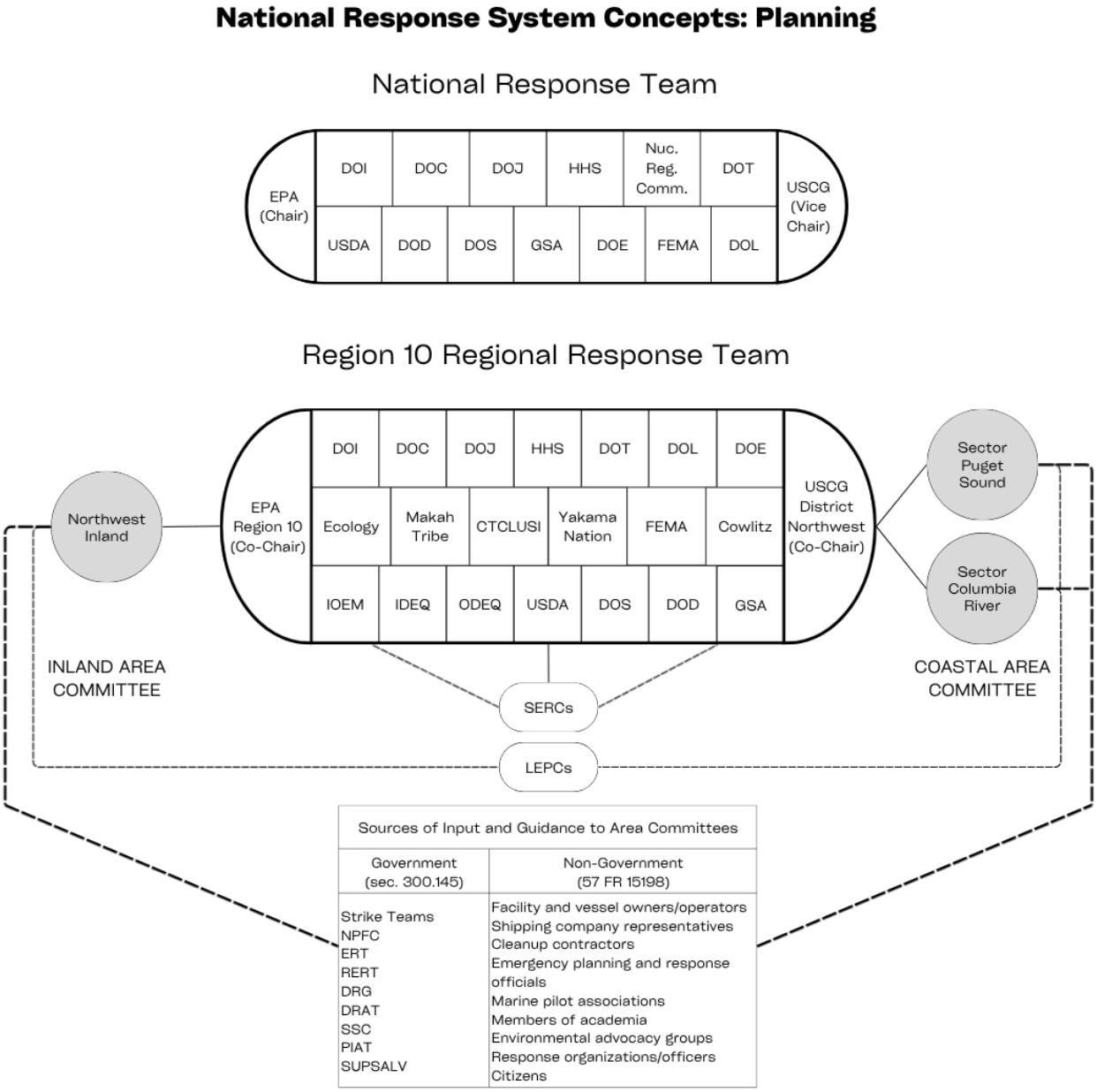


Figure 1000-2: RRT10 National Response System Concepts: Planning

The members of the RRT10 include:

- U.S. Coast Guard (USCG) Northwest District;
- U.S. Environmental Protection Agency (EPA), Region 10;

- U.S. Department of Commerce (DOC); National Oceanic and Atmospheric Administration (NOAA);
- U.S. Department of Defense (DOD) (United States Navy);
- U.S. Department of Energy (DOE);
- U.S. Department of Health and Human Services (HHS);
- U.S. Department of the Interior (DOI);
- U.S. Department of Justice (DOJ);
- U.S. Department of Labor (DOL); Occupational Safety and Health Administration (OSHA);
- U.S. Department of Transportation (DOT);
- Federal Emergency Management Agency (FEMA);
- General Services Administration (GSA);
- Idaho Office of Emergency Management (IOEM);
- State of Oregon, Department of Environmental Quality (ODEQ);
- State of Washington, Department of Ecology (ECY);
- Makah Tribe;
- Yakama Nation;
- Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians (CTCLUSI); and
- Cowlitz Indian Tribe.

RRT10 has also requested the following additional agencies, at a minimum, participate in RRT10 activities, including all RRT meetings. Additional agencies may be identified, as appropriate:

- USCG Sector Columbia River (SCR);
- USCG Sector Puget Sound (SPS);
- U.S. Army Corps of Engineers (USACE);

- Washington State Military Department –Emergency Management Division (WEMD);
- Washington State Department of Health (WA DOH);
- Oregon Department of the State Fire Marshal (OSFM);
- Oregon Health Authority (OHA);
- Oregon Department of Emergency Management (OEM);
- Idaho Department of Health and Welfare (IDHW); and
- Idaho Department of Environmental Quality (IDEQ).

1062 Area Committee Membership

TOOLS AND RESOURCES
Federal Agency Guidance: • EPA ACP Handbook • USCG Coastal ACP Handbook

The SPS, SCR, and Northwest Inland Area Committees each maintain their own standalone ACPs and rely on the NWRCP for regional guidance. Area Committee membership is defined within the respective ACPs. Area Committee membership is typically composed of:

- USCG FOSC (Coastal Zone Area Committees);
- EPA FOSCs (Inland Zone Area Committee);
- State environmental, public safety, and public health agencies;
- Local government agencies and Local Emergency Planning Committees (LEPCs);
- Tribes;
- Nongovernmental organizations;
- Nonprofit organizations;
- Industry; and
- Response contractors.

Area Committee chairs and vice-chairs act as representatives of their agencies for their respective ACPs. They ensure that the subcommittees, workgroups, and task forces are

enhancing response capabilities and that responses adhere to the established suite of plans. They also ensure the ACPs meet various regulatory and policy requirements for their respective agencies.

1063 Relationship between Regional Response Team 10 and the Northwest Area Committees

The RRT10 plays a vital role as outlined in the NCP with two primary responsibilities:

1. Assist the FOSC and UC during incident-specific activations to ensure an organized and effective response.
2. Promote comprehensive regional planning and preparedness to enhance readiness for potential incidents, including providing guidance to Area Committees to ensure inter-area consistency and consistency of individual ACPs with the RCP and NCP.

The term "Northwest Area Committees" encompasses the SPS, SCR, and Northwest Inland Area Committees. Each of these committees operates independently, yet collectively, and works in coordination with RRT10 to ensure a fully integrated approach to multi-agency planning and preparedness initiatives.

The primary focus of the RRT is to prepare for incident-specific activations and to provide robust support to the FOSCs and to the Unified Command. To foster collaboration and maintain strong relationships, RRT Co-Chairs and all RRT members are encouraged to actively participate in Area Committee meetings and other activities. This engagement helps to ensure ongoing familiarity with the issues and concerns faced by both the FOSCs, and SOSCs, ultimately strengthening regional preparedness and response efforts.

1070 Summary of Regional Response Team and Northwest Area Committees Organizational Groups

1071 Northwest Area and Regional Leadership

The leadership (Co-Chairs, Chairs, and Vice-Chairs) of the NWACs and RRT10 ensure that the suite of area and regional plans, policies, and procedures address critical spill response preparedness matters and appropriately incorporate the expertise and capabilities each

agency provides. The leadership, with the assistance of RRT Coordinators, track high-level goals, objectives, and action items to ensure regionwide progress towards shared goals. The status of these items, as well as any response or planning issues or concerns, are discussed at the Northwest Area and Regional Leadership Meeting.

1072 Regionwide Planning Committee

The Regionwide Planning Committee (RWPC) plays a vital role in area and regional planning by facilitating robust coordination among RCP and ACPs, Area Committees, and the RRT. The RWPC is dedicated to promoting consistency among plans and ensuring that contingency plans are practical and effective response tools for local, Tribal, state, and federal responders throughout the region.

The RWPC is composed of representatives from EPA; the USCG, including USCG Northwest District, SPS, and SCR; the states of Idaho, Oregon, and Washington; the Cowlitz Indian Tribe, Makah Tribe, Yakama Nation, and the CTCLUSI. The Co-Chair positions are held by the RRT Coordinators from EPA and USCG Northwest District.

Under the guidance of Northwest Area and Regional Leadership, the RWPC is tasked with reviewing and enhancing the comprehensive suite of plans. This includes conducting outreach initiatives aimed at raising awareness and understanding of these plans. The RWPC actively provides recommendations to the RRT and Area Committees concerning planning and preparedness activities, ensuring that these strategies remain aligned with evolving needs.

In addition, the RWPC oversees the coordination of area and regional task forces and workgroups, ensuring that all assigned tasks are executed efficiently. The primary responsibilities of the RWPC include:

- Working with the RRT and NWACs to identify and manage work priorities and a schedule for completion;

- Coordinating the development of new regionwide task forces and workgroups as needed and as directed;
- Ensuring each regionwide task force/workgroup has an appointed contact on the RWPC;
- Tracking regionwide task force and workgroup progress;
- Reviewing issues elevated by task forces, workgroups, and subcommittees when differences in interpretation, policy, priorities, or operational approaches require coordination;
- Coordinating RRT, Northwest Area and Regional Leadership, Area Committee meeting locations when meetings are co-located;
- Developing Northwest Area and Regional Leadership and RRT meeting agendas;
- Deconflicting and reviewing Area Committee and RRT meeting agendas when meetings are co-located; and
- Coordinating and developing the agenda for Joint Area Committees meetings.

1073 Subcommittees

Subcommittees address specific subject areas that necessitate ongoing attention to refine both ACPs and the RCP and enhance the functionality of the RRT and NWACs. Subcommittees may work for the RRT or an Area Committee depending upon the nature of the assigned work. They will work under a signed charter and may be assigned a sponsor. Subcommittees will regularly report their progress to the planning body that they fall under. Subcommittees are not time-bound and may be indefinite. A list of current subcommittees is available on the RRT/NWAC website.

1074 Workgroups

Workgroups focus on key subject areas requiring continuous improvement to enhance both the ACPs or RCP, as well as the function of the RRT and NWACs. They may not have a defined scope or endpoint but they could be used for longer-term projects. Workgroups will regularly

report their progress to the RWPC. A list of current workgroups is available on the RRT/NWAC website.

1075 Task Forces

Task forces concentrate on issues with a defined scope and clear endpoint. Task forces will report their findings and progress to the RWPC and will be led by a member from either an Area Committee or an RRT member agency or Tribe. Area planning developments should be coordinated with the RWPC to ensure continuity between plans and avoid duplication of effort by other Area Committees.

1080 Organizational Expectations and Information Management

All RRT, Area Committee, RWPC, and associated organizational groups are expected to support effective governance through transparent communication, systematic information management, and adherence to established meeting timelines and milestones. Each organizational group is responsible for maintaining accurate documentation of its activities, including documenting meeting notes and attendance records, tracking action items, and logging key discussions and decisions. Meeting agendas should be developed in advance, aligned with established priorities, and distributed with sufficient lead time. Agenda items should clearly identify the topics, presenters, and any required decisions or actions. Meeting records and supporting materials should be managed in accordance with regional information management practices to ensure accessibility, transparency, and continuity across planning bodies. This documentation supports institutional knowledge, facilitates coordination among groups, and provides a clear record of progress toward regionwide preparedness goals.

1081 Regional Response Team and Area Committee Meetings

REFERENCE LIBRARY
• Pacific Northwest Oil Spill and Hazardous Substance Planning Framework

In July 2024, the Northwest Area and Regional Leadership signed the Pacific Northwest Oil Spill and Hazardous Substance Planning Framework. This framework intends to enhance

collaborative planning by co-locating the semi-annual RRT meetings alongside coastal and inland Area Committee meetings. While these meetings serve distinct purposes, their simultaneous scheduling facilitates travel and promotes greater participation at the local, Tribal, state, and federal levels.

Meeting Structure

See a brief overview of the two-day geographically co-located meetings below:

Day 1: Area Committee Meeting

- Host: Area Committee Chair
- Facilitated by: Area Committee Secretaries
- Audience: Area Committee members, local responders and officials, and the public.
- Objective: To fulfill annual requirements, engage with the public, local officials and responders, and address regional issues and concerns. For detailed information, see the respective ACP.

Day 1: Northwest Area and Regional Leadership Meeting (Post Area Committee Meeting)

- Host: No host
- Facilitated by: RRT Coordinators and Co-chairs
- Audience: Area and regional plan signatories, the RWPC and their executive-level representative.
- Objective: This invite-only session emphasizes accountability for ongoing high-level projects and task forces, while providing a secure environment to discuss sensitive regional topics. It serves as a collaborative platform for area and regional leaders to collectively assess alignment and progress towards shared objectives.

Day 2: RRT10 Meeting

- Hosts: EPA and USCG Co-Chairs
- Facilitated by: RRT Coordinators
- Audience: RRT 10 members; the public is invited to observe this business meeting.
- Objective: Engage with NCP designated RRT members, state and Tribal regional planners, and Area Committee Chairs. The focus is on fostering coordinated and effective response efforts across the region, addressing rising issues from Area Committees, and discussing emerging technologies and response trends.

This structured approach not only strengthens communication and collaboration but also ensures that all stakeholders are informed and actively engaged in maintaining effective spill response strategies across the Pacific Northwest.

1082 Joint Area Committees Meeting

A Joint Area Committees meeting, consisting of all three Area Committees, will be convened annually. This meeting provides a forum for coordinated discussion of regionwide planning priorities, emerging response issues, and cross-area considerations that benefit from collective engagement. Outcomes of the Joint Area Committees meeting include the identification of shared plan update priorities, opportunities for alignment across Area Contingency Plans, and coordination with the Regionwide Planning Committee to support consistent and effective regional preparedness efforts.

1090 Relationship Among the Regional Response Team, Northwest Area Committees, and Tribal Nations

The term Tribe or Tribal Nation in this context refers to federally-recognized Tribes except where otherwise stated.

1091 Tribal Nations

Tribes are sovereign governments with jurisdiction over lands and waters across the region, with some Tribes holding off-reservation hunting, fishing, and gathering rights reserved through treaties. Tribes also have interest in protecting cultural and natural resources significant to the Tribe in designated geographic areas. The federal government has a trust obligation to Tribes to protect and collaboratively manage both Tribal jurisdictional lands and culturally significant resources off Tribal jurisdictional lands. Federal agencies have an obligation under federal executive order, federal law, and agency policies to uphold treaty-protected rights and to consult with Tribes to ensure that their actions consider the impacts to Tribal lands, cultural resources, and the health and welfare of Tribal citizens.

Federal agencies' trust responsibility requires Tribal engagement and actions to improve planning and decision-making, responder safety, and environmental protection in the region. Tribal members and staff have detailed, unique, and deep local knowledge that is essential in response. As sovereign governments, Tribes decide how to organize and implement emergency response for their jurisdictional lands, as well as for resources at risk outside Tribal jurisdiction. Tribes may maintain their own emergency plans.

Tribes, as trustees for their natural and cultural resources, are entitled to protection during emergency responses. The FOSC is responsible for notifying affected Tribes as soon as practicable regarding oil spills or chemical releases that could impact Tribal interests. DOI may assist in identifying potentially impacted Tribes and locating contact information.

On-scene coordination, either with the FOSC or in the Incident Command Post, can be performed directly with Tribal representatives. Spill response can involve volunteers, in addition to hiring contractors. If a spill is on Tribal land, the Tribal government will have authority to decide whether volunteers will be included in the response.

Federally recognized Tribes may elect to send a Tribal On-Scene Coordinator (TOSC) for any incident over which they have governing interests. Governing interests are defined within each treaty or executive order. The FOSC(s) should defer to a Tribe's interpretation of their

governing interests if there is doubt. If further clarification of a treaty right is requested, legal counsel for the FOSC agency should work with legal counsel for the impacted Tribe. Governing interests include reservation land; Tribal trust land; usual and accustomed (U&A) fishing, hunting, food and medicinal gathering areas, and culturally significant areas; and governing interests may exist within ceded lands.

1092 Area Committee Participation

Any Tribe, federally recognized or non-federally recognized, may attend and participate with any of the three Area Committees in the Pacific Northwest and any associated Task Forces/Workgroups/Subcommittees.

1093 Regional Response Team Participation

Federally recognized Tribes in the Pacific Northwest may join the RRT as members. RRT members are also able to join the Northwest Area and Regional Leadership meeting and Regionwide Planning Committee if they choose. Increasing the participation of Tribal governments in all spill planning and preparedness activities in the Northwest, including the RRT10, is a long-standing goal in the region, supported by several years of Tribal Task Forces and now a permanent Tribal Engagement Subcommittee. The participation of Tribal governments in both the standing and incident-specific RRT supports these responsibilities and can be mutually beneficial for both Tribes and the federal and state response community. For example, Tribal participation in the standing RRT allows both Tribes and the federal and state response community to ensure that Tribal perspectives are incorporated into regional policies and decision-making – ensuring smooth implementation in the event of an incident. It also facilitates relationship-building and capacity-building among Tribes and federal and state response decision makers through consistent participation. Any federally recognized Tribe may request membership in the RRT by submitting an official letter via email to the RRT Co-Chairs.

Current Tribal government members of RRT10:

- The Makah Indian Tribe; RRT member since 2008;

• The Confederated Tribes and Bands of the Yakama Nation; RRT member since 2016;

• The Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians; RRT member since 2019. The Tribe holds an Estuary Response Plan for its jurisdictional lands; and

- The Cowlitz Indian Tribe, RRT member since 2025.

Regardless of formal participation in the RRT or Area Committees, Tribal governments are essential response partners. It is important to note that the membership status of Tribes in the RRT does not determine their ability to represent their sovereign government as a TOSC (and throughout the ICS structure) in the event of an incident.

1100 Relationship between Regional Response Team, Northwest Area Committees, and State Agencies

1101 State of Washington

The State of Washington is represented on RRT10 by Ecology. Ecology vice-chairs the SPS Area Committee, SCR Area Committee, and Northwest Inland Area Committee. Ecology also participates in county and regional LEPCs.

WA DOH and WEMD also participate in RRT10. These agencies, along with the Washington Department of Fish and Wildlife and the Washington Department of Natural Resources are strong partners in regional and area planning processes.

1102 State of Idaho

The State of Idaho is represented on the Regional Response Team (RRT) by the IOEM, who works closely with the Idaho Department of Environmental Quality (IDEQ), which is also an active participant in RRT10. IDEQ also serves as vice-chair for the Northwest Inland Area Committee and assists in the development of the NWIACP and NWRCP.

The Idaho Hazardous Materials/WMD Incident Command and Response Support Plan is the primary mechanism for initial response to hazardous material incidents in Idaho and supports the IDEOP. This plan may be activated independently of the IDEOP. The plan's

primary purpose is to provide effective, coordinated emergency response support to local government by state, federal, and private agencies for incidents involving the release or potential release of hazardous materials/WMD in the State of Idaho.

1103 State of Oregon

The State of Oregon is represented on the RRT by ODEQ's Emergency Response Program. ODEQ shares the responsibility for protection of public health with the Oregon Health Authority (OHA) and the response to hazardous materials releases with the OSFM who also participate in RRT10. ODEQ's Emergency Response Program assists in the development of the NWRCP. The NWRCP has been adopted as the State of Oregon's plan for response to hazardous materials releases, as an appendix to the State of Oregon Comprehensive Emergency Response Plan. ODEQ's Emergency Response Program also participates in the SCR and Northwest Inland Area Committees as vice-chair, county/regional LEPCs and various watershed-based response planning organizations in Oregon.

1110 Geographic Boundaries

TOOLS AND RESOURCES
Mapping and GIS: • Pacific Northwest Jurisdiction Mapper

The geographic boundaries of this plan are the states of Washington, Oregon, and Idaho, which include COTP Zones for Puget Sound, Columbia River, and the Inland Zone of EPA Region 10, excluding Alaska. All waterways that mark the boundary between two states (e.g., the Columbia and Snake Rivers) are the joint, shared responsibility of both states. Spills affecting, or with the potential to affect, shared water must be reported to both states, and both states will normally participate in the unified response.

1111 United States Environmental Protection Agency/United States Coast Guard Federal On-Scene Coordinator Jurisdictional Boundary

The boundaries between the USCG and EPA areas of responsibility (AOR) within the Northwest Region are shown in Table 1000-. For an interactive tool showing jurisdictional boundaries, see the Interactive Mapping page available on the RRT/NWAC website.

The section describes the geographic area within the USCG Northwest District, as defined in 33 CFR Subpart 3.65. It specifically addresses the jurisdictional boundaries between the Coastal and Inland Zones within the COTP Puget Sound AOR, as defined by 33 CFR §3.65-10, and the COTP Columbia River AOR, as defined by 33 CFR §3.69-15.

As outlined in the NCP, 40 CFR §300.5, the "Coastal Zone" is defined as "all United States waters subject to the tide, specified ports and harbors on inland rivers, waters of the contiguous zone, other waters of the high seas subject to the NCP, and the land surfaces or land substrate, ground waters, and ambient air proximal to those waters."

The "Inland Zone" is defined as "the environment Inland of the Coastal Zone excluding specified ports and harbors on inland rivers."

In areas where precise boundaries are not defined, the boundary will generally default to the high-water mark. In locations where navigable waterways feed into the ocean, the boundary will generally default to the high tide mark. This policy will help to ensure that response is not delayed because EPA and the USCG each believe a spill is located within the boundaries of the other's jurisdiction. In the case of oil and hazardous substance, pollutant, or contaminant releases from shoreline facilities and for those releases that threaten or have resulted in sediment, soil, ambient air, or other shoreline contamination, EPA and USCG phone duty officers will need to consult to determine the appropriate lead agency.

Table 1000-1Area of Responsibility Boundaries between EPA and USCG for Major Oregon and Washington Waters

River Name/Body of Water	Boundary
Oregon	
Alsea River	Line North from Mouth of Eckman Slough
Chetco River	Route 101 Bridge Brookings to Harbor
Clatskanie River	Spokane, Portland, and Seattle Railroad Bridge One Mile North of Clatskanie
Columbia River	Bonneville Dam
Columbia River: Columbia Slough	North Lombard Street Bridge

River Name/Body of Water	Boundary
Columbia River: Lewis & Clark River	Highway 101 Business Bridge
Columbia River: Scappoose Bay	Line East of Milton Creek
Columbia River: Skipanon River	Warrenton - Astoria Highway (East Harbor Drive Bridge in Warrenton)
Columbia River: Youngs River	Highway 101 Business Bridge
Coos Bay: Catching Slough	Permanent bridge on Coos River Road (junction of Coos River and Catching Slough)
Coos Bay: Coalbank Slough	Highway 101 Bridge
Coos Bay: Coos River	First Bridge on Coos River, upriver from Catching Slough
Coos Bay: Haynes Inlet	Mean High Water Mark of Haynes Inlet
Coos Bay: Isthmus Slough	Bascule Bridge at Bunker Hill
Coos Bay: Kentucky Slough	East Bay Drive Bridge
Coos Bay: North Slough	Mean High Water Mark of North Slough
Coos Bay: South Slough	South Slough - Mean High Water Mark on South Slough
Coos Bay: Joe Ney Slough	South Slough - Bridge at Crown Point Road
Coos Bay: Willach Slough	East Bay Drive Bridge
Coquille River	Route 101 Bridge in Bandon
Elk River	Route 101 Bridge
Little Nestucca River	Route 101 Bridge
Multnomah Channel	The entire channel is in USCG jurisdiction
Nehalem River	Highway 101 Bridge
Nestucca River	Pacific Avenue in Pacific City – Bridge
Rogue River	Route 101 Bridge Wedderburn to Gold Beach
Sandy River	Interstate 84 Bridge at Troutdale
Scappoose Bay	McCoy Estates Road, east of Columbia River Highway
Siletz River	Route 101 Bridge Kernville to Gleneden Beach
Siuslaw River	Line South from Cushman
Tillamook Bay	Mean High Water Mark
Tillamook River	Netarts Highway Bridge

River Name/Body of Water	Boundary
Umpqua River	Line North of Scholfield Road/Umpqua Highway intersection
Umpqua River: Smith River	First Bridge Upstream of Confluence with the Umpqua River
Willamette River	Oregon City Falls
Yachats River	Route 101 Bridge
Yaquina Bay	Mean High Water Mark
Yaquina River	Butler Bridge at Toledo
Yaquina River: Depot Slough	Bridge on Old Toledo - Yaquina Road
Yaquina River: King Slough	Mean High Water Mark
Washington	
Big Quilcene River	North Quilcene Avenue Bridge
Chuckanut Creek	Highway 11 Bridge
Chehalis River	Route 107 Bridge South of Montesano
Clallam River	State Highway 112 Bridge
Columbia River	Bonneville Dam
Columbia River: Elochoman Slough (Cathlamet)	USCG Jurisdiction Throughout
Columbia River: Lake River	Bridge at Ridgefield, WA
Columbia River: Vancouver Lake Flushing Channel	Flood control gate at NW Lower River Road, Vancouver, WA
Columbia River: Washougal River	Railroad Bridge at Washougal
Cowlitz River	Route 4 Bridge at Kelso
Deep Creek	State Highway 112 Bridge
Deep River	State Highway 4 Bridge
Deschutes River	4th Avenue Bridge at Olympia
Dosewallips River	Route 101 Bridge
Duckabush River	Route 101 Bridge
Dungeness River	Dungeness Bridge in Sequim
Duwamish River	Pacific Highway South Bridge
East Twin River	State Highway 112 Bridge
Ebey Slough	I-5 Bridge in Everett
Elwha River	State Highway 112
Grays River	Route 4 Bridge at Roseburg
Hama Hama River	Route 101 Bridge

River Name/Body of Water	Boundary
Hoko River	State Highway 112 Bridge
Hoquiam River	Route 101 Bridge
Humptulips River	Route 109 Bridge
Kalama River	Interstate 5 Bridge
Lake Washington Ship Canal (Lake Washington/Lake Union)	Montlake Bridge in Seattle
Lewis River	Interstate 5 Bridge at Woodland
Little Quilcene River	Rogers Street Bridge
Naselle River	Route 101 Bridge
Nisqually River	I-5 Bridge
Nooksack River	Slater Road North of Marietta
North River	Route 105 Bridge
North Nemah River	Route 101 Bridge at Nemah
Palix River	Route 101 Bridge
Puyallup River	I-5 Bridge
Pysht River	Bridge Northwest of Pysht, North of Highway 112
Queets River	Route 101 Bridge at Queets
Quillayute River	Entrance of Dickey River
Quinault River	Quinault River Bridge East of Taholah
Sail River	State Highway 112 Bridge
Salt Creek	Bridge on Camp Hayden Road
Sekiu River	State Highway 112 Bridge
Skagit River, North Fork	Route 511 Bridge Five Miles Southwest of Mount Vernon
Skagit River, South Fork	Bridge at Conway
Skokomish River, South Fork	Route 106 Bridge
Snohomish River	Interstate 5 Bridge
Sooes River	Bridge Approximately 1 Mile South of Mukkaw Bay entrance
Steamboat Slough	I-5 Bridge Near Everett
Stillaguamish River	Great Northern Railroad Bridge at Silvana
Union River	State Highway 300 Bridge
Waatch River	Bridge East of Makah Air Force Station
Whatcom Creek	Holly Avenue Bridge in Bellingham
West Twin River	State Highway 112 Bridge

River Name/Body of Water	Boundary
Willapa Bay: South Fork Willapa River	Highway 101 Bridge
Willapa Bay: Willapa River	Highway 101 Bridge
Wishkah River	Route 12 Bridge at Aberdeen

1120 First Federal Official On Scene

According to Section 300.135(b) of the NCP, the first federal official (FFO) affiliated with an NRT member agency to arrive on the scene of a discharge or release should coordinate activities under the NCP. The FFO is authorized to initiate, in consultation with the pre-designated FOSC and prior to the FOSC's arrival on scene, any necessary actions normally carried out by the FOSC. Arrival of the FFO on scene does not affect the designation of the appropriate FOSC. If the FFO determines that the FOSC should be from the other agency, that FOSC will generally accept the transfer of authority. Once that transfer has occurred, the FOSC will need to coordinate with the National Pollution Fund Center (NPFC) to ensure that only one Federal Project Number remains open for that case, as appropriate.

1130 Release or Discharges Affecting More than One Zone Determination of Federal On-Scene Coordinator

According to Section 300.140(b) of the NCP, if a discharge or release affects more than one zone, determination of the FOSC should generally be based on the area vulnerable to the greatest threat. If the area vulnerable to the greatest threat cannot be determined, the UC may want to consider establishing an Area Command that can adequately provide for effective response in both zones.

Funding

If a spill occurs across both sides of the EPA-USCG FOSC boundary, and both an EPA FOSC and a USCG FOSC are responding, then two Federal Project Numbers (i.e., one for each FOSC) might be appropriate. If the spill is on the USCG side and the USCG FOSC is responding with EPA assistance, then EPA should be allowed to use the accounting line from

the USCG Federal Project to set up a site in the EPA financial system to charge against. In such a circumstance, EPA would likely not need to obtain a Pollution Removal Fund Authorization from the USCG FOSC, but EPA would need a ceiling and a statement of work. Likewise, if the spill is on the EPA side and the USCG is assisting EPA, the USCG should be able to charge against EPA's Federal Project accounting line. For further clarification, the NPFC should be consulted, at 703-872-6000.

1140 Modifications to Notification Requirements

TOOLS AND RESOURCES
96 Hour Plan: • Incident Notification Matrix • Notification List

For incidents that fall within the jurisdictional boundary of one agency and pose a threat of impact to an area within the other agency's jurisdiction, the USCG and EPA expect each agency to be notified. Duty officers and watchstanders making notifications must be informed of the need to notify both agencies for incidents that may impact both jurisdictional boundaries.

1150 United States Environmental Protection Agency and United States Coast Guard Overlapping Jurisdiction

There are geographic areas covered by this ACP in which EPA has NCP FOSC authority, but where the USCG has COTP authority. Examples of these overlapping areas include, but are not limited to, the Columbia River above the Bonneville Dam, the Willamette River above Oregon City Falls, and Lake Washington. If an incident occurs in these areas, the EPA FOSC must consult and coordinate with the USCG COTP or COTP's representative to ensure that both agencies are appropriately engaged in the response based on their respective authority. During a response in these situations, each agency retains its statutory authorities but must consult with the other throughout the response or incident to ensure that both agencies are appropriately engaged in the response. The nature of response generally does not allow complete separation of the maritime casualty response from the pollution response. In these overlapping areas, the general practice will be to allow the EPA FOSC to determine

whether the incident requires an NCP response, after consultation with the COTP or the COTP's representative.

When a spill occurs in an area where it is initially unclear which agency has FOSC authority, USCG and EPA duty officers will immediately consult to ensure that a timely response takes place. Once it is determined which agency, if any, will have FOSC authority, both agencies will continue to consult with each other to ensure that the non-FOSC agency provides adequate and appropriate support to the FOSC agency. Such support could include anything within the non-FOSC agency's statutory authority, such as on-scene observation, maritime technical advice, surface and air resources, and staffing at the UC Post. It is recommended that the position of Operations Section Chief be held by a representative of the agency with the greatest statutory responsibility for the incident risk during the current operational period.

1160 Oil Discharges Originating from Inland Facilities

The authority to respond to releases or threats of a release of oil is derived from the Clean Water Act (CWA). The determination of the pre-designated FOSC for oil spills from land shall be determined based on the areas vulnerable to the greatest threat. If the release or threat of a release does not impact or threaten navigable water, neither EPA nor the USCG has the authority to respond.

1170 Hazardous Substances, Pollutant, or Contaminant Incidents Originating from Inland Facilities

The authority to respond to releases or threats of a release of hazardous substances, pollutants, or contaminants is derived from CERCLA and is not predicated on impacts to navigable water.

1180 National Response System

TOOLS AND RESOURCES
General: • Response Partners Roles and Contacts

1181 Federal On-Scene Coordinators

USCG SPS and SCR maintain and manage emergency response teams for response to discharges of oil and hazardous substances in the Coastal Zone. These teams vary in size based on the nature of the incident. In all cases, they are tasked with assessing the discharge to determine response measures, monitor and supervise pollution countermeasures, deploy pollution control equipment as available and necessary until a contractor arrives, document all phases of the response, conduct investigations, and act for the FOSC until their arrival.

The EPA Emergency Management Program consists of emergency response FOSCs located in the regional office in Seattle, Washington, and field offices in Boise, Idaho and Portland, Oregon. Additional FOSCs for EPA Region 10 are located in Anchorage, Alaska, but they may respond to any location throughout the region, or throughout the country, as needed. The FOSCs are responsible for determining the source, cause, and RP, as well as initiating source control and enforcement actions as appropriate. Additional responsibilities include ensuring that containment, cleanup, and disposal are carried out adequately; notifying all Natural Resources Trustees; and coordinating activities with federal, state, Tribal, and local agencies to monitor their performance. EPA also has access to technical assistance contractors who can provide technical oversight and other resources at spills and uncontrolled hazardous waste sites. In some cases, EPA's technical assistance contractor may arrive on scene prior to the FOSC. Prior to arrival of the EPA OSC, the EPA contractor will cooperate with on-site agencies but will take direction through the EPA OSC only. EPA's contractor has technical response personnel and equipment located in Seattle and Portland.

Both EPA and USCG FOSCs have access to all federal response agencies and special response teams. EPA can deploy the Environmental Response Team or the Radiological Emergency Response Team from Las Vegas, Nevada. The USCG can deploy the Pacific Strike Team from Novato, California. For a list of special teams and federal response agencies and their roles during an oil/hazardous materials incident, see the "Response Partner Roles and Contacts" tool.

1182 Washington State Response System

The Washington State Response System provides coordinated state agency response, in cooperation with federal, local, and Tribal governments to respond effectively to oil and hazardous substance spills.

Washington State Department of Ecology: Ecology acts as state IC for spills or threats of spills to state waters, providing 24/7 response through teams in Olympia, Seattle, Bellingham, Vancouver, Spokane, and Yakima, and may deploy SOSCs to an incident. Ecology receives and confirms spill notifications, identifies causes and RPs, and assumes management if the RP is absent, unresponsive, or unknown. The agency sets and enforces cleanup standards; ensures containment, cleanup, and disposal; monitors responder safety; and initiates enforcement actions as needed. Ecology also coordinates through National Incident Management System (NIMS)/Incident Command System (ICS), establishes Joint Information Centers (JICs), inspects vessels and facilities, provides maritime expertise, and leads the Natural Resource Damage Assessment (NRDA) team with other state agencies. Ecology also notifies resource trustees of injuries to natural resources.

Washington State Patrol (WSP): WSP acts as the IC for spills on state highways. WSP supports local jurisdictions with law enforcement, evacuations, and communications; represents local jurisdictions as designated IC, conducts aerial reconnaissance and radiological monitoring; coordinates with state agencies; and directs fire resources during hazardous substance emergencies.

Washington State Military Department – Emergency Management Division (WEMD): WEMD provides 24-hour notification to Ecology, WSP, and other agencies, activates and manages the State Emergency Operations Center, coordinates resource procurement, provides public information officer support, and maintains communication links.

Washington Department of Fish and Wildlife: The Washington Department of Fish and Wildlife (WDFW) is a trustee of fish, shellfish, wildlife, and associated habitats. WDFW is also a trustee of wildlife management lands and public access sites. WDFW should be engaged in responses where a potential exists for impacts to trustee resources. WDFW's areas of expertise include environmental sampling, identifying natural resource protection needs, oiled wildlife rescue, and NRDA.

Local Jurisdictions: Local governments are usually first responders to oil and hazardous substance spills and releases. They designate a local IC agency (often the fire department) or may delegate to WSP. LEPCs assist with planning, training, and interagency coordination. Local jurisdictions may activate local Emergency Operations Centers to support field operations and resource requests.

For a list of Washington State response agencies and their roles during an oil/hazardous materials incident, see the "Response Partners Roles and Contacts" tool.

1183 Oregon State Emergency Response System

Notification and Initial Response

The Oregon Emergency Response System (1-800-452-0311) is the statewide notification system for incidents that could impact Oregon. This system is staffed 24/7/365 to pass along notifications of significant events or incidents to the relevant state agencies that are involved in emergency response. All hazardous materials incidents are passed to the ODEQ's duty officers (and other state agencies as appropriate) for triage, and escalation if warranted. If stabilization to protect the public from hazardous materials releases is warranted, local fire departments may request support from the OSFM's network of hazardous materials

response (HAZMAT) teams. The teams are equipped and trained by the state and staffed primarily by individuals from local fire departments and other emergency providers. ODEQ may respond by sending an OSC, sending the state's response contractor, or coordinating with local responders or the RP and their contractor.

On-Scene Incident Response

The first emergency responder to arrive at the scene becomes the IC until relieved, or until the incident is over. ODEQ, through its designated SOSC, is the Lead Agency of the State of Oregon during the cleanup phase of oil and hazardous material incidents. ODEQ may relieve the IC (typically fire or HAZMAT Team) when the life safety portion of the emergency response is complete and the focus of the effort is on containment and cleanup of oil or hazardous materials.

The parties responsible for spilling or releasing hazardous materials are also responsible to conduct cleanup under the oversight of the ODEQ. If there is no identified RP, or if the RP is unable or unwilling to conduct an appropriate response to stabilize and cleanup operations in a timely manner, ODEQ may conduct investigation, stabilization and cleanup actions itself or through its contractor.

ODEQ oversees and coordinates the conduct of emergency response cleanup operations with appropriate federal, Tribal, state and local emergency responders as appropriate to the incident. ODEQ determines when the cleanup of released hazardous materials meets state standards and the state's oversight is complete. ODEQ has developed expertise in areas of EUL and staffing, Geographic Information System/Situation Unit support, liaison, and public information/communications to support the SOSC in conducting effective cleanup operations. ODEQ partners with Oregon Department of Fish and Wildlife to incorporate their authority and expertise into spill responses.

The OHA (Public Health Division) is the lead state agency for all incidents involving hazards to human beings, communicable disease agents, and radiation emergencies not originating from transportation accidents. The Oregon Department of Energy is the lead state agency

for radioactive materials transportation incidents. The lead state agency will provide an SOSC to direct the state response and assist the FOSC. Requested assistance from the state may include guidelines for disposal of oily waste, identification and prioritization of vulnerable resources, local geographic and environmental information, advice on cleanup and restoration standards, medical and toxicological information from state health officials; and identification of unknown pollutants.

For a list of Oregon State response agencies and their roles during an oil/hazardous materials incident, see the "Response Partners Roles and Contacts" tool.

Funding of Incident Responses

ODEQ has several funding sources that can be utilized for particular incident types:

- The Oil and Hazardous Materials Fund may be used by ODEQ to contract for emergency removals of materials presenting public health and environmental risk if the owner, property owner, or RP is unable to act. This assistance may be provided on a cost reimbursement basis.
- The Drug Laboratory Cleanup Fund can be leveraged to reimburse Oregon law enforcement agencies through requests to ODEQ.
- The Hazardous Substances Remedial Action Fund can be used to cover ODEQ and contractor costs for emergency responses to hazardous materials releases where no RP is known, or where RPs are not able/willing to conduct a response.

Other state agencies have funding mechanisms specific emergency response actions, such as the Oregon Division of State Lands funding for removal of abandoned vessel, and HAZMAT Team response funding through the OSFM for stabilizing hazardous materials threats within the terms of their respective contracts.

ODEQ administers a statewide contract with local emergency response contractors who can be utilized by other state and local agencies to conduct assessment, stabilization, response, and disposal of hazardous materials using their own dedicated funds. For a full list of Oregon State response agencies and their roles during an oil/hazardous materials incident, see the "Response Partners Roles and Contacts" tool.

1184 Idaho State Response System

Local fire departments and departments of emergency management are the primary response authority for all oil spills and hazardous material releases. It is the state's intent to supplement local response activity, not supplant it. This plan and the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan are to be implemented when local capabilities have been exceeded by the incident. The ICS, when implemented by local government during initial response, will allow the state to become part of the response network without disrupting local efforts.

1190 Pacific States/British Columbia Oil Spill Task Force

EXTERNAL RESOURCSES
• Pacific States/British Columbia Oil Spill Task Force

The Pacific States/British Columbia Oil Spill Task Force was established to provide cooperative and coordinated oil spill response and prevention efforts. Since its formation in March 1989, it has grown to include the states of Alaska, Oregon, Washington, Hawaii, and California, and the Province of British Columbia, Canada. The environmental agencies of the five western states and British Columbia have agreed to work together to improve coordinated spill response in the following ways:

- Sharing state resources and assisting SOSCs during major spills if requested.;
- Observing state spill drills and response activities;
- Conducting joint spill drills to better coordinate trans-boundary response efforts;
- Debriefing after major spills or drills to determine changes necessary for improving spill prevention or response across state and national boundaries;
- Meeting regularly to share information and coordinate state and provincial policies with federal agencies;
- Coordinating implementation efforts, such as making rules and regulations as consistent as possible; and
- Collaborating on regional initiatives to address such issues as coastwise vessel traffic, spill data collection, and places of refuge.

West Coast Mutual Aid

During major and catastrophic spills on the West Coast, it may be necessary to expedite the cross-boundary transfer of additional response capabilities that can only be provided by private contractors. Many of these contractors have signed commitments with facility and/or vessel operators that, if released to another spill, would place them out of compliance with their federal or state/provincially-approved spill contingency plan.

The members of the Pacific States/British Columbia Oil Spill Task Force are the primary state and provincial spill prevention and response agencies for Alaska, Province of British Columbia, Washington, Oregon, California, and Hawaii. To expedite and enhance the response to major West Coast spills, the Pacific States/British Columbia Oil Spill Task Force members preapproved and signed the 1993 mutual aid agreement, which will be activated by the UC if additional resources are needed. The purpose of the agreement is to establish conditions under which contingency plan holders may meet temporarily reduced response standards so their response equipment remains available for mutual aid. This agreement thereby ensures that most of the spill response equipment on the West Coast will be available to respond rapidly in the event of a major spill.

Some West Coast states set planning standards and allow plan holders and response contractors to determine how they will be met. All major contractors have commitments under several contingency plans, which makes equipment “cascading” more difficult. To implement this mutual aid policy, task force members have adopted minimum requirements for resident, non-cascadable resources. These requirements ensure that plan holders can initiate an effective response at their facility or vessel if a spill occurs while part of their response capability is out of the region for mutual aid.

1200 RESPONSE POLICY

TOOLS AND RESOURCES
General: • Statutory Guidance Tool • Laws, Regulations and Directives, Federal • EPA NCP Overview
REFERENCE LIBRARY
• FEMA National Response Framework • Idaho Hazardous Materials/WMD Incident Command and Response Support Plan • State of Oregon Emergency Management Plan

1210 National Response Policy

The National Response Policy is designed to ensure that all applicable laws and regulations are carried out. Those laws and regulations are intended to ensure effective and immediate removal of a discharge, mitigation, or prevention of a substantial threat of a discharge of oil or release of hazardous substances, and overall protection of human health and the environment.

1220 High Seas Policy

The Intervention on the High Seas Act (33 USC 1471 et seq.) applies as follows. Under the International Convention Relating to Intervention on the High Seas in Cases of Oil Pollution Casualties, 1969, governments that are party to the convention may take measures necessary to prevent, mitigate, or eliminate grave and imminent danger to their coastline or related interests from pollution by oil or hazardous substances, or from the threat of such pollution. The pollution or threat of pollution may result from a maritime casualty or related acts that may reasonably be expected to cause major harmful consequences.

If a ship collision, stranding, or other incident on board or external to a ship outside U.S. territorial waters creates a potential threat of pollution by oil or hazardous substances, all available information shall be relayed to the USCG. The USCG will determine whether a grave and imminent danger to the coastline or related interests exists. If such a danger is found to exist, the designated FOSC shall take measures to prevent, mitigate, or eliminate the threat.

1230 Coast Guard Policy

The USCG will respond consistently with the policy outlined in the NWRCP. The USCG may elect not to dispatch representatives to reported discharges where representatives of another cognizant government agency are responding. However, if federal removal is indicated within the Coastal Zone, the USCG will respond. If the RP is conducting proper removal, the USCG FOSC will use best judgment in determining the need for the presence of USCG personnel on scene.

1240 United States Environmental Protection Agency Policy

By statute, EPA is the FOSC for inland spills of oil or hazardous substances. In most instances, EPA is not the first responder on scene. EPA works in cooperation with other responders but has not delegated its responsibility as the FOSC. In all spill situations, it is EPA's intent to contribute to the response by working with the local, state, and Tribal authorities, the general public, and federal agencies to ensure that the information needed to maximize the effectiveness of the response effort is easily accessible. During a response to a release, the PRPs, if known, available, and willing, are generally given the opportunity to adequately respond. EPA works closely with the PRPs when they are known and willing to take action to ensure that the release reaches an adequate and rapid conclusion with a minimum impact on the environment. In the event of a spill for which the PRP is not identified, does not respond to contain or clean up the spill, or does an inadequate job responding, EPA's responsibilities may include taking over the response or assuming a co-lead role in a UC with state and local responders.

1250 United States Department of Defense and Department of Energy Policies

In the case of DOD or DOE, when there is a response to a release or threat of a release of a hazardous substance, pollutant, or contaminant, or the sole source of the release is from any facility or vessel under the jurisdiction, custody, or control of DOD or DOE, those agencies shall provide FOSCs responsible for taking all response actions. DOD will be the removal response authority with respect to incidents involving DOD military weapons or munitions, or weapons or munitions under the jurisdiction, custody, or control of DOD. Per

40 CFR §300.120(a)(1) and (a)(2), for oil spills on DOD facilities, the USCG or EPA is the pre-designated FOSC, as appropriate.

1260 Tribal Policy

Tribes have the right to engage with federal agencies on a government-to-government basis. NWAC agencies seek meaningful Tribal engagement in the development, maintenance, and implementation of the NWRCP, and this Tribal Policy is intended to facilitate Tribal participation in all stages of contingency planning and response activities.

The NCP requires the FOSC to notify any natural resource trustee when any resources for which the trustee is responsible may be impacted by a release. Tribes are trustees for Tribal natural and cultural resources. Although the FOSC is legally responsible for Tribal notification, DOI may assist in identifying potentially impacted Tribes and locating appropriate contact information. When EPA or USCG responds to an emergency under FOSC authority, the FOSC will, as soon as practicable, notify and offer emergency coordination to all affected Tribes through appropriate Tribal natural and cultural resource staff, environmental staff, or other individual designated by the Tribe regarding oil spills and chemical releases that could potentially affect Tribal interests. On-scene coordination, either with the FOSC or in the ICP, can be performed directly with Tribal representatives.

Spill response can involve volunteers in addition to hired contractors. If a spill occurs on Tribal land, the Tribal government has the authority to decide whether volunteers will be included in the response.

Tribes may elect to send a TOSC for any incident over which they have governing interests. Governing interests are defined within each treaty or Executive Order. The FOSC(s) should defer to a Tribe's interpretation of its governing interests if there is doubt. If further clarification of a treaty right is requested, legal counsel for the FOSC agency should work with legal counsel for the impacted Tribe. Governing interests include reservation land; Tribal trust land; U&A fishing, hunting, food, and medicinal gathering areas; and culturally significant areas. Governing interests may exist within or beyond ceded lands.

Each Tribe with governing interests within an impacted area may elect to send its own TOSC to UC. In cases where multiple Tribes have governing interests, there may be multiple TOSCs in UC. When a Tribe has governing interests but does not send a TOSC to participate in UC, the FOSC retains trust responsibility within the UC for Tribal interests. In the role, the FOSC should seek to understand Tribal Ecological Knowledge, cultural knowledge, and current use of the affected area.

Generally, each TOSC shall have delegated authority to make decisions on behalf of their Tribe and shall have governing interests within the impacted area. Each TOSC would ideally have a working knowledge of and adequate training in NIMS/ICS, consistent with the requirements in Section 2010. The FOSC may facilitate the engagement of Tribal representatives by identifying a Tribal Coordination Specialist (TCS), a specialized member of the Liaison Officer's staff, who provides support in ensuring that representatives from a potentially impacted Tribe(s) not only have a forum to communicate their priorities and concerns, but also an opportunity to successfully integrate into the response command structure. In situations that require additional support (e.g., a TOSC requests assistance in navigating NIMS/ICS), a deputy TCS might also be activated to help fulfill the TCS's responsibilities. This role is further defined in the Liaison Manual, Annex B. The TCS is not intended to be a spokesperson for the Tribe.

Regardless of whether a Tribe has a TOSC in UC, Tribal representatives can provide valuable support to the response in a variety of ways. Effective response actions require local knowledge and a comprehensive understanding of the resources at risk. Tribal representatives may choose to support the response as a subject matter expert in the Logistics, Planning, or Operations Sections or the EU; or an Agency Representative under the Liaison Officer. If an NRDA is conducted, Tribes may also participate in that effort to help define the injury done by the release. NRDA is separate and distinct from the response effort. The level of Tribal participation will depend on a number of factors, including the individual circumstances of the incident and the level of training and/or experience the representative(s) bring to the response. As with the TOSC role, the FOSC may facilitate the

engagement of a TCS (specialized Assistant Liaison Officer) who will assist Tribal representatives in navigating NIMS/ICS.

When incidents occur beyond areas of Tribal governing interests but nonetheless present a concern to a Tribe, the Tribe may interact directly with the response through the incident Liaison Officer.

1270 State Response Policy

1271 Washington State Response Policy

Ecology is the pre-designated SOSC for all oil and hazardous substance spills in state waters. In this role, Ecology represents the interests of all state agencies and citizens, supports federal response, and supports a coordinated approach with state partners as it responds to any significant discharge or threatened discharge. Ecology provides local geographic and environmental information; identifies and prioritizes vulnerable resources with other resource agencies through the EU; and funds cleanup of orphan oil spills through the Oil Spill Recovery Act.

Washington law sets high standards for environmental protection. Chapter 90.48 RCW makes it unlawful to cause or permit the discharge of pollutants into the waters of the state and establishes Washington's participation in the federal permit program. State statutes on water pollution and marine transportation safety meet or exceed federal requirements.

It is the state's policy to use the UC system to co-manage significant spills or threats of spills, ensuring close cooperation with federal, Tribal, and local governments to protect public health and safety, natural resources, and private property.

1272 Oregon State Response Policy

ODEQ maintains 24/7/365 watch staff and can be notified through the Oregon Emergency Response System. ODEQ's duty officers triage and direct incidents, as appropriate, to protect human health and Oregon's environment. ODEQ responds to every call received through the Oregon Emergency Response System.

The first emergency responder to arrive at the scene becomes the IC until relieved, or until the incident is over. ODEQ, through its designated SOSC, is the Lead Agency of the State of Oregon during the cleanup phase of oil and hazardous material incidents. ODEQ may relieve the IC (typically fire or HAZMAT Team) when the life safety portion of the emergency response is complete and the focus of the effort is on containment and cleanup of oil or hazardous materials. ODEQ recognizes that the USCG and EPA are the lead federal agencies within their AORs for oil and hazardous materials incidents.

ODEQ has committed to protection of natural and cultural resources important to Oregon Tribes by completing pass-through of OERS notification of all incidents within their areas of interest. ODEQ also notifies Tribes directly before any disturbance of the subsurface (digging, drilling, etc.) and through the use of Inadvertent Discovery Plans in areas where cultural resources are not known, and direct engagement with Tribes for incidents in areas the presence of cultural resources are known or where Tribes express concern that they could be.

ODEQ monitors, assesses, and evaluates spills, releases, or threatened spills or releases of oil or hazardous material. ODEQ may directly contain a spill or release, or direct RPs or contractors to do so, as appropriate, to prevent, minimize or mitigate damage to public health, safety, welfare or the environment that may result if action is not taken. ODEQ oversees the environmental cleanup of spilled materials that threaten human health or the environment while coordinating with other state and local agencies within a UC. ODEQ conducts incident responses in accordance with the NIMS and requires RPs to follow NIMS protocols. Before assuming an incident command role under the NIMS ICS, the SOSC may provide technical advice to police, fire, and other first responders, and coordinate a cleanup response with state and local agencies. For significant spill incidents, ODEQ conducts response actions under UC, involving all appropriate federal, Tribal, state, local, and resource trustees along with the parties responsible for the release. If an incident has no identified RP, or if the identified RP is unwilling or unable to conduct and appropriate

response, ODEQ has authority to conduct the assessment and/or cleanup and seek cost reimbursement.

ODEQ has authority to assess, stabilize, and conduct cleanups of spills or threatened releases to Oregon waterways, soils, airsheds, or groundwater. ODEQ partners with adjacent states (Washington, Idaho, Nevada, and California) on incidents that threaten shared waterways and airsheds, or where contaminants may impact people or habitats across state boundaries.

ODEQ determines when cleanup of released hazardous materials meets state standards and when state oversight is complete. For cleanups conducted under emergency response authorities, returning contaminant levels to background concentrations is typically the appropriate standard.

1273 Idaho State Response Policy

Idaho uses a collaborative system in responding to hazardous materials incidents. A single phone call to the Idaho State EMS Communications Center provides immediate access to virtually any resource needed at a hazardous materials incident. The state plays a key role in facilitating and fostering the collaborative efforts, and the IOEM is responsible for ensuring that emergency response is timely and effective. Local, state, and federal responses are expected to be coordinated and supportive of local efforts.

UC and NIMS are the standard method of operation. The state's representative to command under emergency or disaster conditions is designated by the Idaho Military Division Office of Emergency Management instead of the Idaho Adjutant General. It is policy in Idaho that responders operate only within the scope of their training. The state has set clear training guidelines in the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan. The IDEQ directs long-term site remediation efforts with the cooperation and support of other state and federal agencies.

1280 MULTINATIONAL POLICY

REFERENCE LIBRARY
• Canada-U.S. Joint Inland Pollution Contingency Plan • Canada-United States Joint Marine Pollution Contingency Plan

The geographic area covered by the NWRCP includes shared marine and inland borders with Canada: in particular, the northern terrestrial boundaries of Washington and Idaho adjoin the Canadian border, and the marine boundary between the United States and Canada transects the Strait of Juan de Fuca and the Georgia and Haro Straits waterbodies. For oil spills and other hazardous material releases, or potential releases that occur at or in the adjacent transboundary area, it is required that federal and state/provincial response leadership in both United States and Canada coordinate their respective responses on their sides of the border. Two documents outline how the UC members on each side of the border will coordinate spill response in the transboundary region: the Canada-United States Joint Marine Pollution Contingency Plan, Pacific Annex (CANUSPAC) for spills of oil and other harmful substances for marine spill responses; and the Canada-United States Joint Inland Pollution Contingency Plan (CANUSWEST) for inland spill response.

Any pollution incident in one country that poses a substantial threat to the other country shall be reported immediately to the Canadian National Environmental Emergencies Center (1-819-997-3742) or the U.S. NRC (1-800-424-8802), depending on the incident location. In addition, for spills threatening the marine zone, the U.S. Coast Guard Northwest District will immediately notify the Canadian Coast Guard Western Region emergency number and vice versa, in the event of an incident with cross-border threats or impacts.

The NWRCP and applicable ACPs guide spill responses conducted on the U.S. side of the transboundary region, while the CANUSPAC Annex and CANUSWEST Joint Contingency Plan identify how the two nations will coordinate their individual response actions on their side of the border. These plans are designed to be complementary and promote effective international coordination. In addition to updating the cross-border plans, periodic meetings

and exercises involving both U.S. and Canadian response personnel are held to maintain relationships and ensure the plans can be enacted.

1290 Responsible Party Policy

The NCP requires that response plan holders "prepare and submit a plan for responding, to the maximum extent practicable, to a worst case discharge, and to a substantial threat of such a discharge, of oil or a hazardous substance. These response plans are required to be consistent with applicable Area Contingency Plans."

- The requirement for facility and vessel response plans to be consistent with the ACPs applies to: Vessel Contingency Plan and Facility Contingency Plan: content, review, and approval;
- The execution and evaluation of spill drills and exercises; and
- The management of spill response actions.

Failure to adequately conform to the ACPs may result in rejection of a spill contingency/response plan; non-credit for a drill; or federal and/or state agencies assuming direct control of a spill response action. However, it is also the policy of the RRT10 that the UC will encourage the party responsible for a spill incident to maintain the primary responsibility for managing the response action so long as they:

- Actively and cooperatively participate in the UC structure;
- Provide an organization that is compatible with NIMS/ICS;
- Provide regular communication and documentation that ensures adequate response resources are being rapidly mobilized in proportion to the size of the incident as discussed in the following section; and
- Follow their approved spill contingency/response plan (if applicable) unless otherwise directed, or a deviation is agreed to, by the UC.

Adequate response resources must be rapidly mobilized if initial source control, containment, and cleanup efforts are to be successful. Experience in the Northwest has

found that it is much more cost-effective and far less damaging to natural resources to contain an oil spill rather than remove it from the water and beaches.

Therefore, it is the policy of the RRT10 that the response to a spill incident should be promptly "ramped-up" to provide adequate equipment and trained personnel to effectively respond to the highest quantity of product that is most likely to be released. If it is determined that excessive response resources are ordered or mustered, they may be canceled or demobilized to help control the cost of the response action to the RP and responding agencies.

If an RP fails to respond in a manner deemed reasonably consistent with this policy and ACPs, the FOSC or SOSC may assume the lead for all or a portion of the spill. The agency proposing to lead the cleanup will closely coordinate with other members of the UC prior to taking such action.

In Washington and Oregon, vessel owners/operators may meet state contingency plan requirements by enrolling in a state-approved umbrella vessel contingency plan. Vessels enrolled in an umbrella plan are expected to follow the approved umbrella contingency plan throughout the duration of a spill response; any deviation must be approved consistent with the authorities of the FOSC and the appropriate SOSC. See the applicable Area Contingency Plans for details.

1291 Responsible Party Responsibilities

Specific responsibilities of the RP are as follows:

- Assess spill or release;
- Robustly staff the response with a spill management team;
- Establish a Command Post, in concurrence with the other OSCs;
- Document/identify the type and quantity of oil or hazardous substance spilled or released;

- Contain the oil or hazardous substance spilled or released and protect the environment, with a particular emphasis on sensitive areas;
- Provide input relative to cleanup priorities (i.e., waste minimization);
- Perform timely and effective cleanup;
- Dispose of oil, oily waste, and hazardous substances;
- Restore damaged environment/natural resources;
- Communicate with local, state, and national response agencies and organizations;
- Communicate with media;
- Pay for damages;
- Take steps to prevent reoccurrence of spills or releases; and
- Collect and care for wildlife, in conjunction with responsible state, local, and federal agencies.

The RP has the opportunity to conduct damage assessment when required by the state/federal agencies and/or when appropriate given the RP's available resources as determined by the UC.

1300 PLAN REVIEW AND PROCESS

1310 REVIEW AND APPROVAL PROCESSES

1311 Regional Contingency Plan

The NWRCP will be reviewed and updated annually by the Regionwide Planning Committee (RWPC). In addition, the RWPC has established a staggered approach for in-depth review of all NWRCP chapters over a period of five years. With each annual review, all significant updates will be published for public review and comment. Comments on the plan can be submitted at any time to the RWPC through the RRT/NWAC website.

The RWPC is responsible for conducting an annual review of select sections of NWRCP contents in accordance with a predetermined schedule. The goal is to review the plan in full over a 5-year period. RRT Co-Chairs facilitate RRT member review of the proposed RCP

updates as needed. This review includes oversight of policies governing the use of tools and resources relevant to regional preparedness and response, but does not extend to the tools themselves.

If any additional content or tools outside of the review schedule are identified as candidates for update or revision, they must be proposed individually to the RWPC. The RWPC will assess the proposed tools and resources and determine whether to address the update directly or delegate the matter through the formation of a task force. The RWPC will also determine, at its discretion, whether any proposed updates to tools or associated resources warrant a full public comment period to align.

Any content identified for update must be submitted to the RWPC. Upon receipt of content update proposal, the RWPC will:

- Determine whether to address the update internally, or
- Establish a task force to evaluate and recommend actions.
- The RWPC will assess whether the nature and scope of the proposed update warrant a public comment period.
- If deemed necessary, the RWPC will initiate a public engagement process in accordance with established guidelines.

There are Annexes in the RCP. Each of these annexes is produced and maintained by the RRT Coordinators and designated RRT committees, subject to their own public review process, as appropriate.

Plan reviews occur annually per EPA area planning guidance, USCG policy, and/or state statutes. Plan reviews may include validation that involves checking or proving the accuracy of plan elements, such as contact information and worst case discharge (WCD) scenarios. Plan reviews also may include incorporation of lessons learned from exercises or incidents and identification of any gaps in the plan. Plan reviews may trigger plan modifications that

follow the plan review process. For purposes of regional and area plans in the region, all changes, updates, and/or fact corrections to content within the RCP or ACPs shall be defined as modifications to the plan. Modifications are incorporated into the applicable plan via two different modifications categories, Category I and Category II described below.

The RRT established the two modification categories to define the level of effort associated with any plan review, to ensure consistency across agencies and Area Committees, and to easily identify which plan reviews trigger a 30-day public review requirement. The RWPC determines the category for each modification to the RCP. For the ACPs, each Area Committee determines the review category for ACP modifications. Category I Modifications are those proposed modifications to the RCP or ACPs of routine data, format, grammar, and/or hyperlinks. These proposed modifications do not automatically trigger a 30-day public review requirement. For example, proposed modifications to contact information, such as telephone numbers and email addresses within the plan, are incorporated as a Category I Modification. Additionally, proposed modifications due to new or updated regulations or statutes that have already been subject to a public review are not a significant modification to the plan and, therefore, do not trigger a second public review. However, if the statutory or regulatory update to the plan changes response processes in such a way that it becomes a significant modification to the plan as defined in this document, a 30-day public review is required.

Category II Modifications are defined as a change when substantive revisions are required to the RCP or ACP and trigger a 30-day public review requirement. Examples of significant modifications to the RCP or ACPs include the following:

- A change in response policy or agency guidance established by the plan (and not external policy or guidance changes);
- Changes in how agencies conduct a pollution response; and
- Logistical changes that increase or decrease agency response resources.

During a plan review, including the public review period, all or part of the plan can be the focus of the review. The scope of a plan review is set by the RRT or Area Committee, as appropriate.

Both the RCP and ACPs incorporate other plans and guidance documents by reference. These plans generally have their own review schedules, separate from the annual ACP/RCP review.

1312 Area Contingency Plans

The SPS ACP and SCR ACP will each be reviewed annually. The coastal ACPs must also be reviewed by the District Commander and the National Review Panel every 5 years. The Northwest Inland ACP will be reviewed annually, in accordance with EPA planning guidance. All significant updates to ACPs will be published for public review and comment. Additional details on the review process can be found in each ACP.

1313 Tools and Resources

Proposed additions to the Tools and Resources page are submitted to the RWPC for review. The RWPC evaluates each proposal to determine:

- Whether it should be incorporated into the RCP, ACPs, or both;
- Whether it constitutes a modification and, if so, the applicable category;
- The appropriate placement and reference within the RCP and associated plans; and
- The appropriate location for posting on the official website.

Any item approved for inclusion on the Tools and Resources page should also be referenced within the relevant plans. If a proposed addition is not incorporated into the RCP or ACPs, it may be posted to the Reference Library. The RWPC shall exercise discretion on a case-by-case basis to determine whether Reference Library items require cross-referencing within the plans. Updates to the Tools and Resources page will be presented at RRT10 meetings.

1314 Sponsorship Model

To improve efficiencies with limited resources (personnel and budget), the RWPC, in consultation with the Area Committees, have developed a 'sponsorship model' for the development or revision of plan content or to address a specific topic. Under the sponsorship model, an Area Committee or the RRT10 will establish a task force to address a specific issue or topic. This task force may consist of members from outside the sponsoring committee, including representatives from the RRT member agencies or other Area Committees, subject matter experts and other interested stakeholders. The products of the task force are then shared with other Area Committees and the RRT via the RWPC. Each Area Committee can elect to incorporate any new plan content or references into their ACP – either by insertion into the plan or incorporation by reference. Each Area Committee is responsible for following federal and state plan revision requirements, including public review as appropriate for modifications to ACPs. Documents that are recommended by either the RWPC or Area Committees to be available as tools for the use of all will be posted on the RRT10 website.

1320 Plan Implementation

RRT10 agencies are encouraged to use this plan in all response training and to establish an annual training program within their agencies to ensure that all parties:

- Understand and are fully aware of their respective roles and responsibilities;
- Understand their role in the UC System;
- Understand how they coordinate and communicate with other parties and agencies;
- Understand what and where their assignments will be at a spill scene;
- Understand the overall level of commitment they are to devote to spill response operations; and
- Understand how they will be notified and when to respond to such notification.

Agency spill responders and key personnel are required to read this plan on an annual basis. Each agency is responsible for regular review of this document.

1330 EXERCISES

TOOLS AND RESOURCES
ICS Resources: • FEMA ICS Forms
REFERENCE LIBRARY
• Northwest Area Committee Exercise Schedule (NACES) • National PREP Guidelines

Region 10 has adopted exercise policies consistent with the National Preparedness for Response Exercise Program (PREP). PREP is a unified federal initiative that satisfies the exercise requirements of multiple agencies, including the USCG, EPA, Pipeline and Hazardous Materials Safety Administration (PHMSA), and Bureau of Safety and Environmental Enforcement (BSEE). For more information on this program, see the National PREP Guidelines.

The RRT10 Exercise Subcommittee has been established to serve as a resource on regional exercises and to promote coordination and communication on scheduling, designing, and participating in drills among RRT member agencies.

1331 Exercise Scheduling

Effective exercise scheduling is critical to the success of national and regional preparedness efforts. While larger exercises require significant resources and coordination, advance planning ensures participant availability and allows for budget alignment.

Exercise scheduling is handled in several ways:

- Quadrennial Area Exercises are coordinated through the National Strike Force Coordination Center in partnership with regional agencies and industry stakeholders.
- Annual PREP drills are implemented through industry-led WCD exercises. All drills should be submitted to the Northwest Area Committee Exercise Schedule (NACES) for coordination amongst area partners. The regional drill schedule is available at the NACES website.

- The FOSC may conduct Government-Initiated Unannounced Exercises (GIUEs) to independently assess industry response capabilities. The states also have authority to conduct GIUEs. These unannounced events provide an important measure of preparedness and plan effectiveness.

- ODEQ and Ecology require regulated plan holders to coordinate with an agency planning representative when designing and scheduling required drills.

1340 Geographic Response Plans

TOOLS AND RESOURCES
Operations: • Geographic Response Plans Guidance **Mapping and GIS:** • Oregon GRPs • NOAA ERMA • Washington GRPs
REFERENCE LIBRARY
• GRP Booming Strategy Points – Standardized Data Format

Geographic Response Plans (GRPs) contain oil spill response strategies for marine and inland waters of Washington, Oregon, and Idaho. Each GRP has two priorities: 1) to identify natural, cultural, and significant economic resources in a specific geographic region, and 2) to describe and prioritize response strategies to minimize damage to these resources during an oil spill. GRPs can be located on the RRT/NWAC website.

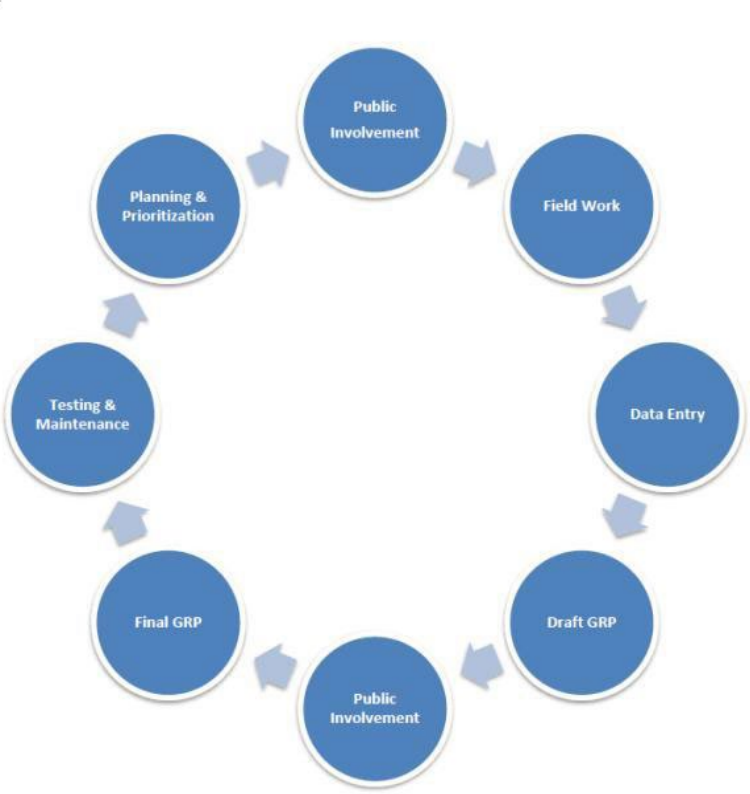
Each GRP has several chapters that contain:

- Introduction to the plan;
- Site descriptions, including physical features, hydrology, climate, risk assessment, and literature references;
- Reference maps, notification strategies, and prioritized tactical strategies;
- Resources at risk, including endangered species, and shoreline information; and
- Staging area and boat launch information for the area.

1341 Process to Develop Geographic Response Plans

Development of GRPs in the Northwest is a collaborative process coordinated through the regional GRP Subcommittee. GRPs are developed through workshops and field work involving federal, state, and local oil spill emergency response experts, as well as representatives from Tribes, local governments, industry, ports, environmental organizations, pilots, and response contractors. Workshop participants identify resources, develop operational strategies, help prioritize the strategies, and pinpoint logistical support. It is important to involve local governments and local communities in the GRP development process. Field work is conducted to visit the selected sites, confirm the existence of the resource at risk, and further refine the operational strategies.

Figure 1000-3 – GRP Development and Update Cycle



1342 Agencies Responsible to Develop and Maintain Geographic Response Plans

Key RRT10 and NWACs agencies have committed resources to manage the development and maintenance of GRPs, as described below.

- Marine GRPs in Washington State are co-managed by Ecology and the USCG.
- Inland GRPs in Washington State are co-managed by Ecology and EPA.
- Marine GRPs in Oregon are co-managed by ODEQ and the USCG.
- Inland GRPs in Oregon are co-managed by ODEQ and EPA.
- Inland GRPs in Idaho are co-managed by the State of Idaho and EPA.

1343 Testing Geographic Response Plans

GRP strategies are tested during drills and spills or during the plan development process. Testing of the strategies is an important priority for the northwest response community.

Deployment provides an opportunity for response contractors, plan holders, and agencies to verify the effectiveness of the strategy, deploy equipment, and train personnel to ensure that they are prepared for a real oil spill. GRP strategies are updated based on the results of the drills.

Comments on GRPs and the testing of GRP strategies during deployments can be made on the RRT10/NWACs website, through the “Submit Comments” page.

1350 Spill Scenarios

An important part of contingency planning is anticipating the effects of a spill and preparing in advance for the response to spills likely to occur in the area. ACPs address responses to WCDs of oil or hazardous substances, and mitigation or prevention of a substantial threat of discharge from a vessel, offshore facility, or onshore facility. These scenarios are described in the individual ACPs.

2000 COMMAND

TOOLS AND RESOURCES
Federal Agency Guidance: • EPA IMH • USCG IMH **ICS Resources:** • FEMA ICS Forms

2010 COMMAND STRUCTURE - UNIFIED COMMAND ORGANIZATION

The Regional Response Team 10 (RRT10) and NWACs manage spill incidents using NIMS ICS and a UC structure.

Principles of Unified Command

- **Incident Command System (ICS):** All signatory agencies will use the NIMS ICS model as the foundation for response operations.
- **Unified Command (UC):** Federal, state, and RP OSCs will form the UC and jointly manage response activities.
- **Decision-Making:** The UC will make decisions by consensus and document them in a single IAP for each operational period. If consensus cannot be reached, the FOSC as final decision-making authority.
- **Local Government Participation:** One or more LOSCs may be incorporated into the UC as appropriate.
- **Tribal Government Participation:** One or more federally recognized TOSCs may be incorporated into the UC as appropriate.

Under this structure, the UC brings together federal, state, Tribal, local, and RP representatives to share authority, coordinate decisions, and jointly direct spill response and cleanup operations.

2020 Command Staff Elements: Roles and Responsibilities

2021 Incident Commander/Unified Command

Incident Commanders for oil discharges and hazardous substance releases will, whenever possible and practical, be organized under the UC structure, which includes, but is not limited to:

- The pre-designated FOSC;
- The State On-Scene Coordinator (SOSC);
- The representative of the RP;
- The Local On-Scene Coordinator(s) (LOSC), as appropriate; and
- The Tribal On-Scene Coordinator(s) (TOSC), as appropriate.

To be considered for a UC position, the involved organization:

A. Must have jurisdictional authority or functional responsibility under a law or ordinance for the incident;

B. Must have incident or response operations impact on the organization's AOR;

C. Must be specifically charged by law or ordinance with commanding, coordinating, or managing a major aspect of the incident response;

D. Should have full organization authority to make decisions and execute all of the tasks assigned to the IC on behalf of their organization; and

E. Should have the resources to support participation in the response organization.

Actual UC makeup for a specific incident will be determined on a case-by-case basis, taking into account:

- The specifics of the incident;
- Determinations outlined in the five criteria listed above; and
- Decisions reached during the initial meeting of the UC.

The makeup of UC may change as the incident progresses, to account for changes in the situation.

The UC is responsible for the overall management of the incident. The UC directs incident activities, including the development and implementation of strategic decisions, approves the IAP, and approves the ordering and releasing of resources. It is expected that each UC member will have the authority to make decisions and commit resources on behalf of his or her organization.

An organizational chart for the UC and Command staff is shown in Figure 2000-1. This chart serves as an example and is not meant to be all-inclusive

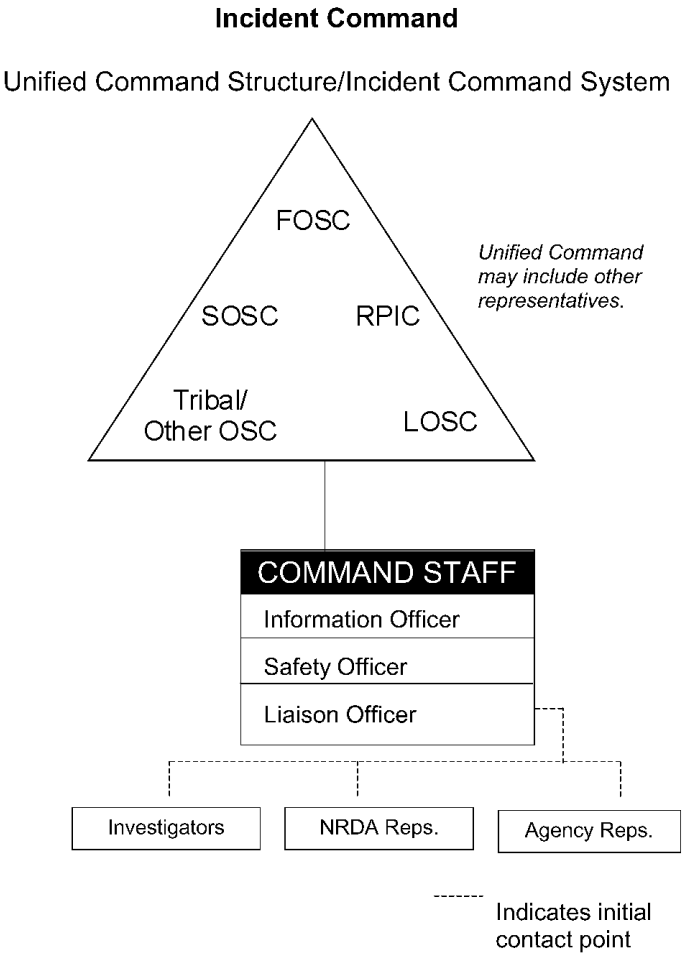


Figure 2000-1: Incident Command

2022 Naming Convention for Oil Spills – Northwest Regional Policy

To ensure that accurate and credible information is provided to the public and to elected officials, it is the policy in the Northwest to use the following naming convention for oil spills:

1. **Source by Name:** Name of vessel or facility, or other source (rail, pipeline, etc.);
2. **Geographic:** Location of the incident;
3. **Incident Description:** Spill, spill threat, fire, explosion, grounding, sinking, etc.; and
4. **Date:** May be optional if the spiller has had previous oil spills.

When UC is formed, UC officials negotiate and concur on key decisions, which may include the name of the incident.

2023 Public Information Officer

TOOLS AND RESOURCES
Federal Agency Guidance: • EPA IMH • USCG IMH **Command:** • Joint Information Center Manual • NRT Public Information Resources

The RRT and NWACs prefer that the RP not fill the PIO position. This applies to both government agency and private industry RPs. However, the RRT and NWACs recognize that UC holds the discretion to fill the position with whomever they choose. UC should consider credibility with the media and public, as well as previous experience in drills or spills, familiarity with the NWRCP tools and policies and with Emergency Support Function #15 (ESF-15). Upon the concurrence of UC, the RP may fill the PIO position.

The RRT10 and NWACs encourage RPs to designate an Assistant PIO to participate in meetings attended by the PIO and to be present during briefings by the PIO or delegate. The PIO is appointed by and reports to the IC/UC. The PIO should be trained in ICS, familiar with the NWRCP, and experienced in public affairs, public speaking, crisis communication, media relations, and principles of JIC management. Further regional guidance is in the NWRCP Annex A, Joint Information Center Manual.

2024 Safety Officer

TOOLS AND RESOURCES
Federal Agency Guidance: • EPA IMH • USCG IMH **Command:** • EPA Safety Officer Toolbox • Hazard Assessment Worksheet • Health and Safety Job Aid • Safety Office Job Aid
REFERENCE LIBRARY
• Safety and Health Awareness for Oil Spill Cleanup Workers

See the EPA and USCG Incident Management Handbooks (IMH) and the Tools and Resources box at the beginning of this section for helpful resources.

2025 Liaison Officer

TOOLS AND RESOURCES
Command: • Liaison Manual

It is the policy of the RRT10 for the Liaison Officer position be filled by a qualified representative from a federal, state, Tribal, or local agency. If no such agency representative is initially available, qualified, or willing to serve, the UC may, at its discretion, authorize an RP representative to fill the position. The RRT10 and NWACs also encourage RPs to designate an Assistant Liaison Officer to fully participate in the meetings and briefings alongside the Liaison Officer. Further responsibilities are outlined in Annex B, the Liaison Manual Annex B.

2030 Natural Resource Damage Assessment

TOOLS AND RESOURCES
Federal Agency Guidance: • EPA IMH • USCG IMH **General:** • DOI NRDA Primer • NOAA NRDA

NRDA involves identifying the type and degree of impacts on natural, cultural, and socioeconomic resources to assist in restoring those resources. NRDA may involve a range of field surveys and studies used to develop a monetary damage claim, or may involve immediately developing a restoration plan with the RP. NRDA activities for small spills typically involve simplified assessment methods and minimal field data collection.

Given that the goals of NRDA are outside the sphere of most emergency spill response actions, NRDA activities generally do not occur within the structure, processes, and control of the ICS. However, particularly in the early phases of a spill response, many NRDA activities overlap with environmental assessment performed for the sake of spill response. Because NRDA is carried out by natural resource trustee agencies and/or their contractors, personnel limitations may require staff to perform NRDA and response activities simultaneously. Therefore, NRDA staff should remain coordinated with the spill response organization and need to work with the Liaison Officer to coordinate with the UC, Environmental Unit (EU), Wildlife Branch and the National Oceanic and Atmospheric Administration (NOAA) Scientific Support Coordinator to resolve any problems or address areas of overlap. While NRDA resource requirements and costs may fall outside the responsibility of the Logistics and Finance sections, coordination is still important.

For amplifying information on the potential tasks and responsibilities of an NRDA representative, see the U.S. Coast Guard (USCG) and/or EPA IMH.

2040 INCIDENT INVESTIGATION

Criminal and civil investigators from federal and state agencies do not normally serve as members of the UC. While investigative personnel may report to officials who are part of UC, the investigative function remains separate to avoid conflicts of interest and to ensure that UC decision-making remains focused on response operations. Coordination between investigators and UC is conducted through the investigators' respective agencies.

3000 OPERATIONS

TOOLS AND RESOURCES
Federal Agency Guidance: • EPA IMH • USCG IMH **Operations:** • Operations Section Job Aid • Operations Section Organization Guidance

3010 OPERATIONS SECTION CHIEF

All incidents begin with operations. The Operations Section Chief must be both tactically competent and possess a thorough understanding of the Incident Command System (ICS). The Operations Section Chief is selected by Unified Command (UC). The position of Operations Section Chief should be filled by the person with the greatest technical and tactical expertise in dealing with the problem at hand.

For an explanation of how the Operations Section functions and organizes its work, see the United States (U.S.) Coast Guard (USCG) and the U.S. Environmental Protection Agency (EPA) Incident Management Handbooks (IMHs).

3020 WILDLIFE BRANCH

TOOLS AND RESOURCES
Wildlife: • Northwest Wildlife Response Plan • Managing Impacts to Fisheries • NOAA Guidelines for Assessing Exposure and Impacts of Oil Spills on Marine Mammals • Resources at Risk Response Tools • RRT10 Endangered Species Act Compliance Guide • RRT10 Southern Resident Killer Whale Deterrence • USFWS Best Practices for Migratory Bird Care during Oil Spill Response • USFWS Information for Planning and Consultation

The primary purpose of the Wildlife Branch is to provide the best achievable care for oil-impacted wildlife and to minimize wildlife losses during oil spills. This includes preventing injury to wildlife or habitats, from either the oil itself or from any response countermeasures.

The Wildlife Branch, working within the Operations Section, develops the operational strategies, tactics, and resource needs for its activities and submits these for inclusion in the incident action plan. It is the policy of the Regional Response Team 10 (RRT10) that representatives of the United States Fish and Wildlife Service (USFWS) will assume the positions of Director and Deputy Director of the Wildlife Branch. State fish and wildlife representatives will assume these positions if a USFWS representative is not available or if designated by a USFWS representative. This designation may be made on a case-by-case basis or through a pre-existing agreement. Appointment of other parties, including Tribal or responsible party (RP) representatives, to one or both positions may be made by a USFWS representative or their designee at any time during an incident, and for such periods as may be deemed appropriate. Unless otherwise indicated by USFWS, these positions will be delegated to the Washington Department of Fish and Wildlife for spills that occur within the legal boundaries of Washington State.

The Wildlife Branch Director is responsible for implementing the Northwest Wildlife Response Plan (Annex D) for the Northwest Region, which describes the roles, responsibilities, and duties of the Wildlife Branch and its associated personnel. The Wildlife Branch Director is also responsible for ensuring compliance with applicable federal and state wildlife laws and mandates on behalf of the UC during a response. Tribes retain sovereign authority to manage wildlife resource issues within their respective reservation boundaries and the Wildlife Branch will consult with and coordinate any wildlife response operations with Tribal governments whose lands may be impacted by an oil spill.

The Wildlife Branch is activated whenever a federal or state trustee agency, RP, or the UC determines that an oil spill has occurred in the vicinity of wildlife resources (primarily mammals or birds), or when a spill's expected trajectory puts these wildlife resources at risk. Activation of personnel and equipment is based primarily on anticipated impacts to wildlife and will be appropriate to the size of the spill.

4000 PLANNING

4010 PLANNING SECTION ORGANIZATION

The Planning Section Chief is critical to the success of a response and to the protection of human life, the environment, and the economy. It is expected that responsible parties (RPs) and agencies will assign experienced and qualified Planning Section chiefs to this position. It is also expected that the Planning Section Chief will ensure a robust and inclusive "prep for tactics" work period and include the appropriate staff from the Operations Section and Environmental Unit (EU).

For an explanation of how the Planning Section functions and organizes its work, see the U.S. Coast Guard (USCG) and U.S. Environmental Protection Agency (EPA) Incident Management Handbooks (IMHs).

4020 ROLES AND RESPONSIBILITIES

TOOLS AND RESOURCES
ICS Resources: • FEMA ICS Forms • IAP Cover Sheet Template • RRT10 Permit Summary Table

The Planning Section is responsible for the collection and evaluation of incident situation information, preparing situation status reports, displaying situation information, maintaining status of resources, developing an Incident Action Plan (IAP), and preparing required incident-related documentation. This is done under the direction of the Planning Section Chief. All functions not assigned by the Section Chief remain the responsibility of the Section Chief.

Additional information concerning staffing and function of the Environmental Unit (EU) is provided in Section 4022, due to its unique application to spill response.

4021 Situation Unit

TOOLS AND RESOURCES
Federal Agency Guidance: • EPA IMH • USCG IMH

The Northwest Area Committee's (NWACs) expectation is that the Situation Unit will be able to collect, synthesize, present, and disseminate information to support the response. Staffing and technology should be scaled to the size of the incident.

For an explanation of how the Situation Unit functions and organizes its work, see the United States (U.S.) Coast Guard (USCG) and the U.S. Environmental Protection Agency's (EPA) Incident Management Handbooks (IMHs).

4022 Environmental Unit

TOOLS AND RESOURCES
Federal Agency Guidance: • EPA IMH • USCG IMH **General:** • EPA IMH • Statutory Guidance Tool **Planning:** • Environmental Unit Job Aid • Emergency Response Environmental Sampling Plan • RRT10 Permit Summary Table

Other than protecting human life and safety, reducing impacts on natural, cultural, and socioeconomic resources is the key motive in responding to oil or hazardous substance spills or releases. The EU is the central point within the Planning Section for determining how to best protect those resources.

The EU, led by the Environmental Unit Leader (EUL), works closely with the Operations Section to plan activities that achieve UC's objectives while minimizing their impacts on the environment. EU and EUL responsibilities are outlined in the EPA and USCG IMHs, with additional guidance provided in the Tools and Resources section.

Environmental Unit Staffing Policy

It is regional policy that the EU be led by a representative of a government natural resource trustee or environmental agency, if available. If no such agency representative is initially available or willing to lead the EU, a responsible party (RP) representative may fill that role. At the discretion of the UC, the RP may be asked to lead the EU as the incident evolves.

It is encouraged that the RP designate a Deputy EUL or a co-EUL, who will participate in all the meetings and briefings attended by the EUL. As the response matures, a transition to an RP-designated EUL may occur with the concurrence of the UC.

It is regional policy that the EUL be invited to all relevant meetings and briefings, including but not limited to the initial Incident Command System (ICS) 201 briefing; Command and General Staff meetings; Tactics meetings; Planning meetings; Operations meetings; UC briefings; and press conferences.

All trustee resource agency staff with environmental information or expertise should initially report to the EU. This includes technical specialists, such as the Scientific Support Coordinator (SSC), who may be identified elsewhere within the ICS organization. It is recognized, however, that the SSC serves as an independent advisor to the Federal On-Scene Coordinator (FOSC). Other technical specialists may include sampling specialists, response technology specialists, trajectory analysis specialists, weather forecast specialists, resources-at-risk specialists, and shoreline cleanup assessment specialists.

For an explanation of how the EU functions and organizes its work, see the USCG and EPA IMHs and the Statutory Guidance Tool.

4030 COMPLIANCE GUIDANCE

TOOLS AND RESOURCES
General: • Statutory Guidance Tool

Guidance and links to statutes can be found in the “Statutory Guidance Tool.”

4031 National Historic Preservation Act

TOOLS AND RESOURCES
Cultural Resources & Historic Properties: • NHPA Compliance Guide • Federal Historic Preservation laws, Regulations, and Orders
REFERENCE LIBRARY
• Programmatic Agreement on Protection of Historic Properties During Emergency Response Under the National Oil and Hazardous Substances Pollution Contingency Plan
EXTERNAL RESOURCES
• SHPO Directory

This section discusses obligations required of state and federal responders to protect cultural and historic properties during an emergency response and procedures to follow to meet those obligations. For the FOSC, this section adopts the national Programmatic Agreement on Protection of Historic Properties During Emergency Response Under the National Oil and Hazardous Substance Pollution Contingency Plan (PA). This section also fulfills the FOSC's responsibility to ensure that historic properties are appropriately considered in planning for an emergency response (Section IV. A. of the PA).

Responses Conducted Under NCP Authority

The National Historic Preservation Act (NHPA) of 1966 (Public Law 89-665) requires agencies using federal funds to identify, evaluate, and, where significant, protect historic, archaeological, and traditional cultural properties. This act also authorizes the National Register of Historic Places (NRHP), expanding federal recognition to historic properties of local and state significance. The National Park Service in the United States (U.S.) Department of the Interior (DOI) administers both programs. Regulations for these programs are contained in 36 CFR Part 60, NRHP, and 36 CFR Part 65, National Historic Landmarks Program.

It is important that responders be aware of the types of archaeological, cultural, or historic materials that they are likely to encounter while responding to an oil spill or hazardous

materials release and that they immediately notify the FOSC/Unified Command (UC) if these types of materials are discovered.

An FOSC, as an agency representative, is required to follow the NHPA. Thus, during a response, the FOSC will need to identify, evaluate, and, where significant, protect historic, archaeological, and traditional cultural properties. Under the NHPA, the FOSC is to protect property from 1) oil, hazardous substance, pollutant, or contaminant that has been spilled or released, and 2) damage due to the response itself.

Note that circumstances of a response may involve a Tribal Historic Preservation Officer (THPO). Not all Tribes have a formally designated THPO, and the FOSC may need to consult with a Tribal representative on cultural issues instead. Wherever this document refers to a THPO, this also implies a Tribal representative for Tribes with no THPO.

Before the PA can be used, an RRT needs to adopt the NHPA into its RCP or ACP (Section VII. C. of the NHPA). As such, Regional Response Team 10 (RRT10) incorporates by reference the NHPA into the Northwest Regional Contingency Plan (NWRCP). Subsequently, the adoption of the NHPA into the NWRCP will satisfy the USCG and EPA FOSC Section 106 responsibilities for all individual undertakings carried out in accordance with the NHPA and this plan as allowed under 36 CFR 800.14(b), the implementing regulations for the NHPA.

4032 Endangered Species Act

TOOLS AND RESOURCES
Planning: • RRT10 Endangered Species Act Compliance Guide • General ESA Section 7 Consultation Process • ESA Section 7 Emergency Consultation Form
REFERENCE LIBRARY
• MOA Regarding Oil Spill Planning and Response Activities under the FWPCA's National Oil and Hazardous Substances Pollution Contingency Plan and the ESA • Region 10 Biological Assessment • NMFS Biological Opinion for Region 10 • USFWS Biological Opinion for Region 10

Response activities during oil spills or hazardous substance releases may impact animals and their habitats, separate from the impacts of the pollutant itself. The Endangered Species Act (ESA) and its implementing regulations (50 CFR 402) require federal agencies to consult with the National Marine Fisheries Service (NMFS) and the U.S. Fish and Wildlife Service (USFWS), collectively referred to as the Services, regarding any federal actions that may affect listed species. In the Northwest Region, the Services have developed a procedure to initiate the Emergency ESA Consultation and to incorporate measures into the response to minimize or avoid impacts to threatened or endangered species and their habitats that may be caused by response activities.

For significant incidents (e.g., federal responses lasting more than 96 hours, or when the Regional Response Team (RRT) is activated to approve the use of chemical countermeasures in navigable waters under NCP Subpart J), or for incidents that may affect listed species or critical habitats outside the action area of the Service's programmatic biological opinions (see Reference Library), the FOSC is responsible for initiating an Emergency ESA Consultation with the Services. The "RRT10 Endangered Species Act Compliance Guide" has been developed to document this process. National Oceanic and Atmospheric Administration's (NOAA) SSC and DOI's Regional Environmental Officer (REO) should facilitate the consultation process and coordinate subject matter expertise on listed species as appropriate. Ultimately, the FOSC is responsible for ensuring the consultation is initiated, and that mitigation measures provided through the consultation process are incorporated into the response.

4033 Resource Conservation and Recovery Act

TOOLS AND RESOURCES
General: • Statutory Guidance Tool • Laws, Regulations and Directives, Federal

The Resource Conservation and Recovery Act (RCRA) was enacted by Congress as 42 United States Code (USC) 6901 et seq. Congress declared it to be the national policy of the United States that, whenever feasible, the generation of hazardous waste is to be reduced or

eliminated as expeditiously as possible. Waste that is nevertheless generated should be treated, stored, or disposed of to minimize the present and future threat to human health and the environment.

4034 National Responsible Party Policy

TOOLS AND RESOURCES
General: • Statutory Guidance Tool • Laws, Regulations and Directives, Federal • EPA NCP Overview

Under the Federal Water Pollution Control Act (FWPCA) as amended by the Oil Pollution Act (OPA), the RP has primary responsibility for cleanup of a discharge. Per FWPCA Section 311 and OPA Section 4201, an owner or operator of a tank vessel, non-tank vessel, or facility participating in removal efforts shall act in accordance with the National Contingency Plan (NCP) and the applicable response plan. FWPCA Section 311(j)(5)(C) as implemented by OPA Section 4202 states that these response plans shall:

- Be consistent with the requirements of the NCP and ACPs;
- Identify the qualified individual having full authority to implement removal actions and require immediate communications between that individual and the appropriate UC official and the persons providing personnel and equipment pursuant to this clause;
- Identify, and ensure by contract or other means approved by the president, the availability of private personnel and equipment necessary to remove to the maximum extent practicable a worst-case discharge (including a discharge resulting from fire or explosion), and to mitigate or prevent a substantial threat of such a discharge;
- Describe the training, equipment testing, periodic unannounced drills, and response actions to be carried out by vessel or facility personnel under the plan to ensure safety and to mitigate or prevent the discharge, or the substantial threat of a discharge;
- Be updated periodically; and
- Be resubmitted for approval of each significant change.

Each owner or operator of a tank vessel or facility required by OPA to submit a response plan shall do so in accordance with applicable regulations. Facility, non-tank vessel, and tank vessel response plan regulations for the Coastal Zone are located in 33 CFR Parts 154 and 155. Facility response plan regulations for the Inland Zone are located in 40 CFR Part 112.

The RP for a vessel or a facility from which oil is discharged, or that poses a substantial threat of discharge into or upon the navigable waters, adjoining shorelines, or the EEZ of the United States is liable for the removal costs and damages specified in Subsection (b) of Section 1002 of OPA.

Under Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), RPs are expected, to the extent practicable, to perform or finance response actions necessary to address releases or threatened releases of hazardous substances, consistent with the NCP. CERCLA authorizes the FOSC to identify RPs and to require them to undertake response actions or reimburse government-incurred costs associated with removal or remedial activities (CERCLA §§104 and 107; 42 USC §§9604 and 9607). Liability under CERCLA applies to current and former owners or operators, arrangers, and transporters and is strict, joint, and several, and retroactive, subject to statutory defenses and exemptions (42 USC §9607(a)). As appropriate, the FOSC may enter into administrative or judicial settlements with RPs to implement response actions or recovery costs pursuant to CERCLA §122 (42 USC §9622).

Any removal activity undertaken by an RP must be consistent with the provisions of the NCP, the NWRCP, and the applicable ACP, and the applicable response plan required by OPA. If directed by the UC at any time during removal activities, the RP must act accordingly.

4035 Washington Compliance Guidance

Any person responsible for discharging oil or hazardous substances to state waters must immediately notify the NRC and the Washington State Emergency Management Division (WEMD).

The owner or operator of a regulated vessel must notify the state of any vessel emergency that results in the discharge or substantial threat of discharge of oil to state waters or that may affect the natural resources of the state within one hour of the onset of that emergency. The purpose of this notification is to enable the department to coordinate with the vessel operator, contingency plan holder, and USCG or EPA to protect the public health, welfare, and natural resources of the state and to ensure that all reasonable spill preparedness and response measures are in place before a spill occurs.

Waters of the state include lakes, rivers, ponds, streams, inland waters, underground water, salt waters, estuaries, sewers, and all other surface waters and watercourses within the jurisdiction of the State of Washington. For the notification requirements for spills or releases of dangerous waste or hazardous substances to other than waters of the state, see Section 7000, "Hazardous Substances Unique Information."

Under the Revised Code of Washington (RCW) 90.56.360, 90.56.370, and 90.48.142, Washington State has no limit on the liability of the RP for cleanup of a spill or damages caused by a spill. In addition, any party owning oil or having control over oil that enters the waters of the state in violation of RCW 90.56.320 shall be strictly liable, without regard to fault, for the damages to persons or property, public or private, caused by such entry.

If the RP is unknown, fails to respond, or fails to respond in a manner deemed adequate by the State On-Scene Coordinator (SOSC) or the FOSC, the state or federal agency having jurisdiction may exercise the authority to take over the response and recover expenses from the spiller (RCW 90.56.360).

4036 Oregon Compliance Guidance

Under Oregon State law, for all oil spills to water or reportable quantities of hazardous substances, the RP is required to immediately notify the Oregon Emergency Response System and the NRC. See the "Required Notifications by Spiller" at the beginning of this plan for notification numbers. The RP is also encouraged to notify local response agencies through the 911 system.

Any person owning or having control over any oil or hazardous material spilled or released or threatening to spill or release is strictly liable without regard to fault. Any person who fails to clean up oil or hazardous materials immediately, when under obligation to do so, is responsible for the expenses incurred by the ODEQ in carrying out the cleanup project. Any person who does not make a good faith effort to carry out a cleanup project is liable to ODEQ for damages not to exceed three times the amount of expenses incurred by ODEQ.

If a spiller is unknown or fails to respond, or the response is considered inadequate, ODEQ may exercise the authority to take over the response or contract for the cleanup of the spill or release. ODEQ may recover the costs of the cleanup (Oregon Revised Statutes [ORS] 466.645).

4037 Idaho Compliance Guidance

Idaho law requires that the party responsible for a spill of oil or hazardous materials immediately contact the Idaho Office of Emergency Management and Emergency Medical Services Center. See the "Required Notifications by Spiller" at the beginning of this plan for notification numbers.

The Idaho Hazardous Substance Control Act provides that the RP is strictly liable for emergency response to hazardous materials incidents.

Additionally, Inland Port Authorities Association of America (IDAPA) 58.01.02.850 requires that, in the event of an unauthorized release of hazardous materials to state waters or to land where the release is likely to enter state waters, the RP must immediately notify the Idaho Department of Environmental Quality (IDEQ). IDAPA 58.01.24 requires the RP to report petroleum releases or suspected releases to the IDEQ within 24 hours. Reporting hazardous material releases or petroleum releases within the specified timeframe, to the Idaho State EMS Communications Center meets the reporting requirement to the IDEQ. Waters and waters of the state is defined as all accumulations of water—surface and underground, natural and artificial, public and private, or parts thereof—that are wholly or partially within the state or that flow through or border upon the state.

4040 Prevention Laws

4041 Oregon Prevention Laws

Under Oregon Administrative Regulations (OAR 340-141-0160), the owner or operator of each onshore and offshore facility must develop spill prevention strategies that will, when implemented, provide the best achievable protection from damages caused by the discharge of oil into the waters of the state.

Under OAR 340-141-170, covered vessels must have spill prevention strategies that, when implemented, will provide the best achievable protection from damages caused by the discharge of oil into the waters of the state.

See the full text of these rules for additional details on the requirements and how to fulfill them.

4050 Local Government Requirements

4051 Washington Local Government Requirements

Under RCW 38.52, local government has the responsibility to prepare for emergencies, including oil spills and hazardous materials releases. Some key responsibilities and authorities that relate to oil and hazardous substance spill planning and response are described below.

“Emergency Management” means the preparation for and carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, undertaken to mitigate, prepare for, respond to, and recover from emergencies and disasters; to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural, technological, or human-caused, and to provide support for search and rescue operations for persons and property in distress (RCW 38.52.010 [1]).

Each political jurisdiction (county, city, and town) is directed to establish a local organization for emergency management. Each local organization shall have a director appointed by the executive head of the political subdivision, subject to the direction and control of such

executive officer or officers (RCW 38.52.070 [1]). Each political subdivision shall have the power to enter into contacts and to incur obligations necessary to combat disaster. Each political subdivision can exercise the powers herein without regard to time-consuming procedures and formalities prescribed by law (except constitutional requirements) (RCW 38.52.070 [2]).

The director of each local organization for emergency management may, in collaboration with other public and private agencies within this state, develop or cause to be developed mutual aid arrangements for reciprocal emergency management aid and assistance in case of a disaster that is too great to be dealt with unassisted. Such arrangements must be consistent with the state emergency management plan and program. During emergencies, it is the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid arrangements (RCW 38.52.091).

The governor and the executive heads of political subdivisions are directed to utilize the services of all public agencies, and the officers and personnel of all public agencies are directed to cooperate with the state's emergency management organizations upon request, notwithstanding any other provision of law.

In the event of a disaster, and after the governor proclaims the existence of the disaster, the governor, the chief executives of counties, cities, and towns; and the emergency management directors of local political subdivisions appointed in accordance with RCW 38.52.110, have the authority to command the services and equipment of as many citizens as considered necessary in the light of the proclaimed disaster (RCW 38.52.110).

4060 Use of Volunteers to Assist in Oil Spill Responses

TOOLS AND RESOURCES
General: • Volunteer Guidance Tool

The use of volunteers to assist in oil spill responses is recognized in the NCP and volunteers are subject to the provisions of the authorizing statute and the NCP. During an initial

response, before a need for volunteers has been expressed, the ICS structure may not contain positions specifically dedicated to volunteer management. The Liaison Officer will query other ICS Sections and Units concerning the need for the use of volunteers. If there is interest expressed by the public and, therefore, a need to respond to requests for volunteers exists, the Liaison Officer will assign a Volunteer Coordinator to manage the work. If there are a significant number of volunteers needed, the Planning Section Chief will establish a Volunteer Unit under Planning.

Human health and safety is the first priority in a decision regarding use of volunteers. The benefit of volunteer efforts must be weighed against concerns for volunteer safety. Based on the conditions specific to an incident, the UC will determine the suitability of integrating volunteers, whether affiliated or convergent, into an oil spill response. Volunteers will normally only be used in very low risk activities and only after receiving appropriate safety training. Volunteers with documented specialized training will be given higher priority for use.

4061 Volunteer Policy of the RRT10

The general policy accepted by the RRT10 is that volunteers will be used in low risk activities and only after receiving safety training appropriate for their designated activities. If volunteers are used for higher risk activities such as wildlife rehabilitation or pre-cleaning beaches, specialized training and in some cases licensing may be required.

- Priority will be given to volunteers associated with an Affiliated Volunteer Organization and with documented specialized training.
- Non-affiliated volunteers must participate through either local government or an Affiliated Volunteer Organization.
- Use of unpaid, convergent volunteers will supplement, not replace, the work of professional responders hired by the RP.
- For safety, liability, and management reasons, volunteers will not be used during releases of hazardous material or incidents involving WMDs.

4062 Federal Agency Volunteer Management Policy

The three primary federal regulations governing oil spill response—40 CFR §300 (NCP), 29 CFR §1910.120 (Occupational Safety and Health Standards/Hazardous Waste Operations and Emergency Response), and 40 CFR §311 (Worker Protection)—do not exclude the use of volunteer organizations. However, all spill response operations must comply with these regulations. Various health and safety requirements for different on-site activities are outlined in 29 CFR 1910.120. In addition, various federal property owners (e.g., U.S. Department of Defense [DOD] and U.S. Department of Energy [DOE]) may have specific regulations, policies, or national security concerns regarding the use of volunteers. The USCG requires each volunteer to sign a "hold harmless" clause. The legal representatives of these organizations must be consulted prior to employing volunteers.

The USCG and EPA have signed a Memorandum of Understanding with the Corporation for National and Community Services for the management of nonaffiliated volunteers.

The USCG Auxiliary is chartered to assist the USCG as authorized by the Commandant and by Congress. Their functions include all missions authorized by law except military operations and law enforcement. They are involved with marine safety, environmental protection, search and rescue, aircraft operations, seamanship training, weather training, radio and computer operations, public education instruction, aids to navigation, vessel safety checks, support during disasters, recruiting assistance, and safety patrols.

4063 Washington State Volunteer Management Policy

Washington State has an established system to pre-register volunteers and operators of "vessels of opportunity" who have expressed interest in being trained and available to assist in responding to oil spills.

Washington Volunteer Wildlife Rescue Operations

Oiled wildlife response programs throughout the world regularly incorporate volunteers as a part of their overall rescue strategy. In Washington State, volunteers are used in combination

with paid staff and consultants. The Washington Department of Fish and Wildlife is the lead organization for recruiting and training volunteers for oiled wildlife rescue, while Ecology maintains the volunteer database.

Washington Volunteer Emergency Worker Program

Washington State's Emergency Worker Program is designed for use during emergencies, disasters, and related incidents. Local governments, with the WEMD providing assistance, implement the Emergency Worker Program. See Chapter 118-04 of the Washington Administrative Code (WAC) or contact local emergency management agencies.

4064 Oregon Volunteer Management Policy

State agencies may provide training, but have limited resources to manage volunteer organizations. Use of volunteers is typically through sponsoring organizations such as the Cascades Region of the American Red Cross, the Oregon Voluntary Organizations Active in Disaster (OR VOAD), the State Emergency Registry of Volunteers in Oregon (SERV-OR), and AmeriCorps Vista Partnership Project.

4065 Idaho Volunteer Management Policy

The State of Idaho has several statutes that allow for the use of volunteers, and there are limited immunities. Idaho's rules, plans, and policies would require training consistent with 29 CFR §1910.120.

4070 GEOGRAPHIC RESPONSE PLANS

TOOLS AND RESOURCES
Operations: • Geographic Response Plans Guidance **Mapping and GIS:** • Oregon GRPs • NOAA ERMA • Washington GRPs
REFERENCE LIBRARY
• GRP Booming Strategy Points – Standardized Data Format

Geographic Response Plans (GRPs) describe geographic areas where significant oil spills could occur. They identify resources at risk in those areas, and provide detailed instructions for Geographic Response Strategies (GRSs) that have been designed and pre-vetted by resource trustees to protect those sensitive resources. GRPs and GRSs have two main functions:

Planning: GRPs document sensitive biological, cultural, and socioeconomic resources to support compliance with 40 CFR §300.210(3)(i), which requires ACPs to identify areas of special economic or environmental importance that may be affected by an oil spill. They also support compliance with the NHPA by addressing the protection of historic and prehistoric resources. GRP development is managed on the Area Committee level. GRP policy and evaluation will be addressed by the regional GRP subcommittee.

Operations: During the initial stages of a spill response—typically before UC is established—GRPs guide responders by providing prioritized lists of GRSs with detailed instructions to deploy those strategies. The safety and health of responders always takes precedence over the protection of sensitive environmental resources. Source control and containment are always a higher priority over GRP strategy deployments. Responders may deviate from GRP strategies based on field conditions and trustee input.

Additional details on the development and review of GRPs are in the Geographic Response Plans Guidance tool. Published GRPs and GRSs can be accessed on the RRT/NWAC website.

The GRSs are also available via the Pacific Northwest Environmental Response Management Application (ERMA) platform.

4080 Response Technologies for Oil Spills

TOOLS AND RESOURCES
Alternative Technologies: • NCP Subpart J Product Schedule

Though mechanical cleanup and recovery is always the initial and primary response tool, other response technologies are considered by RRT10 and NWACs to be integral components of effective spill response that should be available for use, as appropriate, in a timely and efficient manner. The use of response technologies such as in situ burning, dispersants, and other oil spill cleanup agents, should be considered when the environmental benefit of their use is expected to outweigh adverse effects.

The NCP, §300.910 (Subpart J) outlines the circumstances under which chemical agents or other additives may be used to remove or control oil discharges. Section 300.910(a) allows RRTs and Area Committees, as part of their planning process, to address procedures, including pre-authorization plans, to be followed in making decisions on the use of these agents. This gives the EPA representative to the RRT and, as appropriate, the state representative to the RRT with jurisdiction over navigable waters threatened by a release or discharge of oil, as well as United States Department of Commerce (DOC), and DOI natural resource trustees the ability to approve, disapprove, or approve with modifications any pre-authorization plans developed by RRTs and Area Committees. Section 300.910(b) authorizes the FOSC, with the concurrence of the EPA representative to the RRT and, as appropriate, the state representative to the RRT with jurisdiction over navigable waters threatened by an oil release or discharge and, when practical and in consultation with the DOC and DOI natural resource trustees, to authorize the use of dispersing, surface-washing, surface-collecting, bioremediation, or burning agents on a case-by-case basis. It is also the policy of RRT10 to consult, when practicable, with appropriate Tribal governments that hold off-reservation treaty rights in navigable waters threatened by an oil release or discharge.

Section 300.910(d) further authorizes the FOSC to make temporary provisional use any agent listed above without requesting permission if its use is necessary to prevent or substantially reduce a hazard to human life, as per the conditions and requirements of this subsection.

The Commandant of the USCG has pre-designated the USCG Captains of the Port under his/her jurisdiction as FOSC for oil spills and has delegated authority and responsibility for compliance with Section 311 of the FWPCA (Clean Water Act) to them. The Administrator of EPA has designated EPA On-Scene Coordinators (OSCs) as FOSCs for the Inland Zone and has delegated authority and responsibility for compliance with Section 311 of the FWPCA (Clean Water Act) to them. Decisions regarding the use of any dispersing, surface-collecting, bioremediation, or burning agent on the international border with Canada will include consultation with the Joint Coastal Pollution Response Team (Coastal JRT).

As required by §300.905 of the NCP, in order for an FOSC to authorize the use of a dispersing, surface-washing, surface-collecting or bioremediation agent, it must be listed on the NCP Product Schedule. Burning agents are not listed on the NCP Product Schedule. EPA maintains the NCP Product Schedule, which can be accessed through the Tools and Resources page of the RRT/NWAC website The Product Schedule does not authorize or preapprove use of any of the listed products. However, the FOSC may not authorize use of a product that is not listed on the Product Schedule unless its temporary provisional use, in the judgment of the FOSC, is necessary to prevent or substantially reduce a hazard to human life, pursuant to the requirements of 40 CFR § 300.910(d).

The Product Schedule includes the following categories of chemical agents or additives:

- *Bioremediation agents* are biological agents and/or nutrient additives deliberately introduced into a contaminated environment to increase the rate of biodegradation and mitigate any deleterious effects caused by the contaminant constituents. Bioremediation agents include microorganisms, enzymes, and nutrient additives

such as fertilizers containing bioavailable forms of nitrogen, phosphorus, and potassium.

- *Dispersants* are substances that emulsify, disperse, or solubilize oil by promoting the formation of small droplets or particles of oil in the water column.
- *Herding agents* are substances that form a film on the water surface to control the spreading of the oil to allow for oil removal.
- *Surface washing agents* are substances that separate oil from solid surfaces, such as beaches, rocks, metals, or concrete, through a detergency mechanism that lifts and floats oil. Product and oil are generally to be collected and recovered from the environment with minimal dissolution, dispersion, or transfer into the water column.
- *Solidifiers* are substances that, through a chemical reaction, cause oil to become a cohesive mass, preventing oil from dissolving or dispersing into the water column. Solidifiers are generally collected and recovered from the environment.
-

Any of these chemical response measures may warrant consideration during a response, depending on conditions. All require approval in accordance with the NCP.

4081 Dispersants Operations Guidance

TOOLS AND RESOURCES
Alternative Technologies: • FOSC Dispersant Standard Conditions Checklist • RRT10 Record of Dispersant Decision • Dispersant Authorization Process and Decision Support Tools • Special Monitoring of Applied Response Technologies (SMART) Protocols • NCP Subpart J Product Schedule • NOAA Dispersant Application Observer Job Aid • Operations Section Dispersants Guidance Tool • RRT10 Record of Dispersant Decision • EU Dispersant Recommendation Memo to UC **Mapping and GIS:** • RRT10 Dispersant Policy Map

According to the NCP, for areas that are not Pre-Authorized or No-Use Zones, (as described in §4610), the FOSC must request approval for the use of dispersants from the RRT, in particular; there must be concurrence from the affected state and EPA), with consultation with DOI and U.S. Department of Commerce (DOC).

In preparation for RRT approval, the UC initiates a process to evaluate whether dispersant use is appropriate for the incident-specific conditions by establishing that evaluation as an objective. While the EU follows its procedures (see Section 4022) for evaluating whether dispersant use is appropriate for the specific incident, the Operations Section should concurrently conduct its own preparations, including ordering of resources, as described in further detail below.

The types of oil typically produced or transported in offshore waters in the Northwest include oils imported from Alaska, such as Alaska North Slope crude oil; oils imported from foreign countries into Northwest ports; oils from Canadian sources, including Alberta crude and dilbit; and a range of fuel oil types that could be spilled during various marine industrial activities (e.g., fuel from ships' tanks or cargoes carried by small tankers).

Approved dispersants are listed in the NCP Product Schedule as per Subpart J of the NCP. In the Northwest, dispersant stockpiles are maintained by some of the Oil Spill Removal Organizations.

Dispersant applications must be monitored to confirm whether or not dispersant use is effective. The Special Monitoring of Applied Response Technologies (SMART) protocols are the accepted protocols for monitoring dispersant applications and should be utilized. However, dispersant applications should not be delayed simply because monitoring is not in place. The policy of the RRT is that visual observation (Tier 1 of SMART) is the minimum level of monitoring during a dispersant application. Once a dispersant application operation is a potential option, the Operations Section should immediately request deployment of the USCG Strike Team to the spill site, if dispersant use is likely. The Strike Team maintains monitoring capabilities for SMART monitoring and can typically deploy a team within two hours of notification. The USCG FOSC will typically deploy the Strike Team.

A decision to end dispersant application due to poor effectiveness should ideally be based on SMART monitoring results. Review all aspects of the application and monitoring for possible reasons why dispersant application may be ineffective, including:

- Dispersant formulation;
- Application ratios (increase or decrease oil: dispersant ratio);
- Application methods;
- Monitoring methods;
- Interpretation of monitoring results;
- Oil weathering; and
- Weather conditions.

Further details regarding how SMART field data should be interpreted and utilized to make decisions on adjustments to or termination of dispersant application can be found in the SMART Protocols available in the Tools and Resources.

4082 Dispersant Use Policy

It is particularly important that materials are strategically stockpiled and that decisions regarding the use of dispersants and in situ burning be made as quickly as possible to increase their effectiveness on marine oil spills. Accordingly, the RRT10 and NWACs have established Preauthorization Zones, Case-by-Case Authorization Zones, and No Use Zones for the use of dispersants. A policy has also been established to define the conditions under which in situ burning may be conducted on a pre-authorized or case-by-case basis and conditions under which burning will not be allowed. The FOSC, with the assistance of the UC, will determine if the use of these response technologies meets the preauthorization criteria established for RRT10 and NWACs area of responsibility (AOR). EPA's understanding of dispersant and in situ burning efficacy and toxicity is evolving, and the appropriateness of their application is subject to change based on field and laboratory testing. As new information becomes available, these policies will be revisited, modified, and enhanced as appropriate.

Areas within RRT10 and NWACs AOR fall into three different zones with respect to dispersant use: a Pre-Authorization Zone, Case-by-Case Authorization Zones, or No Dispersant Use Zones (see "Table 4000-1: Regional Response Team 10 Dispersant Use Zones Summary Table"; see Figure 4000-1 for a presentation of the process for making decisions regarding dispersant use in Case-by-Case Authorization Zones).

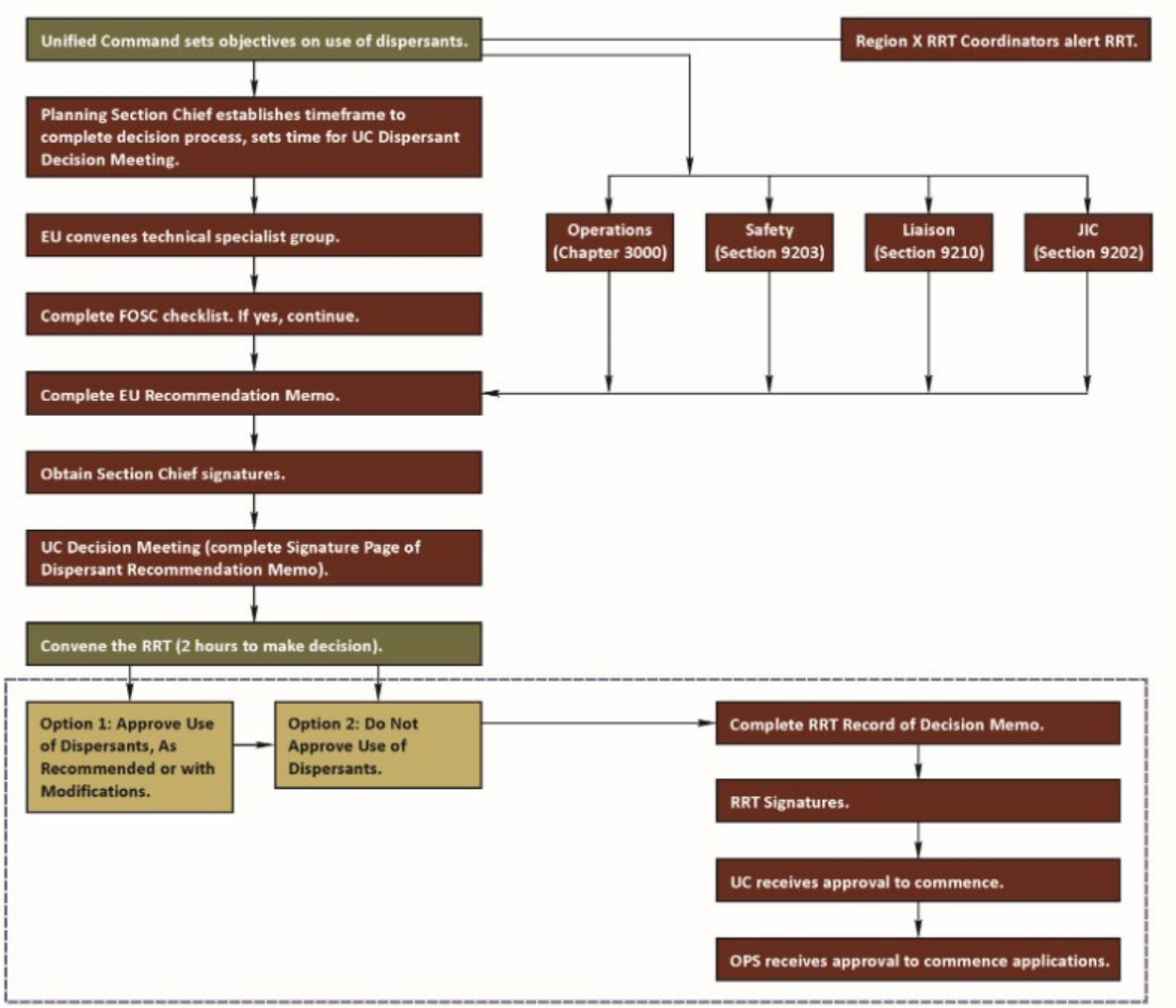


Figure 4000-1 Process for Decision-Making Regarding Use of Dispersants in Case-by-Case Approval Zones

4083 Dispersant Pre-Authorization Zone

Within a designated Pre-Authorization Zone, the FOSC may authorize the temporary provisional use of dispersants without further concurrence from or consultation with the RRT. Typically, the FOSC, working within a UC, initiates the process for evaluating dispersant use by establishing it as an objective, ideally during the initial UC Objectives meeting. It is expected that the FOSC Checklist will be completed by the Technical Specialists within the EU, with input from appropriate members of the Operations Section, Liaison, and

Information Officer, as needed. The RRT will be notified by the FOSC as soon as practicable following a dispersant use decision.

The Dispersant Preauthorization Zone is defined as follows:

- United States marine waters 3 to 200 nautical miles from the coastline outside of Puget Sound and Strait of Juan de Fuca or an island shoreline except for waters designated as a part of a National Marine Sanctuary and the Makah Tribe usual and accustomed (U&A) marine area or waters within three miles of the border of the Country of Canada or the Makah Tribe U&A marine area (see Figure 4000-2).

4084 Dispersant Case-by-Case Authorization Zones

According to §300.910(b) of the NCP, in all areas outside the Preauthorization Zone, FOSC authorization to use dispersants requires the concurrence of EPA and state representatives to the RRT with jurisdiction over the waters threatened by the release or discharge, and consultation with the DOI and DOC representatives to the RRT. It is the policy of RRT10 to also consult with appropriate Tribal governments with off-reservation treaty rights in the navigable waters threatened by a release or discharge of oil, when practicable. The FOSC and UC should forward the completed Dispersant Recommendation Memo along with the RRT Record of Decision Memo to the RRT for consideration in their concurrence and consultation process. A decision from the RRT on dispersant use is expected within two hours of activation.

The Dispersant Case-by-Case Authorization Zones are defined as follows:

- All U.S. marine waters in Puget Sound and the Strait of Juan de Fuca that are both within three nautical miles of the coastline or an island shoreline and greater than 10 fathoms (60 feet) in depth, except any area located within a designated No Dispersant Use Zone (see §4613, below).
- Waters designated as a part of a National Marine Sanctuary that are also greater than 10 fathoms (60 feet) in depth.

- Waters designated as part of the Makah Tribe U&A marine area that are also greater than 10 fathoms (60 feet) in depth.
- Waters of the Strait of Juan de Fuca and North Puget Sound from Point Wilson to Admiralty Head and north, and greater than 10 fathoms (60 feet) in depth.
- Marine waters within three miles of the borders of the Makah Tribe U&A marine area and the country of Canada. In consideration of the use of dispersants within three miles of the Makah Tribe U&A marine area, the RRT10 will consult with the Makah Tribal government. In considering the use of dispersants within three miles of the international border with Canada, RRT10 will consult with the Coastal JRT, composed of representatives of the United States and Canadian governments.

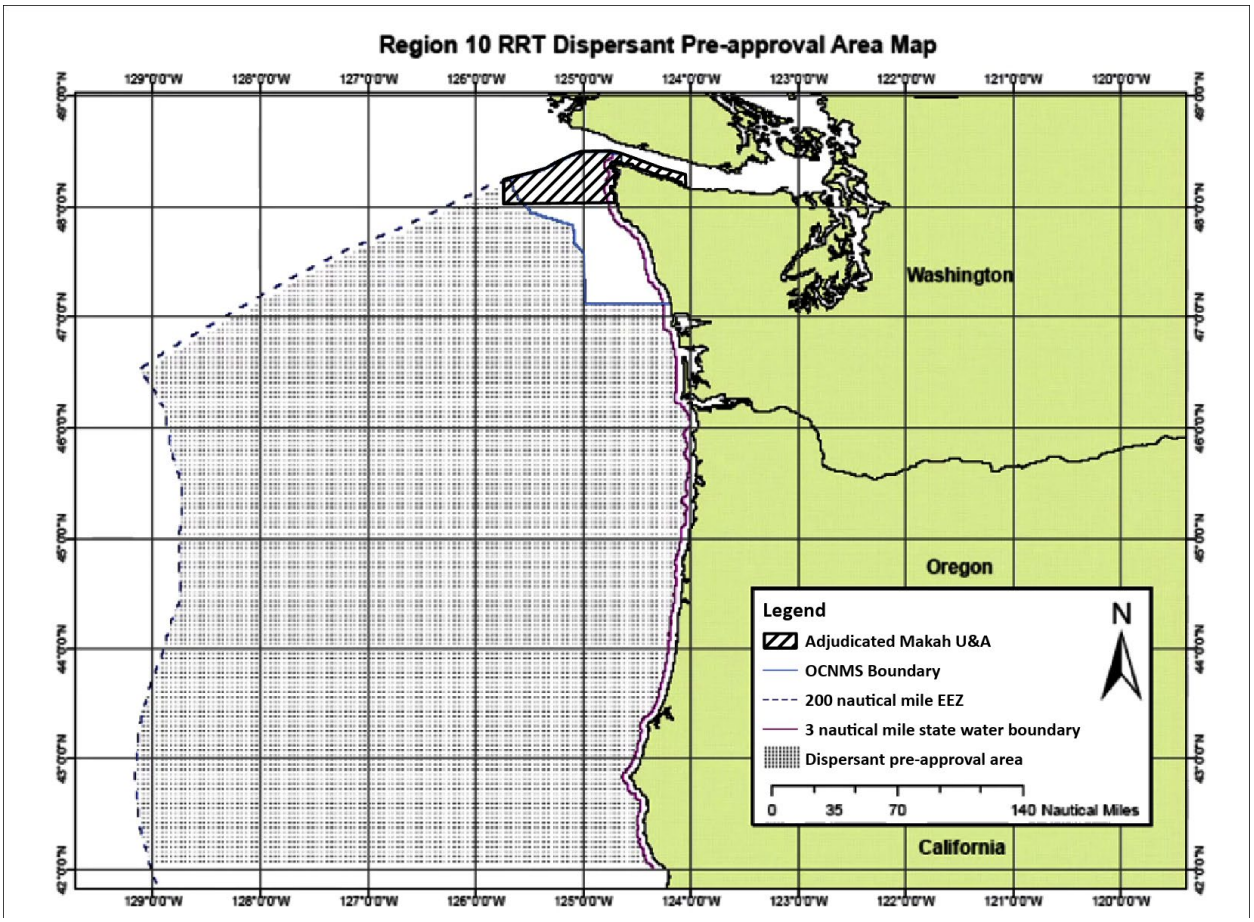


Figure 4000-2 Dispersant Preauthorization Zone

4085 No Dispersant Use Zones

There are some areas in RRT10 and NWACs AOR where the RRT and NWACs have determined it is not appropriate to use dispersants. In these areas, dispersants may be used only if, in the judgment of the FOSC, they are required to prevent or substantially reduce a hazard to human life. In this case, the FOSC should document this determination. The RRT will be notified by the FOSC as soon as practicable following a dispersant use decision. An After Action Report (AAR) will be completed.

The No Dispersant Use Zones are as follows:

- Marine waters that are both less than three nautical miles from the coastline and less than or equal to 10 fathoms (60 feet) in depth;
- Marine waters south of a line drawn between Point Wilson (48º 08' 41" N, 122º45' 19" W) and Admiralty Head (48º 09' 20" N, 122º 40' 42" W); and
- Freshwater environments.

4086 Region 10 Dispersant Use Zones Summary Table

Table 4000-1: Regional Response Team 10 Dispersant Use Zone Summary Table	
Dispersant Pre-Authorization Zone	• U.S. marine waters three to 200 nautical miles from the coastline outside Puget Sound and the Strait of Juan de Fuca • An island shoreline except for waters designated as a part of a National Marine Sanctuary and the Makah Tribe U&A marine area • Waters within three miles of the border of the Country of Canada or the Makah Tribe U&A marine area
Dispersant Case-by-Case Authorization Zone	• All U.S. marine waters in Puget Sound and the Strait of Juan de Fuca that are both within three nautical miles from the coastline or an island shoreline and greater than 10 fathoms (60 feet) in depth • Waters designated as part of a National Marine Sanctuary that are also greater than 10 fathoms (60 feet) in depth. • Waters designated as part of the Makah Tribe U&A marine area that are also greater than 10 fathoms (60 feet) in depth.

Table 4000-1: Regional Response Team 10 Dispersant Use Zone Summary Table	
Dispersant Case-by-Case Authorization Zone (continued)	• The Strait of Juan de Fuca and North Puget Sound from Point Wilson to Admiralty Head and north, and greater than 10 fathoms (60 feet) in depth. • Marine waters within 3 miles of the borders of the Makah Tribe Usual and Accustomed marine area and the country of Canada.
No Dispersant Use Zones	• Marine waters that are both less than 3 nautical miles from the coastline and less than or equal to 10 fathoms (60 feet) in depth. • Marine waters south of a line drawn between Point Wilson (48º 08' 41" N, 122º45' 19" W) and Admiralty Head (48º 09' 20" N, 122 40' 70" W). • Freshwater environments.

4087 Planning for Dispersant Use

Once UC sets objectives to consider the use of dispersants, it is critical that the Planning Section Chief establish and communicate a timeframe to complete the decision process and set a time for a UC dispersant decision meeting. The Planning Section Chief consults with the EUL when setting the timeframe.

4088 Role of the Regional Response Team

RRT10 and member agencies have various roles related to the use of dispersants within federal waters in the RRT10 AOR. See Section 1024 "Standing and Incident-Specific Regional Response Teams" for additional information on roles and authorities of the RRT. The following provides more specific guidance on the role of RRT10 in each designated zone:

a. Dispersant Pre-Authorization Zone: There is no additional guidance required from the RRT prior to the application of dispersants within a Preauthorization Zone. The FOSC Checklist will be completed prior to use of dispersants. An Incident After-Action Report will be provided by the FOSC to all interested RRT members after the emergency response is over.
b. Case-by-Case Dispersant Authorization Zone (see Figure 4000-1): For areas in a Case-by-Case Authorization Zone, in order to authorize the use of dispersants, the

FOSC will prepare a recommendation memo and request an activation of RRT10 for a decision. The purpose of the activation is for the FOSC to outline the basis for the request to authorize dispersant use, and pursuant to 300.910(b) of the NCP, seek concurrence from the EPA representative to the RRT and, as appropriate, the RRT representatives from the states with jurisdiction over the navigable waters threatened by the release or discharge. This activation will also serve as consultation with DOC and DOI natural resource trustees. It is the policy of RRT 10 to also consult with appropriate Tribal governments with off-reservation treaty rights in navigable waters threatened by a release or discharge of oil, when practicable. Oil trajectory, potential impact areas, and the respective sensitivities of the RARs in those areas should be considered. The RRT members will sign the Record of Decision memo and send it to the FOSC. An Incident AAR will be provided to all interested RRT member agencies after the emergency response is over. An outline of suggested information to include in an Incident AAR is provided in the Dispersant Authorization Process and Decision Support Tool.

c. No Authorization Zone: It has been determined that some areas within the RRT10 AOR are not appropriate for dispersant use. If, however, an FOSC determines that dispersant use is necessary to substantially reduce a hazard to human life, the FOSC will notify the RRT co-chairs as soon as practicable following a decision to use dispersants and provide an Incident AAR to all interested RRT member agencies. An outline of suggested information to include in an Incident AAR is provided in Dispersant Authorization Process and Decision Support Tool.

An Incident AAR with relevant information on the spill incident and the dispersant application will be provided to all interested RRT member agencies after the emergency response is over.

In addition to the FOSC Dispersant Standard Conditions Checklist and the RRT10 Record of Dispersant Decision, the appropriate Technical Specialists within the EU will prepare a map outlining the area proposed for dispersant application, including any pertinent information.

For case-by-case dispersant decisions, once the RRT has decided on the use of dispersants, Technical Specialists within the EU will also prepare a Dispersant Recommendation Memo to capture the specific details, conditions, constraints, and any other pertinent information from the RRT linked to the use of dispersants. This memo, addressed to the FOSC from the key RRT members (EPA co-chair, affected state representative, and representatives from DOC and DOI), will then be signed by each key member of the RRT involved in the decision and sent to the FOSC.

4089 Special Monitoring of Applied Response Technologies Protocols for Dispersants

TOOLS AND RESOURCES
Alternative Technologies: • Special Monitoring of Applied Response Technologies (SMART) Protocols

SMART is a cooperatively designed monitoring program for in situ burning and dispersants. SMART relies on small, highly mobile teams that collect real-time data using portable, rugged, and easy-to-use instruments during dispersant and in situ burning operations. Data are channeled to the UC to address critical questions about effectiveness and effects. Monitoring data can assist the UC with decision-making for dispersant and in situ burning operations.

It is the policy of the NWACs and RRT10 that the SMART protocols will be used, to the extent possible, for monitoring after the application of dispersants. Additional detail on the SMART protocols may be found in the Tools and Resources. To monitor the efficacy of dispersant application, SMART recommends three options, or tiers, described below.

Tier I

A trained observer flying over the oil slick assesses dispersant efficacy and reports back to the UC. Tier I monitoring, at a minimum, must be conducted during any dispersant application.

Tier II

Tier II provides real-time data from the treated slick. A sampling team on a boat uses a fluorometer to continuously monitor for dispersed oil 1 meter under the dispersant treated slick. The team records and conveys fluorometer data, with recommendations, to the UC. Water samples will be taken for later chemical analysis at a laboratory.

Tier III

By expanding the monitoring efforts in several ways, Tier III provides information on the dispersed oil movement and fate. (1) Two fluorometers are used on the same vessel to monitor at two water depths; (2) Monitoring is conducted in the center of the treated slick at several water depths, from one to ten meters; and (3) A portable water laboratory provides data on water temperature, pH, conductivity, dissolved oxygen, and turbidity.

4090 Region 10 In Situ Burning Policy and Plan

TOOLS AND RESOURCES
Alternative Technologies: • EU In Situ Burn Recommendation Memo • EU In Situ Burn Preauthorization Zone Worksheet • EU In Situ Burn Case by Case Zone Worksheet • In Situ Burning Operations Planning Tool • In Situ Burn Preliminary Operational Feasibility Worksheet **Mapping and GIS:** • RRT10 In-Situ Burning Policy Map

The RRT10 In Situ Burning Policy and Plan for ocean and coastal waters and the Inland Zone has been developed based on the recognition that in some instances, the physical collection and removal of oil is infeasible or inadequate, and the use of in situ burning as an oil spill response technique must be considered.

Authority for RRT10 In Situ Burning Plan

Subpart J of the NCP provides that RRTs and Area Committees shall address the use of appropriate burning agents as part of their planning activities in responding to oil spills.

Further, Subpart J encourages RRTs and Area Committees to develop Pre-Authorization Plans to be included in the ACP and identify the specific contexts in which burning agents should and should not be used [40 CFR 300.910(a)]. The entirety of Sections 4090, 4091, and 4092 and the associated Tools constitutes the RRT10 pre-authorization plan.

Pre-authorization and Case-by-Case Zones have been established to delineate locations and conditions under which burning operations may take place in RRT10.

The FOSC/UC shall follow the RRT10 In Situ Burning Decision Tree (Figure 4000-3) and the Protocols for In Situ Burning (see Section 4092, below) in this pre-authorization plan as well as guidance provided in the "In-Situ Burning Operations Planning Tool" when a decision has been made to consider the use of in situ burning operations to mitigate spilled oil.

Authorization in Case-by-Case Zones

Subpart J of the NCP provides that the FOSC, with the concurrence of the EPA representative to RRT10 and the state(s) with jurisdiction over the navigable waters threatened by the release or discharge, and in consultation with DOC and DOI trustee representatives to RRT10, may authorize the use of burning agents on oil spills, not covered in the pre-authorization plan, on a case-by-case basis [40 CFR §300.910(b)]. Tribes will be afforded substantially the same treatment as states (40 CFR §300.5 State). Thereby, Tribal representation will be required for pre-authorization concurrence or concurrence on a case-by-case application of burning agents in waters under Tribal jurisdiction.

Substantial Threat to Human Life

The FOSC may authorize the use of burning agents for any oil spill when, in the judgment of the FOSC, the use of burning agents is necessary to prevent or substantially reduce a hazard to human life [40 CFR §300.910(d)].

EPA has delegated its authority for authorization of appropriate burning agents to the EPA representative to RRT10. RRT10 representatives from DOC, DOI, and the states of Washington, Oregon, and Idaho have been delegated authority by their respective agencies

or state governments to represent natural resource trustee concerns and to serve as consultants to the FOSC on these matters.

Scope of Regional Response Team 10 In Situ Burning Plan

The RRT10 In Situ Burning Plan allows the FOSC and/or UC to use burning agents to:

- Prevent or substantially reduce a hazard to human life;
- Reduce the environmental impact of the spilled oil; or
- Reduce economic losses to critical infrastructure and public property as a result of the spill.

While the NCP does not require RRT approval for the use of in situ burning as a response technology when burning agents are not utilized, USCG, EPA, DOI, DOC, and member states of RRT10 have agreed that, regardless of the need for RRT authorization, the notification protocols and implementation guidance in this plan are appropriate for all oil spill responses in federal Region 10 where in situ burning is used as an applied response technology. In situ burning to remediate oil spills occurring in federal Region 10 will be conducted in accordance with this plan. This plan includes:

- In situ burning at offshore, near-shore, or inland oil spills;
- In situ burning where burning agents (a.k.a. “accelerants”) are not used; and
- In situ burning where burning agents (a.k.a. “accelerants”) are used.

This plan is not intended to cover burning of stockpiled debris.

Definition of “Ignition”

Subpart J of the NCP does not define or prohibit ignition as a method to initiate in situ burning of an oil spill. Further, the use of ignition is not considered the use of a burning agent in the initiation of or sustained combustion of spilled oil.

Definition of “Burning Agents”

Subpart J of the NCP specifically addresses authorization procedures for the use of "appropriate burning agents." Burning agents, are additives that, through physical or chemical means, improve the combustibility of the materials to which they are applied [40 CFR §300.5]. The process of in situ burning, through deliberate action as an applied response technology, often includes the use of burning agents to assist with ignition and, at times, with sustained combustion. The NCP does not require technical product data submissions for burning agents and does not include burning agents on the NCP Product Schedule [40 CFR §300.915(e)].

4091 Elements of Regional Response Team 10 Policy and Plan for In Situ Burning

In situ burning operations will be conducted within the jurisdiction of RRT10 in accordance with this In Situ Burning Policy and Plan. Key elements of the plan are as follows:

1. The plan establishes a geographically defined Pre-Authorization Zone. All areas not identified as in the Pre-Authorization Zone will be designated as Case-by-Case Zones.
2. In the Pre-Authorization Zone, burning agents can be utilized, without further RRT approval, to conduct in situ burning of spilled oil, provided that the guidelines in the pre-authorization plan are followed.
3. RRT10 approval is needed in order to utilize burning agents in Case-by-Case Zones, unless the burn substantially reduces a hazard to human life (40 CFR § 300.910(d)).
4. The plan reaffirms the use of ignition by the FOSC/UC to conduct in situ burning of spilled oil in the Pre-Authorization and Case-by-Case Zone without RRT approval.
5. FOSC/UC can use ignition and/or burning agents in either zone, without RRT approval, to conduct in situ burning of spilled oil to prevent or substantially reduce a hazard to human life (40 CFR § 300.910(d))..
6. FOSC is still required to conduct ESA Section 7, including Essential Fish Habitat, and NHPA Section 106, Emergency Consultations with the appropriate trustee agencies.

Pre-Authorization Zone for In Situ Burning

The In Situ Burning Pre-Authorization Zone is described as follows:

- Any area that is more than 3 miles from human population. Human population is defined as 100 people per square mile.
- EPA does not intend to utilize pre-authorization to apply burning agents without incident-specific RRT approval in the Inland Zone.

The FOSCs have the authority and responsibility for managing oil spills in the Pre-Authorized Zone as part of a UC structure. This In Situ Burning Policy and Plan authorizes the FOSC/UC to do the following without RRT approval:

1. Under proper conditions, ignite the spilled oil without using burning agents.
2. Utilize burning agents, as appropriate, if the burning conditions are suitable. EPA does not intend to utilize pre-authorization to apply burning agents without incident specific RRT approval in the Inland Zone.

This plan also reaffirms the FOSC requirement to conduct timely emergency consultations under the ESA Section 7 and the NHPA Section 106. See Sections 4031 and 4032 for additional information on complying with this requirement.

All burning operations within the Pre-Authorization Zone will be conducted in accordance with the protocols outlined in this plan. It is imperative that the FOSC and UC make every reasonable effort to continuously evaluate an in situ burn within the Pre-Authorization Zone. Additionally, the FOSC and UC will brief RRT10 on the burn operation as conditions warrant and time allows.

Within areas pre-Authorized for the use of appropriate burning agents, further consultation by the FOSC is not required as long as the appropriate RRT agencies are immediately notified and the relevant protocols outlined in this plan are followed.

Open Water and Inland Zone Case-by-Case Zones for In Situ Burning

The In Situ Burning Case-by-Case Zones are described as follows:

- Any areas within three miles of human population. Human population is defined as 100 people per square mile.

FOSCs have the authority and responsibility for responding to oil spills in the Case-by-Case Zones based upon their jurisdictional boundaries. Within UC, the FOSC is authorized to do the following in the Case-by-Case Zones without RRT approval:

1. Under proper conditions, ignite the spilled oil without burning agents.
2. Utilize burning agents to initiate/sustain in situ burn when, in the FOSC's judgment, the use of burning agents is necessary to prevent or substantially reduce a hazard to human life.

The FOSC is authorized to do the following in the Case-by-Case Zones after RRT approval:

1. Utilize burning agents to initiate and sustain in situ burning to mitigate spilled oil within any constraints provided by RRT10.

The RRT10 In Situ Burn Policy and Plan also reaffirms the FOSC requirement to conduct timely emergency consultations under the ESA Section 7 and the NHPA Section 106. See Sections 4031 and 4032 for additional information on complying with this requirement.

In addition, the FOSC/UC shall do the following in requesting RRT10 approval to initiate in situ burning operations in Case-by Case Zones:

1. When planning to conduct in situ burning within three miles of a population center, and within three miles of the international marine border with Canada, coordinate with RRT10 to consult with the Coastal Joint Response Teams, composed of representatives of the U.S. and Canadian governments, and co-chaired by the U.S. and Canadian Coast Guards.

2. When planning to conduct in situ burning within three miles of a population center and three miles of the international land border with Canada, coordinate with RRT10 to consult with the Regional Joint Response Team, composed of representatives of the U.S. and Canadian governments and co-chaired by the United States and Environment Canada.
3. Coordinate with RRT10 to consult with appropriate Tribal governments with off-reservation treaty rights in the navigable waters threatened by a release or discharge of oil, when practicable.
4. Conduct an emergency consultation with representatives of state and federal trustee agencies, considering operational timing constraints, with the goal of obtaining the best available information pertaining to the presence or absence of natural resources at the proposed burn site prior to submitting a request for authorization to RRT10.
5. Complete and submit the In Situ Burning Application Long Form (see "In-Situ Burning Operations Planning Tool") to RRT10 for an authorization decision. A decision from RRT10 on conducting an in situ burning operation is expected within two hours of receipt of the In Situ Burning Application Form.

All burning operations within the Case-By-Case Zone will be conducted in accordance with the protocols outlined in this plan. It is imperative that the FOSC and UC make every reasonable effort to continuously evaluate an in situ burn. Additionally, the FOSC and UC will brief RRT10 on the burn operation as conditions warrant and time allows.

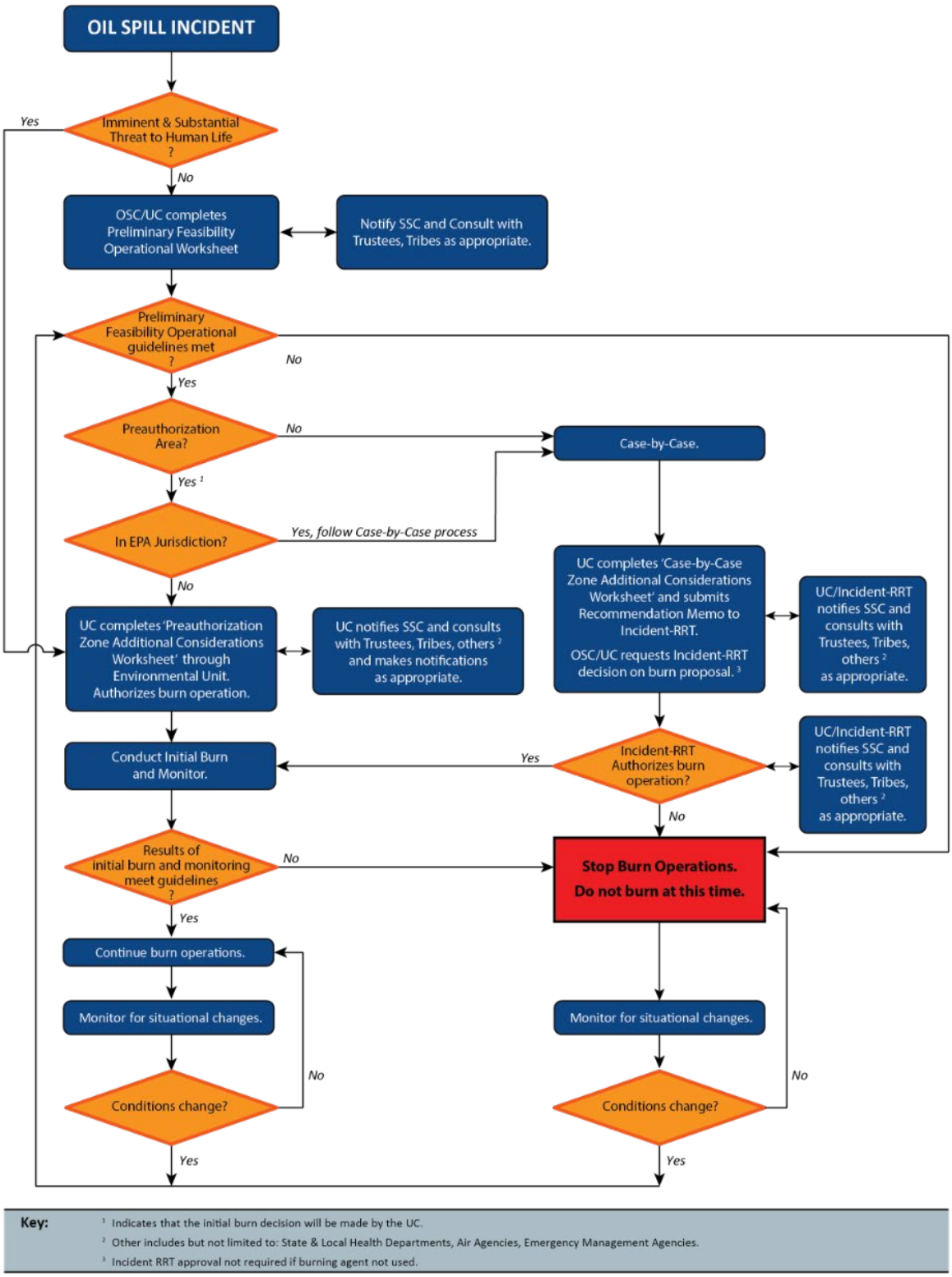


Figure 4000-3 RRT10 In Situ Burning Decision Tree

4092 Protocols for In Situ Burning Policy and Plan

The requirements below apply to all in situ burning operations under the provisions of this plan.

Mechanical Recovery

Within Region 10, mechanical recovery is anticipated to be the primary response technique for the majority of on-water oil spills. In situ burning shall be considered by the FOSC/UC as another response tool to reduce the impacts of oil spills, as appropriate, in combination with mechanical and other response techniques. Note that provisions must be made for mechanical collection of burn residue following any burn(s).

In Situ Burn Feasibility Analysis, Application Forms and Submittal for Regional Response Team 10 Authorization

Once an oil spill has occurred, and the FOSC/UC has determined that in situ burning should be considered to help mitigate the impact of the spilled oil, the FOSC/UC shall complete the In Situ Burn Preliminary Feasibility Analysis Worksheet to determine if conditions are appropriate for in-situ burning. Typically, this form will be completed by the EU and the NOAA SSC, including other technical specialists as appropriate.

If the worksheet indicates that conditions are appropriate for burning, then the FOSC/UC completes the appropriate application form depending on whether the spill occurred in the Pre-Authorization Zone (short form) or Case-by-Case Zone (long form).

a. For spills in the Pre-Authorization Zone, the In Situ Burning Application short form (see In Situ Burning Operational Planning Tool) shall be completed after or concurrent with all burning operations and provided to RRT10 members in a timely manner for documentation and informational purposes.
b. For spills in a Case-by-Case Zone, the full form shall be completed before commencing any burn (unless no burning agents will be used and only ignition will

occur), and provided to RRT10 members in a timely manner for their authorization decision.

Inland Burning Considerations in Case-by-Case Zones

In situ burning in the Inland Zone is conducted primarily in wetland areas, inland waters, adjoining shorelines, and other areas that threaten release to a navigable waterway within the Inland Zone of RRT10 geographic boundaries. These may include agricultural lands, lands void of vegetation, and grasslands. Burning will not occur in forested areas unless otherwise recommended by the land manager or owner.

In the Inland Zone, in situ burning is typically considered under the following conditions:

- To remove oil to prevent its spread to sensitive sites or over large areas.
- To reduce the generation of oily wastes, especially where transportation or disposal options are limited.
- Where access to the site is limited by shallow water, soft substrates, thick vegetation, or the remoteness of the location.
- As a removal technique, when other methods begin to lose effectiveness or become too intrusive.

In situ burning in the Inland Zone should be conducted under the direction of a knowledgeable practitioner, if available. Burning will be conducted utilizing safe fire management techniques. All practical efforts will be made to control and contain the burn and prevent accidental or unplanned ignition of adjacent areas.

The FOSC/UC will notify adjacent land managers/owners prior to any in situ burning operation conducted on land or non-navigable waters.

Favorable Conditions

In open water and Coastal zones, in-situ burning is advised only when the meteorological and sea conditions are operationally favorable for a successful burn. The FOSC/UC will

utilize readily available resources to gather information on the speed and direction of the wind, atmospheric conditions, plume modeling, and the proximity to population centers or sensitive resources onshore and will make efforts to avoid particulate impacts in these areas. A safety margin of 45 degrees of arc on either side of predicted wind vectors should be used and documented for shifts in wind direction.

Favorable conditions for the Inland Zone include:

- Remote or communities (at least three miles from communities);
- Fresh crudes or light/intermediate refined products, which burn more readily and efficiently;
- Mostly herbaceous vegetation;
- Areas void of vegetation, such as dirt roads, ditches, dry streambeds, and idle cropland; and
- In wetlands with an adequate water layer (at least one inch) covering the substrate (prevents thermal damage to soil and roots, and keeps oil from penetrating substrate).

4093 During an In Situ Burning Action

TOOLS AND RESOURCES
Alternative Technologies: • In Situ Burning Operations Planning Tool **Command:** • Health and Safety Job Aid **Operations:** Emergency Response Community Air Monitoring **Operations:** • Emergency Response Community Air Monitoring

Responder Health and Safety

Ensuring worker health and safety is the responsibility of employers and the OSC/UC, who must comply with all Occupational Safety and Health Administration (OSHA) regulations.

RRT10 has developed a Health and Safety Job Aid to provide guidance and example Health and Safety Plans to be utilized at oil/hazardous materials incidents in the Pacific Northwest. In addition, see "In Situ Burning Operations Planning Tool" for guidance on health and safety concerns specific to in situ burning of spilled oil.

Public Health/Safety and In Situ Burning Air Monitoring Program

Public health will be protected during an in situ burn by conducting air monitoring and/or sampling at appropriate locations downwind of the burn operations. In a case where smoke plumes are not predicted to cross over communities or environmentally sensitive areas, an inability to conduct air monitoring will not be automatic grounds for discontinuing or prohibiting in situ burn operations.

The SMART protocols, as modified by RRT10 (see "In Situ Burning Operations Planning Tool"), will provide the basis for the air monitoring/sampling program to ensure that sensitive populations are not exposed at levels expected to affect people's health.

It is RRT10's policy to utilize EPA's National Ambient Air Quality Standards (NAAQS) for particulate matter up to 2.5 microns in diameter (PM 2.5) and particulate matter up to 10 microns in diameter (PM 10) as Levels of Concern (LOCs) during in situ burning operations (see In Situ Burning Pollutants and Exposure Limits). The NAAQS are based on a 24-hour time weighted average (TWA) sample, and LOCs for particulates for the general public are 150 micrograms per cubic meter (PM 10) and 35 micrograms per cubic meter (PM 2.5). While conducting an in situ burn, responders will use the same LOCs from a one-hour TWA sample. This is a very conservative LOC. If at any time it is anticipated, or measurements indicate, that the public are being or will be exposed to levels of particulates exceeding the identified LOCs, as a result of in situ burning operations, then the decision to continue in situ burning operations will be reviewed with input from public health professionals. The NAAQS does not publish levels for shorter average times (e.g., one- to three-hour or eight-hour averages). As such, responders will have to determine how to assess the threats posed when particulates

have not been present nor measured for 24 hours. Additional guidance can be found in the "Emergency Response Community Air Monitoring" tool.

Representatives of the USCG, EPA, federal trustee agencies, the affected state(s), OSHA, and the RP may have the opportunity to observe in situ burning operations if logistics and safety considerations permit. This decision will be made by the UC at the time of the incident.

Local Air Agencies

The FOSC/UC will notify and coordinate with the state, local, and/ or Tribal air agencies prior to and during an in situ burning operation. Contact information for state and local air agencies may be found in the "In Situ Burn Operations Planning Tool."

In addition to the UC–led air monitoring/sampling activities outlined generally in Section 4092, above, and the "Emergency Response Community Air Monitoring" tool, the FOSC/UC will coordinate with the state, local, and/or Tribal air agencies to identify regulatory air monitors/samplers in the anticipated plume path. In the event that there are exceedances of air quality standards or measurements of regulatory significance during/or after an in situ burning operation, the FOSC/UC will work with the air agency to determine if the event qualifies as an Exceptional Event as governed by the "Treatment of Data Influenced by Exceptional Events" rule (72 Federal Regulations 13560, March 22, 2007) including any amendments thereto.

Documentation during In Situ Burning Operations

Detailed information about the burn must be recorded, including duration, residue type and volume, water depth before and after the burn, visible impacts, post-burn activities (e.g., residue removal methods), etc.

Air monitoring/sampling data will be collected by the UC-led monitoring teams using the RRT10 Modified SMART Protocol, during in situ burning operations. These data will be shared with the state, local, and/or Tribal air agencies responsible for the areas with regulatory

monitors/samplers potentially impacted by smoke plumes resulting from in situ burning operations. Incident data may be utilized by the impacted air agencies in implementing requirements for the treatment of air quality monitoring data influenced by exceptional events as governed by the "Treatment of Data Influenced by Exceptional Events" rule (72 Federal Register 13560, March 22, 2007), including any amendments thereto.

Burn Control

Burning will be conducted in a way that allows for effective control of the burn, to the maximum extent feasible, including the ability to rapidly stop the burn if necessary. Contained and controlled burning is recognized as the preferred method of burning, using fire-resistant boom.

Ignition Control

All practical efforts will be made to control and contain the burn and prevent accidental ignition of the source. Generally, it is not recommended that the source or adjacent uncontained slicks be allowed to ignite during in situ burning operations. Certain circumstances, however, may warrant consideration of carefully planned source ignition.

After Completion of an In Situ Burning Operation

Final Report

Any use of in situ burning during a spill response requires that the FOSC/UC provide a post-incident report to the RRT within 45 days of completing in situ burning operations. Recommendations for changes or modification to this policy should be presented in the report, if appropriate. This report will be presented at an RRT10 meeting, if requested by RRT10. Required criteria for the final report are outlined in the "In Situ Burning Operations Planning Tool."

Additionally, issues that arose during the emergency consultations under ESA Section 7 and NHPA Section 106 may require additional reporting to those agencies after the response has ended.

4100 Decanting during On-Water Recovery

TOOLS AND RESOURCES
Operations: • Decanting Response Tool **Planning:** • Decanting Approval Plan and Memo

When oil is spilled on the water, mechanical recovery of the oil is the principal approved method of responding. However, the mechanical recovery process and associated systems necessarily involve placing vessels and machinery in a floating oil environment. When heavy oil sinks, large volumes of water mixed with silt/sediment may be recovered and need treatment prior to disposal. Decanting tank systems is one technique that could be used to separate and treat solids and liquids before discharging liquids back into the response area. Incidental returns of oil into the response area, such as oil that falls back into the recovery area from vessels and machinery that are immersed and working in the oil, are an inevitable part of the mechanical recovery process. Similarly, separation or "decanting" of water from recovered oil and return of excess water into the response area can be vital to the efficient mechanical recovery of spilled oil because it allows maximum use of limited storage capacity, thereby increasing recovery operations. This only applies to in-water recovery conducted with vessels and not on-shore activities.

This practice is currently recognized as a necessary and routine part of response operations that is appropriately addressed in ACPs (see NCP Revisions, 59 Federal Register 47401, September 15, 1994.) In addition, some activities, such as those associated with oil recovery vessels, small boats and equipment cleaning operations may result in incidental discharges. These activities may be necessary to facilitate response operations on a continuing basis, and all of these activities are considered to be incidental discharges.

4101 Decanting Policy

This policy addresses “incidental discharges” associated with spill response activities. “Incidental discharge” means the release of oil and/or oily water within the response area in or proximate to the area in which oil recovery activities are taking place during and attendant to oil spill response activities. Incidental discharges include, but are not limited to, the decanting of oily water, oil and oily water returns associated with runoff from vessels and equipment operating in an oiled environment and the wash down of vessels, facilities and equipment used in the response. “Incidental discharges” as addressed by this policy, do not require additional permits and do not constitute a prohibited discharge. See 33 CFR §153.301, 40 CFR §300, RCW 90.56.320(1), WAC 173- 201A-110, ORS 468b.305 (2)(b).

Criteria

During spill response operations, mechanical recovery of oil is often restricted by a number of factors, including the recovery system’s oil/water recovery rate, the type of recovery system employed and the amount of tank space available on the recovery unit to hold recovered oil/water mixtures. In addition, the longer oil remains on or in the water, the more it mixes to form an emulsified mousse or highly mixed oil/water liquid, which sometimes contains as much as 70% water and 30% oil, thus consuming significantly more storage space. Decanting is the process of draining off recovered water from portable tanks, internal tanks, collections wells, or other storage containers to increase the available storage capacity of recovered oil. When decanting is conducted properly, most of the petroleum can be removed from the water.

The overriding goal of mechanical recovery is the expeditious recovery of oil from water. In many cases, the separation of oil and water and discharge of excess water is necessary for skimming operations to be effective in maximizing the amount of oil recovered and in minimizing overall environmental damages. Expeditious review and approval, as appropriate, of such requests is necessary to ensure a rapid and efficient recovery operation. In addition, such incidental discharges associated with mechanical recovery operations are

not considered prohibited discharges. Such actions should be considered and in appropriate circumstances preauthorized by the FOSC and/or SOSC because the discharged water will be much less harmful to the environment than allowing the oil to remain in the water and be subject to spreading and weathering.

RRT10 adopts the following policy to provide for an expeditious decanting approval process and provide clear guidance to the UC, response contractors and other members of the spill response community.

Oils Pre-Approved for Decanting and Associated Conditions

Pre-approval for on-water decanting is authorized when pumping recovered oil and water ashore is not practical during the first 24 hours after the initial spill discovery. Decanting authorization is granted for the oil products listed below:

- All crude oils;
- Vacuum gas oils;
- Atmospheric gas oils;
- Recycle oils not containing distillates;
- Bunker fuels;
- No. 6 fuel oils;
- Cutter stocks; and
- Coker gas oils.

Decanting of the listed oils is pre-approved if the following conditions are met:

- Pre-approval applies to the first 24 hours after spill discovery. Decanting requests for all remaining operational periods will need to be completed and submitted to UC. The

RP must fill out the NWRCP decanting request and seek UC approval prior to any additional decanting approvals from the second operational period on.

- The UC must be notified within one hour after decanting begins.
- The RP assures the UC that they are quickly obtaining adequate oil storage and skimming capacity within the first 24 hours and that the responders are expeditiously getting sufficient storage and skimming capacity on-site to alleviate the need for prolonged decanting.

The following criteria found in the current Decanting Authorization Form must be complied with:

- All decanting should be done in a designated “Response Area” within a collection area, vessel collection well, recovery belt, weir area, or directly in front of a recovery system.

- Vessels employing sweep booms with recovery pumps in the apex of the boom shall decant forward of the recovery pumps.

- Vessels not equipped with an oil/water separator should allow retention time for oil held in internal or portable tanks before decanting commences.

- Containment boom needs to be deployed around the collection area, where feasible, to prevent loss of decanted oil or entrainment.

- Visual monitoring of the decanting shall be maintained at all times so that discharge of oil in the decanted water is detected promptly.

- Where feasible, decant ahead of an operating skimmer recovery system so decanting can occur ahead of the skimming system, not only within an enclosed boomed area.

- UC can revoke the pre-approval at any time if above conditions are not met.

Shore-side container decanting (i.e., vacuum truck, portable tanks, etc.) is not authorized for pre-approval under this policy. Decanting in areas where vacuum trucks, portable tanks, or other collection systems are used for shore cleanup will be subject to filling out the decanting form in the NWRCP prior to authorization and must comply with the same rules as vessels.

Oils Requiring Approval by Unified Command Prior to Decanting

During a response, when decanting has not been pre-approved for lighter oils, which are not listed above, it will be necessary for response contractors or the RP to request from the UC written authority to decant while recovering oil so that response operations do not cease or become impaired. The UC will consider each request for decanting of lighter oils on a case-by-case basis. Prior to approving decanting, the UC should evaluate the potential effects of weather, including the wind and wave conditions, the quantity of oil spilled, and the type of oil, as well as available storage. The UC should also take into account that recovery operations as enhanced by decanting will actually reduce the overall quantity of pollutants in a more timely and effective manner to facilitate cleanup operations.

The following criteria should be considered by the UC in determining whether to approve decanting unless circumstances dictate otherwise:

- All decanting should be done in a designated “Response Area” within a collection area, vessel collection well, recovery belt, weir area, or directly in front of a recovery system.
- Vessels employing sweep booms with recovery pumps in the apex of the boom should decant forward of the recovery pump.
- All vessels, motor vehicles, and other equipment not equipped with an oil/water separator should allow retention time for oil held in internal or portable tanks before decanting commences.

- When deemed necessary by the UC or the response contractor, a containment boom will be deployed around the collection area to minimize loss of decanted oil or entrainment.
- When using decanting tank systems, tanks with baffles should be used as a best practice to speed up oil/water separation and prevent remixing.
- Visual monitoring of the decanting area shall be maintained so that discharge of oil in the decanted water is detected promptly.

Decanting is an option based on exclusions granted to the FOSC and SOSC related to the National Pollution Discharge Elimination System (NPDES) and under NPD authorized state discharge programs . 40 CFR §122 provides exclusions to NPDES permits to the OSC providing the discharge is in compliance with the instructions of the FOSC pursuant to 40 CFR §300. Furthermore, the state of Washington is provided exceptions to discharges of oil pursuant to RCW 90.56.320, the state of Oregon is provided exceptions to discharges of oil pursuant to ORS 468B.305 and the state of Idaho is provided an exemption pursuant to IDAPA 58.01.25.102.05.d.

All proposals to utilize decanting must be presented to the UC. The UC will include appropriate FOSC, SOSC, TOSC, LOSC, RP and other appropriate applicable entities. Using the Decanting Response Tool, the proposal should include a brief description of the area for which decanting approval is sought, the decanting process proposed, the prevailing conditions (wind, weather, sea state, etc.), and protective measures proposed to be implemented. The decision of each UC member should be documented. Authorization to decant is provided by the FOSC in all cases, and SOSC authorization is required in addition for decanting in state waters.

The FOSC and/or SOSC will review and provide directions and authorization as appropriate to requests to wash down vessels, facilities, and equipment to facilitate response activities.

This policy does not cover other activities related to possible oil discharges associated with an oil spill event, such as actions to save a vessel or protect human life, which may include such actions as pumping bilges on a sinking vessel.

4110 Gasoline and Other Flammable Liquids Response Policy

Spills of gasoline and other flammable liquids, including many crude oils, pose significant response challenges, as well as serious health and safety concerns for responders and communities downstream and downwind from the release. Gasoline-range products are finished gasolines and volatile hydrocarbon fractions used for blending into finished gasoline, including straight-run naphtha, alkylate, reformate, benzene, toluene, xylene, and other refined petroleum products with a flash point below 100 degrees Fahrenheit (37.8 degrees Celsius). When these types of products are spilled into the environment, it is imperative to take immediate steps to control the source of the release (where safe), to eliminate all possible ignition sources, to quickly establish isolation distances, to notify regulatory and local response agencies, and to initiate a preliminary site safety plan prior to any response activities. However, it is essential that no personnel enter a potentially unsafe environment prior to an initial safety assessment, including vapor monitoring for flammable, reduced oxygen, and toxic levels.

In many cases, highly flammable liquids should not be contained for spill response. Containing gasoline and other highly flammable liquids increases the risk of fire by delaying dispersion of vapors into the atmosphere. The risks posed by response techniques, such as booming and applying foam to spilled gasoline and other flammable liquids, are warranted only under very limited circumstances. However, in some cases, and as judged by the FOSC, IC, or UC, containment and the use of foam may be appropriate and necessary in response to an imminent threat to public health and safety and the environment. Deflection and protection booming can be used to move flammable liquids away from sensitive areas but must be conducted in a safe manner, within safe atmospheric levels. In unaffected downstream or down current areas that are at risk, boom should be deployed prior to arrival of the product. Although mechanically recovering flammable liquids on water can be

effective in some circumstances, allowing them to evaporate and dissipate is often the more prudent response.

4120 BIOREMEDIATION

TOOLS AND RESOURCES
Operations: • Oil Spill Best Management Practices

The use of bioremediation in open water is an unproven technology that currently shows little or no promise of removing significant quantities of oil from the surface of the water prior to shoreline impact or natural dispersion. Bioremediation by nutrient enhancement or seeding of biodegrading organisms is, therefore, not allowed on the surface of open water. This policy can be reviewed by the RRT if there is new and significant evidence that bioremediation can be a significant factor in oil removal on open water.

Bioremediation of Shorelines

Seeding of exotic organisms for pollution response is prohibited in the Northwest Region. This is due to the unproven efficacy of such procedures and the unknown ecological effects resulting from their implementation.

Bioremediation is an effective technique for the encouragement of oil biodegradation on some contaminated shorelines. Nonetheless, this strategy is unlikely to lead to rapid decontamination of beaches. Bioremediation of soil/shorelines should generally be used as the primary treatment only when oil concentrations are low (less than 15 grams of oil for every kilogram of sediment) and conventional forms of cleanup (heavy equipment use or manual cleaning) are likely to do more damage than good. Bioremediation should be viewed as a polishing agent for the final stages of cleanup rather than as a primary response tool, especially considering the slow rates of reaction to degrade the oil, and therefore, cleanup via this method will be allowed only on a case-by-case basis with RRT10 concurrence. Bioremediation agents with additives (for example, perfumes and nutrients) should not be used in shoreline settings or where sensitive aquifers could be impacted.

For additional bioremediation policy, see the Oil Spill Best Management Practices tool.

4130 Surface Washing Agents Background and Policy

TOOLS AND RESOURCES
Alternative Technologies: • EU Surface Washing Agent Recommendation Memo to UC • Surface Washing Agent Authorization Process and Decision Support Tools

Surface washing agents are chemicals that are used to enhance oil removal from exposed substrates and hard surfaces. Only surface washing agents that are included in the current NCP Product Schedule may be approved by the FOSC for use during an oil spill. Most chemicals that are classified for this application contain a mixture of a non-polar solvent and a surfactant. The solvent dissolves into the highly viscous or weathered oil to create a less viscous and somewhat uniform liquid oil or oily mixture. The surfactant reduces the interfacial tension between the liquid oil and the surface to which the oil has adhered. Depending on environmental conditions and the selection and combination of solvents and surfactants, the removed oil will either float or disperse, giving rise to "lift and float" and "lift and disperse" descriptors of surface washing agents. The latter has a negative environmental impact for most shallow water coastal environments; therefore, products which "lift and float" are preferable. Adhering to the definition of surface washing agents in Section 4080 of this document, all discussion of surface washing agents hereafter will implicitly refer to *lift and float* type cleaning agents.

When selecting a surface washing agent for use during a particular response, special consideration should be given to:

1. its effectiveness on a particular oil and substrate;

2. the comparative toxicity among different surface washing agents; and

3. the availability of the surface washing agent to be acquired in a useful time period.

Any application of surface washing agents that would result in their release into the environment requires that the FOSC obtain RRT authorization prior to initiating any such applications. RRT authorization is not required for use of surface washing agents when all effluents are recovered and properly disposed of (e.g. cleaning of boom in containment areas on land). All applications of surface washing agents will be conducted in accordance with applicable state and federal regulations. See “Permit Summary Table” for potential state and federal permit lists.

Surface washing agents may be considered for use when traditional flushing techniques have been deemed to be inadequate, or when the use of surface washing agents is determined to have less of an environmental impact than other available alternatives.

It is important to note that the NCP Product Schedule does not specifically identify shoreline cleaners as to their mode of action and may also include *lift and disperse* type surface washing agents that would not be recommended for use in Region 10 nor approved in this policy. An evaluation of the key characteristics of a NCP listed surface washing agent is required to select the most appropriate product for the situation. Technical specialists, such as the NOAA SSC, should be consulted as to the applicability of NCP listed products for specific applications.

4131 Role of the Regional Response Team with the Use of Surface Washing Agents

No surface washing agent Preauthorization Zones exist in Region 10.

In order to receive authorization to approve the use of surface washing agents, the FOSC will prepare a recommendation memorandum (by completing the tools in “Surface Washing Agent Authorization Process”) and request an activation of RRT10 for a decision on the proposed action.

The purpose of the RRT activation is for the FOSC to outline the basis for the request to authorize surface washing agent use, and pursuant to 300.910(b) of the NCP, seek concurrence from the EPA representative to the RRT and, as appropriate, the RRT

representatives from the states with jurisdiction over the navigable waters threatened by the release or discharge. This activation will also serve as consultation with DOC and DOI natural resource trustees. It is the policy of RRT10 to also consult with appropriate tribal governments with off-reservation treaty rights in navigable waters threatened by a release or discharge of oil, when practicable. Oil trajectory, potential impact areas, and the respective sensitivities of the RARs in those areas should be considered.

The RRT members will sign the recommendation memo, indicating their support or opposition to the proposal, and return it, along with any specific details, conditions, constraints, or other pertinent information, to the FOSC. If surface washing agents are subsequently used, the FOSC will provide an Incident AAR to all interested RRT member agencies after the emergency response is over.

4140 Managing Closures to Fisheries

TOOLS AND RESOURCES
Wildlife: • Managing Impacts to Fisheries

There are a variety of types of fisheries closures that may be proposed or needed following an oil spill. For example, when an oil spill occurs, shellfish may be exposed to petrochemicals. Because shellfish are filter feeders, they can readily accumulate substances from the water column and may become unsafe to eat and/or tainted, i.e., technically safe to eat but have altered flavor due to petrochemical exposure. The legal authority for closures varies depending on the outcome desired and on the owner of the resource (private, public, Tribal).

A closure decision could be made unilaterally outside of the IC by Tribes, private property owners, trustee agency directors, or by county and other local officials. The EUL may identify potential impacts on fisheries as part of the resources at risk process. The EUL should facilitate the decision-making process by contacting the appropriate decision makers, inform them of the issues, and make sure they are brought into the decision-making process. Coordination with the Operations Section is also necessary.

"Managing Impacts to Fisheries" contains additional tools and information on closures.

4150 Places of Refuge

TOOLS AND RESOURCES
Planning: • Places of Refuge

A ship in need of assistance may require a temporary place of refuge with adequate water depth for lightering or repairs in order to protect the marine environment. Ships may need to be brought into a harbor, anchored or moored in protected waters, or temporarily beached in order to safely make repairs and stop the loss of oil or other hazardous substances. Disabled ships need to be repaired in order to resume safe navigation and prevent an incident resulting in the loss of fuel or cargo. If leaking ships are not repaired, spilled oil and hazardous substances may affect health and human safety, natural resources, and shorelines.

There is no single place of refuge for all ships and all situations. Decisions relating to places of refuge encompass a wide range of security, environmental, social, economic, and operational issues that vary according to each situation, including the environmental sensitivity and protected status of the areas within or adjacent to a potential place of refuge. The initial decision to permit a ship to seek a place of refuge, as well as the decisions and actions implementing that decision, are inherently based on an assessment of the risk factors involved and the exercise of sound judgment and discretion.

Places of refuge are sites that could potentially be used for a disabled or damaged ship needing shelter for repairs. While information on potential sites may be pre-surveyed, this does not imply that any of these sites will be the location of choice in a future event. Selection of a place of refuge by the USCG Captain of the Port (COTP) in consultation with the RRT and other federal agencies, states, Tribal and local governments, and other partners will always be made on a case-by-case basis. If time allows, the COTP will activate a UC under ICS to address a request for a place of refuge.

When a place of refuge incident occurs that involves, or may involve, the international border, a response will be activated per the Joint Canada/United States Pacific Response Plan. Similarly, if a place of refuge incident is likely to involve more than one ACP, existing cross-jurisdictional protocols will be activated.

This section incorporates a decision-making process and recommended procedures for appropriate authorities and vessel masters to use when requesting a place of refuge. The guidelines incorporate the Guidelines on Places of Refuge for Ships in need of Assistance adopted by International Maritime Organization, and assume use of ICS to manage the incident.

When safety of life is involved, existing search and rescue conventions and protocols should be used.

When a ship is in need of assistance but safety of life is not involved, the guidelines in "Places of Refuge" should be followed to evaluate whether a ship should remain in the same position, continue on its voyage, be brought into a place of refuge, taken out to sea, or intentionally scuttled in deep water. See the "Places of Refuge" tool for more information.

4160 Jurisdiction for Places of Refuge Decisions

Under 33 CFR 6.04, the USCG COTP has authority to order ships into and out of ports, harbors, and embayment's to protect the public, the environment, and maritime commerce. The COTP is the designated FOSC for the United States Coastal Zone per the NCP (40 CFR 300) (a)(1). There may be some maritime homeland security situations where the COTP, acting as the Federal Maritime Security Coordinator, may have access to sensitive security information and/or classified information—not readily shareable with other stakeholders—that may impact the final disposition of a vessel requesting "Force Majeure" or permitting a vessel to seek a place of refuge or approval of a salvage plan. These circumstances are dealt with on a case-by-case basis, and information is shared with other agencies on a "need to know" basis.

The states of Oregon, Washington, and Idaho have authority to represent and protect state interests for incidents within state waters. Each state has jurisdiction over state-owned shoreline and in nearshore waters out to three miles. In Washington and Oregon, SOSCs are pre-designated by Ecology and ODEQ, respectively. In the state of Idaho, an SOSC is designated at the time of an incident by the Idaho Office of Emergency Management. Although Idaho does not have a coast, it does have a port that might potentially be used as a place of refuge.

Local governments or port authorities may have authority over nearshore waters, including ports and harbors. If so, a local government or port representative may serve as a Local On-Scene Coordinator per the NWRCP.

Resource agencies have authority to manage their lands, marine areas, wildlife, habitat, and resources as mandated in their laws and regulations. Resource agencies fill positions in the ICS and provide resource information to the UC. In addition, resource agencies are members of RRT10.

Tribal governments may own land and have fishing rights in marine areas that could be impacted by a ship seeking a place of refuge. If so, a Tribal government representative(s) may fill positions in the ICS or may serve as a TOSC per the NWRCP.

The master of the ship has control of the ship and is responsible for requesting a place of refuge from the COTP. The master provides details on the status of the ship and justification for needing a place of refuge per the International Maritime Organization Guidelines on Places of Refuge.

5000 LOGISTICS

5010 LOGISTICS SECTION

The Logistics Section, within IMT, is responsible for all services and support needs of an incident, including obtaining and maintaining essential personnel, equipment, and supplies. The Logistic Section also sets up and maintains incident facilities, provides communication planning and resources, coordinates food services, and provides transportation and medical services to incident personnel. Detailed Logistics Section guidance on staffing, roles, and responsibilities is found in the U.S. Coast Guard and U.S. Environmental Protection Agency Incident Management Handbooks and the Area Contingency Plans.

5020 WORLDWIDE RESPONSE RESOURCE LIST

TOOLS AND RESOURCES
Response Procedures and Equipment: • USCG Response Resource Inventory System • Ecology Spills Map • Worldwide Response Resource List (WRRL)

The Worldwide Response Resource List (WRRL) is a centralized, web-based system that catalogs oil spill response equipment available throughout the Pacific Northwest to support rapid, aggressive, and well-coordinated response operations. The WRRL identifies and details response equipment maintained by participating private and public response organizations.

State agencies and industry representatives use the WRRL database to support response and preparedness activities to locate and order response equipment during a drill or spill. The WRRL provides an overall picture of the region's response resources.

To access a map of response equipment in the Northwest Region, see the Equipment tab of the Ecology Spills Map. See Tools and Resources to access the WRRL database

5030 SALVAGE AND DIVE COMPANIES

EXTERNAL RESOURCSE
Response Procedures and Equipment: • American Salvage Association

The American Salvage Association is an association of professional salvors that can be used to identify marine salvage and firefighting response capabilities. To access the membership, see American Salvage Association website.

6000 FINANCE/ADMINISTRATION

TOOLS AND RESOURCES
Finance/Cost: National Pollution Funds Center: The Oil Spill Liability Trust Fund NPFC User Reference Guide

6010 FEDERAL ON-SCENE COORDINATOR ACCESS TO THE FEDERAL FUND

Federal removal actions are authorized by the Federal Water Pollution Control Act (FWPCA) and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), if the required elements of jurisdiction exist. In the event of a discharge or release, if the spiller is not acting promptly or is unknown, the U.S. Environmental Protection Agency (EPA) Federal On-Scene Coordinator (FOSC) may initiate federal removal under the authority of Section 311 (o)(l) of the FWPCA or Section 104(a) of CERCLA. The responsible party (RP) is liable for government removal costs in accordance with Section 311(f) of the FWPCA, and Section 107 of CERCLA. Section 300.58 of the National Oil and Hazardous Substances Pollution Contingency Plan outlines the types of funds that may be available to remove discharges of certain oil and hazardous substances.

6020 Damage Assessment Procedures

TOOLS AND RESOURCES
General: • DOI NRDA Primer • NOAA NRDA

The Natural Resource Damage Assessment process provides a framework that enables designated natural resource trustees to identify significant environmental injuries, plan and implement efficient and effective restoration of injured natural resources and services, and support appropriate public and RP involvement in the restoration process. Under the Oil Pollution Act, CERCLA, and applicable state statutes, RPs are liable for damages resulting from injury to, destruction of, loss of, or loss of use of natural resources caused by an oil discharge, hazardous substance release, or substantial threat of either, including damages related to response actions. Recoverable damages include the cost to restore, rehabilitate, replace, or acquire the equivalent of injured resources; the decline in value of resources pending restoration; and the reasonable cost of assessing such damages. See Area Contingency Plans for state-specific requirements and additional guidance.

7000 HAZARDOUS SUBSTANCES UNIQUE INFORMATION

TOOLS AND RESOURCES
Hazardous Substances: • CAMEO • Chemtrec • Emergency Response Guidebook • EPA List of Lists • EPA Radiological Emergency Response Plan • Hazard Assessment Worksheet • Initial Hazmat Incident Objectives • Response for Chemical Spills **General:** Response Partner Roles and Contacts

While the basic Incident Command System (ICS)/Unified Command (UC) is unchanged whether the response is to an oil discharge or hazardous substance release, there are a number of factors that are unique to hazardous substance releases. The purpose of this chapter is to provide Northwest Regional Contingency Plan (NWRCP) users with information specific to a response to hazardous substance releases.

Many Region 10 Regional Response Team (RRT10) and Northwest Area Committee (NWAC) member agencies have specific responsibilities during and following a hazardous substances incident. The NWRCP is a good, general guide for interagency coordination and resources during a response to any type of oil or hazardous substances incident. When an incident is large enough in scope to trigger the National Response Framework (NRF), hazardous substance response will be conducted under Emergency Support Function (ESF) 10, and may use this plan as a guide.

This chapter focuses on hazardous substance incidents with the following characteristics:

- Multi-agency and/or multi-jurisdictional response;
- Exceedance of localized (city/county/state) response capacity;
- Response that exceeds one operational period;
- Release or threat of release of hazardous substances; and

- Response phase of the incident, through stabilization.

7010 Definitions of Hazardous Substances and Exceptions

Before the process of planning for a hazardous substances incident response can begin, there must be a clear understanding of the types of materials that are to be covered under this plan. The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986, defines hazardous substances as "hazardous wastes" under the Resource Conservation and Recovery Act, as well as hazardous substances regulated under the Clean Air Act, Clean Water Act, and the Toxic Substances Control Act. In addition, any element, compound, mixture, solution, or substance may also be specifically designated as a "hazardous substance" under CERCLA. This definition includes numerous hazardous chemicals, as well as chemical warfare agents and radionuclides. CERCLA hazardous substances are listed in 40 Code of Federal Regulations (CFR) part 302.4.

CERCLA also applies to "*pollutants or contaminants*" that may present an imminent or substantial danger to public health or welfare of the United States (U.S.). This is caused when the pollutant or contaminant will, or may reasonably be anticipated to, cause illness, death, or deformation in any organism. Most biological warfare agents have been determined to be pollutants or contaminants under CERCLA.

Petroleum products such as diesel and gasoline are typically excluded from CERCLA and are generally not considered to be "*hazardous substances*" under federal statute. State environmental statutes may, however, consider these materials hazardous substances. This chapter does not specifically deal with issues related to response to petroleum products.

7020 Authorities

7021 Federal Authorities

Federal authorities for response to a release of a hazardous substance, pollutant, or contaminant, including biological, chemical, and radiological warfare agent, are outlined in

CERCLA (42 United States Code §9604, CERCLA, commonly known as "Superfund") and the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (40 CFR Part 300, NCP). Federal On-Scene Coordinators (FOSCs) are the federal officials predesignated by the U.S. Environmental Protection Agency (EPA) and the U.S. Coast Guard (USCG) to coordinate response activities. The FOSC, either directly or through his or her staff, monitors, provides technical assistance, and/or directs federal and potentially responsible party (PRP) resources. As the state and local responders' gateway to the resources of the National Response System, it is the FOSC's responsibility to provide access to resources and technical assistance that may not otherwise be available to a community. Under the NCP, if federal involvement is necessary because state and local resources have been exceeded, the FOSC is obligated to coordinate the use of these resources to protect public health and the environment.

Like oil spills, federal response authority for hazardous substance spills is shared by EPA and USCG, with EPA maintaining jurisdiction in the Inland Zone and the USCG in the Coastal Zone. See Section 1180, "National Response System" for jurisdictional boundary details. EPA also has the lead for longer-term hazardous substance and pollutant or contaminant cleanups in the Coastal Zone. Responsibility for radiological responses is more complex and is dependent on the source of the release. Roles and responsibilities are outlined in the Nuclear/Radiological Incident Annex to the National Response Framework.

7022 Washington State Authorities

The Washington State Department of Ecology (Ecology) Spills Program responds to releases of oil, hazardous substances, and illegal drug manufacturing facilities under the following authorities:

Table 7000-1: Washington State Authorities for Specific Incident Types

Responsibility or Authority	Law or Act	RCW/WAC	Lead Agency
Spills of polluting matter to water	Water Pollution Control Act	RCW 90.48	Ecology
Spills of oil or hazardous substances to water	Oil and Hazardous Substances Spill	RCW 90.56	Ecology

Responsibility or Authority	Law or Act	RCW/WAC	Lead Agency
	Prevention and Response Act		
Hazardous/Dangerous Waste Management	Hazard Waste Management Act	RCW 70.105 WAC 173-303	Ecology
Hazardous Waste Cleanup	Model Toxics Control Act	RCW 70.105D WAC 173-340	Ecology
Spillers Responsibility for Cleanup	Special Rights of Action and Immunities	RCW 4.24.314	Ecology/WSP
Illegal drug chemical precursors, equipment, and waste generated	Uniform Controlled Substances Act	RCW 69.50.511	Ecology
Designation of the IC Agency	Hazardous Material Incidents	RCW 70.136.030	WSP
Responsibility for Illegal Drug Laboratory Cleanup	Uniformed Controlled Substance Act	RCW 69.50.511	Ecology
Property Contaminated by the Manufacture of Illegal Drugs	Contaminated Properties	RCW 64.44	WA DOH
Radiation Protection Standards	Nuclear Energy and Radiation	RCW 70.98 WAC 246-221	WA DOH
Radiation Protection – Workers Rights	Nuclear Energy and Radiation	RCW 70.98 WAC 246-222	WA DOH
Packaging and Transportation of Radioactive Material	Nuclear Energy and Radiation	RCW 70.98 WAC 246-231	WA DOH
Radiation Waste Disposal	Nuclear Energy and Radiation	RCW 70.98 WAC 246-250	WA DOH
Regulation of all Potential and Actual Radioactive Air Emissions	Nuclear Energy and Radiation	RCW 70.94 WAC 246-247	WA DOH

Key:
WA DOH = Washington State Department of Health
Ecology = Washington State Department of Ecology
RCW = Revised Code of Washington
WAC = Washington Administrative Code
WSP = Washington State Patrol

7023 Oregon State Authorities

The State of Oregon shares the primary responsibility for response to hazardous materials releases between the Department of Environmental Quality's (ODEQ) Emergency Response Program and the OSFM. ODEQ shares the responsibility for protection of public health with the Oregon Health Authority (OHA).

ODEQ's Emergency Response Program and partnering agencies assist in the development of the NWRCP. The NWRCP has been adopted as the State of Oregon's plan for response to hazardous materials releases, as an appendix to the State of Oregon Comprehensive Emergency Response Plan. ODEQ's Emergency Response Program also participates in the Sector Columbia River (SCR) and Northwest Inland Area Committees as vice-chair, county/regional Local Emergency Planning Committees (LEPCs) and various watershed-based response planning organizations in Oregon.

Table 7000-2: Oregon Authorities for Specific Incident Types

Responsibility or Authority	Law or Act	ORS/OAR	Lead Agency
Oil Spill Planning and Response (Oil Spill Contingency Planning & Fees)	Oil or Hazardous Materials Spillage	ORS Chapter 468B.300 to 468B.500 /340 Division 141	ODEQ
Oil Spill Planning and Response (Oil and Hazardous Materials Emergency Response Requirements)	Oil or Hazardous Materials Spillage	ORS Chapter 468B.300 to 468B.500 /340 Division 142	ODEQ
Hazardous Substance Removal or Remedial Action	Hazardous Waste and Hazardous Materials	ORS Chapter 465.200 to 465.545/ 340 Division 122	ODEQ
Isolating Contaminated Property	Public Health Measures	ORS 433.142, 433.220	OPHD
Responding to a Public Health Emergency	Public Health Emergencies	ORS 433.441 to 433.466; OAR 333, Division 3	OHA

Responsibility or Authority	Law or Act	ORS/OAR	Lead Agency
Authority to Enforce Public Health Laws (covers all applicable areas)	Public Health Measures	ORS 431.262	OHA
Drug Lab Cleanup	Cleanup of Toxic Contamination from Illegal Drug Manufacturing	ORS 453.855 to 453.395; OAR 333, Division 40	OHA
Hazardous Material Emergency Response System	Community Right to Know	ORS 453.374	OSFM
State Fire Marshal	Regional Hazardous Materials Response Team	ORS 453.380	OSFM
Public Health Director Public Health Director	Authority of the Public Health Director during a Public Health Emergency Temporary Restriction of Movement Emergency Health Care Services Emergency Health Care Centers; Emergency Operations Plan Public Health Emergency Plans	ORS 333-003-0020 ORS 333-003-0070 ORS 333-003-0100 ORS 333-003-0130 ORS 333-003-0200	OHA
Key: ODEQ = Oregon Department of Environmental Quality. OAR = Oregon Administrative Riles. OHA = Oregon Health Authority. OPHD = Oregon Public Health Division. ORS = Oregon Revised Statutes.			

7024 Idaho State Authorities

The Idaho Department of Environmental Quality (IDEQ) responds to the release of oil and hazardous substances under the following authorities:

Table 7000-3: Idaho Authorities for Specific Incident Types

Responsibility or Authority	Law or Act	IDAPA	Lead Agency
Spills of polluting matter to water	Water Quality Standards	58.01.02	IDEQ

Responsibility or Authority	Law or Act	IDAPA	Lead Agency
Spills of hazardous substances to water	Water Quality Standards	58.01.02.85	IDEQ
Spills of oil to water	Rules for Petroleum Release Corrective Action	58.01.24	IDEQ
Hazardous/dangerous waste management	Rules and Standards for Hazardous Waste	58.01.05	IDEQ
Non-Hazardous/dangerous waste management	Solid Waste Management Rules	58.01.06	IDEQ
Hazardous waste cleanup	Rules and Standards for Hazardous Waste	58.01.05	IDEQ
Non-Hazardous waste cleanup	Solid Waste Management Rules	58.01.06	IDEQ
Pesticide cleanup	Pesticide Use Rules	02.03.03.850	ISDA
Spillers' responsibility for cleanup	Land Remediation Rules	58.01.18	IDEQ
Designation of the IC Agency	Emergency Response Commission Rules Hazardous Substance Response Rules	15.06.05	IOEM
Responsibility for illegal drug laboratory cleanup	Clandestine Drug Laboratory Cleanup	16.02.24.200	IDEQ
Property contaminated by the manufacture of illegal drugs	Cleanup Process	16.02.24.300	H&W

Key:
H&W = Health and Welfare.
IDAPA = Idaho Administrative Procedure Act.
IDEQ = Idaho Department of Environmental Quality.
IOEM = Idaho Office of Emergency Management.
ISDA – Idaho State Department of Agriculture.

TOOLS AND RESOURCES
Command: • 96 Hour Plan • Initial Hazmat Incident Objectives **Federal Agency Guidance:** • EPA IMH • USCG IMH **General:** • Response Partner Roles and Contacts

The complexity and jurisdictional characteristics of an incident will determine the level of involvement of federal, state, local, Tribal, RP, and other responders. It is expected that the UC participants will be determined based on each incident. Table 7000-4, below, outlines the state and federal lead agencies for specific incident types.

Note this chart only shows the agency with primary authority; it does not reflect the fact that multiple agencies typically coordinate on each incident.

Table 7000-4: Lead State and Federal Agencies for Specific Incident Types

	Oil	HazMat	Biological	Radiological	Disaster
Washington	Ecology	WSP or other designated local Agency (RCW 70.136)	Washington State Department of Health	WA DOH	Washington State Emergency Management Division
Oregon	ODEQ	OSFM	Oregon Department of Public Health	Oregon Department of Public Health	Oregon Office of Emergency Management
Idaho	IOEM	IOEM	IOEM	IOEM	IOEM
Federal	• EPA • USCG	• EPA • USCG	EPA	• EPA • USCG • DOE • DOD • United States Nuclear	• FEMA

	Oil	HazMat	Biological	Radiological	Disaster
				Regulatory Commission • NASA	

Key:
DOD = United States Department of Defense
DOE = United States Department of Energy
DOH = Washington State Department of Health
EPA = United States Environmental Protection Agency
FEMA = Federal Emergency Management Agency
IOEM = Idaho Office of Emergency Management
NASA = National Aeronautics and Space Administration
ODEQ = Oregon Department of Environmental Quality
OSFM = Oregon Department of the State Fire Marshal
USCG = United States Coast Guard
WSP = Washington State Patrol

The USCG and EPA have developed an All-Hazards Incident Management Handbook (IMH) that provides some guidance as to organizational set-up and roles/responsibilities for hazardous substances and mass-casualty incidents.

7040 Criminal Incident Management

It may be unclear at the onset of a response whether the cause was accidental or criminal. Local responders will be the first to arrive on scene to assess the situation and possibly take initial response measures to contain or stop the release. In instances where criminal activity is suspected, coordination is required between law enforcement, who view the incident as a crime scene, and other first responders, who view the incident as a hazardous substances problem or a disaster site. Although protection of life remains paramount, the protection and processing of the crime scene is imperative so perpetrators can be identified and apprehended.

Since September 11, 2001, much attention has been given to terrorist incidents. A nuclear, biological, or chemical WMD-type terrorist incident is inherently a hazardous substances incident with a criminal investigation component. As such, it should be responded to under the National Response System and potentially the NRF. The Terrorism Incident Law Enforcement and Investigation Annex to the NRF also provides guidance on response to criminal incidents with significant impacts. A terrorist incident will always be treated as a federal crime scene, thus giving the Federal Bureau of Investigation (FBI) and local/state law enforcement agencies the initial lead in each response. It is important to be aware that the FBI and the U.S. Department of Homeland Security (DHS) can activate federal resources to assist in the response activities not only for the criminal investigation but for Incident Command (IC) support to provide information on critical infrastructure, cascading impacts, Geographic Information System products, and access to the Cybersecurity and Infrastructure Security Agency Gateway systems.

The Unified Command responding to an incident involving terrorism must be acutely aware of the unique nature of the federal government's response mechanism for these types of incidents. Homeland Security Presidential Directive 5 gave the DHS the lead federal role for coordinating federal support to a state and local response; however, nothing in the NRF changes the legal authorities or responsibilities outlined in other federal, state, or local laws and regulations. Members of the Unified Command may find themselves working with or for DHS, the FBI, Federal Emergency Management Agency (FEMA), or a number of other federal agencies under the NRF.

Terrorism Credible Threat Determination

If a responder suspects terrorism, the FBI and local/state law enforcement must be notified as soon as possible. Given available evidence, statements, scenario, and intelligence, the FBI and other law enforcement agencies will determine whether the incident is credible. The FOSC may be approached by the law enforcement agencies (FBI or local/state law enforcement agencies) to assist in obtaining initial investigative samples to confirm their

"credible threat" determination if local sampling resources are not identified or available.

The FOSC should share all available and applicable information, with the law enforcement agencies' assistance, in making these determinations.

7050 Notification Requirements

7051 Federal

For federal notification phone numbers, see the "Required Notifications by Spiller" at the beginning of this plan.

Releases of CERCLA-regulated hazardous substances in quantities equal to or greater than their reportable quantity are subject to reporting to the NRC (800-424-8802) under CERCLA (40 CFR Part 300.125(c). Such releases are also subject to state and local reporting under Section 304 of SARA, Title III (Emergency Planning and Community Right to Know Act [EPCRA]). CERCLA-regulated hazardous substances, and their reportable quantities, are listed in 40 CFR Part 302, Table 302.4. CERCLA- and EPCRA-reportable quantities may also be found in EPA's List of Lists. Radionuclides listed under CERCLA are provided in a separate list, with Reportable Quantities in Curies.

While there are no statutory reporting requirements for releases of "pollutants or contaminants" or terrorist-related threats, the NRC will accept all reports of potential terrorist incidents and pass the report along to the appropriate agencies. All life-threatening emergencies should also be immediately reported to 911 to activate local law enforcement and response resources.

7052 Washington

For Washington phone numbers, see the "Required Notifications by Spiller" at the beginning of this plan. Notification requirements for spills in Washington State are as follows.

- For spills or discharges of oil or hazardous substances to surface or groundwater, any person who is responsible for a spill or non-permitted discharge must immediately

notify the Washington State Emergency Management Division (WEMD) and the NRC (RCW 90.56.280).

- Releases of dangerous waste or hazardous substances to water, ground, or air that threaten human health or the environment must be immediately reported to the Ecology regional office (WAC 173-303-145).

- Spills of oil or hazardous substances to the ground that create a human health or environmental threat must also be reported to Ecology, in writing, within 90 days of discovery (WAC 173-340-300).

- Leaking underground storage tanks must be reported to Ecology within 24 hours of discovery (WAC 173-340-450).

Additionally, for spills of oil, hazardous substances, and dangerous waste that threaten human health and the environment, immediate notification is required to all local authorities in accordance with the local emergency plan.

For spills or discharges that result in emissions to the air, notify all local authorities in accordance with the local emergency plan. Notification is also required to the local Clean Air Agency, where one exists, and the Ecology Regional Office.

Performing federal notifications does not satisfy Washington State notification requirements. Notification of federal and state agencies does not guarantee notification of local responders. Notify local authorities in accordance with the local emergency plan.

If radioactive materials are involved in any type of release, the Washington State Department of Health, Office of Radiation Protection should be notified at 206-NUCLEAR - (206) 682-5327.

7053 Oregon

See the “Required Notifications by Spiller” at the beginning of this plan for notification

numbers and Section 1013 for Oregon notification phone numbers. The Oregon Emergency Response System (OERS), ORS 66.635 requires any person owning or having control over oil or hazardous material and who has knowledge of a spill or release to immediately notify ODEM through OERS, as soon as that person knows the spill or release is a reportable quantity. ORSs 824.088 requires that railroads notify ODEM of any derailment or fire involving or affecting hazardous materials. Recently written OAR 741-510-0045 requires railroads to report to OERS any release of hazardous material during transportation, not just from a derailment or fire. OARs 345-60-030 requires similar notification for radioactive material incidents. Section 304, Title III of SARA requires facilities to notify the LEPC and the State Emergency Response Commission (SERC) if there is a release of a listed hazardous substance that exceeds the reportable quantity for that substance.

OERS provides 24-hour service through the Department of Emergency Management.

7054 Idaho

For Idaho notification phone numbers, see the "Required Notifications by Spiller" at the beginning of this plan. If hazardous materials are released in amounts that may pose a threat to persons, animals, property, or the environment—or if the release exceeds the Reportable Quantity (as defined in state or federal statute)—the RP must contact the Idaho State Communications Center. Spillers must also contact the local emergency response agency (commonly accessed through 911). While all state agency reporting requirements are met by calling the State Communications Center, a spiller is not relieved of notifying the NRC or other reporting requirements by calling the Idaho State Communications Center. Spillers, however, may seek advice on reporting requirements through the Idaho State Communications Center.

The Idaho Hazardous Materials/WMD Incident Command and Response Support Plan is initiated through notification of the State Communications Center. This center will contact cognizant local, state, and federal agencies. Unless the spill requires no further actions, a conference call among pre-identified agencies will occur within 15 minutes of the initial call

to the center. This conference call will be used to coordinate further response activities and to begin the transition from emergency to remediation.

7060 Public Information

TOOLS AND RESOURCES
Command: • Joint Information Center Manual

For development and dispersal of public information, follow the protocols laid out in the Joint Information Center Manual, Annex A.

7070 Health and Safety

TOOLS AND RESOURCES
Hazardous Substances: • CAMEO • Chemtrec • Emergency Response Guidebook • EPA List of Lists • EPA Radiological Emergency Response Plan • Hazard Assessment Worksheet • Response for Chemical Spills

To promote health and safety, follow the Occupational Safety and Health Administration's (OSHA) Hazardous waste operations and emergency response requirements of 29 CFR 1910.120. For hazardous substance specific information, see the Tools and Resources "Hazardous Substances" section for information specific to health and safety during hazardous substances incidents.

7080 Liaison

TOOLS AND RESOURCES
Command: • Liaison Manual

The following is a list of potential stakeholders who may be involved, in addition to the agencies who are typically involved in an oil spill.

- Local/state hazardous material and health departments;
- Local/state emergency management agencies;
- Bomb squads or DOD Explosive Ordinance Detachments;
- U.S. Department of Health and Human Services (DHHS), Center for Disease Control (CDC), or Agency for Toxic Substances and Disease Registry (ATSDR);
- U.S. Nuclear Regulatory Commission or DOE;
- United States Department of Agriculture (USDA);
- National Guard Civil Support Teams;
- USCG National Strike Force;
- Private sector cleanup contractors;
- Laboratories/transportable laboratories; and/or
- Other stakeholders identified in this plan or other local plans.

Annex A
Joint Information Center Manual

Communicating during Environmental Emergencies

Northwest Area:
Washington, Oregon, and Idaho

Table of Contents

Section **Page**

Table of Contents iii

Joint Information Center Manual 1

1 Introduction 1

2 Incident Management System 2

2.1 Functional Units 2

2.2 Command 2

2.3 Operations 2

2.4 Planning 2

2.5 Finance/Administration 2

2.6 Mandates 3

2.7 Unified Command 3

2.8 Joint Information System 3

2.9 Public Records 3

3 Initial Public Information Officer: Pre-Joint Information Center 4

4 Activities of Initial Public Information Officer 4

5 Joint Information Center (JIC) 6

5.1 Primary Joint Information Center Objectives 6

5.2 Overall Joint Information Center Objectives 6

5.3 Joint Information Center Set-up and Logistics 7

5.4 Joint Information Center Deactivation 7

6 Joint Information Center Organization, Positions, and Responsibilities 8

6.1 Joint Information Center Organization 8

6.2 Incident Information Sources 9

6.3 Public Information Officer 10

6.4 Assistant Public Information Officer 11

6.5 Joint Information Center Manager 11

6.6 Information Gathering Unit 12

6.6.1 Fact Gathering Specialist 13

6.6.2 Status Board Specialist 13

6.6.3 Media Monitoring and Analysis Specialist 14

6.6.4 Rumor Control Specialist 14

6.7 Information Products Unit 14

6.7.1 Writer 14

6.7.2 Photographer/Videographer 15

6.7.3 Website Specialist 15

6.8 Media Relations Unit 16

6.8.1 Media Relations Specialist 17

6.8.2 Social Media Specialist 17

6.8.3 Community Relations Specialist 17

7 Joint Information Center Protocols and Procedures 18

7.1 Unified Command Approves News Releases 18

7.2 Unified Command Approves Web Content, Publications, and Other Materials 19

Table of Contents (cont.)

Section **Page**

7.3 Coordination of Public Information Among Other Agencies 19
7.4 Coordination with the Liaison Officer 19
7.5 JIC Communication Plans 19
7.6 Incident Website and Social Media Accounts 20
7.6.1 Best Practices for Use of Websites 20
7.6.2 Timely Request for Unified Command to Approve Release of Information 21
7.6.3 Determining the Use of Social Media 21
7.6.4 Best Practices for Social Media 21
7.6.5 Privacy Settings and Policy 22
7.6.6 Records Management 23
7.6.7 Accessibility and the Website 23
7.6.8 Correction Policy 23
7.6.9 Social Media Implementation Information in the Joint Information Center Communication Plan 23
7.6.10 Review and Approval Process 24
7.6.11 Evaluating and Analyzing Social Media Use 24
7.6.12 Comment Moderation 24
7.7 Documents to the Documentation Unit 25
7.8 News Releases 25
7.9 Procedures for News Releases 26
7.10 News Release Distribution 26
7.11 Handling Media Calls 27
7.12 News Conferences 28
7.13 Moderators 29
7.14 Media Briefings 29
7.15 Tours for Media and VIPs 30
7.16 Media Pools 30
8 Community Relations Protocols and Procedures 31
8.1 Public Meetings 31
8.2 Community Bulletin Boards 32
8.3 Community Websites 32
8.4 Information Centers 32
8.5 Telephone Hotlines 32
8.6 Door-to-Door Canvassing 33
8.7 Elevating Information 33
8.8 Interpretation and Translation 33
8.9 Using Volunteers 33
8.10 School Districts 34
8.11 Local Churches, Nonprofits, and Service Organizations 34
9 Analyzing Public Perception and Content 34
9.1 Content Analysis 34
9.2 Media Content Analysis 35
9.3 Community Feedback 35

Table of Contents (cont.)

Section **Page**

9.4 Telephone Surveys 35
9.5 Focus Groups 35
10 References and Resource Tools 37
10.1 References 37
10.2 JIC Resource Tools, Templates, and Examples 37
JIC Organization 38
Example JIC Organization Chart 39
Situation Status – At a Glance 40
Issue Tracker 42
Joint Information Center Supplies Checklist 43
Initial Holding Statement 44
Initial Request for Release of Information (Initial Comms Plan) and Social Media Policy for All Response Personnel 45
Joint Information Center - External Communication Plan 47
Media Content Analysis Worksheet 50
Handling Media Inquiries 51
Website Checklist – How to Create a Website 52
News Conference/Public Meeting Worksheet 55
Initial Press Conference in the Event of an Oil Spill 56
10.3 News Release Templates 66
10.4 Media Advisory Templates 70
10.5 Fact Sheet Templates 71
10.6 Example Messaging During Spills 85
10.7 Examples of Question & Answer During Spills 88
10.8 Agency Communication Managers 94
10.9 Field Escort Equipment and Communications Checklist 96

Joint Information Center Manual

1 Introduction

This guide is designed to help communicators during response to environmental emergencies that occur or may occur in the northwestern United States—Washington, Oregon, and Idaho. This Joint Information Center (JIC) Guide is based on and draws heavily from the National Response Team JIC model and serves as Annex A of the Northwest Regional Contingency Plan (NWRCP).

To ensure accurate and coordinated information dissemination during emergency responses, it is highly recommended that the Joint Information Center, whose roles and responsibilities are outlined in this manual, work closely with the Liaison Office, whose roles and responsibilities are outlined in the Liaison Manual. While the two units work with different audiences, they deliver the same messages about the response.

To facilitate this coordination, it is recommended that the JIC and Liaison Office be integrated as much as possible. This can be accomplished by locating the units in adjacent spaces and by working from the same communication documents such as press releases, talking points, FAQs, the response website, and social media. The two units should also collaborate on planning and implementing community events, conducting VIP tours, and preparing specialized communications for specific involved or interested parties like elected officials and community leaders. It is also recommended that once each day, the Public Information Officer and Liaison Officer jointly brief the JIC and Liaison Office staff to ensure they have current information and to enable a coordinated approach to their work. This briefing would be especially useful following the Command and General Staff meeting. Ensuring that this coordination is implemented is the responsibility of the JIC Manager and the Assistant Liaison Officer.

2 Incident Management System

2.1 Functional Units

The NWRCP requires the use of the National Incident Management System to manage environmental emergencies. The organization of incident management is built around five major functions, described below.

2.2 Command

Command sets objectives and priorities and has overall decision-making responsibility. The Public Information Officer (PIO) and the Liaison Officer (LNO) are appointed by and report directly to the Incident Commander.

2.3 Operations

Operations conducts tactical operations to carry out response, develops tactical objectives, and directs all resources.

2.4 Planning

Planning develops plans to accomplish objectives; collects, evaluates, and provides most incident information; and maintains resource status.

2.5 Finance/Administration

Finance/Administration monitors and analyzes costs and provides accounting, procurement, and time recording.

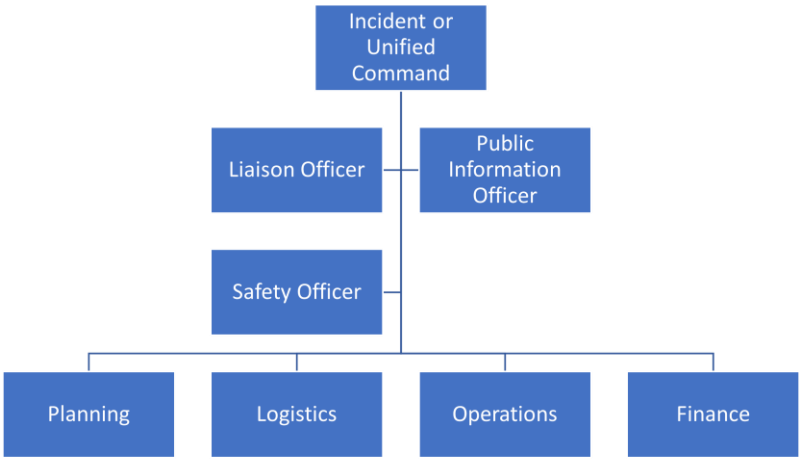


Figure 1 Incident Command Structure

2.6 Mandates

Certain federal laws require an incident response to be managed or co-managed by a Federal On-Scene Coordinator (FOSC) from the United States Environmental Protection Agency (EPA) or the United States Coast Guard (USCG) and, in some cases, the United States Department of Defense or the United States Department of Energy.

Individual state mandates also contain requirements for designation of a State On-Scene Coordinator. For certain types of incidents, on-scene coordination may be delegated from a federal agency to a state counterpart. Federal on-scene coordination using the Incident Command System (a component of the National Incident Management System or NIMS) is required under these mandates or programs:

- National Oil and Hazardous Substances Pollution Contingency Plan;
- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund);
- Oil Pollution Act (OPA 90);
- Clean Water Act; and
- Occupational Safety and Health Act.

2.7 Unified Command

When multiple organizations are involved in a response, a Unified Command is established and may be composed of representatives from federal, state, tribal, and local jurisdictions, and the responsible party (RP), when known. A Joint Information Center (JIC) is activated when the Unified Command model is used.

2.8 Joint Information System

In response to most routine or minor environmental incidents, public information activities are carried out by the lead response agency in coordination with other organizations. In these cases, the lead PIO usually conducts activities from their office or another remote location, as directed by the Incident Commander, via phone, virtual meetings, and email with agency counterparts. Early notification and coordination include timely review of draft news releases, social media, and other materials, and collaboration to determine other information needs. Major or complex incidents often require coordinating agencies to stand up a physical Joint Information Center for communications staff to coordinate together more efficiently and effectively.

2.9 Public Records

Most information collected, generated, or distributed during incident response is part of the public record and may be potentially released to the media and public if requested. This includes all emails, text messages, virtual chats, and virtual meeting transcripts. There are some legal exceptions that may prevent the release of information about active enforcement, investigations, and security-sensitive matters. All response personnel should adhere to public trust responsibilities and ensure that copies of all official documents, such as news releases, communication plans, and ICS forms, are maintained

and submitted daily to the Documentation Unit. Emails, text messages, virtual chats, and virtual meeting transcripts don't need to be submitted daily but may need to be provided upon request.

3 Initial Public Information Officer: Pre-Joint Information Center

When an incident occurs, there is a high demand for fast and accurate information. Public perception is often shaped by impressions formed in the first hours of a response.

When a state environmental or emergency management agency, the USCG, or the EPA first learn about a spill, the respective PIOs should quickly contact one another to share information in an effort to release a joint media statement. The goal should be to get this first release and/or social media post approved and issued within the first two hours after notification is received.

If a Responsible Party is named, PIOs should include the RP's lead response communicator in information sharing. The RP's response communicator should be identified in the RP's applicable Emergency Response Plan. The RP's response communicator will have access to detailed information regarding the RP's preparation and response that could be valuable in clearly describing the incident and response activities.

Until a JIC is established, communication with the media and other key audiences is carried out by a lead agency's public information office (which can also be called a communications or public affairs office), either remotely or on-site. The initial PIO carries out activities with or without assistance. The initial PIO should work virtually with assisting PIOs to create the initial joint media statement. Travel to the Command Post and physical setup of the JIC should not interfere with creation of the initial joint media statement. Respective agency PIOs should coordinate the transfer to a physical JIC or establish working protocols for supporting a hybrid JIC with both physical and virtual coverage and support.

The initial PIO is concerned with both communications (who to communicate with, both media and public) and logistics (how to communicate), if operating from the Command Post or remote locations.

To build trust with the public and among agencies responding to the incident, every press release should include a "cooperative response statement." This statement should include, by name, all the primary participating agencies responding to the spill incident.

4 Activities of Initial Public Information Officer

The following includes tasks an Initial PIO should accomplish within the first hours of an incident response to set up a functional JIC:

- Share latest information immediately with other lead agencies. (Call the state environmental agency, the USCG and/or EPA, the city and/or county, and the RP);

- Sign in and receive necessary identification or clearance if operating on scene (consider having the federal Transportation Worker Identification Credential card see: https://www.tsa.gov/for-industry/twic);
- Contact the Incident Commander or Unified Command;
- Obtain objectives for the response;
- Establish a dedicated phone line, email address, and website, if possible, for inquiries from the media;
- Gather basic facts about the incident: who, what, when, where, and how;
- Contact the Situation Unit Leader and Environmental Unit Leader for incident information;
- Provide an initial incident communication assessment to the Incident Commander or Unified Command;
- Draft, spell-check, and proofread an initial news release and information released to a website;
- Obtain review and approval of initial news release by Incident Commander or Unified Command. (If significant changes are made, the release must be re-approved by the Incident Commander or Unified Command);
- Distribute initial news release to media, affected agencies, and other audiences;
- Establish an approval process that ensures rapid creation and posting of accurate response information;
- Attach or post factsheets, photographs, video footage, or other information if relevant to the incident;
- Contact other local agency communicators for assistance or information about their community;
- Respond to media calls and other requests for information;
- Conduct media interviews;
- Begin to develop a media plan, setting the next time and place for updates, briefings, news conference, etc. This should be closely coordinated with the Liaison Officer, the Incident Commander or Unified Command, and the Planning Section Chief;
- File copies or create a log of callers, time of calls, questions, and responses;
- Find answers to questions by the media or key audiences;
- Brief the next shift of PIOs; and
- Assess the need for community relations personnel and work with the Liaison Officer to ensure community outreach is well coordinated within the response team.

Resource Tools

- Incident Status Summary – ICS Form 209
- JIC Supplies Checklist
- News Release Sample – Initial

5 Joint Information Center (JIC)

A JIC is created under Unified Command to effectively manage communication resources and public messages when multiple organizations are involved in incident response. The need to form a JIC is determined by the Incident Commander or Unified Command as advised by the incident PIO. Ideally, a JIC should be located in or near the Incident Command Post and staffed by personnel from the participating organizations. If the JIC is located in the Command Post, it is imperative that any news media representatives be provided with a media staging area that is physically separated from working Command and General Staff personnel. This is to ensure that members of the media do not interfere with active response work or create a safety hazard for themselves or responders. Satellite or virtual JICs may be needed for response to major incidents involving large geographic areas, or due to COVID-related protocols. Virtual JICs should be accessible to all members, including those working in other sections throughout the Command Post.

5.1 Primary Joint Information Center Objectives

- Gather, package, and release up-to-date information consistently over the course of the incident.
- Inform the public, primarily through the news media, social media channels, and a dedicated website.
- Analyze public perception and community expectations and make recommendations to UC managing messaging.
- Evaluate communications.

5.2 Overall Joint Information Center Objectives

- Gather, analyze, produce, and distribute information about the incident.
- Ensure timely release of accurate information to media and other audiences.
- Establish and maintain the official incident website.
- Establish and maintain a social media presence and coordinate social media with other responding agencies.
- Review, for approval or revisions, any public information developed in response to the incident by other agencies.
- Capture digital images in video and photos for use by response organizations and media.
- Develop, recommend, and execute public information products, plans, and strategies.
- Coordinate closely with the incident Liaison Officer.
- Monitor and measure media content and public perception of the incident.
- Inform the Incident Commander or Unified Command regarding public reaction, attitudes, and needs.
- Prepare appropriate response personnel for news conferences and interviews.

- Identify and correct rumors and misinformation.
- Evaluate response communications when the JIC is deactivated.
- Produce a log and organize all JIC materials for distribution to the Documentation Unit each day.

5.3 Joint Information Center Set-up and Logistics

A Logistics Section staff member, in consultation with local community leaders or a state emergency management agency, may help select a location for and set up the JIC. For virtual JICs, choose a platform that is accessible to all parties. A dedicated Information Technology Specialist may also be recruited. JIC space should:

- Be located in or as near the Command Post as possible;
- Be large enough to accommodate the anticipated number of JIC personnel and the Liaison Officer, if possible, working in any given shift;
- Have adequate numbers of tables, chairs, and electrical outlets or power strips approved within fire codes;
- Accommodate a phone bank with dedicated lines and computers connected to the Internet; and
- Provide quick access to printers.

Two things needed immediately are:

- A phone – this can be a dedicated landline or cell phone, depending on location, cellular signal strength, etc.; and
- A computer. Electronic distribution of news releases can be handled by the JIC or by an office of a participating agency.

Resource Tools

- JIC Supplies Checklist

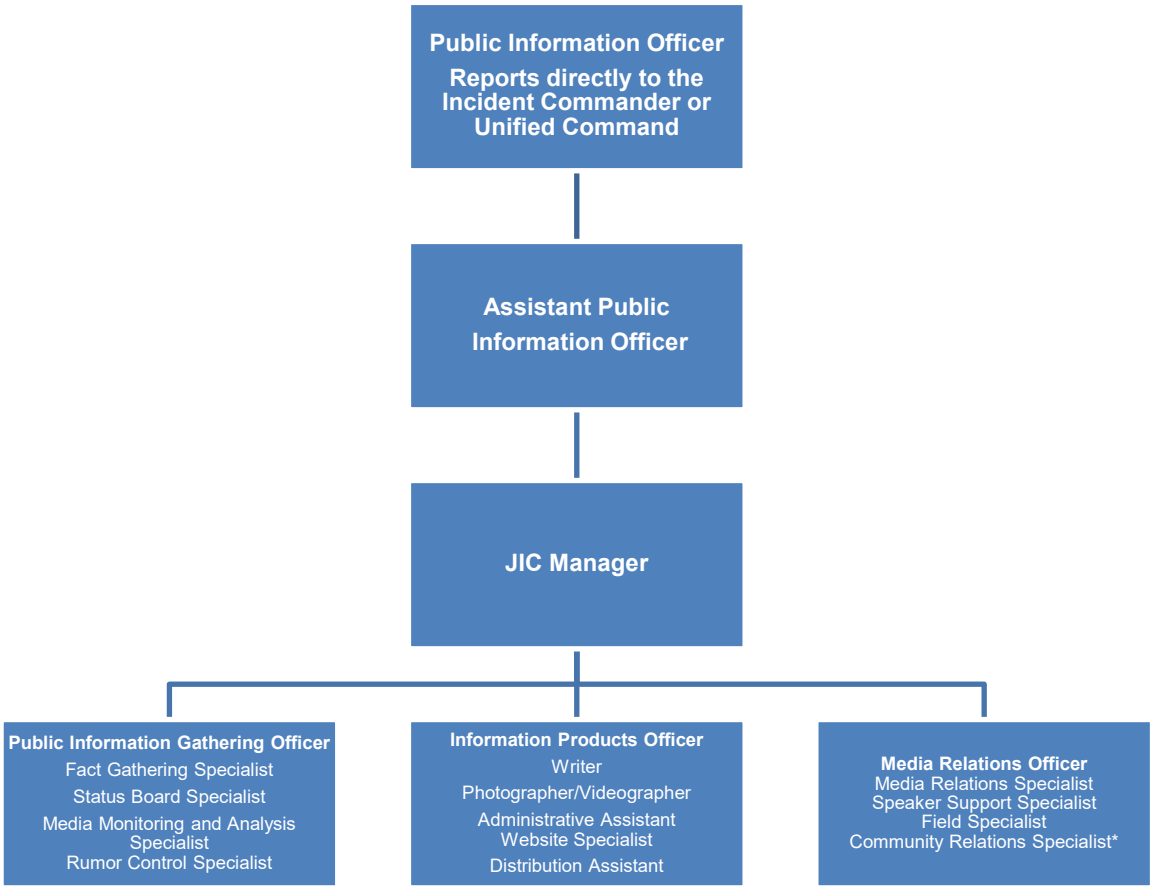
5.4 Joint Information Center Deactivation

The Incident Commander or Unified Command, with advice from the PIO, determines when to deactivate the JIC. When deactivating a JIC:

- Notify community and local officials about the closing and provide regional contact information;
- Notify media and agency communication managers about the closing and provide regional contact information;
- Prepare a deactivation news release and/or webpage or social media update for lead agency approval and distribution;
- Complete an after-action report and participate in evaluation discussions;
- Return equipment and supplies;
- Update list of equipment and supplies; and

- Inventory and replenish "go-kits."

6 Joint Information Center Organization, Positions, and Responsibilities



*An incident may require a significant community relations effort. In these cases, a separate Community Relations Unit should be formed.

Figure 2 Joint Information Center Organization

6.1 Joint Information Center Organization

A JIC is a flexible organization that can expand or contract, depending on the severity of an incident and number of available response communicators. Communicators in the JIC may be assigned to fill different roles from day to day, depending on priorities. While no two JICs are structured exactly the same, they should generally operate with key functional units filled by one or more personnel.

Early response communication activity often occurs with only a limited number of response communicators. During this stage of a response, available communicators will likely have to assume responsibilities for more than one of the recommended key functional units within the JIC structure until additional individuals become available.

Initial communicators will assume responsibility for all JIC functional units outlined in Plan Section 6 until additional people become available to assume responsibility for assigned units. Until communicators are available for every position, more than one functional unit will be assigned to each individual until additional individuals arrive at which time function responsibilities will be reassigned to the newly available communicators.

The following Functional Unit job descriptions (6.3 – 6.8.4) define specific responsibilities for each Unit when sufficient personnel are available.

When a staff member changes roles, the organization chart should be updated to reflect that.

6.2 Incident Information Sources

The Situation Unit within the Planning Section generates and coordinates nearly all incident information. JIC personnel should review the job descriptions found in the Field Operations Guide for the Resource Unit Leader, Situation Unit Leader, and Environmental Unit Leader and be familiar with the information these groups can provide the JIC. A schedule must be established for information updates from these groups each day that conforms as closely as possible to the planning cycle established by the Planning Section Chief. JIC personnel determine what visual materials or displays are needed for a press conference, working with the Situation Unit Leader to produce maps or other display needs.

Examples of displays include:

- **Base Maps** – used in the field; these depict where an incident is, from a ground perspective, and where workers are;
- **Over Flight Maps** – used during over flights; these depict where oil and equipment actually are located;
- **Response Resource Status Map** – depict where the majority of response resources are operating;
- **Situation Maps** – depict where the oil is located; also can depict various Geographic Response Plans in the area, staging areas, Command Post, and other relevant materials;
- **Resources at Risk and Protection Strategy Maps** – show where natural, cultural, and economic resources at risk are located and where activities are being conducted to protect them;
- **Trajectory Maps** – depict where the Planning Section predicts that the oil will spread over time;
- **Road Maps** – depict road closures;
- **Nautical Charts**; and
- **Digital photographs and/or video**.

6.3 Public Information Officer

The Regional Response Team (RRT) and the Northwest Area Committee (NWAC) prefer that the responsible party not fill the PIO position. This applies to both government agencies and private industry RPs. The PIO role is typically filled by a staff member from the lead state or federal environmental agency. However, the RRT and NWACs recognize that Unified Command holds the discretion to fill the position with whomever they choose. Unified Command should consider credibility with the media and public, as well as previous experience in drills or spills, familiarity with the Northwest Area plan tools and policies, and with Emergency Management Support Functions.

The NWAC encourages RPs to designate an Assistant PIO (see below) to participate in the JIC.

The PIO is appointed by and reports to the Incident Commander or Unified Command. The PIO should be trained in the Incident Command System (ICS), be familiar with the NWRCP, and be experienced in public affairs, public speaking, crisis communication, media relations, and principles of JIC management.

The PIO will:

- Oversee JIC operations in accordance with this JIC Manual, ensuring adequate space, equipment, and available personnel;
- Ensure JIC activities are coordinated with recommended benchmarks in the 96 Hour Plan Supplemental Toolkit
- Appoint personnel to key positions based on skill level and previous training;
- Coordinate with the Liaison Officer to assign responsibility for community outreach. See 3.4 in the Liaison Manual for an outline of responsibilities related to community relations;
- Participate in Unified Command meetings and provide advice for handling public affairs issues;
- Develop public information plans, goals, and strategies for specific operational periods;
- Analyze public perceptions and make necessary strategic adjustments;
- Provide direction for handling controversial and sensitive issues;
- Establish daily schedules for news conferences, briefings, tours, and public meetings. These should be closely coordinated with the Planning Section Chief and Liaison Officer. This ensures that the PIO has the latest information available and that all scheduled public meetings and appearances are coordinated;
- Prepare Unified Command and other subject matter experts for news conferences;
- Moderate news conferences and assist with public meetings. The news conference moderator should be someone other than the RP's JIC member;
- Conduct media briefings;

- Develop plans for media tours and assist the Liaison Officer with very important person (VIP) tours and visits;
- Obtain approval from Unified Command to disseminate public information products;
- Seek general approval from Unified Command to post simple, factual updates to the incident website and social media without Unified Command review;
- Monitor traditional, electronic, and social media; correct misinformation and identify trends and issues;
- Coordinate exchange of information among other sections and participating agencies; and
- Resolve disputes among JIC personnel or organizations involved with public information.

Resource Tools

- JIC Supplies Checklist
- Daily Briefing Checklist (for IO or Designee)
- News Release Sample – Initial
- News Conference/Public Meeting Worksheet
- Moderator Script Outline
- Daily Unit Log – ICS Form 214
- Individual Log – ICS Form 214a

6.4 Assistant Public Information Officer

The Assistant PIO helps the PIO by carrying out assignments and tasks. The Assistant PIO may attend all the same meetings as the PIO. The Assistant PIO should have the same level of technical capability and qualifications as the primary PIO and should be prepared to assume the duties if the PIO is unable to carry them out. Unlike a deputy, an assistant does not have decision-making authority unless specifically delegated by the PIO and cannot step in for the PIO in his or her absence.

6.5 Joint Information Center Manager

When a JIC manager is required, this position is appointed by and reports to the PIO to supervise and coordinate activities of the Information Gathering, Information Products, and Media Relations Units. The position should be filled by an experienced public information specialist with a similar level of technical capability and qualifications as the primary PIO. This person must be familiar with ICS. Necessary skills include managing people and projects, writing, editing, proofreading, and community and public outreach skills.

The JIC Manager:

- Ensures that JIC operations and personnel are functioning well and promptly addressing emerging needs;
- Assigns JIC positions, work, and deadlines;
- Notifies agency communication managers when the JIC has been activated;
- Reviews and revises, when necessary, public information materials developed by government agencies prior to web posting or distribution;
- Sets staff work hours and the daily JIC operations schedule;
- Establishes internal communication processes within the JIC;
- Ensures that approved, spell-checked news releases adhere to Associated Press style and that other materials are distributed internally and externally;
- Requests information technology support from the Logistics Section to install and provide expertise in computers and telephone equipment or programs (JIC information technology support typically is most needed in the first days of incident response and for ongoing periodic troubleshooting thereafter);
- Completes daily unit log (ICS form 214);
- Ensures that all JIC costs are accounted for, including travel and other reimbursement vouchers, and provided to the Finance/Administration Section;
- Briefs JIC personnel at the beginning of each shift, in coordination with PIO; and
- Meets regularly with the Assistant Liaison Officer to ensure effective coordination and use of joint resources and tools. The JIC will be consulted during the development of the Liaison Communication Plan to ensure that planned activities described in the document are coordinated before seeking UC plan approval.

Resource Tools

- Agency Communication Managers E-List
- Daily Unit Log – ICS Form 214
- Individual Log – ICS Form 214a
- JIC Supplies Checklist
- LNO/PIO/JIC Discussion Checklist

6.6 Information Gathering Unit

Information Gathering personnel are responsible for gathering, analyzing, and displaying up-to-date information about incident response. They also monitor and respond to traditional and social media coverage, and work with other JIC members to identify and address potential misinformation or rumors. Information Gathering positions should be assigned to people with any combination of skills in public affairs, crisis response, journalism, JIC operations, and project management.

Information Gathering personnel:

- Gather, manage, and analyze information from all parts of the JIC and Unified Command;
- Post and distribute incident information to JIC personnel and the Documentation Unit for posting in the Command Post;
- Respond rapidly to requests for information from Media Relations Specialists;
- Analyze and respond to media and social media reports; and
- Respond rapidly to breaking news and rumors.

6.6.1 Fact Gathering Specialist

Fact Gathering Specialists gather, analyze, and distribute up-to-date information about incident response to other JIC personnel. A Fact Gathering Specialist essentially fills the role of "internal reporter" and must possess good listening, note-taking, and writing skills. Fact Gatherers should be familiar with ICS— especially the Planning Section Situation Unit—and have a working knowledge of key concepts, terminology, and subject matter. Fact Gathering Specialists must use critical resources, including Operations Section briefings and Planning Section meetings. Fact Gathering Specialists should also work closely with the Situation Unit Leader to obtain and confirm accurate information for the JIC.

The Fact Gathering Specialist:

- Routinely checks for new or updated information from various units within the UC;
- Quickly finds and provides answers to questions from JIC personnel; and
- Locates fact sheets, maps, aerial photos, and other resources to be attached to and distributed with news releases or posted on the incident website.

6.6.2 Status Board Specialist

Status Board Specialists display incident information on status boards in the JIC. Status Board Specialists should work with the Planning Section's Situation Unit to maintain information boards in conspicuous areas of the Incident Command Post and in the field when possible. The Status Board Specialist should distribute copies of news releases, fact sheets, current command messages, and talking points to all members of the JIC.

The Status Board Specialist:

- Displays information on status boards in the JIC; and
- Provides a synthesis of status-briefing information to members of the Information Products Unit and other JIC personnel.

Resource Tools

- Incident Status Summary – ICS Form 209

6.6.3 Media Monitoring and Analysis Specialist

Media Monitoring and Analysis Specialists evaluate the content and accuracy of news and social media reports and identify any trends or developing issues. People in this position should provide daily or more frequent coverage synopses of prominent/sensitive issues, inaccuracies, and viewpoints and recommendations for corrections to the Media Relations Officer.

The Media Monitoring and Analysis Specialist:

- Monitors blogs and social media/networking sites;
- Monitors, clips, and distributes all incident-related news from print and electronic media;
- Gathers perspectives from the media, public, affected communities, and other involved parties about the progress of the response efforts; and
- Identifies potential issues of concern, problems, and rumors and reports information to the PIO, Rumor Control Specialist, and appropriate agency or staff.

6.6.4 Rumor Control Specialist

Rumor Control Specialists receive, verify, and ensure that facts are disseminated to dispel false rumors regarding the incident.

The Rumor Control Specialist:

- Monitors online communities (blogs, social media platforms), and local print and broadcast media to evaluate/validate rumors;
- Receives rumor reports from others in response (e.g., Media Relations Specialist or Community Relations Specialist or those who work with media or the public in the field);
- Identifies and reports rumors that may cause greatest concern or problems to the Information Gathering Specialist, Information Products Specialist, Media Relations Specialist, and Community Relations Specialist; and
- Reports results of each rumor investigation to the JIC manager and PIO.

6.7 Information Products Unit

Information Products personnel are responsible for developing, writing, and distributing information-based materials. Information Products positions should be assigned to people with some combination of skills in public information, journalism, photography, web management, and ICS and JIC experience.

6.7.1 Writer

Writers produce news releases and nearly all other written materials. At least one, and often more, news releases are produced each day. Other products include fact sheets, talking points, website content, social media posts, and presentation materials. Depending on staffing levels and skills, writers may collaborate with Media Relations

Specialists to produce radio feeds and visual material for media and others. They may also work closely with the Website Specialist (see below), who formats material for posting on the official incident website and provides that material to other organizations for posting.

Writers should possess a combination of skills in writing, editing, design, and layout.

The Writer:

- Develops communication and outreach products (e.g., news releases, talking points, briefings, fliers, fact sheets, public service announcements, etc.) based on the 96-hour plan and related templates;
- Uses publication-quality digital photographs in news releases and other products; and
- Develops briefing packets and handouts for news conferences, VIP tours, public meetings, and other venues.

Resource Tools

- News Release Sample – Initial

6.7.2 Photographer/Videographer

The Photographer/Videographer shoots high-quality digital photos and video for release to the public and media. Personnel in this position should possess advanced skills and experience in digital photography, digital videography, and digital editing. In addition, it is possible that the Safety Officer may require Hazardous Waste Operations and Emergency Response **(**HAZWOPER) certification for the Photographer/Videographer to capture images from the hazard site. It's best practice to store the photos/videos in a central repository (shared-drive, online Dropbox, SharePoint site, etc.).

The Photographer/Videographer:

- Shoots and edits photographs of high (print) quality;
- Shoots and edits video of broadcast quality;
- Catalogs and manages all photos and videos;
- Provides approved photos and videos to the Website Specialist for the response website; and
- Obtains high-quality photos or video from responders when possible.

6.7.3 Website Specialist

The Website Specialist ensures that all information posted on the incident website is timely, accurate, continuously updated, and approved by Unified Command. This position also provides material to other organizations for web posting and, if practical, monitors those websites. The position should be filled by a person with strong skills in creating and formatting web pages and working with digital images.

The Website Specialist may be located in the Command Post or in a response agency's office to:

- Maintain and update incident website;
- Route email inquiries to Media or Community Relations Specialists;
- Ensure appropriate approval of all items prior to posting on the incident website, blog, or social media accounts;
- Maintain a JIC blog if applicable; and
- Use the incident website and social media accounts as forums to address questions, concerns, or misinformation found on other websites, blogs, and chat rooms.

6.8 Media Relations Unit

The Media Relations Unit is largely responsible for communicating with the media and the public. Personnel selected for these positions must possess experience in media relations, public affairs, public speaking, and crisis communications.

Media Relations personnel:

- Provide support for and assist in organizing news conferences, briefings, public meetings, tours, and other activities;
- Support development and modification of communications and outreach strategies;
- Support development of materials and logistics for VIP tours;
- Respond to inquiries from reporters. (Stay on message. Stick with facts approved by Unified Command);
- Manage query tracker – a chart to keep track of inquiries from the media - includes who to contact, their question/inquiry, which member of the JIC is assigned, resolution/answer, and status (open or closed);
- Serve as incident spokespersons in print, online, radio, and TV media;
- Coordinate with the Liaison Officer;
- Analyze news coverage and community feedback to determine the effectiveness of communication efforts;
- Recommend and develop strategies for providing information to news media;
- Escort reporters and others during tours;
- Identify and correct rumors or misinformation;
- Maintain records of media calls;
- Maintain contact lists of media; and
- Promote story and feature ideas to target media.

6.8.1 Media Relations Specialist

Media Relations Specialists rely on Fact Gathering Specialists to provide and update information. Media Relations Specialists should have experience interacting with the media.

The Media Relations Specialist:

- Serves as the incident spokesperson;
- Staffs the media phone bank and responds quickly to information requests, using talking points, news releases, and fact sheets as resources;
- Conducts media interviews;
- Prepares speakers prior to interviews;
- Provides other Media Relations and JIC support as assigned; and
- As needed, plans and escorts members of the media on tours of the incident scene; coordinates with the Safety Officer to make sure that it is safe to escort people to the incident scene.

Resource Tools

- Media Content Analysis Worksheet

6.8.2 Social Media Specialist

The Social Media Specialist works with other members of the JIC to post approved messages to incident social media pages, monitor social media platforms for incident-related information, and identify and address misinformation or rumors.

6.8.3 Community Relations Specialist

Community Relations Specialists may be located in the JIC or Liaison Unit. A discussion between the PIO and LNO should determine where this position resides. In either case, this position coordinates between both teams. The Community Relations Specialist should possess skills in public involvement, community outreach, public speaking, listening, and strategy development.

The Community Relations Specialist disseminates site-specific information developed by the Information Gathering Unit to the local community by methods other than mass media. Dissemination methods include:

- Community and public meetings;
- Community bulletin boards;
- Community websites;
- Community web calendar(s);
- Walk-in or walk-up information centers;

- Central community phone hotline (part of the JIC; use "dispatchers" to take all initial calls from both media and public; information about wildlife or where spilled oil is located must be reported to the Operations Section);
- Recorded message information;
- Door-to-door canvassing;
- Use of volunteers to disseminate community information;
- Contacts with schools, churches, and community centers; and
- Contacts with nonprofit and service organizations, including neighborhood groups.

The Community Relations Specialist:

- Assists the Liaison Officer with arranging tour logistics for elected officials;
- Assesses public perception, summarizes public concerns, or analyzes content when requested by the PIO or JIC Manager;
- Elevates important community concerns or site-specific knowledge through the proper chain of command;
- Determines the need for and obtains interpreters or translators to communicate incident information for communities that speak a language other than English. Interpretation is for spoken language, translation is for written language;
- Provides background and context to the PIO and JIC Manager about affected communities, including information about local economic and cultural concerns, past impacts from spills or other disasters/emergencies, organizations that can provide community and individual support, and opinion leaders;
- Maintains records of public calls;
- Recommends and coordinates community outreach efforts or programs; and
- Determines need for and format of public meetings and other public gatherings.

Resource Tools

- Field Escort Equipment and Communications Checklist

7 Joint Information Center Protocols and Procedures

A JIC is responsible for media relations and public information during incident response. The following protocols and procedures guide JIC activities.

7.1 Unified Command Approves News Releases

Unified Command must approve all news releases prior to distribution. The Unified Command should review draft releases for factual accuracy while avoiding getting bogged down in copyediting.

The PIO is responsible for ensuring that Unified Command review and approval occur quickly. If approval is delayed because of disagreement about factual statements, the PIO should employ two tactics:

1) Re-word statements to satisfy Unified Command or,
2) Delete disputed statement(s) and try to resolve any issues before the next news cycle.

7.2 Unified Command Approves Web Content, Publications, and Other Materials

Besides press releases, Unified Command also must approve other public information developed by individual agencies responding to an incident. Review and approval must occur prior to publication, Web posting, or distribution. The PIO or delegate will help facilitate this process. Whenever possible, review is completed as soon as practical, but no more than within two hours. In some instances, such as posting simple factual updates from the Situation Unit (ISC 209-OS), the PIO may negotiate with Unified Command whether these products need their prior review.

7.3 Coordination of Public Information Among Other Agencies

Coordination of public information by other agencies is required when the PIO or JIC Manager notifies agency communication managers that a JIC has been activated. Coordination also occurs when public information specialists operate from their agency offices to form a "virtual JIC." Especially in the case of a virtual JIC, the PIO should ensure that news releases list points of contact from all organizations participating in the JIC. This coordination loop helps avoid surprises and aids Unified Command to speak with a consistent voice. The PIO, on behalf of the Unified Command, may be called upon to resolve any disagreements that may arise.

Resource Tools

- Agency Communication Manager E-List

7.4 Coordination with the Liaison Officer

Coordination with the Liaison Officer is an important responsibility of JIC personnel. A Liaison Officer is appointed by and reports to the Unified Command. The Liaison Officer is the point of contact for federal, state, tribal, and local agency representatives and elected officials with a vested interest in the response. Calls received by the hotline may be directed to the Liaison Officer. The Liaison Officer coordinates all calls from public and private entities offering assistance or requesting information. The PIO is responsible for ensuring that the Liaison Officer's messages are consistent with those from the JIC.

7.5 JIC Communication Plans

Communication plans for the JIC provide the context and tactics for achieving communication objectives. These plans should not be confused with the communication plan developed by the communications unit of the Logistics Section for the operational and tactical response. Plans are developed by the PIO for a specific operational period to

help the JIC "get ahead of a story" or anticipate issues, pitfalls, problems, and opportunities. Personnel from various parts of Incident Command may be responsible for certain plan deliverables. Any response personnel affected by a communication plan should be included as early as possible.

In the early hours of the response, it is best practice to initiate an early release of information for social media. This is critical to establish an online presence for information. This initial plan will be incorporated into the larger JIC Communications Plan. See section 7.6.2 for guidance.

Resource Tools

- JIC Communication Plan Outline
- Initial Request for Release of Information (Initial Comms Plan) and Social Media Policy for All Response Personnel

7.6 Incident Website and Social Media Accounts

At the formation of a JIC, the PIO should provide a recommendation to establish an incident-specific website and use of social media accounts. The PIO should advise Unified Command of the options for hosting the incident-specific website, including the use of an agency-supported site or the purchase of a site hosting platform.

The incident website should include news releases, fact sheets, photographs, video clips, maps, links to relevant social media accounts, media feed embeds, and other approved documents that are available. The Website Specialist works closely with the JIC Manager to ensure that all information posted is accurate, updated, and approved.

A website becomes a useful tool when there are large amounts of information being released. It serves as a home base for all outward-facing visual, contextual, and written information regarding the incident and should work in conjunction with other forms of sharing. If a website is established, all single pieces of media released should reference the website as a resource to refer to. If an incident poses the possibility of needing a website the process should begin as soon as possible.

7.6.1 Best Practices for Use of Websites

- The website should be the "flagship" for all official information on the response, and agency social media should drive people to this website.
- The name and URL for the website should have a neutral, recognizable brand that relates to the incident. How the public is referring to the response online should guide the website name as well as the name of the incident. The name and URL should be short enough for the public to remember and locate but long enough for them to recognize. This will vary depending on the incident and the reach of it.
- If it is decided that the incident will be large enough to require a website it ideally should be stood up within the first 24 hours.

- All press releases, social media posts, interviews, and other external-facing information should reference the website as a place to find further information. With that, it should have all of those pieces of external material on it or access to them.

7.6.2 Timely Request for Unified Command to Approve Release of Information

As early as possible after the initial response, the PIO is advised to secure general consent from Unified Command to post simple, real-time factual updates on the website and via existing/established agency social media accounts without further Unified Command involvement/approval. Such approval is meant to help the JIC be the first and best source of timely information. This will also help the Information Products and Media Relations Units manage rumors, fact-check, and supply time-sensitive and vetted information from a single, official release point.

PIO should work with PSC to conduct an initial meeting with UC. Use the Initial Request for Release of Information (Initial Comms Plan) and Social Media Policy for All Response Personnel template. It is recommended that the PIO outline the documents they wish to pull information from throughout the response without approval, such as the 201, 202, 209, 232, etc., and emphasize the importance of this preapproval for efficiency and success. These policies should be signed off as soon as possible by the UC but no later than the Command and General Staff Meeting.

This request should also include guidance for responders and Command Post staff on the use of personal social media accounts. Personnel should not post any information regarding the response to their personal social media accounts. If they want to help share information about the response it should be reposts of what the JIC is releasing not original content.

Resource Tools

- Initial Request for Release of Information (Initial Comms Plan) and Social Media Policy for All Response Personnel

7.6.3 Determining the Use of Social Media

Approval for the use of social media should be proposed by the PIO to the UC and granted as soon as possible. Use of social media will provide quick, efficient, and sharable information about the response directly from the UC to the public. Recommended social media channels include Facebook and X (formerly Twitter) with possible inclusion of Instagram if photos of the response are collected.

7.6.4 Best Practices for Social Media

- The use of social media should support the IC/UC communication goals. As the PIO considers the affected communities who need information about the response,

sometimes social media is a great way to communicate, but not always. The PIO should consider the affected communities who need information about the response and decide on the appropriate social media channels for use accordingly. Facebook reaches a large range of age groups and audiences. X is a dominating platform for the sharing of news both publicly and by media outlets. Both of these platforms should be considered. Instagram is used by a younger audience and requires photos/videos. The use of it should be decided upon by the PIO if it seems relevant for the response.

- Social media is a dialogue with the public and an information dissemination and engagement tool. It should be used as a two-way communication tool as well as another way to further push information out to a greater audience. Be prepared with sufficient staffing to track engage and address concerns in a timely manner. Direct engagement with comments is not always appropriate though sometimes applicable. This should be outlined by the PIO but it is recommended that if reoccurring concerns begin to trend, responding to each inquiry may not be sustainable. For trending concerns pushing out a general update focused on them may be the best course of action. Comments seeking resources and/or the website are such that a direct response could be useful.
- Establish unique #hashtags for the incident to help with information identity and tracking as information is posted. This should also take into account what the public is already using to identify the incident. If they are using an appropriate hashtag widely, consider using it as well.
- Search out, amplify, cross-post, and tag incident partners to gain wider coverage and reach. Utilize agency platforms that have a large following and consider the spans of reach through the incident.
- Social media efforts should closely align with JIC operations so that information is being released online in concert with public and media interests. Therefore, the Social Media Specialist should be located in the JIC and work under the Assistant PIO for Community Relations.
- Use social media to drive audiences to an up-to-date incident website if applicable.
- Social media should be monitored regularly for incident-related posts, comments, and information to keep aware of public interest, public information needs, and any need for fact-checking or rumor control.

7.6.5 Privacy Settings and Policy

- Official social media sites shall be publicly viewable to the full extent available. Site managers should set the site's privacy and account settings of official sites to ensure maximum public availability of content.
- This does not apply to personal social media sites. Personnel should be vigilant to protect their own privacy and the privacy of others online.

7.6.6 Records Management

Each agency will need to determine its requirements for the management of social media and website content including photos, video, etc. The need for resource allocation and clear procedures for record retention should be communicated to JIC staff.

7.6.7 Accessibility and the Website

Section 508 of the Rehabilitation Act of 1973 requires that federal websites be accessible to people with disabilities. The JIC's Webmaster should ensure that accessibility requirements are followed:

- Sites should have text equivalent for every non-text element.
- Each photo/graphic should be coded with Alternative Text.
- Video and multimedia need captions or transcripts.

7.6.8 Correction Policy

Mistakes will happen. Consider the following procedure for correction:

- Timely corrections such as spelling and punctuation edits can be done immediately.
- Factual or contextual errors (names, dates, places) should be flagged with "CORRECTION" to post.
- Corrections to a tweet can be nested into the original tweet.
- Corrections to Facebook posts can be done via edits to the original post, though it is good practice to indicate in the post that a correction is being made, and what you are correcting.
- Minor updates can follow the same procedure as corrections.

Resource Tools

- Social Media Account Checklist

7.6.9 Social Media Implementation Information in the Joint Information Center Communication Plan

This section outlines a content management plan for social media sites and outlines how content will be gathered, developed, repurposed, and released on social media.

Consider the following:

- How frequently will you post and what is the minimum number of posts per day/operations period?
- Posts should be real-time and timely, as much as possible.
- Is UC aware and approving of this?
- What effect are you trying to achieve by putting information out?
- What content can be posted?

- What content cannot be posted?
- Will you be considered as a source for breaking news?
- What content will be consistently and readily available?
- Generally, the JIC should not post other news media content on the incident's social media.
- When will you be including visuals and how will you be collecting them?
- Keep an open mind and seek other content to post online.
- Are you avoiding response jargon when communicating with the public (i.e., using gallons instead of barrels for spill measurements, spelling out acronyms, and further explaining complex response activities)?

7.6.10 Review and Approval Process

- Outline who has release authority and how the chain of approval for publishing content will flow.
- This may require varying levels based on the type of content (i.e. original, repurposed, imagery, etc.). This section is essential to avoid unnecessary delays in the posting of information and ensures maximum disclosure and minimum delay.

7.6.11 Evaluating and Analyzing Social Media Use

Determine how social media efforts will be evaluated. Social media can be used to create valuable reports for the response leadership. The following shall be considered:

- Analyze comments to determine gaps in public understanding and awareness of response operations and status. (See: Social Media Analysis Worksheet).
- Track trending topics, arising issues, and misperceptions (“Rumors”). Make recommendations to the PIO about how and when to respond to persistent “rumors” and how you will address or deal with fact-checking.
- Use the metric systems for each social media tool to produce quantitative and qualitative reports on engagement.

7.6.12 Comment Moderation

The PIO should provide recommendations to Unified Command on comment moderation during the response. This refers to how the JIC should engage with comments posted on social media channels and website. To ensure public engagement and to set expectations for how comments are reviewed, moderated, and responded to, consider the following:

- Develop a comment policy, such as no profanity, no pornography, no threatening, and no offensive content. This policy should be posted as a disclaimer on the social media account or website.
- If comments violate the comment policy, they should not be deleted or hidden at the discretion of the Unified Command or their designee.

If needed, the JIC should explore technology that could be utilized to assist in moderating content.

7.7 Documents to the Documentation Unit

All documents generated by the JIC must be provided to the Planning Section Documentation Unit at the end of each shift. These materials include:

- News releases,
- Fact sheets,
- Other material developed for the media or public,
- Talking points,
- Media query forms,
- Rumor forms,
- Phone messages,
- Copies of electronic messages, such as emails and social media entries, and
- Communication plans.

While electronic files may be kept, a hard copy is vital for overall documentation of incident response from all sections of Unified Command. The Administrative Assistant is responsible for collecting all documentation at the end of a shift and providing it to the Documentation Unit. This may also be collected through files on a virtual command post.

Resource Tools

- Daily Briefing checklist (for PIO or Designee)
- Incident Status Summary – ICS Form 209

7.8 News Releases

A news release is a written document distributed to media via email within 2 hours of response activation and thereafter as needed. This refers to the first unified press release once a JIC has been formed. The JIC should strive to meet news cycles (10:30 to 11 a.m. and 3:30 to 4 p.m.) and provide up-to-date information as much as possible throughout each operational period. The process can be streamlined by following the following guidelines:

- Limit length to 250 to 300 words—about one printed page;
- Use 12-point Times New Roman or 11-point Arial fonts (universal for all computers);
- Use quotes judiciously, if at all. Deciding who is quoted and what they say can take considerable time, but quotes can be important statements of empathy. Early narrative news releases represent the best place opportunities for quotes—ongoing releases are largely quantitative in content and don’t need quotes;
- Avoid logos or other layout flourishes that can keep press releases from getting past newsroom spam-blocking programs and complicate electronic transmittal;

- Summarize quantitative information; and
- Use an asterisk to indicate new information when updating frequently.

7.9 Procedures for News Releases

- Write, edit, spell-check, and proofread a draft release.
- Obtain a review and approval from Unified Command or the Incident Commander. If significant changes are made, the news release must be re-approved by the Incident Commander or Unified Command.
- Proofread and finish the approved release.
- The news release should have "Joint Information Center" in the heading even though it may be distributed by a state agency, USCG, EPA, etc.
- Post on JIC tracking board. Distribute to Unified Command and the Planning Section Documentation Unit to ensure distribution within the Command Post.
- Use news releases as key information sources when responding to calls and conducting JIC briefings/tours.

The news release process should roughly follow this process:

- **Fact Gathering Specialist:** Attends briefings or meetings and obtains new information from Situation Unit; provides information to **Writer**.
- **Writer:** Writes news release, spell-checks, and proofreads; provides draft to PIO for approval by UC.
- **PIO:** Obtains approval from UC and returns to **Writer**.
- **Writer:** Incorporates changes and finishes the release. If changes are substantive, PIO resubmits to UC for approval.
- **Website Specialist:** Formats and posts on incident Website.
- **Distribution Assistant:** Distributes to **Media Relations Specialist**; externally via email and social media and internally to designated locations.

7.10 News Release Distribution

Timely distribution is crucial. Electronic distribution can be handled by either the JIC or a response agency's office – whichever is most expedient and has an up-to-date list. News releases and updates should be distributed to:

- News media;
- Governor's Office;
- JIC staff and other interested personnel in the response organization;
- Response organizations' headquarters and/or regional offices;
- State and congressional elected officials from that area;
- Tribal officials;
- Local officials and local emergency management departments;

- Special publications;
- Environmental and other advocacy organizations;
- Social Media; and
- The response website.

The Community Relations Specialist and Liaison Officer are responsible for non-media distribution and jointly maintain those distribution lists.

7.11 Handling Media Calls

The JIC's primary activity is handling media phone calls and electronic queries. News releases provide the basic reference for Media Relations Specialists who field calls from reporters or conduct on-camera interviews. It is essential that adequate personnel be assigned to the media phone bank. Media Relations Specialists should use Media Query forms to track all media calls, questions, and answers. As much as possible, incoming calls from reporters should not be transferred to voice mail.

Media position in the JIC – How to Communicate Guide

- Getting inquiries copied down and responding:
  - ☐ Use the prescribed platform for the response (MS Teams, Jetty, etc.).
  - ☐ Enter who is calling and the time.
  - ☐ Paraphrase the question.
  - ☐ Make a few notes about how you responded. There will likely be similar questions and doing this will help maintain consistent responses.
- Standard responses:
  - ☐ "We want to be sure we are getting the best information; I can call or email you the facts when we have them."
  - ☐ "We are gathering the facts right now. As soon we have facts on "how we are responding" and/or "how the response is going" we will release the information to you"
  - ☐ "I am not going to speculate" if there's pressure to answer.
- Okay to say:
  - ☐ Something has happened. "There's been a release of diesel fuel from (Source) from the (Company Name) property; we've reported it to responders and the National Response Center. (Talking points for the initial conversations - use the ICS-201 Objectives).
  - ☐ Follow up with "We want to have the best information".
  - ☐ "The UC are the ambassadors to get information to the public and as soon as we have 2the best information we will share it."
- Remember:
  - ☐ Agreement for release of information from **ICS-201** and **ICS-232** is the basis for key messages.

- ☐ Utilize the Info Gatherer for fielding questions: "Please go to EU and find out: _____or "Please go to Logistics and ask them if: _____.

- If a conversation is controversial, have a conversation with the PIO.
- It is a good idea to explain what is happening and how it works: "I just want to take a minute to explain how this works. We've come together and have a command post at the (Location) and in that command post we have a command of example: (FOSC from USCG, SOSC from WA DOE, LOSC from King Co EMD TOSC and Fish and Wildlife). They are all working together to develop a plan to carry out strategies to bring in the right equipment, and protect the public, responders, and environment.

7.12 News Conferences

News conferences should be held when there is new, important information. A news conference is generally held within the first 12-24 hours of a response and thereafter daily for major incidents. The Incident Commander or Unified Command personnel are the main speakers at news conferences; however, technical specialists from other sections may also be needed. Personnel from nearly all positions in the JIC will play some part in preparation.

News conferences should not be held inside the incident Command Post due to security concerns and potential distractions to response personnel. Establish a consistent area to conduct media news conferences/interviews that will not impact response personnel. To hold a news conference:

- Select the appropriate time – typically about two hours before news deadlines (10 a.m. or 3 p.m.), or as soon as possible after a major development;
- Whenever possible, select and schedule a location that is easily accessible, has power and plenty of parking, minimal background noise, and a good backdrop;
- Set up space (audio-visual, chairs, public address system, etc.);
- Notify media about time, location for the news conference, including a map or driving directions;
- Produce briefing packets with news releases, fact sheets, FAQs, maps, etc.;
- Identify speakers' order of presentation;
- Schedule and conduct speaker preparation in advance of the news conference. Speaker preparation is essential. Time spent will depend on incident circumstances. Each speaker should have one to three main messages that contribute to a good overall picture;
- Develop or rehearse questions and answers (Q&A) for each speaker – not for distribution but to help each member of Unified Command think ahead about answers to questions that may be asked;
- Appoint a news conference moderator – usually the PIO – who will:
  - ☐ Greet the assembly,

- ☐ Explain the purpose of the news conference,
- ☐ Set the agenda,
- ☐ Introduce the speakers,
- ☐ Discuss format,
- ☐ Call on reporters,
- ☐ Provide sources for additional information,
- ☐ Control the amount of time spent on any given subject, and
- ☐ End the news conference on time.

- Sign in attendees;
- Call on local reporters first or early in the Q&A session;
- Assign a JIC staff person to record the event with a digital recorder or camera;
- Assign a JIC staff person to take written notes of each question asked (and by whom) and answers given;
- Assign a JIC staff person to livestream or Tweet the event if appropriate
- Arrange for language interpreters, if needed; and
- Assist reporters with any additional needs immediately following the news conference.

Resource Tools

- News Conference / Public Meeting Worksheet
- Audience Sign-in Sheet

7.13 Moderators

Moderators set the tone for and facilitate news conferences and public meetings. Have a predetermined message for each news conference. Provide correct spellings and titles for any speaker or place names with peculiar spellings. State the speakers' organizations and positions in the Unified Command.

- Do not let any one speaker or reporter dominate the news conference. Limit each speaker to about three minutes. Stick to that time.
- Remain available after the news conference.

Resource Tools

- Moderator Script Outline

7.14 Media Briefings

Media briefings are less formal than news conferences and are generally conducted by the PIO or designee. A media briefing quickly provides certain types of information, such as where cleanup crews will be working or where photographers and camera crews can get photos and video footage. They are a good way to also give reporters the day's general schedule and time of the next news conference, public meeting, etc. Send an advisory to reporters or make calls at least an hour in advance of JIC media briefings. All meetings and

briefings should be scheduled on the daily meeting schedule, ICS Form 230, so that no conflicts occur.

Resource Tools

- Daily Meeting Schedule – ICS Form 230

7.15 Tours for Media and VIPs

Tours for media and VIPs should be planned for early in major incidents. Several JIC personnel will be involved in logistics, preparation, and escort. Coordination occurs with the Liaison Officer, Safety Officer, and Logistics Section to address protocol, safety requirements, transportation, and escort concerns. The Unified Command should be informed and may wish to accompany certain VIPs. To coordinate a tour:

- Work with the Operations Section to choose a few good vantage points for viewing incident effects and response work;
- Work with the Operations Section to make sure affected field personnel are alerted to tour schedules and that someone is designated to answer questions about their work;
- Work with the Logistics Section to arrange for group transportation;
- Obtain necessary safety gear and safety briefing for group members;
- Prepare information packets and talking points for tour guides, using only information approved by the Unified Command;
- Choose a technical responder, such as someone working in the Planning Section Environmental Unit, to accompany the tour and answer technical questions; and
- Drive and time the tour in advance.

Resource Tools

- Field Escort Equipment and Communication Checklist

7.16 Media Pools

Media pools (for tours) may be necessary if access is restricted and should be used only as a last resort. Reporters generally do not prefer this method but will accept the decision if they understand the necessity. The PIO will determine the need for media pools. It is key that journalists selected for media pools understand that they are expected to supply copy, video, audio, or still photographs to all reporters requesting the material. Make sure local reporters are included in pools whenever possible. Follow the steps above for media tour preparation. A media pool should consist of:

- One TV video crew (camera operator, sound technician, and reporter);
- One still photographer from wire service, newspaper, or magazine;
- One print reporter from wire service, newspaper, or magazine; and
- One radio reporter.

8 Community Relations Protocols and Procedures

8.1 Public Meetings

Public meetings are necessary under a variety of circumstances. Many JIC personnel play a role in organizing and hosting public meetings. The JIC Manager works with the Community Relations Specialist and Liaison Officer as well as other JIC staff to determine the need and format of meetings. Options include open house events with multiple information displays, or more traditional venues featuring speakers with audience questions. The Liaison Officer coordinates with local elected officials who may—or may not—wish to participate. A representative of the RP, if known, should consider using a public meeting as an opportunity to express regret about the incident.

Based on the PIO's recommendations, Unified Command will decide whether to hold public meetings and/or mobilize a Community Relations Specialist or Unit. PIO recommendations should be based on one or more factors, including:

- Injuries or deaths as a result of the incident;
- Potential health risks;
- Degree of community outrage, fear, or grief;
- Damage to the natural environment or potential harm to wildlife;
- Proximity of incident, command center, or staging areas to neighborhoods, schools, and other key community resources;
- Lack of local news and information sources or disproportionate media attention;
- Need for road detours and other emergency measures;
- Damage to or restriction from community resources like parks or public buildings;
- Damage to cultural resources;
- Response efforts continuing for several days or more;
- Widespread rumors and other unconfirmed or inaccurate information; and
- A community's or RP's history with a disaster or emergency response.

To prepare for a public meeting:

- Select a time and a location that is easily accessible and Americans with Disabilities Act (ADA) compliant, with plenty of parking, power, and minimal background noise. It is always best to conduct a meeting at the end of the workday to ensure adequate time for community members to arrive after getting off work;
- Determine meeting format (open house, audio/visual presentation, panel discussion, web conference);
- Ensure adequate set-up (tables, chairs, easels, displays, sound system, etc.);
- Identify speakers with technical expertise (health, wildlife, fish/shellfish, tribal interests, economic impacts, etc.);
- Schedule and conduct speaker preparation;

- Arrange for language interpreters, if needed;
- Develop talking points and internal Q&A for speakers;
- Develop and package handouts and presentation materials;
- Appoint a meeting moderator;
- Staff a sign-in table and information posts; and
- Handle inquiries from media and public.

Resource Tools

- News Conference/Public Meeting Worksheet
- Moderator Script Outline
- Audience Sign-in Form

8.2 Community Bulletin Boards

Community bulletin boards can be placed at frequently visited locations in communities such as grocery stores, libraries, schools, churches, Chamber of Commerce offices, fire stations, ferry terminals, bus stops, park-and-rides, tourist information centers, public boat launches/marinas, coffee shops, community centers, and fishing license outlets.

These bulletin boards convey information that is especially pertinent to local residents or recreationists, including road closures, transportation detours, boating restrictions, health considerations, reporting oiled birds or wildlife, etc. Posted materials can include maps, fact sheets, news releases, and contact information. Bulletin boards must be updated frequently. Postings must be removed when information is outdated or no longer relevant.

8.3 Community Websites

Community websites and community web calendars can also serve as credible communication tools for the same type of information posted on community bulletin boards. Some public access channels can also provide simultaneous webcasts and/or cable broadcasts of meetings.

8.4 Information Centers

Walk-in or walk-up information centers should be considered when there is a high demand for public information due to circumstances such as evacuations, human health risks, property damage, and environmental damage.

8.5 Telephone Hotlines

Telephone hotlines or recorded message lines can be a useful tool to provide residents with a phone number dedicated to community calls. This helps ensure that public calls are not preempted by other priorities and keeps the main JIC line reserved for media. Recorded messages may be appropriate to inform residents about rapidly changing conditions such as road closures, potentially harmful exposure to pollution, and progress in incident

response. Recorded messages should be updated frequently to provide information to callers who might otherwise swamp incoming telephone lines. If a hotline is established, the Community Relations Unit needs to be adequately staffed to handle the volume of calls.

8.6 Door-to-Door Canvassing

Door-to-door canvassing can be used when it is important to warn, instruct, or reassure residents. This method can help inform residents about what they are hearing, seeing, or smelling, and can correct rumors or misperceptions. If evacuation is recommended and/or required, notification is generally the responsibility of the local sheriff's office and should not be initiated by the JIC.

8.7 Elevating Information

Elevating information that may have value to the Unified Command or Incident Commander is a rare, but important, function of the Community Relations Specialist/Unit. For example, if a local citizen or group raises an issue or has knowledge that may aid or hamper the response, that information should be elevated through the proper chain of command.

8.8 Interpretation and Translation

Interpreting or translating incident information into other languages may be needed in communities with a large community of non-English-speaking residents. For further information about non-English-speaking populations, go to the U.S. Census Website.

Some agencies maintain lists of employees with language skills who might be recruited for incident response. The Washington State Department of Ecology has four multi-lingual teams fluent in Spanish, Chinese, Korean, and Vietnamese. Some communities also have readily available resources for overcoming language barriers (such as the Immigrant and Refugee Organization in Portland).

Other resources that may have language services include community groups, community centers, and local churches. While community members may have credibility and trust within the community, they may lack the translation skills for technical information. It is good to keep in mind that many languages have different dialects, which can hamper interpretation.

8.9 Using Volunteers

Using credible community volunteers to disseminate information door-to-door or staff an information center can be useful in building trust. Volunteers also can be a critical resource when many residents need to be individually contacted in a short amount of time. Unified Command must always approve using volunteers. They must be properly trained to understand the scope and limitations of their role. One source of well-trained emergency volunteers is the Community Emergency Response Teams found through emergency

management departments in many counties. The Liaison Unit leads the process for the use of volunteers. The JIC should notify the Volunteer Coordinator if there is a request to use volunteers for JIC related activities.

8.10 School Districts

Local school districts should be notified immediately. In addition to providing necessary safety precautions for students, schools have excellent systems for providing information to families. Schools are also good places for public meetings and other response assistance.

8.11 Local Churches, Nonprofits, and Service Organizations

Local churches, nonprofits, and service organizations can provide communication networks to inform members and often have available meeting space or other types of support. These organizations have the additional value of credibility among their constituents.

9 Analyzing Public Perception and Content

To provide Unified Command with the best possible communications guidance, a JIC must have accurate, ongoing analyses of public perception and media content. Given the quick pace of an incident response, this analysis may not be formal. The Community Relations Specialist and Media Monitoring and Analysis Specialist will play a big role in determining public perception and working with JIC personnel to:

- Monitor primary newspaper, radio, television, and websites;
- Attend town meetings;
- Conduct phone or door-to-door surveys;
- Coordinate and facilitate focus groups, depending on the magnitude of the incident;
- Track calls and requests from reporters and the public;
- Identify potential problems or rumors, and report them immediately to the PIO and appropriate agency or office; and
- Identify significant minority communities and determine the most effective ways to communicate with them.

9.1 Content Analysis

Content analysis is the review of both media reports and community comments to help determine the effectiveness of JIC communication efforts. Areas for evaluation include visual images, information sources, factual statements, and key messages. In conducting an evaluation, consider:

- Overall themes or key messages in media reports and quotes by local citizens;
- Statements about confusion, fear, or anger;
- Visual images used by media or described by citizens, including metaphors, analogies, or stories;

- Information sources quoted by media reports or community members; and
- Accuracy of "factual" statements.

9.2 Media Content Analysis

Media content analysis considers:

- Length of a news report, either as broadcast minutes, newspaper column inches, and number and tone of media blog entries;
- Placement of news articles—lead stories, front page, or placed elsewhere;
- Sources quoted in news reports;
- Accuracy of "factual" statements;
- Key messages stated by sources, quoted in the report, or implied as the overall theme of the report or interview;
- Visuals such as pictures, word analogies, or anecdotal stories that help explain environmental, health, or safety issues; and
- Negative words or phrases that might influence public perception or understanding of the issue.

Resource Tools

- Media Content Analysis Worksheet

9.3 Community Feedback

Community feedback helps a JIC shape, modify, and target communication products and strategies—especially when there is a high degree of public outrage. Community feedback tools include questionnaires at public meetings or posted on websites and blog sites, surveys conducted door-to-door or by phone, and focus groups. Use of these methods depends on the magnitude of the incident.

9.4 Telephone Surveys

Telephone surveys can be conducted randomly or targeted to elected officials, organization directors, church pastors, school principals or counselors, neighborhood association officers, police or fire department personnel, and others in the affected community.

9.5 Focus Groups

Focus groups involve a moderator who interviews and facilitates a discussion among multiple people at the same time. Focus groups yield a great deal of qualitative information. The moderator should be skilled in interview techniques and facilitation, with good listening abilities.

Sometimes, specific concerns point to the need to target a distinct group, such as Indian Tribes or workers or residents directly affected by the incident. In other cases, a broad

assessment is desired, with people representing different organizations, points of view, ethnic backgrounds, neighborhoods, incomes, professions, or other variables. The goal is to get as complete a picture as possible of the different perceptions regarding incident response.

Resource Tools

- Sample Questions for Focus Group of Interview
- Focus Group Preparation
- Audience Sign-in Form

10 References and Resource Tools

10.1 References

JIC Resource Tools (downloadable and fillable forms)
https://oilspills101.wa.gov/northwest-area-contingency-plan/incident-command-system-toolkit/joint-information-center-resources/
Aerial Photos of Washington's Shorelines
https://fortress.wa.gov/ecy/shorephotoviewer/Map/ShorelinePhotoViewer
Assessing Oil Spill Damage
https://fortress.wa.gov/ecy/publications/SummaryPages/0208004.html
Emergency Spill Response in Washington State
https://fortress.wa.gov/ecy/publications/SummaryPages/971165cp.html
EPA Emergency Response Program https://www.epa.gov/emergency-response
EPA Oil Program http://www.epa.gov/oilspill/
Exxon Valdez: Then and Now 2009 https://dec.alaska.gov/spar/ppr/response-resources/publications-conferences/exxon-valdez/
FAQ: Oil Pollution Act https://www.uscg.mil/Mariners/National-Pollution-Funds-Center/About_NPFC/OPA/
Geographic Response Plans http://www.oilspills101.wa.gov/northwest-area-contingency-plan/geographic-response-plans-grps/list-of-geographic-response-plans/
NOAA Office of Response and Restoration http://response.restoration.noaa.gov/
Oil Spills in Washington State: A Historical Analysis
https://apps.ecology.wa.gov/publications/SummaryPages/97252.html
The Pacific States - British Columbia Oil Spill Task Force www.oilspilltaskforce.org/
RRT/NWAC www.rrt10nwac.com

10.2 JIC Resource Tools, Templates, and Examples

The following pages are templates to aid in the development of JIC products. You can also find downloadable and fillable templates at https://oilspills101.wa.gov/northwest-area-contingency-plan/incident-command-system-toolkit/joint-information-center-resources/

JIC Organization

Daily Briefing Checklist (for Public Information Officer or designee)

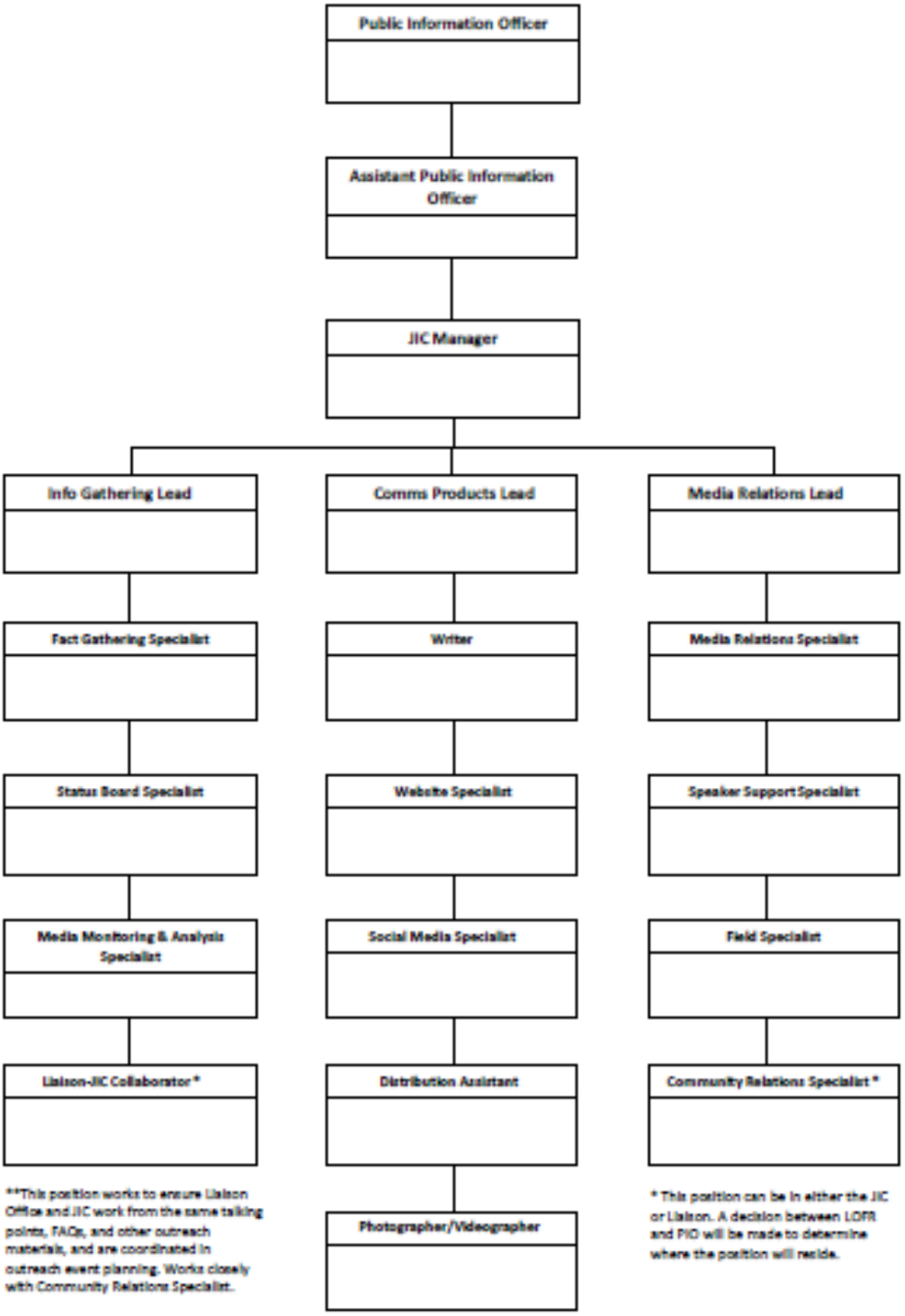
Purpose: Use this checklist to conduct team meetings

Date and Time:	
Name of lead Public Information Officer:	
Name of Joint Information Center Manager:	

Topics to discuss during check-in with the JIC team:

- Date/time of press conference
- Media Inquiries
- Name of field escorts
- Media analysis
- Speaker prep
- Community outreach
- Public meetings
- Community feedback
- Volunteer inquiries/organizations
- Protocol
- Tour support
- Escorting
- News releases
- Fact sheets
- Photo/video
- Audio/visual support

Example JIC Organization Chart



Situation Status – At a Glance

Incident/Drill Name: _____

Communication Information	Last updated:
JIC phone #	
Media relations phone #	
Liaison phone #	
Elected officials briefing phone #	
Claims phone #	
Wildlife reporting #	
Website	
Social media/hashtag	
Agencies/Organizations involved	
Closures	

Incident/Drill Name: _____

Response Information	Last updated:
Volume capacity (amount in boat, railcar, etc. that has potential to spill)	
Volume of oiled spilled (gallons)	
Oily water recovered (gallons)	
Number of personnel on scene (include field and command post personnel)	
Number of response vessels	
Number of oiled wildlife impacted (birds, fish, mammals, etc.)	
Reported personnel injuries	
Miles of impacted shoreline	
Boom deployed (# and location)	

Issue Tracker

Incident/Drill Name: _____

Issue/Hot Topics/Trends	Actions

Joint Information Center Supplies Checklist

[ ] Landline phone:
___Joint Information Center Hotline
___ Media Inquiry Hotline
___ Volunteer Hotline (as needed)

[ ] Cell phones:
___Public Information Officer
___ Assistant Public Information Officer
___ Joint Information Center Manager

[ ] Computers – at least 3 needed with external drive and software
[ ] Computer memory sticks (at least 8 GB memory each; virus scanned)
[ ] Computer software (Windows, Word, Adobe Acrobat Reader, Internet Explorer, Outlook)
[ ] Computer Wi-Fi card
[ ] Internet connectivity
[ ] Land phone (DSL and/or normal cords)
[ ] Phone / email lists with internal contacts
[ ] Phone / email lists with external state, federal contacts
[ ] Phone / email lists with JIC participants and ICS contacts
[ ] Media phone / email list
[ ] Printer/Copier

Supplies

[ ] Batteries, replacements for all equipment (AAA, AA, 9-volt, C, D, camera, lithium, etc.)
[ ] Binder clips, various sizes
[ ] Binders (3-ring) with dividers, several
[ ] Clipboards
[ ] Digital cameras (still and video)
[ ] Dry erase markers and eraser
[ ] Easels
[ ] Extension cords with 3 prongs – 4 20-foot cords
[ ] File folders
[ ] Flip chart paper, 4 pads
[ ] 3-hole punch
[ ] Name tags
[ ] Power surge protectors
[ ] Printer cartridges – at least 4
[ ] Printer paper – 6 reams (4 white, 2 colored)
[ ] Push pins
[ ] Radio, AM/FM
[ ] Staplers – with extra staplers
[ ] Scissors
[ ] Tablets (writing tablets)
[ ] Tape – clear, masking, blue, duct
[ ] White sheet (if A/V screen is unavailable)
[ ] Whiteboard

Initial Holding Statement

The following template is an example of an initial statement that can be used in the pre-JIC phase of a response, before Unified Command and a JIC have formed, and can be used after the JIC has been formed as the response effort is coming together. The template is designed to highlight initial coordination and participation among responding public and private entities, while providing some information that an incident has occurred during a time when details are still emerging.

A message like this can be used for social media and responding to inquiries. This is not to be confused with the initial press release.

Media contacts:

- Agency: contact name, media relations, phone number, email
- Other Agency: contact name, media relations, phone number, email

Agencies are responding to a [PRODUCT] spill from a [TYPE OF VESSEL/FACILITY] [AT/NEAR LOCATION] in [COUNTY/CITY]. [LEAD RESPONSE AGENCIES] are on scene with [RESPONSIBLE PARTY] and its spill response contractors. Their primary focus is to protect public health and minimize impacts to the environment.

This is a developing incident. More information will be provided as it becomes available.

Initial Request for Release of Information (Initial Comms Plan) and Social Media Policy for All Response Personnel

Incident name:	
Date:	
FOSC	
SOSC	
LOSC	
TOSC	
RPIC	

Release of information for timely communication: Finalized briefing forms may be used for public information
The Joint Information Center (JIC) requests permission from the Unified Command to release information from the following forms without seeking approval each time:

- 201 Briefing form
- 202 Incident Objectives
- 209 Incident Status Summary
- 232 Resources at Risk

The information will be used to answer questions and fulfill requests from the public, reporters, elected officials, and other interested parties, and to post online through a JIC-managed website and social media.

NOTE: Unified Command will still review and approve all press/news releases.

Approval process for press/news release
To ensure timely communication occurs, the JIC is requesting an expedited process for approval of press/news releases by UC.

Gallons, not barrels
When reporting volumes, the JIC will communicate in gallons, not barrels. This unit of measurement is easier to understand by the media, public and other interested parties. There are 42 gallons in a barrel.

Web presence and social media
The JIC will establish an incident website a maintain a presence on social media platforms. These will be primary sources of information about the response. The JIC will actively monitor social media related to the incident and will work to correct inaccurate information that may emerge over social media channels. Engagement on social media will be general messaging in response to identified trends, and not on a one-on-one basis with individuals.

Social media policy for all response personnel

The JIC asks approval from the Unified Command to establish the following social policy for all response personnel:
All public information about this response should flow from the Joint Information Center.

- Response staff may not post information about the incident on their personal social media accounts.
- Information, photos, and videos about the response will only be posted by the JIC using the JIC-managed social media and web accounts.

TEMPLATE FOR SOCIAL MEDIA POLICY ANNOUNCEMENT (General message ICS 213 form): https://response-jtti.s3.us-west-2.amazonaws.com/wp-content/uploads/sites/5/2021/08/24140741/GeneralMessageSocialMediaPolicy.pdf

Joint Information Center - External Communication Plan

Name of incident:
Date:

Signature Approval:

Unified Command	Name	Signature
FOSC		
SOSC		
RPIC		
LOSC		
TOSC		

Purpose and Goals of JIC External Communications Plan:
The JIC External Communication Plan is an outline of the activities that the JIC will conduct to ensure communications to the public, media, and other interested parties are accurate, timely, and well-coordinated. The JIC External Communication Plan is intended to work in conjunction with liaison outreach by the Liaison Officer. The plan covers key issues of the response, strategies for effectively communicating, and the tools that will be used. The goals of this plan are to increase the public's knowledge and understanding of the incident and the response, and to build public confidence in the Unified Command's operations. This plan is a living document intended to be changed as the incident evolves and new needs arise.

Unified Command Pre-Approvals for Information Release
The Unified Command has approved a social media policy stating that all information flows from the JIC and the use of information from the following forms does not need approval: 201, 202, 209, 232.

- Content created from Unified Command approved documents (FAQs, social media posts, photos) will be approved by the PIO before publication.
- Public information available from other sources will be approved by the PIO prior to posting on the JIC website or social media.

Objectives
Accurate, timely well-coordinated release of information about the incident:

- Keep members of the public, media, and other interested parties informed
- Emphasize safety information and closures
- Communicate major response activities, impacts to wildlife and the environment, and protection and prevention efforts
- Demonstrate partnership and coordination

Important information to share:

- Response information, milestones, impacts.
- Community air monitoring efforts and results.
- Road, waterway, public access closures and flight restrictions.
- Key phone numbers, including claims, wildlife reporting, and volunteer hotlines.
- Photos/videos from the scene.
- Wildlife information.

Audiences

- Media
- Local area residents (determine primary languages spoken and if translation is necessary)
- General public
- Local, state, and federal elected officials
- Tribal governments
- Community groups

Tools

- **Social media**: Use social media platforms to provide high-level information and direct reporters and the public to the website. Post photos, update daily or as new information is received from responders and/or UC.
- **Website**: Establish a unified command website to help distribute information. This page can be hosted on the state agency website or be its own entity. Actively update the site once established. Aim for a continuous flow of information or updates at a regular time.
- **Photos/video**: Obtain images and video of the incident at least once daily. Share these images on social media and post on the website. All photos/video should have captions and alt text to facilitate accessibility. Images should be available for the public to access and for media to distribute with their stories.
- **News releases, press conferences, media tours, and interviews:** The JIC will issue regular news releases, conduct press conferences, and provide opportunities for members of the media to gather imagery and interview subject matter experts.
- **Media response**: Respond to media inquires before deadline, provide accurate information about response operations, clarify difficult concepts, explain roles, correct misinformation.
- **Talking points**: Develop daily for JIC and Liaison to use in response to questions from media, elected officials, general public, and other interested parties. Develop as necessary for press conferences.
- **Frequently asked questions (FAQs)**: Develop to create consistent messaging between JIC and Liaison units. Other branches and individual agencies can also use FAQs.
- **Fact sheets**: Use for information about a specific topic. Develop as necessary for website, media and other audiences.
- **Media monitoring:** Track information published about incident on traditional media and social media.

- **Community information meetings/open houses** – in collaboration with the Liaison, which generally leads organization of these events.
- **Liaison conference calls and tours** for elected officials, Tribal governments, and other interested parties – Liaison leads, JIC supports with talking point/FAQ development.
- **Signage/flyers**: Develop signage for public places to keep public informed of closures, safety information, open houses, and other essential information. Consider if language translation is necessary.

Schedule

All media products are produced on schedule, or on an "as necessary" basis.

- Talking points: daily or as needed
- Social media posts: monitor throughout the day and post updates regularly as available.
- News releases and website updates to correspond with major operational updates.
- Press availability: daily until no longer needed.

Contacts

PIO:
JIC Manager:
Media relations lead:

Media Content Analysis Worksheet

Date of news:

Media outlet name:

Broadcast times:

Coverage synopses:

Issues:

Inaccuracies:

Viewpoints:

Fixes:

Who replied to:

Handling Media Inquiries

This information should be captured when media contacts the JIC. One method would be through a basic spreadsheet, or use of software like Jetty:

Person Calling:	
Date/Time of Call:	
Media outlet:	
Phone Number:	
Email Address:	
Inquiry:	
Response Time/Due Date:	
Person Taking the Call:	
Reply Made By:	
Reply:	
Date/Time of Reply:	

Website Checklist – How to Create a Website

Choose the right website builder - Using a website builder is the best option, as a website can be created quickly and easily without any technical knowledge. Hosting costs are included, website builders provide step-by-step instructions and are mobile friendly. Additionally, websites using a builder can be easily maintained by those with little to no experience. Common website builders:

- Squarespace
- Wix
- GoDaddy

Sign up for a website builder plan - Website builders offer multiple plans so you should consider your needs and the length of time you expect the website will need to be active.

- Be sure the selected website builder has high hosting capability. The response website will end up with lots of content including video, extensive traffic, multiple users. Hosting costs can end up higher than subscription costs.
- Response websites may need to be archived as a production log for the JIC. A response website in a major incident will likely have to be live for at least one year, possibly longer, to accommodate legal discovery, investigation and hearings, anniversaries and completion of recovery activities.
- When possible, disposition of website and content has to be considered: Can the provider capture or archive content and share it with multiple response partners.

Consider a proven and industry-standard response website tool such as Jetty or other crisis communication platforms.

- Jetty (https://www.responsegroupinc.com/jetty) provides all website creation and management needs, offered by trained and 24/7 available staff.
- Jetty services allow a resource-constrained JIC to use available people to manage content needs and inquiries while the website is prepared.

Choose and register a domain name - A domain name is the portion of the URL (the site address in a browser's search bar) that identifies a web page — in this case your website. You can register your domain name separately; however, website builders usually offer to do it for you when you sign up with them. This is something to consider when choosing a builder. A domain name is one of the main ways a site presents itself to the internet, so choosing a name is important. Things to consider:

- The ACP includes incident naming conventions.
- Make it relevant. Ensure the domain name is intuitive, something that can be easily searched for by users. The URL for the site should have a neutral, recognizable brand.
- Keep it short and specific. When choosing a domain name, keep it brief. Longer names are harder to remember and hinder searchability. Recommendation: a domain name no more than 14 characters in length.

- Avoid numbers, hyphens, double letters and words that are difficult to spell or easily misspelled. All of these elements are hurdles for users attempting to access the website.
- Focus on keywords.
- Use a .com extension.
- Using the name of the spill may seem the logical choice, however, keep in mind the above before making that decision. The name of the spill may not be intuitive and easily searched for by the user. Keep in mind what names and phrases the public is already using to reference the response even though it may not be any piece of the official name.

Once you're sure about a domain, register it as part of the signup process with your chosen website builder. Alternatively, you can register the domain using another system, such as Domain.com. If you use Domain.com you must ensure the domain gets pointed to your website and builder. Typically, you will receive pieces of information to copy from the domain host into the website builder under the "domain" section. This tells the domain where to go once it is clicked because just since you have the domain does not mean it is attached to a website. This pointing step can also take up to 24 hours to process and is something to keep in mind.

Choose a design template - Website builders offer a choice of various design templates so it's important to choose the correct one to meet your needs. Things to consider:

- Do you want to include a social media feed.
- Do you want to offer the option for users (such as the media) to download photos and video.
- Will you be augmenting content with visuals.
- Will you be uploading documents.
- Accessibility – see section 7.6.7

Customize your template - Once you've chosen your template you will need to customize your layout and name your pages. Things to consider:

- Menu items and navigation.
  - ☐ What information will go on the homepage
  - ☐ Will there be a separate news section
  - ☐ What contact information be included
- Will photos and video be available for download
- Color pallet
- Inclusion of logos
- Usability, accessibility and the ability for users to quickly locate the information they are logging on to find.

What should be included:

- Unified Command Agencies list
- Links to Social Media accounts, links to relevant accounts, or feed embeds
- Any distributed news releases,

- Relevant phone lines for reporting oil, birds, claims, etc.
- Approved photos, maps, fact sheets, video clips if obtained
- Basic information about the response
- Safety announcements

Upload and format content - The Website Specialist works with the JIC manager to ensure that all information posted on the incident website is, timely, accurate, continuously updated and approved by Unified Command. Refer to section 6.7.4 for the job description of the Website Specialist. Refer to section 7.2 for the protocols and procedures for the approval of web content.

Preview and test website - Always preview the website before publishing and be sure everything is working, including links and downloads. Also be sure to test on both desktop and mobile. Also, the website should be tested and reviewed by more than one person to ensure as many mistakes as possible are caught. Some things to look out for:

- Check all spelling and grammar.
- Test that all the menu buttons are working.
- Check for consistent formatting.
- Does the navigation make sense?
- Are you using heavy response jargon?

Publish and share - Once the website has been published it should be shared with all relevant parties within Unified Command. The website should also be shared on social media and the URL should be included on all information and media products moving forward.

Keep it updated - The website should be continually updated with new information as it becomes available and approved.

News Conference/Public Meeting Worksheet

Event:

Date:

Time:

Location:

Methods for notifying media or public:

Translation/Interpretation Needs:

Length of conference or meeting:

Audio/visual materials:

Moderator:

1. Presenter/Handout:
2. Presenter/Handout:
3. Presenter/Handout:
4. Presenter/Handout:
5. Presenter/Handout:

Refreshments:

Special needs arrangements:

Notes:

Initial Press Conference in the Event of an Oil Spill

PRESS CONFERENCE RUN OF SHOW EXAMPLE:

2:00p.m. Introduction / format announcement by PIO
2:02p.m. Explanation of spill and status update
2:05p.m. Remarks from FOSC: Name
2:08p.m. Remarks from SOSC: Name
2:11p.m. Remarks from TOSC: Name
2:14p.m. Remarks from LOSC: Name
2:17p.m. Remarks from RPIC: Name
2:18p.m. PIO moderates Q&A
2:28p.m. PIO announces / takes last question
2:30p.m. PIO concludes press conference
2:31p.m. Subject matter experts available for further questions as needed

Talking points:

PIO-

- Welcome to the press conference for the (Name and Type of spill) Spill.
- My name is _____. I'm from [agency name] and I'm serving as lead public information officer for this incident.
- Federal, state, Tribal, and local government agencies are on-scene responding to the spill, along with representatives from the responsible party: [name of company]. These organizations have established a Unified Command to coordinate the response and cleanup to this [type of oil] release. The Unified Command members here with me today are:
  - ☐ the Federal State On-Scene Coordinator, [name] from [U.S. Coast Guard or U.S. EPA];
  - ☐ the State On-Scene Coordinator, [name] from [state agency];
  - ☐ the Tribal On-Scene Coordinator, [Name] from of [official name of Tribe];
  - ☐ the Local On-Scene Coordinator, [Name] from [local agency]; and
  - ☐ the Responsible Party, [Name], representing name of company or RP].
- Each member of this Unified Command will provide brief remarks. Following those remarks, we will take and respond to questions.
- I want to acknowledge that this is an active incident and each of our Unified Command members have a big job to do. So our goal here today is to get you all the information you need and then send our leaders back to their command post to continue moving this response forward.
- I will serve as the moderator of the Q&A session. We will conclude the Q&A no later than (time).

**** UC gives remarks then PIO moderates Q&A and gives closing remarks****

PIO - Q&A moderation and closing remarks

Format for our Q&A is as follows:

- Please raise your hand and I will call upon you.
- State your name and the media outlet you represent.
- To allow everyone a chance to ask a question, please limit yourself to one question at a time.
- We will conclude the Q&A no later than (time).
- We do have subject matter experts available to answer further questions as well.

CLOSING REMARKS

- Thank you all for joining us today, you're a really important partner in delivering important information to the public.
- Please continue to check [webpage/social media account] for the latest updates.
- Media: Please reach out to me/the Joint Information Center at [number] for follow-up questions.
- For general public inquiries: call the hotline at [number]. To make an insurance claim, call [number].
- Thank you again, take care.

Federal On-Scene Coordinator (FOSC) --
Talking points – press conference

Theme: federal resources being deployed, current operations, for effective, efficient operation. Waterway closures (if relevant). Any no-fly zones.

- The [EPA/USCG] was notified shortly after (time notified) of the (type of spill) from the (area of spill) and began response efforts immediately with our state, local, Tribal partners, and [the name of RP].
- Containment efforts are underway, with (briefly describe containment efforts, such as responders placing boom around the spill source and along shorelines)
- The source of the spill has been controlled, and no further leaking is occurring. We currently estimate that about [# gallons] of [product type] have been released. – OR – The estimated potential spill volume is [# gallons] of [product type]. Not all of this product has spilled – this is the maximum potential based on the amount the tanks/boat/railcars were carrying. We will provide updates on spill volume as we learn more and refine these estimates.
- Responders are working with urgency to contain and clean up this spill.
- [USCG/EPA] investigation teams are working to determine the cause of the [spill/collision/etc.]
- [If on boat]: We are planning to offload the remaining fuel to another vessel to contain further release.
- River miles [X to X] are closed as part of a safety zone for this response. The public should avoid this portion of the river to allow the cleanup to move forward safely.
- The response is working with the Federal Aviation Administration, or FAA, to create an exclusion zone for aircraft (including drones) to keep the response site safe.
- The combined effort is resulting in an effective, efficient operation that is focused on protecting public health and sensitive environmental areas.

State On-Scene Coordinator (SOSC) –
Talking points press conference

Theme: Environmental impact, prioritizing protection of public health and environment, air quality monitoring, fishing closures, proper notifications.

- [Agency] began response activities immediately after being notified of the spill.
- Oil spill response personnel from [agency] are on scene working collaboratively with other responding agencies to minimize impacts of this spill.
- Our responders are prioritizing the protection of environmentally and culturally sensitive areas. Oil containment and recovery operations are ongoing.
- Our goal is to protect the river/lake/bay and all the people and wildlife that rely on and cherish it.
- Professional oiled wildlife responders are on site to assess the risk to wildlife and recover any oil-impacted wildlife. Members of the public who observe oiled wildlife are asked to report the sighting using the wildlife reporting hotline number (insert number*) and leave a detailed message and contact number.
- [If air monitoring]: Community air monitoring is being conducted to ensure the safety of the community during the response.
- We do not have a need for volunteers at this moment. If you have an interest in volunteering, we request that you register at www.oilspills101.wa.gov. If there is a call for volunteers, we will use registered volunteers from this site.
- I would like to hand it over to our Tribal On-Scene Coordinator, [name, tribe]

*Note: if using the 800-22-BIRDS (this number only works in WA).

Tribal On-Scene Coordinator (TOSC)-
Talking points - press conference

Theme: Protection of environmentally and culturally sensitive areas.

- The (name of Tribe) have been participating in the response since [when, early this morning, etc.].
- Tribal environmental specialists have identified environmentally and culturally sensitive areas.
- These areas have been prioritized, and responders are working to deploy containment boom to protect these sensitive areas.
- [optional, for digging]: We do not expect any digging to occur in those areas, but if digging is necessary, we will have a qualified Tribal archeologist on site to observe these activities.
- We ask that all Tribal communities suspend fishing and boating activities in the area until further notice.
- Now I'll pass the microphone to the Local On-Scene Coordinator, [name, agency].

Local On-Scene Coordinator (LOSC)-
Talking points - press conference

Theme: Maximizing public safety and minimizing economic impact, locally closed areas, specific messages to local residents.

- The (name of local agency) is engaged in response efforts to oversee public safety and represent local interests.
- We ask that members of the public avoid visiting the area to ensure your own safety and that of the responders.
- [Include any road closures or other public access closures]
- River access and air space are closed in the affected area, including to drones.
- We'd like to thank our community for your support. Please know we're doing everything we can to protect our community and this town/river/etc. We won't stop working until this spill is cleaned up and people can go safely back to their daily lives.
- I will now pass the mic to [name] from [company].

Responsible Party Incident Commander (RPIC) –
Talking points - press conference

Theme: Demonstrate empathy and concern, commitment to accountability, seeing the response to the end, resources committed, claims number

- [Company] began responding to the release from [what] immediately after it occurred.
- We immediately notified emergency responders and agencies and established a Unified Command shortly thereafter.
- [Acknowledge injuries if they exist] -OR - There have been no reported injuries.
- The Unified Command priorities are to protect the safety of local residents and response personnel while protecting culturally and environmentally sensitive areas.
- If you have been impacted economically due to this incident, please call our claims hotline at [number].
- [Company] is committed to working with our agency partners to put all the right resources in place to address this spill.
- I'd like to thank our federal, state, Tribal, and local government personnel, as well as our spill response contractors for so quickly mobilizing to respond to this incident. Thank you.

Press conference logistics:

Visual Aids

- Maps
- XXX

Room Setup: (Place)

- Lectern for speakers
- Space for media mics and TV cameras
- Participants enter /exit through at back of room
- Security will be present to check media credentials

POTENTIAL QUESTION TOPICS

Incident
What caused this event?
How much has spilled?
How much has been recovered?
River reopening?
Timing for response?
How long was the tank leaking?
How soon did we discover it?

Environment
River- water for agriculture, fishing, recreation
Wildlife impacts
Air quality
Will there be lasting groundwater impacts?

Commercial impacts
Expected impact to local businesses?
Marine/roadway impacts
Expected impact to gasoline and diesel prices?
Fishing season?
Agricultural impacts?
Tourism?

(Name of Company) as an operator
Why was the source not secured during maintenance to prevent the spill?
What are you doing to prevent this from happening again?
How could this happen?
Is (Name of Company) an irresponsible operator?

Prevention

What safeguards were in place?
How did they fail?

Public safety / general / health
What should local residents do if they are impacted by the spill?
What health effects should local residents expect?

Press Conference Sign In

Please Sign In

NAME	ORGANIZATION	EMAIL/PHONE

10.3 News Release Templates
Recommended Flow of Information for News Releases

1st News Releases (within 24 hours)

- Facts about the incident as known. List of responding agencies.
- Information on closures and evacuations.
- Initial estimated maximum potential spill volumes and methodology for determining an actual volume spilled.
- Air monitoring information. Public safety message. (Coordinated with local Emergency Managers)
- Public information sources, i.e. Social media, response website, etc.
- Equipment/resources deployed. Number of personnel responding.
- Wildlife message/hotline number and resources deployed.
- Claims line (if established).
- Status of public services, i.e. drinking water supply, medical services, etc.
- Any expected impacts to oil availability or gas prices (if applicable).
- Contact phone numbers for media.

Subsequent News Releases (24 +)

- Cause of the spill and status of investigation.
- Vessel/Facility/Pipeline/Railroad/Etc. information.
- Amount of product recovered.
- Injuries or casualties.
- Trajectory of the oil.
- Environmental and wildlife impacts.
- Beach closures.
- Fishery closures.
- Cleanup contractors and additional agencies responding.
- Actions taken, actions planned.
- Resources applied and numbers (equipment and people).
- Volunteer Registration Information (if applicable).
- Cost of the spill.

News Release Templates

The following templates are included as examples of news releases that might be issued once a JIC has been established under Unified Command. The templates are designed to highlight the immediate efforts to respond to the spill and coordination response and participation among responding public and private entities. Agency logos should be included on the releases.

Unified Command	Approvals
FOSC	
SOSC	
LOSC	
TOSC	
RPIC	

FIRST UNIFIED COMMAND PRESS RELEASE

For immediate release – XXX. XX, 202X
Contact: Joint Information Center (XXX) XXX-XXXX

Agencies respond to oil spill to [LOCATION]

(LOCATOR) -- (FEDERAL AGENCY), (STATE AGENCY), and XXX agencies are responding to an oil spill in (BODY OF WATER, near (LOCATION). Spill response teams are deploying protective booms to contain the spill and protect sensitive habitat. Crews are checking shorelines to determine the extent of the spill.

The spill occurred when a (INITIAL EXPLANATION). Crews from [RESPONDING AGENCY] immediately took action to (MITIGATION MEASURES) and report the spill to authorities.

(FEDERAL), (STATE), (LOCAL), and (RESPONSIBLE PARTY), have established a unified command to address this spill. Other responding agencies include (OTHER RESPONDING AGENCIES).

The cause of the spill is under investigation.

A joint information center has been established to for this incident. Further information on this incident will be released as available.

SECOND UNIFIED COMMAND PRESS RELEASE

Unified Command	Approvals
FOSC	
SOSC	
LOSC	
TOSC	
RPIC	

Incident update #2
For immediate release – XXX. XX, 202X
Contact: Joint Information Center (XXX) XXX-XXXX

Response continues to [NAME/LOCATION] spill

(LOCATOR) – Federal, state, local and industry partners continue to respond to the XXX spill near (LOCATION). Crews continue to (MITIGATION MEASURES). In addition (ADDITIONAL MITIGATION MEASURES) to protect sensitive habitat.

The spill occurred when a (INITIAL EXPLANATION). The cause of the spill is under investigation.

A safety zone has been established from [PARAMETERS]. Only responders are allowed to enter this area. The safety zone protects the public and responders. A flight restriction is in place for [PARAMETERS] around the response area. This includes drones.

Professional wildlife response crews are assessing impacts to wildlife. Wildlife professionals ask that the public **do not** attempt to capture any wildlife themselves. Please report any affected wildlife to 1-800-22-BIRDS, or 1-800-222-4737.

The unified command responding to the spill is composed of the [FEDERAL], [STATE], [LOCAL], and [RESPONSIBLE PARTY]. Other responding agencies include (OTHER RESPONDING AGENCIES).

A claims number has been established to assist those who may have incurred damage to their property or who are in need of temporary relocation. The hotline number is [XXX-XXXX].

Further information on this incident will be released as available.

WILDLIFE SPECIFIC UNIFIED COMMAND PRESS RELEASE

For immediate release – XXX. XX, 202X
Contact: Joint Information Center (XXX) XXX-XXXX

Wildlife crews responding to [NAME/LOCATION] spill
Professional oiled wildlife response contractors are on site and assessing the risk to wildlife. Wildlife is being closely monitored for effects from the (incident name). Wildlife response teams are active both on water and on land. (spill dependent). The following areas are being surveyed:

(List the areas)

Wildlife reconnaissance teams further afield (if correct and provide more generalized areas) are also looking for affected animals that may have left the immediate area of the spill.

XXX oiled animals have been recovered and are being stabilized at the oiled wildlife center in XXX. (Provide species if available and a generalized health update if available; if no animals have been recovered to date, state that information)

To reduce stress and minimize further injury to affected wildlife, wildlife professionals ask that the public **do not** attempt to capture any oiled wildlife themselves. This is not safe for the animals or for people. Instead, immediately report any affected wildlife to the oiled wildlife reporting hotline at XXXX. Please leave a detailed message with the following information:

- Your name and contact information
- Types and numbers of animals observed
- Time and location animals were last seen
- Whether the animals appeared to be obviously oiled and/or injured

Please give our trained teams space to allow them to do their work so that they can collect affected wildlife quickly and get them into care.

At this time, volunteer assistance is not requested. Any persons interested in potentially participating in wildlife volunteer efforts should register on [WA Dept of Ecology (http://www.oilspills101.wa.gov).]

10.4 Media Advisory Templates

Media advisories do not need to be approved by Unified Command and can be sent out as soon as they are developed.

MEDIA ADVISORY

XXX. XX, 202X
Contact: Joint Information Center (XXX) XXX-XXXX

Press conference for incident name [date, time]

Members of the news media are invited to join leaders of the [incident name] spill response today for an update on cleanup and response activities.

WHEN: time, day

WHERE: building name, room number, exact location, street address, city, state – OR – virtual conferencing platform link and dial-in number.

SPEAKERS:
(name, agency), Federal On Scene Coordinator
(name, agency), State On Scene Coordinator
(name, agency), Local On Scene Coordinator
(name, representing) Tribal On Scene Coordinator
(name, agency), Responsible Party

BACKGROUND: Incident summary, something happened at some place someday. Typically can be the lead paragraph from previous release.

For the latest spill response updates, visit www.incidentwebsite.com, X, other social media platforms.

10.5 Fact Sheet Templates

These templates can be used as informational handouts for public or media at press conferences or public meetings. These factsheets only need to be approved by Unified Command if they contain new information.

INCIDENT INFORMATION FACTSHEET TEMPLATE

(Unified Command logos/names here)

Date: Contact:
(XXX) XXX-XXXX

FACT SHEET: Incident name spill response near location, State

Members of the Unified Command continue to coordinate product type spill recovery operations in the location, dateline.

Incident summary

- Date, time, location
- Typically can be the lead paragraph from previous release.
- Cleanup operations for product released from the vessel name will continue and are being closely monitored until long term salvage or oil pollution mitigation plans can be finalized.

Unified Command:

- Members of Unified Command
- Other agencies contributing to the response.

Current activity:

- Responders continue oil/water mixture removal from the -------.
- Crews continue to tend the hard boom while removing and replacing the sorbent boom used to collect the oil.
- Responders have deployed skimmers.
- Responders place recovered oil into a temporary storage tank where it will decant, settle and separate, for later quantification.

Quantities:

- Vessel name had a max capacity of ------ gallons aboard at the time of the incident.
- ------ gallons of oil/water mixture recovered to date.

Equipment and personnel on scene:

- ---- skimmers
- ---- skiffs
- ---- temporary storage tanks for recovered oil
- ---- vacuum truck
- ---- personnel from -------
- ---- on scene recovery capacity compared to state requirements---- and federal requirements----

* Note: Only use this metric if the on scene capacity is greater than state and federal requirements.

Safety:

- The Coast Guard Vessel Traffic Service has requested vessel and recreational traffic inbound and outbound direction of ----- travel with no wake as a safety measure for responders working in and on the water.

Wildlife:

- X number of oiled birds/oiled mammals have been captured at this time and are being cared for by professional oiled wildlife responders. An oiled wildlife facility has been established in (city). Anyone seeing oiled wildlife should report it to XXX-XX-XXXX.
- Efforts to deter wildlife away from oil are being conducted at X site and X site. Search and capture crews are actively searching for wildlife on shore and on water. Anyone seeing oiled wildlife should report it to XXX-XX-XXXX. Members of the public should not attempt to capture or handle oiled wildlife.

Fishery Closure:

- Location

Ship Facts:

- Built in ----.
- Length -----
- Beam -----
- Draft -----
- ----- Flagged
- Max capacity of the tanks is approximately ------ gallons.

Unified Command

Joint Information Center

(Unified Command logos/names here)

FACT SHEET

Date: Contact:
(XXX) XXX-XXXX

FACT SHEET: Unified Command

Depending on the incident, a Unified Command (UC) may be formed to manage the response efforts. As a team effort, the UC is made up of Incident Commanders (IC) from agencies with jurisdictional authority and/or functional responsibility for the incident. For environmental incidents, the UC is often composed of:

- A federal agency – Often the U.S. Coast Guard or Environmental Protection Agency.
- A state agency – Typically the environmental agency for the state, but may also be an emergency management agency.
- A local agency – Such as a sheriff's office, or fire department.
- The Tribe in whose area the incident is affecting.
- The responsible party (RP) – The company or person who is assuming responsibility for the incident. The actual RP may change as the incident progresses.

An effective Unified Command is indispensable to response activities and requires a clear understanding of the roles and responsibilities of each participating organization. Success requires unity of effort, which respects the chain of command of each participating organization, while harnessing seamless coordination across jurisdictions in support of common objectives.

Use of the Incident Command System (ICS) is an important element across multijurisdictional or multiagency incident management activities. It provides a structure to enable agencies with different legal, jurisdictional, and functional responsibilities to coordinate, plan, and interact effectively on scene. Using the ICS process, each agency or IC can provide joint support through mutually developed incident objectives and strategies established at the command level. Each participating agency maintains its own authority, responsibility, and accountability, while the UC provides a forum for these agencies to make consensus decisions.

The need for UC arises when incidents:

- Cross geographic boundaries (e.g., two states, international boundaries);
- Involve various governmental levels (e.g., federal, state, local);
- Impact functional responsibilities (e.g., Search and Rescue, fire, oil spill, EMS); or
- Some combination of the above.

The UC is responsible for: (1) developing a single set of objectives; (2) using a collective, strategic approach; (3) improving information flow and coordination; (4) creating common understanding of joint priorities and restrictions; (5) ensuring that no agency's legal authorities are compromised or neglected; and (6) optimizing the combined efforts of all agencies under a single plan.

UC representatives must be able to:

- Agree on incident objectives and priorities;
- Have the capability to sustain a 24-hour-7-day-a week commitment to the incident;
- Have the authority to commit agency or company resources to the incident;
- Have the authority to spend agency or company funds;
- Agree on constraints/limitations, priorities, decisions and procedures;
- Agree on an incident response organization;
- Agree on the appropriate Command and General Staff position assignments to ensure clear direction for on-scene tactical resources;
- Commit to speak with "one voice" through the PIO or JIC, if established;
- Agree on managing sensitive information and operational security issues;
- Agree on logistical support including resource ordering procedures; and
- Agree on cost-sharing and cost accounting procedures, as appropriate.

In general, a successful UC is a team. A UC is to skillfully use the strengths of each IC and acknowledges each representative's unique capabilities and authorities. A UC has a shared understanding of the situation and agrees on common objectives to bring the incident to closure. A UC is open to different perspectives and knows that contentious issues may arise, but that ICS inherently relies on the UC framework to provide the forum to resolve problems and find solutions.

Boom

Joint Information Center

(Unified Command logos/names here)

FACT SHEET

Date: Contact:
(XXX) XXX-XXXX

FACT SHEET: Boom

Spilled oil may be contained by using a floating physical barrier called boom. Boom floats on the surface, but parts may extend above and below it. Because oil floats on water, the boom needs only to prevent surface movement at the top of the water to be effective.

Boom length is measured in feet, and it is not unusual for thousands of feet of boom to be deployed for even a modest spill. Boom sizes are described in inches of freeboard and skirt. A 6-by-12 boom has a six-inch-high freeboard and 12-inch-deep skirt. Boom typically is manufactured in high-visibility colors, such as white, yellow or orange, for easy tracking by response teams and for the safety of vessels operating nearby.

Boom is not a perfect containment device. Waves can carry oil over a boom and a current may force oil under it. Boom is more effective directing oil which moves at a slight angle to the line of boom than as a barrier blocking the slick's movement. Such circumstances may require replacing light boom with boom having higher freeboard and deeper skirt. Multiple lines of boom are more effective at containing oil than a single line.

Limitations on the use of boom include the time required to get it to the scene, load it on boats, carry it to the spill, and deploy it. Boom also has to be stored within reasonable traveling distance of a potential spill. Once used, boom has to be de-contaminated of the waste oil or chemical before it can be stored. If sorbent boom is used, it has to be disposed of safely once it has been contaminated with oil or chemical waste. Some types of boom have operational limitations, such as the loss of ballast or buoyancy if the water- or air-filled sections are breached by abrasion or handling.

A single string of boom often will serve several purposes simultaneously. Typical tasks for boom include:

- Encirclement – laying one or more barriers of boom around the source of the spill to keep it from spreading or around a section of slick to hold it in place for recovery. Tankers transferring cargo may be encircled by boom as a precaution, even though there is no spill.

- Diversion – setting one or more lines of boom at angles into or across a moving slick's path to guide it toward an area where it can be confined and recovered, or to let it safely pass a sensitive area. Diversion is primarily used near shore on rivers. It is most effective where currents are weak and there is little wave action.
- Collection – towing boom in a "V," "U," "J," or teardrop configuration through or around a slick to gather oil together for recovery or burning.
- Recovery – placing sorbent boom where it will contact floating oil and absorb or adsorb some of it for later recovery, or similarly using weir boom to catch oil and transport it to a skimmer.
- Exclusion – stringing boom around un-oiled areas to keep oil out. The exclusion booming may also divert moving oil away from a sensitive area.

Although different types of boom may look different, virtually all boom has five common components:

- Flotation device – keeps the boom at the water's surface, where floating pollutants are.
- Freeboard – the part that rises above the water's surface and prevents waves from washing pollutants over the top.
- Skirt – similar to freeboard but below the surface, the skirt prevents the current from washing floating pollutants under the boom.
- Ballast – this is the weight at the bottom of the skirt that keeps it hanging vertically against a current.
- Tension line or strength member – cables, chains or lines extending the length of the skirt or freeboard and, like the main boom cable, chain or boom, attached at the end.

In general, boom with a high freeboard and short skirt is called fence boom, because it prevents the pollutant from moving across the surface. A boom with a longer skirt and shorter freeboard is a curtain boom, and is good to prevent pollutants from moving just below the surface. Some boom includes both characteristics.

Similar to fence and curtain boom is tubular containment boom. Tubular boom has at least two sections one or more air-filled tubes above the water, for flotation and to keep oil from crossing the boom on waves, and one or more water-filled tubes below the water for ballast and to keep oil from passing beneath the boom.

Sorbent boom made of absorbent or adsorbent material to collect and hold oil within the boom itself. It is most effective with thin layers of pollutants and light winds or currents. Once soaked to capacity, the boom can be recovered and the collected oil squeezed out. Sorbent boom requires strong supporting lines, chains or cables because of its tendency to break under pressure of wind or current. Once soaked, it is heavier than simple barrier boom and therefore requires extra effort to remove it from the water.

Recovery boom, such as three-weir boom, has four sections. An air-filled tube extending above the water for buoyancy and to keep oil from passing over the boom. A water-filled

tube extending below the surface for ballast and to keep oil from passing beneath the boom. A discharge tube which collects oil from inlets between the air- and water-filled tubes and moves it the length of the boom to a recovery device. A smaller air-filled tube to keep the discharge tube afloat. Recovery boom not only holds floating pollutants in place, but is an active part in recovering pollutants from the water.

A frequent problem in the use of boom is the fact that each end of the boom must be anchored in place. On a small stream, it can be anchored to trees or rocks on land; in a harbor, it may be attached to piers or seawalls. On open water, however, the ends must be literally anchored, using lines attached to weights on the lake or sea bottom, or they must be attached to boats. The use of a boat to anchor one end of a boom means that boat cannot be used for any other assignment, and boats may be in short supply.

Sources: Department of Transportation, U.S. Coast Guard and Research and Special Programs Administration; Environmental Protection Agency; Department of the Interior, Minerals Management Service.

Oil Types

Joint Information Center

(Unified Command logos/names here)

FACT SHEET

Date: Contact:
(XXX) XXX-XXXX

FACT SHEET: Oil Types

Oil spills along coasts affect many parts of the environment, both non-living - such as water, ocean bottom, and shoreline; and living - like sea birds, marine mammals, shellfish, and people.

Major oil spills most commonly involve oils shipped in large quantities at sea, such as crude petroleum, No. 1 and No. 2 fuel oils, diesel oil, Bunker C oil, kerosene, and jet fuel. Oils are compounds, complex mixtures that vary widely in composition.

Oils can be described as belonging to one of five groups:

- I very light oils (jet fuel, gasoline);
- II light oils (diesel, No. 2 fuel oil, light crude, home heating);
- III medium oils (most crude oils);
- IV heavy oils (heavy crude oils, No. 6 fuel oil, Bunker C);
- V group (very heavy oils).

The different types of oils behave in different ways during a spill; therefore, the response to a spill varies, depending on the type of oil and quantity released.

Other important factors in a spill are:

- Weather and season (for example bird migration, nesting, or fish spawning);
- Type of shoreline (such as sand beach, tidal flat, rocky shore);
- Exposure to wave and tidal energy;
- Types, abundance, and sensitivity of living resources.

Most oil has a density less than water and floats. The natural tendency of oil is to spread in a thin layer on the surface of the water as a sheen or film. Such sheens are extremely difficult to recover and do not remain for long periods; however, they do represent a continued threat to fish and wildlife. Under turbulent conditions, oil is more likely to disperse into the upper layers of the water.

Oil changes rapidly once it is spilled into water. These changes are enhanced by the processes of evaporation, dilution and emulsification (when water incorporates into the oil, forming a stable mixture). Some changes help dissipate spilled oil, but others can make it linger in the water, on the bottom, or on the shore. Evaporation tends to remove the more toxic components and reduces the toxicity of spilled oil. Emulsification, on the other hand, can slow degradation of spilled oil.

Weathering describes the physical, chemical, and biological changes that happen to crude oil and refined petroleum products once they begin to interact with the watery environment. Ultimately, the more toxic elements of oil products spilled in the marine, estuarine, or freshwater environment are broken down. Exposure to air, sunlight, wave and tidal action, and certain microscopic organisms degrades and/or disperses oil. The rate of degradation and dispersion depends on many factors like the type of oil, weather, temperature, and the type of shoreline and bottom.

Very light oils are highly volatile, which means they evaporate quickly, usually completely within one to two days after a spill. These oils are also flammable and contain high concentrations of soluble toxic compounds. Very light oils can mix with water and kill aquatic life that lives in the upper layers. Cleanup is usually not necessary, or possible, with spills of very light oil.

Light oils are moderately volatile, but can leave a residue of up to one-third of the amount spilled after a few days. These oils contain moderate concentrations of soluble toxic compounds. Light oils leave a film or layer on intertidal resources with the potential of long-term contamination. Cleanup can be very effective on spills of light oil.

Medium oils are less volatile, leaving a residue of about two-thirds of the amount spilled after 24 hours. These oils are less likely to mix with water, and oil contamination of intertidal areas can be severe and long-term. The impact of medium oils on waterfowl and fur-bearing mammals can also be severe. Cleanup is most effective with spills of medium oil if conducted quickly.

Heavy oils have far less evaporation or dilution potential, and they weather more slowly. These oils do not readily mix with water. Spills of heavy oils can cause severe contamination of intertidal areas and possible long-term contamination of sediments. Heavy oils have severe impacts on waterfowl and furbearing mammals. Shoreline cleanup in spills of this type is difficult and long-term under most conditions.

Group V oils, mostly very heavy oils, can float, sink, or hang in the water. These oils can become oil drops and mix in the water, or accumulate on the bottom, or mix with sand and then sink. As a rule, these oils are less toxic than lighter oils, however they pose significant problems to responders because they are extremely difficult to track or predict.
Spill response teams of federal, state and local agencies, organizations and industry representatives have prepared contingency plans for oil spill emergencies.

Oiled Wildlife

Joint Information Center

(Unified Command logos/names here)

FACT SHEET

Date: Contact:
(XXX) XXX-XXXX

FACT SHEET: Oiled Wildlife

Oil and Wildlife

One of the most important components in a spill response in regards to wildlife is the initial assessment. An efficient and thorough wildlife impact assessment will help to determine the scope and scale of the response and the resources required. A timely wildlife impact assessment sets the stage for a successful wildlife response.

The goal of oiled wildlife response is to provide the best achievable care to affected animals and to return normal, healthy animals to their native environment. Released wildlife should be indistinguishable from their native counterparts that were unaffected by a spill. Wildlife affected by an oil spill may be debilitated to varying degrees depending on several factors: species vulnerability, the type of product released into the environment, weather, time of contact, weathering of the oil, the degree to which the animal has been oiled, whether the animal has ingested oil, the length of time between the release of product to the time the affected animals were captured and stabilized and, the overall health of the animal at the time of the oil spill. Oil has numerous effects on the anatomical and biological systems of all species, including the disruption of the normal interlocking mechanism of feathers, disruption of the normal insulative properties of fur, damage and toxic effects to the lining of the gastrointestinal tract, liver and pancreas and, disruption in the normal behavior and reproductive ability of wildlife. The following will focus on the effects of oil on aquatic and pelagic bird species and their care during rehabilitation.

The Effect of Oil on Birds

Birds most commonly affected by oil spills are diving birds such as loons and grebes, those that spend a large portion of their lives on water (ducks, geese and gulls) and those that feed in or near water (herons and shorebirds). Environmental effects of oil are frequently the broadest and most difficult to quantify. Environmental effects may include long or short-term contamination of food sources, contamination of breeding and foraging habitat, and potential reduction in reproductive success due to oil contamination of adults and eggs. Colonial species with low reproductive rates are particularly susceptible to these effects.

External Effects

The external effects of oil are generally the most noticeable and have the most immediately debilitating effects on waterproofing and normal behavior patterns. Birds may be minimally, partially or completely oiled depending on the extent of contact and the type of contaminant. Even small areas of oil on a bird's feathers can disrupt normal behavior patterns, particularly for obligate aquatic birds. The oil produced by the birds' uropygial (oil) gland and spread over the feathers during preening functions similar to a conditioner, keeping the feathers supple and in good condition. However, it is the architecture of the feather that gives the bird its waterproofing. Small spots of oil can temporarily damage the normal interlocking mechanisms of feather barbs and barbules leading to decreased waterproofing, decreased thermoregulatory ability leading to hypothermia and a decreased ability to hunt and dive. Birds that are completely oiled rapidly lose waterproofing and insulative properties, may become unable to dive, float or fly, and frequently succumb to hypothermia and starvation. Birds risk drowning when oiled or otherwise contaminated and will attempt to haul out of the water onto land. Those reaching shore are often unable to find food, because of the individual's inability to return to water to hunt or feed. On land, birds become dehydrated and hypoglycemic and are prone to predation. Abrasions to the feet, hocks and keel are commonly seen with diving birds such as loons and grebes that are physically adapted for diving and are unable to stand on land. Chemical burns from caustic petrochemicals, abrasions and irritation of the conjuctiva and corneal surfaces of the eyes, as well as the moist surfaces inside the mouth are also common. Trauma caused by scavenging/predation or rough weather washing birds ashore may also be seen.

Internal Effects

The internal effects of oil come mainly from ingestion through preening, feeding on oiled prey or vegetation, or drinking contaminated water. These effects can be from the physical presence of oil in the gastrointestinal tract, as well as the absorption of poisonous components of the petroleum product such as polycyclic aromatic hydrocarbons (PAHs). Ingested oil can cause ulceration and hemorrhage in the gastrointestinal tract, destruction of the microstructure of the actual tract, and have toxic effects on the pancreas and liver. This damage can prevent normal absorption of water and slow normal intestinal motility and processing of nutrients, leading to severe dehydration and hypoglycemia and further weakening an already debilitated bird. Dehydration may also result from decreased food consumption, increased metabolic demand due to hypothermia or hyperthermia, and fluid loss through diarrhea. Anemia, decreased production of avian blood cells and suppressed immune system function is common. Aspiration of oil can also occur as birds preen, leading to aspiration pneumonia. Inhalation of volatile fumes can damage lungs and cause inhalant pneumonias, as well as neurological impairment such as ataxia.

Rehabilitation of Oiled Birds

The rehabilitation of oiled wildlife begins with search and collection efforts. Both live and dead animals are collected and transported or labeled and preserved as evidence. Live oiled birds frequently require field stabilization prior to transport to an oiled wildlife facility. Upon arrival at the rehabilitation center, wildlife goes through a **processing** procedure.

Processing is the means by which evidence is collected from each wild animal, dead or alive.

Following processing, the wildlife proceeds to **intake**, where they have a thorough medical examination, initial bloodwork is taken and a treatment plan is laid out for each animal. Triage also takes place at this point in the process whereby the medical condition of the animal will indicate (according to medical standards) that the individual will not be able to recover from its current condition to a degree that it will be able to survive the rehabilitation process and ultimately survive in the wild. At this point, the individual would be humanely euthanized.

After intake, the animal then moves onto **medical stabilization**, where it is appropriately housed, provided with medical, nutritional and husbandry support to address its condition, until it is deemed medically stable to proceed to wash. This stage of the rehabilitation process is crucial to the birds' overall survival. If a bird is moved through the cleaning process prior to it being medically cleared to do so, it may die during the cleaning process or it will not have the strength following the cleaning process to recondition for release to the wild.

During the **medical stabilization** phase of the rehabilitation process, wildlife is medically monitored on a regular basis including bloodwork, to determine its progress according to its treatment plan. Species-specific husbandry techniques are applied to the wildlife to extend the period of time (aka 'window of opportunity') they can remain in captivity before succumbing to secondary complications. Secondary complications can include, but are not limited to: aspergillosis (fungal respiratory disease, exacerbated by stress and ventilation of a captive environment); keel, hock and foot lesions caused by being off water-based environments (i.e. pressure lesions); feather damage; feather ball impactions for species that regularly ingest feathers. These secondary complications are often fatal to waterbirds. Thus, extremely specialized care, husbandry, caging and facility development are mandatory components of oiled wildlife rehabilitation. Humane euthanasia is a necessary component of this phase of the rehabilitation process for wildlife that is not medically able to meet criteria for ongoing rehabilitation.

All wildlife receives a "wash evaluation" prior to proceeding to the **cleaning** process. Only if wildlife meets strict medical criteria will they be approved for decontamination. The **cleaning** process may include pre-treatment to ready the contaminant for removal. The wildlife is then put through a series of specialized washes at specific temperature, specific detergent dilution and with specific technique to remove the contaminant. Once the contaminant is thoroughly removed, wildlife then receives a high pressure rinse treatment to ensure that all detergent residue (also considered a contaminant to bird feathers) is completely removed. Facility water volume, pressure and hardness requirements must be appropriate to the needs of the cleaning process. Then the wildlife moves to the drying area where they are fully dried and carefully monitored for overheating, shock and other complications.

Once fully dried, wildlife then moves into the **conditioning** phase of the rehabilitation process. During this phase wildlife is returned to water-based environments appropriate to their species requirements to allow them to regain their waterproofing, endurance, acclimation, nutritional status and medical status. Water volume, pressure and hardness requirements are mandatory for this stage of the rehabilitation process to ensure adequate conditioning. Each bird must enter the conditioning phase with a great deal of strength and health in order to reach potential for release. Due to the microscopic architecture of their feathers, they must preen each feather's microscopic barbs and barbules back into waterproof alignment during this time. They continue to be provided with veterinary medical and nutritional support as required by each individual. All wildlife is medically monitored on a regular basis to determine progress.

Each animal will receive a release evaluation prior to release to the wild, which includes a full medical examination, bloodwork and waterproofing assessment. Waterproofing assessment generally takes place up to 72 hours of conditioning pool access, species-dependent. Strict criteria must be met for wildlife to be considered for **release** to the wild. To ensure survivability, only wildlife that meets these criteria will be released. Wildlife is released in a location appropriate to its species, time of year and migration status, and into a location that has minimal risk of re-oiling. Birds are federally banded and monitored by band return or radio telemetry post-release.

10.6 Example Messaging During Spills

Initial Key Messages for Oil Spills

- In response to the _____ oil spill, a unified command has been established to oversee and direct cleanup activities. Representatives from the (*insert governing federal agency: United States Coast Guard, EPA, DOT, etc*), the state of (*insert state Washington, Oregon, and/or Idaho*), (*insert local community and/or tribe*) and (*insert Responsible Party*) will be working together in this effort.
- The unified command's top priorities are to protect public health and safety, limit environmental impacts, and contain and clean up the spill as quickly and efficiently as possible.
- The oil is a hazardous material and can present significant health hazards. The public is asked to stay away from area beaches and to not attempt to rescue wildlife.
- We are currently evaluating the situation and determining how much oil/material has been released. Initial estimates of the amount of oil/chemical spilled are almost always inaccurate. But, to be safe, we are prepared to respond to the maximum potential that could be released.
- We ask the public not to attempt to rescue oiled birds or other wildlife on their own. They should instead report any sighting of oiled wildlife to ------.
- The public is further advised to avoid contact with the oil and to keep pets on leashes and away from areas where the product has accumulated.
- The cause of the incident is under investigation.

Initial Key Messages for Public Safety

- The safety of the public and incident responders is our number one priority.
- The public is advised to avoid contact with the oil and to keep pets away from areas where the product has accumulated.
- Professional oiled wildlife responders are on site assessing the risk to wildlife and developing capture strategies for impacted animals. People should not attempt to rescue oiled wildlife. Untrained individuals who attempt to rescue wildlife may cause more harm than good and may injure themselves in the process. If oiled animals are scared back into the water by pets or people, their chances of survival decrease dramatically.
- If someone comes in contact with the oil, he/she should wash it off with warm water and soap. For any serious injury or illness, seek medical attention.
- The safety officer in the Unified Command will set up air monitoring equipment, as needed, to identify atmospheric hazards. Unified Command and the local public health department will evaluate the conditions and determine whether the human population is at risk of exposure. The community will immediately be informed of any subsequent recommended or required evacuation or sheltering actions.
- The oil is not expected to pose any threat to the public. Air monitoring has determined that the air quality is currently below OSHA occupational exposure limits.

- The local public health department is responsible for alerting the public if there is a health hazard. People may smell spilled petroleum product, even when there is no threat to public health. Some may experience headaches and/or nausea. If discomfort, such as headaches, develops, the affected person should consult his/her personal physician.
- The local Office of Emergency Services (OSE) will manage the evacuation of communities threatened during a spill. If the OES decides there is a risk to public health, they will tell local radio and television stations to notify the public via the Emergency Broadcast System.
- Local law enforcement personnel would direct the evacuation, and possibly make public address announcements from vehicles being driven through the affected area.

Key Messages (Cleanup Methods and Considerations)

- It is important that only trained personnel conduct oil spill cleanup. Oil is a hazardous substance and highly toxic if handled improperly. It is important to stay off oiled beaches and keep children and dogs at a safe distance from a spill site. If someone comes in contact with the oil, he/she should wash it off with warm water and soap. For any serious injury or illness, seek medical attention.
- Initial spill response will generally focus on stopping the oil leak first, conducting on-water containment and recovery, and then shoreline protection. Efforts will be made to get oil off the water first so that continued re-oiling of shorelines is minimized.
- The main tools used to contain and recover spilled oil are booms and skimmers. Boom is a plastic barrier that floats on top of the water helping to keep oil contained. Boom is most effective in calm waters. If seas are too rough or currents are too fast, the oil will escape containment. Absorbent materials are also used to collect oil.
- Oil that is not recovered on water is likely to wash up on the shoreline causing further damage to wildlife and the environment. As a preventative measure, responders may place boom around sensitive areas to keep the oil at bay.
- Regional or local oil spill emergency plans have maps that identify environmentally sensitive sites. During an incident, a decision will be made, using spill movement data and local expert observations, about which of the sites are in imminent danger and will, therefore, receive the earliest efforts at protection.
- Once shorelines become oiled, cleanup crews must determine the best methods to remove the oil from the environment. Much research has gone into developing these strategies. Different sites require different approaches. For instance, for sandy beaches, using shovels and small excavation equipment may be the most effective approach. These decisions are best left up to the oil spill experts. The public should not attempt to employ their own strategies.
- Trained crews are instructed in how to dispose of the oil and oily materials. The recovered oil must be carefully quantified to determine how much was removed from the environment. Then it is transported to a hazardous materials landfill or

recycled. When oil is disposed of improperly, such as in household or public receptacles, this may lead to contamination of municipal water supplies.
- Local beaches may remain closed during these cleanup activities. The local health department and/or the governing response agency have the authority to close beaches for public safety reasons.

Key Messages (Volunteers)

- An aggressive cleanup operation is underway to secure the source, recover spilled oil, and protect environmentally sensitive sites and respond to impacted wildlife.
- There has been a tremendous outpouring of support and offers to help from the community. We appreciate the public's desire to volunteer and understand their concern.
- The Unified Command will make the decision on whether or not to use affiliated and/or unaffiliated volunteers. It will depend on a variety of factors including the type of oil spilled, the location and size of the spill, and most importantly the safety of volunteers.
- In order to keep the public informed about the status of the cleanup and to provide information on possible volunteer opportunities, a Volunteer Hotline has been established at ---------.
- At this time, a decision has not been made to use volunteers, and the public is asked to stay off beaches where oil has accumulated and to not attempt to rescue oiled wildlife. The need for volunteers will be reassessed throughout the response.
- A volunteer can either be pre-trained or come forward during a spill event with no prior oil spill volunteer experience. Each spill response is unique, and the skills needed may be somewhat different each time.
- Volunteers must first register before participating in a spill response. They must be at least 18 years, in good health, capable of lifting 25-35 pounds and able to follow both written and oral directions. They must also be willing to attend any necessary training.
- Volunteering does not necessarily mean cleaning up oil. Oil is a toxic substance and dangerous if handled or disposed of improperly. Only trained personnel are authorized to conduct oil spill cleanup.
- The best way to become a volunteer is to contact your local community volunteer center, nonprofit environmental group, local humane society, service organization, faith-based organization, or government agency volunteer program. Some of these organizations train volunteers to be long-term environmental monitors or to work in various types of disaster management.

10.7 Examples of Question & Answer During Spills

Q&A (Spill Response)

Q: How many gallons of oil are in a barrel?
A: 42

Q: How big is this spill compared to the 1989 Exxon Valdez, Alaska spill?
A: The Exxon Valdez spilled nearly 11 million gallons of crude oil. It carried 42 million gallons. No two responses are alike and caution should be taken when trying to compare them solely by the amount of product released.

Q: What is the Unified Command System? Who has authority?
A: When a significant event takes place the state, federal and local agencies establish a unified command to oversee the response. The unified command consists of the U.S. Coast Guard (the lead federal agency for marine spills) or the U.S. Environmental Protection Agency (lead federal agency for inland spills), State, and the responsible party. The incident commanders work together to plan and direct the response, using the best available technology. Experts from all of the entities involved work together in the planning, operations, logistics and finance sections, and fill command staff positions at the incident command post.

Q: Who investigates the spill?
A: The EPA/Coast Guard/DOT is investigating this incident and may assess fines and penalties according to state and federal laws and regulations. These investigations may lead to administrative penalties, or to civil and/or criminal charges.

Q: How do local government agencies fit in?
A: The state liaison officer, who is part of the unified command, establishes a multi-agency committee made up of local and tribal governments. Through the liaison officer, local government concerns and offers of assistance are reported to the incident commanders. If necessary, a local representative may serve in the unified command as the local incident commander.

Q: How do you know where the oil came from if nobody confesses to spilling it?
A: The Coast Guard Marine Safety Laboratory in Groton, Connecticut, as well as private analytical laboratories, use gas chromatography and mass spectrometry to produce a “fingerprint” of oil taken from wildlife or oiled habitat. Oil samples are also taken from vessels, pipelines or facilities that were in the area at the time of the spill. Matching or chemically consistent fingerprints between spill and source samples allow us to identify the responsible party.

Q: What is boom?
A: Boom is a floating physical barrier used to contain oil spills. Boom floats on the surface of the water, but parts may extend above and below it. Because oil floats on water, the

boom needs only to prevent surface movement at the top of the water to be effective. Boom is not a perfect containment device. Waves can carry oil over a boom and a current may force oil under it. Boom is more effective directing oil which moves at a slight angle to the line of boom than as a barrier blocking the slick's movement.

Q: How is boom allocated?
A: Boom is allocated based on priorities established by the Unified Command (UC). The UC is guided by protection strategies pre-identified in the Geographical Response Plans (GRPs) contained in the Northwest Regional Contingency Plan (NWRCP) and by spill trajectory modeling using real-time tide, wind, and current data . One main aspect of spill response contingency planning is to identify sensitive and important environmental, cultural, and economic sites and to develop response tactics to protect them in the event of a spill.. Containment and exclusion booming are the primary strategies included in the NWRCP for protection of sensitive areas. The strategies are designed to: 1) protect human health and safety, 2) protect identified environmental and cultural resources of concern, and 3) protect economic resources of concern.

Q: What is in-situ burning?
A: “In-situ” is Latin for “in-place,” so in-situ burning means burning something in place — where it is. In some cases, this may be the most effective way to remove oil from the environment and protect sensitive ecosystems, but, like all response methods, it has drawbacks. Burning oil creates a noxious plume of smoke and airborne particulate matter, so this method of removing oil from water would only be considered in an area and under weather conditions in which the smoke would not affect human populations, for example, offshore with only offshore winds.

For a burn to work, the oil must be a certain thickness on the water to ignite, and it must be ignited within a few hours of being spilled, before the high-end, volatile chemicals evaporate. Not all oil is burnable. Specialized equipment must be readily available, and weather and oceanographic conditions must be favorable.

Q: Can you use biological agents? What are they, and how do they work?
A: Biological agents, approved by the EPA and the State, can be used during spill response. Biological agents (i.e. bioremediation) are used primarily as a final or “polishing” process to remove the remaining oil following initial cleanup activities or in areas where the more commonly used cleanup procedures are not applicable. Biological cleanup agents are typically chemical fertilizers that are applied to an oiled area to stimulate the growth of existing oil degrading bacteria. These bacteria will in turn breakdown the oil into carbon and oxygen. The efficacy of this process will depend on the type of oil spilled and environmental conditions.

Q: What should the public do if they see oil in a place where it shouldn’t be (a spill)?
A: Report it, by telephoning (toll-free) 800-OILS-911. This is a good reporting number for the entire U.S. Pacific coast. Spills in marine waters should also be reported to the U.S. Coast Guard, by calling 800-424-8802.

Q&A (Habitat and Wildlife)

Q: How does oil affect fish and wildlife?
A: Fish and wildlife can be harmed when their bodies contact oil or when they ingest oil. For aquatic birds and furred marine mammals, oil may cause feathers and fur to lose the ability to trap air and keep water out. These animals are then susceptible to hypothermia and reduced buoyancy. Aquatic birds that are oiled will often attempt to come ashore to escape the cold water. When oil coats fish and invertebrates, it can lead to smothering or tissue damage. There are also toxic effects from ingesting or inhaling petroleum products. Depending on the amount and type of oil ingested, fish and wildlife may die or experience a variety of toxicological effects including immune and reproductive system effects and disrupted organ function. In addition to direct effects on fish and wildlife, oil can also contaminate and persist for long periods in the habitats upon which these animals rely.

Q: What process does the animal go through after capture?
A: The bird or other animal is handled very carefully, in order to reduce the animal's stress while it receives a medical examination and is then stabilized before being cleaned. Oiled wildlife must be kept warm, as oil disrupts the normal ability of fur and feathers to retain body heat. The animal is first stabilized in the field, and then medically evaluated once it arrives at a wildlife rehabilitation facility. Sick or injured animals are provided veterinary care at this point. Once the animal is medically stable (usually 48 hours or more after arrival) it will be washed using an oil-dispersing detergent, rinsed, dried and then undergo a conditioning phase to restore the waterproofing to its feathers or fur. All wildlife must be fully waterproof and healthy enough to be released back to the wild. On average, this entire process lasts a minimum of 7-10 days.

Q: How successful is rehabilitation?
A: That depends on several variables, such as the animal's species, physical condition prior to oiling, the time of year and weather conditions in which it was oiled, the length of time between initial contact with oil and the animal's capture, the type of oil, and the availability of an oiled wildlife care facility with experienced oiled wildlife responders .

Q: Can people volunteer to help?
A: Yes, there are a variety of jobs that volunteers can safely do in response to an oil spill. Hazardous materials training may be required for some of these jobs. Each incident is unique, however, and whether or not volunteers are used during a spill response is the decision of the unified command.

Q&A (Public Health and Safety)

Q: What about public health?
A: The public is advised to avoid contact with the oil and to keep pets on leashes away from beaches or areas where the product has accumulated. In addition, they should not to attempt to rescue oiled wildlife. Untrained individuals who attempt to rescue wildlife may

cause more harm than good and may injure themselves in the process. If oiled animals are scared back into the water by pets or people, their chances of survival decrease dramatically. If someone comes in contact with the oil, he/she should wash it off with warm water and soap, baby oil, or a widely used, safe cleaning compound such as the cleaning paste sold at auto parts stores.
The safety officer in the Unified Command will set up air monitoring equipment, as needed, to identify atmospheric hazards for spill responders. He will provide the data collected to the Unified Command and to the local public health department, which will determine whether the human population is endangered. The local public health department is responsible for alerting the public if there is a health hazard. People may smell spilled petroleum product, even when there is no threat to public health. Some may experience headaches and/or nausea, as well. If discomfort, such as headaches, develops the affected person should consult his/her personal physician.

Q: Who would handle an evacuation of the community?
A: This is extremely rare; however, the local Office of Emergency Services (OSE) would handle the evacuation of communities threatened during a spill. If the OES decides there is a risk to public health, they will tell local radio and television stations to notify the public via the Emergency Broadcast System. Local law enforcement personnel would direct the evacuation, and possibly make public address announcements from vehicles being driven through the affected area.

Q: What should people do if they think they've been exposed to toxins?
A: Contact your local Public Health Department, and then get medical attention from your personal physician, just as you would for any illness or injury. Anyone without a personal physician will be advised on further action by the health department staff.

Q. What if you can't find a Responsible Party?
A. In the case of a "mystery spill" – where the spiller can't be identified, located, or is insolvent – a rapid response will be funded by either the State or Federal Oil Spill Liability Trust Fund. In many cases, the state fund can be reimbursed by the federal fund. If the state fund can not be reimbursed, and the amount is significant, a mechanism will be activated for the oil industry to replenish the account. Since the Oil Spill Prevention and Response Act of 1990 was enacted, the account has never had to be replenished with a higher fee.

Q&A (Dispersants)

Q: Why are dispersants used on an oil spill?
A: Dispersants are used to minimize the environmental impact of an oil spill. Dispersants do not eliminate the problem of an oil spill, but are intended as a means of reducing the overall environmental impact of an oil slick at sea. Dispersant use accelerates the weathering and biological breakdown of oil at sea and reduces the impact of oil on sensitive near shore environments. Dispersants are also highly effective in reducing exposure of sea birds and marine mammals to oil, as most sea birds are oiled by slicks on

the surface of the sea or in near shore coastal habitats. Undispersed slicks and residual oils are a persistent threat to near shore, birds, mammals and intertidal communities due to the toxicity of, and contact with oil. Dispersed oil is less "sticky" than undispersed oil; therefore, the adhesion and absorption onto surfaces and sediments of dispersed oil is greatly reduced compared with the original oil slick.
In a spill incident, environmental trade-offs of protection and sacrifice will occur. These decisions are not taken lightly by response authorities and will be based on the best available advice and scientific data to achieve a net environmental benefit.

Q: What are oil spill dispersants?
A: Dispersants are chemical formulations with an active ingredient called surfactants. Surfactants are specifically designed chemicals that have both hydrophilic (water liking) and oleophilic (oil liking) groups in the chemical compound. These chemicals reduce the interfacial tension between the oil and water and help the creation of small oil droplets, which move into the water column facilitating quicker natural biological breakdown (biodegradation) and dispersion. By decreasing the size of the oil droplets and dispersing the droplets in the water column, the oil surface area exposed to the water increases and natural breakdown of the oil is enhanced. This removes the threat of the oil from the water surface to within the water column.
Dispersion is a natural process that occurs in surface slicks as wind and wave action break up the surface slick. However, naturally dispersed oil droplets tend to recoalesce and return to the water surface and reform as surface slicks. The addition of chemical dispersants allows the wind and wave action to then carry the small oil droplets away and dilute the concentration of the droplets in the water column; these dispersed oil droplets are then targeted by indigenous oil-consuming microbes where they are broken down into the ultimate components, carbon dioxide and water.

Q: On what basis is the decision made to use dispersants in a spill incident?
A: The main basis for decision making in determining whether oil spill dispersant will be used is: Will the application of the chemical dispersant to the spilled oil minimize the overall environmental impact of the oil spill? Except for the impact on wildlife, the most damaging effect of oil spills is when the oil strands on shorelines or enters restricted shallow waters like estuaries. Dispersants are a prime and vital response tool to stop oil coming ashore or from entering sensitive near shore environments, especially when weather and sea conditions do not allow the use of oil containment and recovery equipment.
Dispersants are usually not applied to oil spills in “near shore areas,” for example, where sea grass beds, oyster beds, mariculture or coral reefs are present. However, dispersant use may be authorized by the Region X Regional Response Team in these circumstances when there is a possibility of an impact of oil on a more sensitive near shore habitat, or wildlife impacts are possible. For example, when an approaching oil slick may impact sensitive marine mammal breeding areas, or endangered species such as migratory birds.

Q: What are the negative effects of dispersants on the environment?

A: The acute toxicity of dispersed oil generally does not reside in the dispersant but in the more toxic fractions of the oil. Dispersing oil into the water in situations where there is little water movement or exchange, such as shallow embayments, increases exposure of subsurface, benthic organisms and fish to the toxic components of the oil.
Fish and other marine life in the larvae stage or juvenile stages are more prone to the toxicity effects of oil and dispersants. Therefore, it is unlikely dispersants will be used near commercial fisheries, important breeding grounds, fish nurseries, shellfish aquaculture, etc., unless it is to protect a more important environmental resource.
Sea grasses and coral reef communities are particularly sensitive to dispersed oil because the oil/dispersant mixture in the water column will come into direct contact with these sensitive ecosystems. Generally, there is reluctance by spill responders to use dispersants in shallow waters less than 30 feet deep, although there may be situations where using dispersants could prevent impacts to near shore habitats and wildlife.

Q: Who authorizes the use of dispersants during an oil spill response?
A: Under the Oil Pollution Act of 1990, the Regional Response Team has authority over dispersant use for marine oil spills. The National Contingency Plan (NCP) provides that the Federal On-scene Coordinator, with concurrence from the U.S. EPA and the State representatives, may authorize the use of dispersants. However, only dispersants listed in the NCP and licensed for use by the state may be used.
Criteria detailed in the Northwest Regional Contingency Plan (NWRCP) must be met before the Federal On-scene Coordinator can authorize dispersant use in offshore areas designated as pre-approved in the NWRCP. If it is determined that a spill does not meet the pre-approval conditions, then the final decision for a dispersant-use determination rests with the RRT.

Q: How effective are oil spill dispersants?
A: Chemical dispersants aid the natural dispersion of oil by reducing the oil/water interfacial tension and, along with the natural motion of the sea, allow the breakup of oil into very fine droplets. Effectiveness of oil dispersion by chemical dispersants at sea is governed by a range of conditions and include the type and chemistry of the oil, degree of weathering of the oil, the thickness of the oil slick, type of dispersant, droplet size and application ratio, prevailing sea conditions (wave mixing energy), and sea temperature and salinity. When dispersants are being considered for use or are put into use, a field monitoring program called SMART (Special Monitoring of Applied Technologies) is conducted to test the effectiveness of the dispersant on the spilled product and to continually monitor the adequacy of the dispersant application as the operation proceeds. If the monitoring results indicate the dispersant use is not meeting the objectives of the response, its use will be re-evaluated and/or ceased.

10.8 Agency Communication Managers

Organization	Contact	Webpage or Email
Washington State Governor's Office	Communications Executive Director	https://governor.wa.gov/office-governor/office/office/executive-team
Idaho Office of Emergency Management	Agency Contacts	https://ioem.idaho.gov/about/contact/agency-contacts/
Idaho Department of Environmental Quality	Media Contacts	https://www.deq.idaho.gov/about-us/contact-us/media-contacts/
Idaho Department of Fish and Game	Directory	https://idfg.idaho.gov/about/directory
Idaho Department of Water Resources		IDWRInfo@idwr.idaho.gov
Oregon Department of Environmental Quality	Media Contacts	https://www.oregon.gov/deq/about-us/pages/media-contact.aspx
Oregon Department of Fish and Wildlife	News Media Contacts	https://www.dfw.state.or.us/agency/directory/contact_us.asp
Washington State Department of Ecology	Spills Program Communications Lead	https://ecology.wa.gov/About-us/Contact-us/Media-contacts
Washington State Department of Fish and Wildlife	Communications Division	https://wdfw.wa.gov/about/contact/media Communications@dfw.wa.gov
Washington State Parks and Recreation Commission	Communications Office	media@parks.wa.gov
Puget Sound Partnership	Communications Office	https://www.psp.wa.gov/contact.php
Washington State Department of Health	Media Contacts	DOH-PIO@doh.wa.gov
Emergency Management Division, Washington Department of the Military	Public Information Officers (activations only)	800-688-8955

Organization	Contact	Webpage or Email
Washington State Department of Agriculture	Communications Office	https://agr.wa.gov/about-wsda/news-and-media-relationsAbetts@agr.wa.gov
State of Washington Department of Community, Trade and Economic Development	Media Relations Office	https://www.commerce.wa.gov/media-center/
Washington State Patrol	General Media Contacts	https://www.wsp.wa.gov/media/pio-contacts/
Washington State Department of Transportation	Media Contacts	https://wsdot.wa.gov/about/contacts/media-contacts
Washington Utilities & Transportation Commission	General Contacts	https://www.utc.wa.gov/contact-us

10.9 Field Escort Equipment and Communications Checklist

Personal Protective Equipment (to be determined by the Safety Officer), which may include:

- Hard hat
- Goggles
- Gloves
- Tyvek
- Rubber boots
- Personal flotation device
- Respirator
- Level A Suit
- Self-contained breathing apparatus

Communications:

- VHF radio
- Cell phone

Information:

- Assignment List: ICS Form 204
- Incident Status Summary: ICS Form 209
- Latest news release

Annex B
Liaison Manual

Communication with Elected Officials, Agencies, Tribal Governments, Business and Community, and Involved Parties during Environmental Emergencies
Northwest Area:
Washington, Oregon, Idaho

Table of Contents

Section **Page**

Table of Contents iii

Liaison Manual 1

1 Introduction 1
2 Liaison Officer 2
2.1 Liaison and Natural Resources Damage Assessment 3
2.2 Liaison and Incident Investigations 3
2.3 Liaison Coordination and the Joint Information Center 4
3 Liaison Organization, Positions, Strategies, and Tactics 5
3.1 Assistant Liaison Officer 5
3.2 Agency Coordinator 6
3.3 Elected Officials Coordinator 7
3.4 Community Relations Coordinator 7
3.5 Internal Communications Coordinator 8
3.6 Liaison Documentation Coordinator 9
3.7 Liaison Information and Situation Assistant 9
3.8 Liaison Communications Assistant 9
3.9 Liaison Internet Technology Assistant 9
3.10 Tribal Coordination Specialist 10
4 Liaison Strategies and Tactics 11
4.1 Coordinating with Local Emergency Managers and the Local Emergency Operations Center 11
4.2 Coordinating with Assisting and Cooperating Agencies 11
4.3 Elected Officials Briefing 11
4.4 Community Meetings 11
4.5 Other Strategies and Tactics 11
5 Useful Incident Command System Forms for the Liaison Group. 12
6 Liaison Tools 13
Liaison Officer's Punch List 14
Liaison Job Aid Checklist Form 15
Shift Relief Briefing Form 17
Liaison Notifications Form 18
Example of Public Health Messages 19
Initial Tribal Notification Template 21
Initial Elected Officials 22
Message Template 22
VIP Tour Ground Rules 23
Agenda for the VIP Tour Briefing 24
Town Hall Meeting Logistics Worksheet 25

Liaison Manual

1 Introduction

This manual establishes a common framework and provides tools for agency and responsible party communicators during environmental emergencies occurring in the Northwestern U.S. – Washington, Oregon, and Idaho. The Liaison Officer (LOFR) is responsible for proactively fostering good communication and cooperation within and outside of the Unified Command (UC). This position is essential for facilitating a close working relationship between people and organizations and is necessary to assist UC in establishing and maintaining unity of purpose, command, and message. The LOFR is responsible for being the external ears of the UC, listening to, documenting, responding to, and forwarding external concerns to the decision makers.

To ensure accurate and coordinated information dissemination during emergency responses, it is highly recommended that the Liaison Office, whose roles and responsibilities are outlined in this manual, work closely with the Joint Information Center (JIC), whose roles and responsibilities are outlined in this annex. While the two units work with different audiences, they deliver the same messages about the response.

To facilitate this coordination, it is recommended that the Liaison Office and JIC be integrated as much as possible. This can be accomplished by locating the units in adjacent spaces and by working from the same communication documents such as press releases, talking points, FAQs, the response website, and social media. The two units should also collaborate on planning and implementing community events, conducting VIP tours, and preparing specialized communications for specific involved or interested parties like elected officials and community leaders. It is also recommended that once each day the Liaison Officer and Public Information Officer jointly brief the Liaison Office and JIC staff to ensure they have current information and to enable a coordinated approach to their work. This briefing would be especially useful following the Command and General Staff meeting. Ensuring that this coordination is implemented is the responsibility of the JIC Manager and the Assistant Liaison Officer.

In staffing the Liaison function, these are the types of skills and abilities that are preferable as a best practice:

- Have superlative interpersonal skills and the ability to function calmly in a high-stress environment.
- Have previous oil spill response or drill experience and knowledge of spill terminology, the Northwest Regional Plan policies and tools, and local community considerations during oil spills.
- Be familiar with the Incident Command System (ICS).
- Be trained in risk communication, consensus building, and public relations.

The Liaison function supports the UC's strategic goal of implementing a rapid, aggressive, and well-coordinated response. The LOFR and the liaison staff are specifically responsible to ensure the UC is the primary source of timely and credible information for agencies, the public, their elected officials, tribes, and others.

2 Liaison Officer

One of the primary incident objectives is to keep government officials, agencies, tribal governments, the public, and other interested parties informed during a spill incident. Liaison staff are responsible for meeting this objective by ensuring elected officials and other key involved or interested parties are well informed of the status of the incident, the decisions made, and the actions planned and taken by the UC.

The LOFR has the following major responsibilities:

- Establish the Liaison Team and review the 96-Hour Plan Supplemental Toolkit and Liaison Job Aid Checklist on page 15.
- Meet with the PIO, JIC Manager, and Assistants to review Section 2.3 and the Coordination Checklist tool.
- Be a contact point for Elected Officials, tribal governments, and assisting and cooperating Agency Representatives. Maintain a list of assisting and cooperating agencies and Agency Representatives, including name and contact information. Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep elected officials, tribal governments, and agencies supporting the incident, aware of the spill response and the Incident Action Plan (IAP).
- Monitor incident operations to identify current or potential inter-organizational problems.
- Develop the Liaison Communication Plan for UC review and approval and review the Liaison Job Aid Checklist on page 15 during each operational period.
- Brief Command on officials' and agency issues and concerns.
- Arrange consultations with tribal governments as appropriate.
- Supports development of Critical Information Requests in support of the UC.
- Participate in planning meetings, providing limitations and capabilities of assisting agency resources.
- Coordinate needs for Natural Resource Damage Assessment (NRDA) activities. Coordinate response resource needs for incident investigation activities.
- Coordinate activities of visiting dignitaries.
- Determine the need for a Volunteer Coordinator.
- Ensure that all required agency forms, reports, and documents are completed prior to demobilization.

- May be given responsibility for community outreach, in coordination with the Public Information Officer (PIO) and as determined by UC.
- Have a debriefing session with the IC prior to demobilization.
- Maintain Unit Log.

The goal of evaluation is to:

- Improve current and future dialogue and communication efforts.
- Assess changes in involved or interested parties' concerns, issues, and opinions.
- Change, modify, or enhance the Liaison Plan

The LOFR identifies the agency, elected official, tribal government, and involved or interested parties' perceptions and concerns regarding the response. This is important feedback that might alter the Liaison Plan to better meet the communication needs. To do this, the LOFR must continually evaluate the effectiveness of the dialogue and communication with all parties.

2.1 Liaison and Natural Resources Damage Assessment

NRDA involves identifying the type and degree of impacts to public, biological, and cultural resources to assist in restoring those resources. NRDA may involve a range of field surveys and studies used to develop a monetary damage claim or may involve immediately developing a restoration plan with the responsible party. NRDA activities for small spills typically involve simplified assessment methods and minimal field data collection.

Given that the goals of NRDA are outside the sphere of most emergency spill response actions, NRDA activities generally do not occur within the structure, processes, and control of the ICS. However, particularly in the early phases of a spill response, many NRDA activities overlap with environmental assessments performed for the sake of spill response. Because NRDA is carried out by natural resource trustee agencies and/or their contractors, personnel limitations may require staff to perform NRDA and response activities simultaneously. Therefore, NRDA staff should remain coordinated with the spill response organization and need to work with the LOFR to coordinate with the UC, Environmental Unit, Wildlife Branch, and the National Oceanic and Atmospheric Administration Scientific Support Coordinator to resolve any problems or address areas of overlap. While NRDA resource requirements and costs may fall outside the responsibility of the Logistics and Finance sections, coordination is still important.

2.2 Liaison and Incident Investigations

Civil and criminal investigators from federal and state agencies may not be a part of the UC, except to the extent that their expertise may help identify the cause(s) of the accident that resulted in the spill and determine immediate mitigating actions in coordination with the salvage group to deal with such issues. While investigations personnel may report to individuals who are part of the UC, the investigators are separate and should be clearly

delineated as such so as not to introduce potentially polarizing forces into the UC where collaboration and cooperation are key to a rapid and well-coordinated response. Coordination with, and access to, the UC is conducted through the LOFR.

2.3 Liaison Coordination and the Joint Information Center

Liaison and the Joint Information Center (JIC) require close coordination. The LOFR and PIO should discuss and decide on the delineation of closely aligned responsibilities. This coordination is essential because lines of jurisdiction overlap and the external message must be accurate and consistent. It is recommended the Liaison Unit be located adjacent to the JIC if possible. If not, a runner must be assigned to ensure consistent coordination and that information is shared in a timely manner. The JIC should be consulted during the development of the Liaison Communication Plan, before UC approval, to ensure planned activities described in the document are well-coordinated. An example of such delineation would be the following:

- LOFR is responsible for interaction with the assisting and cooperating agencies, and any public entity, namely involved parties or tribal governments, which have a vested interest and will be expected to provide input into the response process.
- PIO is responsible for interacting with and providing information to the public or community.

3 Liaison Organization, Positions, Strategies, and Tactics

Below is an example of the Liaison Office organizational chart. Please see page 27 for a fillable version of the chart for use during incidents and events.

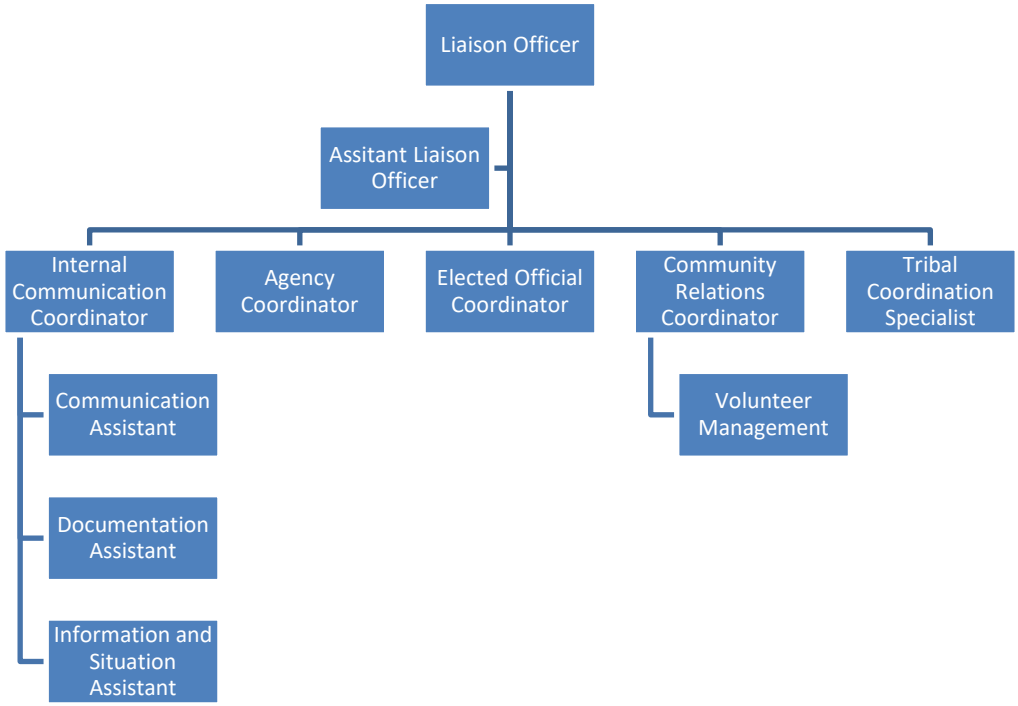


Figure 1 Organization of the Liaison Officer

3.1 Assistant Liaison Officer

- Assist the LOFR and provide overall direction and oversight of the Liaison Unit while the LOFR is in meetings, etc.
- Coordinate communications between the Liaison Unit and the LOFR. Holds regular meetings with the Liaison Unit staff to keep the group informed of incident status and overall Liaison taskings.
- Meets regularly with the JIC Manager to ensure effective coordination and use of joint resources and tools.
- Reviews Liaison Officer Effectiveness Checklist during each operational period.
- Handles routine team management, assigns tasks, and keeps staff and work moving. Tracks the status of all Open Action Items.

3.2 Agency Coordinator

- Contacts and communicates with Assisting and Cooperating Agencies at the Incident Command Post (ICP) or other off-site locations (Emergency Operations Center [EOC], others).
- Establishes communication links and determines Agency concerns and addresses them appropriately.
- Maintain a list and contact information of assisting and cooperating agencies.
- Identify and track developing and potential issues of concern. Report these issues to the LOFR. Coordinates with Logistics for accessing local resources, including volunteer opportunities.
- Develop an action plan to ensure regular communication and coordination with appropriate involved parties and submit a draft of the plan to LOFR for review and approval.
- Keeps the LOFR up-to-date and informed of who is listed and what their roles and interests are.
- Contacts and coordinates the above activities with any affected tribal governments, unless a dedicated coordinator is assigned to liaise with tribes assisting and/or potentially affected by the incident.
- Ensures that all assisting and participating agencies receive acknowledgment and credit.
- Ensures that all agency representatives receive a copy of the IAP as appropriate.

West Coast states and British Columbia have signed a mutual aid agreement. The LOFR may be asked to work with other jurisdictions to request assistance for the response.

A best practice for daily updates for Agencies – when updating agencies and asking for their support of the IAP, the meeting should occur after the Planning Meeting to present the plan for the next operational period.

For incidents involving international trans-boundary issues where separate ICPs are established, ensure liaisons are integrated into the respective ICPS to optimize coordination between the international regimes.

Definitions:

- Assisting Agency – an agency that directly contributes resources to operations.
- Cooperating Agency – an agency that provides assistance outside of the response operation, in direct support of incident objectives.

Demobilization Brief with Agencies

The LOFR should be involved in demobilization planning, representing the agencies with respect to their needs and desires for the removal of agency resources from the incident. Once demobilization procedures and priorities have been established, the LOFR informs agencies on the demobilization plan.

3.3 Elected Officials Coordinator

- Notifies and maintains close communication with elected and other officials. Coordinates closely with JIC and Agency Coordinator(s) to get consistent early messages out before media releases.
- Develops an action plan to ensure regular communication and coordination with appropriate elected officials and submit a draft of the plan to LOFR for review and approval.
- Leads the development of Elected Officials and VIP meetings.
- Manages VIP visits and tours at the ICP. Identifies and tracks developing and potential issues of concern. Reports these issues to the LOFR who will pass them on to the UC/JIC.
- Coordinates with the LOFR when arranging logistics for tours for elected officials.
- Identifies and maintains lists and contact information of elected officials and other key involved or interested parties.
- Keeps LOFR informed if any elected official adverse feelings/relationship challenges develop.

3.4 Community Relations Coordinator

- This function may be staffed within the JIC. If it is staffed within the Liaison Unit, close coordination with the PIO and their staff is necessary.
- Establishes Community and public meetings.
- Determines the need for the following community outreach methods:
  - Community bulletin boards.
  - Community websites.
  - Community web calendar(s).
  - Walk-in or walk-up information center.
  - Recorded message information.
  - Social media
- Door-to-door canvassing. Provides information to the PIO and JIC Manager about affected communities including local economic and cultural concerns, past impacts from spills or other disasters/emergencies, organizations that can provide community and individual support, and opinion leaders.
- Identifies and maintains lists and contact information of communities and community organizations to update; including, schools, churches, community centers, and non-profit service organizations.

The State of Washington maintains a registration system for oil spill volunteers and vessel of opportunity volunteers should the need arise during a response. Contact a Department of Ecology representative to access this registration.

Check on claims and compensation process in order to communicate this information in messages.

- Establish contact with key business community leaders and local chambers of commerce to ensure information is shared and economic concerns are integrated.*
- Keeps the LOFR and other coordinators up-to-date and informed of who is listed and what their roles and interests are.

*May want to assign a Business Community Relations Coordinator, depending on the complexity of the incident.

3.4.1 Volunteer Coordinator

If assigned, the Volunteer Coordinator is responsible for managing volunteers which includes the coordination of a volunteer reception process, ensuring volunteers are assigned to appropriate tasks and locations, and that volunteers have been provided the appropriate personal protective equipment and training to safely complete their assigned tasks. When there is significant volunteer participation, a Volunteer Unit may be established and the Coordinator duties will transition into the Volunteer Unit within the Planning Section. Volunteer Coordinators should be used to identify volunteer interest, availability, and capabilities, and work with the LOFR during large-scale incidents.

Major Volunteer Coordinator Responsibilities

The major responsibilities of the Volunteer Coordinator are:

- Work with Command Staff to assess current and upcoming volunteer resource needs.
- Coordinate with the JIC to assess the "chatter" regarding interest in volunteer opportunities.
- Meet with UC to discuss the need for volunteers.
- Work with Section Chiefs or their designees to identify any training, experience, credentialing, etc. prerequisites.
- Utilize Jetty to target and advertise the call(s) for volunteers (Note: Washington State Department of Ecology manages the site for volunteers).
- Work with Logistics to establish a volunteer reception area and onboarding process, if needed.
- Conduct volunteer screening, pre-briefs, and post-deployment debriefs.
- Coordinate with the Resource Unit Leader, Planning Section Chief, and On-Scene Coordinator to determine volunteer assignments.
- Attend Tactics Meetings as appropriate.
- Assist in the development of Assignment Lists (ICS 204-CG) for volunteers.
- Provide input for the Incident Status Summary (ICS 209) regarding volunteer usage.

3.5 Internal Communications Coordinator

- Supervises the following staff, if needed:
  - Liaison Documentation Assistant.
  - Liaison Information & Situation Assistant.
  - Liaison Communications Assistant.

- Ensures staff complete tasks.
- Update LOFR on progress on a regular schedule.

3.6 Liaison Documentation Coordinator

- Responsible for maintaining Liaison paper and electronic communications records and security. Maintains the Unit Log (ICS 214).
- Assists with the tracking documentation.
- Works closely with the Documentation Unit.
- Assists with documentation needs of the Liaison Information and Situation Assistant.

3.7 Liaison Information and Situation Assistant

- Develops and maintains the Liaison situation board.
  - Work with the Situation Unit to get started.
  - Maintain updates, phone numbers, meeting schedules, web sites, and district maps.
  - Order maps and other tools from the Logistics Section.
- Communicates directly with the JIC and others at the ICP as directed by the internal communication coordinator.
  - Helps to develop documents that may be needed for local officials' briefings, VIP tours, or community meetings.
  - Ensures coordination on meetings.
- Identifies and establishes communication links with NRDA and Incident Investigators.

3.8 Liaison Communications Assistant

- Receives calls and messages coming into the ICP. Deals with them directly or routes them appropriately.
- Works closely with the Agency Coordinator and the Elected Officials Coordinator.
- Keeps the Internal Communications Coordinator up to date on important communications.

3.9 Liaison Internet Technology Assistant

- Immediately provide internet technology (IT) support to allow for external communication.
- Establish communications between laptops, printers, etc.
- Create an email account for liaison staff and external involved parties to exchange information.
- Set up virtual conferences for official meetings and communication sharing.

- Create an email account to share information between JIC and Liaison.

3.10 Tribal Coordination Specialist

- Determine which tribe(s) are impacted, and have Usual and Accustomed rights, or interests in the spill.
    - Invite tribes with jurisdictional or Usual and Accustomed rights to participate in Unified Command.
    - Develop a complete list of all potentially impacted tribes using Bureau of Indian Affairs, federal, state, and local tools and agencies, and the Response Partner Roles and Contacts. Include at minimum the following information: contact name(s), email address(es), fax, and 24-hour number(s).
- Notify tribe(s) of incident and possible impacts to tribal resources. Be accessible and include contact information for the Liaison Unit where tribal representatives can have their questions and concerns addressed. Initial notification methods include:
    - Reach out to invite tribal representatives to take part in Unified Command or other roles in the response, depending on jurisdiction if applicable.
    - Utilize both general and tribal-specific forms and notification templates.
- Create a tribal communication plan (A-17-20). Continue to communicate with a tribal representative(s) regularly throughout the situation and consider the below tactics:
    - Establish a virtual or physical meeting e-schedule to provide tribal representatives with the latest information on the status of the response. Meetings will also provide opportunities for tribal representatives to give input on any priorities and make requests.
    - Capture tribes' concerns and priorities and inform Command of any priorities/requests.
    - Greet and log all tribes participating in the response, their individual levels of jurisdiction, and any representatives that visit the ICP.

Be the main contact for any needs the tribal representative(s) may have while in the ICP.

- Ensure Safety has completed a briefing for all tribal representatives at the ICP.
- If requested by the tribe(s), arrange for tours of field operations and/or ICP.
- Assess tribe's/tribes' interests and capabilities to support response efforts.

- Maintain a log of all activities (ICS 214).
- <u>As the response evolves, continue to evaluate which tribes are affected and/or interested and if jurisdictional or Usual and Accustomed rights have changed.</u>
- <u>Ensure all outgoing information/responses are approved.</u>

4 Liaison Strategies and Tactics

4.1 Coordinating with Local Emergency Managers and the Local Emergency Operations Center

- May have tools for issuing targeted emergency alerts to affected communities.
- Establish coordination quickly and if appropriate, invite them to participate in the response.

4.2 Coordinating with Assisting and Cooperating Agencies

- Seek support for the IAP.
- Set meetings for the same time each day.

4.3 Elected Officials Briefing

- Provide firsthand information on the spill.
- Opportunity to assess questions/concerns from constituents. Provide ICS process updates, if needed.

4.4 Community Meetings

- Provide information on spill response.
- Platform to share information on specific response activities (e.g., wildlife plans, response technologies, SCAT, etc.).
- Public Health issues and evacuation plans.
- Claims and compensation process.
- Volunteer opportunities http://www.oilspills101.wa.gov/.

4.5 Other Strategies and Tactics

- Utilize daily phone calls or emails to provide updates.
- Consider the use of virtual online meetings to maximize direct participation and interaction with key officials and involved or interested parties.
- Language Interpreters as needed.

VIP Tours

- May be given upon request or scheduled as appropriate. Can include a tour of the ICP or spill site by land, water, or air.
- Ensure you have someone professional and informed to conduct the tours.
- The UC should be notified and may be needed for upper-level representatives. Ensure you advise and schedule members of the UC for their participation.
- Coordinate with Safety and other units as necessary to arrange for necessary security and/or resources.

Use of Volunteers to Support a Response
Note: The Washington State Department of Ecology manages volunteers through the Jetty system. If volunteers are used, work with an Ecology personnel to have access.

- Work with Command Staff, and assess the need for volunteers in current or upcoming operational periods.
- Determine the experience, qualifications, and training required of any potential volunteers.
- Utilize the existing volunteer pool in Jetty to narrow down the search for appropriate volunteers.
- Send out a Jetty message to volunteers to request their availability to assist with the response.

Town Hall Meetings

- Assess the options for public meeting formats (Town Hall vs. Community Meeting; virtual vs. in-person). The best option will vary with each incident.
- Account for travel time for external meetings that involve the UC to ensure their availability at those meetings.

5 Useful Incident Command System Forms for the Liaison Group.

The following is a list of the most commonly used ICS forms for the Liaison Unit.

ICS-214 Unit Log. Maintained by the Liaison Documentation Assistant or as directed by LOFR. This form is used to capture activities the unit has taken and staffing. It can be used as documentation for inclusion in any after-action reports.

ICS-214a Individual Log. Maintained by each member of the Liaison Unit. A personal log of activities and major events.

ICS-213 General Message. May be used by any members of the Liaison Unit. This form is used to capture information or requests and actions taken in response to requests. It is also used to announce significant event(s) to other members of the ICS organization. Each is reviewed by the LOFR or Assistant.

ICS-230 Daily Meeting Schedule. The Liaison Information, Situation Assistant, and Community Relations Coordinator are responsible for ensuring that significant liaison-related meetings are included on this form. The completed form will be available from the Situation Unit and will track all ICP meetings.

ICS-231 Meeting Summary. This form is used to capture notes from external meetings and Liaison Unit meetings.

ICS form 233 Open Action Tracker. This form is used to make assignments and track action items.
ICS-211p Check-In List Personnel. Made available by a Check-in/Status Recorder of the Resources Unit in the Planning Section. Entries are to be made by each Liaison Group member at the beginning and end of each work period.

ICS-202 Incident Objectives. This form describes the basic incident strategy, control objectives, command emphasis/priorities, and safety considerations for the respective Operational Period. This form includes general direction to the Liaison Unit from Command and may be useful as a presentation tool for involved and interested parties.

ICS-202b Critical Information Requirements. The Critical Information Requirements form supplements the ICS 202 form by documenting the
IC/UC strategic direction and guidance through Critical Information Requirements for use during the next operational period.

6 Liaison Tools

These tools are available in the Appendices for Liaison Tools. They are also available in fillable and downloadable formats located on the www.oilspills101.wa.gov website.

- Liaison Officer Punch List
- Liaison Job Aid Checklist Form
- Shift Relief Briefing Form
- Liaison/JIC Coordination Discussion Checklist
- Liaison Notifications Form
- Examples of Public Health Messages
- Example of Initial tribal Notification
- VIP/Visitor Tour Liaison Tools
    - Initial Calling Elected Officials Script
    - VIP Tour Ground Rules
    - Agenda for the VIP Tour Briefing
- Liaison Plan Templates
    - Liaison Communication Plan Template
    - Liaison Communication Plan
- Town Hall Meeting Logistics Worksheet

Liaison Officer's Punch List

For all: Maintain a personal log, remember to convey milestone decisions/information to the keeper of the unit log. Add your name to our Unit's Organization List so we can assign you. Be clear of your role and your responsibilities. And while you are working this incident, be open to including and helping others in the Unit so we can be a strong team.

Be the Credible Voice – this means being responsive, timely, and accurate with information dissemination. We must be in sync with the JIC and coordinate consistent messaging.

Assistant Liaison – For all- the assistant will be managing the group while I am out. **P**lease write the overall plan for liaison work for the incident – this means what we are planning to do to be the credible voice. Meet with the JIC as soon as we are settled in.

Elected Officials Coordinator– Understand the key decisions where we want to make sure to inform elected officials before the JIC informs the media.

Agency Coordinator – Think about the jurisdiction of the agencies, and understand whether they simply need to be informed about the incident or whether they have resources to contribute or protect. The best time to inform agencies may be after the planning meeting, so we can brief on the next day's plans.

Tribal Coordinator – Develop an understanding of potential tribal interests/concerns and be able to steer them to a person or part of the ICS process where the interests or concerns can be addressed. We need to be prepared to help the tribes navigate the system.

Community Relations Coordinator – Let's establish a division of duties with the JIC. Volunteers should be driven to the OilSPills101 site.

Internal Communications Coordinators – For all – don't forget to look up and stay on top of the evolving situation. Work with the JIC to establish a shared situational board. Efficiencies can be gained for both JIC and Liaison when we share information.

Liaison Job Aid Checklist Form

INITIAL ACTIONS

- ☐ Organize staff and make position assignments, hold staff meeting - follow position assignment job aid and assign team appropriate to the complexity of the incident.
- ☐ Assign staffing based on needs of the response, and qualifications/experience of the staff.
- ☐ Initiate and maintain unit log and individual logs.
- ☐ Establish working phone line (s) for incoming calls and an email for email inquiries. Establish a team to answer phones and answer calls as they come in. Advertise phone number and email address with JIC/PIO and other outreach activities.
- ☐ Establish a location to store phone messages, notes, responses, and documents. Ensure all phone messages are documented with the time taken and whether the response was completed. Close the loop on everything if possible.
- ☐ Establish a situation board with key information for the Liaison Unit. Be sure to include an up-to-date meeting schedule at all times.
- ☐ Establish rapport and coordination with JIC, PIO, etc. Collocate Liaison and Joint Information Center if possible. Ensure a clear division of duties between LNO and PIO for community relations.
- ☐ Develop an immediate message to be broadcast to key elected and tribal governments and agency representatives. Coordinate closely with JIC to ensure messaging is consistent and timely provided. It is important to inform them early even if the information is very incomplete.
- ☐ Verify public health impact information with the safety officer, Unified Command, and local health authority and coordinate public health information with local governments, health agencies, and concerned citizens.
- ☐ Develop a “To Do” List using an Open Action Tracker (ICS-233).

AGENCY, ELECTED OFFICIAL, TRIBAL & INVOLVED PARTIES’ OUTREACH

- ☐ Monitor check-in sheets daily to ensure that all Agency Representatives in the command post are identified.
- ☐ Rapidly develop and maintain a list of elected officials, tribes, involved or interested parties, Non-government organizations (NGOs), and assisting and cooperating agencies, including name, phone number, and email address.
- ☐ Develop email distribution lists for key groups. Typically one for elected officials, one for tribes, one for NGOs, and one for agencies, etc.
- ☐ Provide detailed messages as the incident situation is clarified/verified. Ensure you highlight corrections to any prior information passed that may have been inaccurate or has been verified.
- ☐ Set a regular daily meeting/briefing/email update schedule for elected officials and key government agencies and Tribes. When scheduling a meeting, make sure it

does not conflict with the commonly held meetings already listed, especially if you need to have members of UC present at your meeting.

- ☐ Consider daily call-ins for key elected officials, community officials, and Tribes.
- ☐ Develop templates for messages, meeting agenda announcements, etc. to facilitate timely and complete communications.
- ☐ Ensure key Agency Representatives are included whenever possible.
- ☐ Prepare for the possibility of command post tour requests from VIPs, Elected Officials, and Agency Representatives.
- ☐ Determine the need for volunteers to assist with the response.
- ☐ Record and address the tribes' concerns and priorities. Establish a meeting schedule to provide tribal representatives with the latest information on the status of the response.

LIAISON PLAN DEVELOPMENT AND ACTIVITIES

- ☐ Develop a liaison plan using the liaison plan template. The plan is to be developed and signed off by the UC. The plan must include a strategy for elected officials and citizen outreach. This takes a great deal of planning, scheduling, and resource ordering. Establish a good team to work on this product. Possibly employ resources from JIC/PIO and ensure all JIC/PIO activities are coordinated.
- ☐ Develop Liaison objectives that align with the UC incident objectives. Document in the plan.
- ☐ Scope for Local Elected Officials/VIP Briefings. The goal is to be ahead of key press briefings to ensure elected officials are updated ahead of public information. Ensure all information is documented in the Liaison Plan.
- ☐ Scope for public meetings to inform communities and concerned citizens about the response. Ensure all information is documented in the Liaison Plan. Use Template.
- ☐ Use templates in the NWRCP for VIP/Meeting rules, messages, etc.
- ☐ Plan for Elected Officials/VIP tours to keep them informed.

NRDA and INVESTIGATIONS

- ☐ Ensure critical resource needs are met for Natural Resources and Damage Control Assessment and Restoration Activities.
- ☐ Ensure coordination with investigations if necessary.

Shift Relief Briefing Form

Situation/response status highlights:

Present staffing (supervisor and subordinates):

Deliverables & schedule (include products, briefings, and meetings)

HOT Items:

Prepared by:_____

Position:_____

Date and time prepared:_____

Liaison Notifications Form

Organization/ Person Contacted	Initials	Date/Time	Phone/e-mail contact information

Example of Public Health Messages

In concert with the PIO, to ensure consistent messaging and with approval of the UC, the Liaison officer should release the following information regarding public health to identified community members and organizations. Depending on the mode of delivery (reverse 911 calls, texts, emails, or voice mails), there may be limitations on the length of the message.

Example of boating alert:

The U.S. Coast Guard has issued a boater's alert and is recommending all boaters to vacate INSERT SPECIFIC TO GENERALIZED LOCATIONS (e.g., the Columbia River from the I-205 Bridge downstream to Longview, Washington.) Please refer to this (WEBSITE LINK) for updated information regarding boating alerts from the U.S. Coast Guard.

The INSERT APPLICABLE AGENCIES (e.g., Washington/Oregon Departments of Health and the Washington/Oregon Departments of Wildlife) are issuing an emergency closure for recreational and commercial fishing activities on INSERT LOCATION until further notice. This is to ensure public safety from the impacts of oil and to ensure responders are not interfered with in their response operations.

Example of health and safety alert:

Health and safety of the public and responders is the number one priority of Unified Command.

Health threats arising from the oil spill on the INSERT LOCATION near INSERT CITY, STATE may include air, water, and seafood contamination.

Area residents can face health risks if they come into contact with oil on shorelines, beaches, or other contaminated waterways. People are encouraged to avoid boating and other activities along INSERT SPECIFIC TO GENERALIZED LOCATIONS (e.g. the river beaches from the I-205 Bridge downstream.) and to stay away from oiled areas. If anyone has touched oil, we advise them to wash their hands immediately with soap and water. If you feel sick or are having any symptoms, consult your doctor. If an emergency, call 911 and seek immediate medical attention.

Please also refer to this (WEBSITE LINK) for updated information regarding public health and safety from the Washington State Department of Health.

Examples of air monitoring messages:

Response professionals are conducting Community Air Monitoring (CAM) to actively monitor air quality in real-time. Monitoring stations have been set up at (LOCATION) and mobile stations have been deployed to collect air samples in (LOCATIONS).

Under certain conditions, spills of (PRODUCT) can cause health effects. Inhalation of oil vapors or aerosolized particles (from wind-blown waves) can cause headaches, dizziness, nausea, vomiting, irritation of the eyes and throat, and difficulty breathing. People with asthma or other lung diseases could be more sensitive to these effects. Direct skin contact can cause various kinds of rashes, including generalized skin irritation.

At this time, there are no readings above levels that are a cause for concern. However, if you believe the (NAME) spill has caused you to feel ill or if you are experiencing any of the above side effects, please seek medical attention immediately. A claims number has been established at (NUMBER).

Benzene-specific example:
Responders are currently monitoring Benzene concentrations in the air using direct-reading meters which are capable of measuring benzene to a detection limit of approximately 1 ppm. One ppm is the occupational exposure limit for Benzene, above which we will be working in respiratory protection. As of this time, responders have not detected any high levels of Benzene.

At the same time, response crews are mobilizing specialized equipment capable of sampling the air and analyzing for benzene at low concentrations, to a level of approximately 1 part per billion. The turnaround time to obtain results will be in the timeframe of 24 to 48 hours.

Example of seafood alert:

According to the APPLICABLE AGENCIES, seafood in the marketplace has not been affected by the spill. If you have questions about whether it is safe to consume fish in your area, please contact the following agencies for more information: (insert relevant agencies and contact information).

***Note**: The details of this template may not be accurate for all incidents. Change words and details as appropriate to the specific incident and target audience.*

Initial Tribal Notification Template

Dear NAME OF RELEVENT TRIBE(S),

On DAY OF WEEK MONTH DAY YEAR at approximately TIME (AM or PM), NAME/DESCRIBE SITTUATION occurred near NAME CITY, STATE, AND TRADITIONAL TERRITORY.
The following organizations have formed a Unified Command at the LOCATION OF COMMAND POST in CITY, STATE.

- NAME of FOSC AGENCY
- NAME of SOSC AGENCY
- NAME of LOSC AGENCY
- NAME of PARTICAPATING AGENCY OR TRIBE
- NAME of PARTICAPATING AGENCY OR TRIBE
- RESPONSIBLE PARTY

LIST PREVIOUS AND CURRENT RESPONSE ACTIONS TAKEN TO DATE IF APPROPRIATE.
LIST FUTURE/PLANNED RESPONSE ACTIONS IF APPROPRIATE.
INCLUDE A STATEMENT SHOWING RESPECT FOR TRIBES, REASSURANCE, AND CONCERN FOR THOSE EFFECTED.

We will send emails and host daily briefings to keep you informed as the situation develops. I am your point of contact for this incident. You can reach me at EMAIL ADDRESS and PHONE NUMBER. Response information is also available on our website and Twitter page: WEB LINK and TWITTER LINK.

Our first briefing for Tribal Representatives is DAY OF WEEK MONTH DAY YEAR at TIME (AM or PM). During the briefing we will provide you with the latest information and give you a chance to ask questions. Please CALL THIS PHONE NUMBER/USE THIS LINK to attend this briefing.

If you would like to be involved in the response, in addition to regular briefings, please let me know.

INSERT VOLUNTEER MESSAGE, CLAIMS, WILDLIFE MESSAGE, PUBLIC HEALTH MESSAGE ETC AS APPORPRIATE.

Sincerely,
YOUR NAME
ICS TITLE (LIAISON OR TRIBAL COORDINATION SPECIALIST)
YOUR EMAIL
YOUR PHONE NUMBER

Initial Elected Officials

Message Template

Oil Spill Response Underway; Unified Command Established

Dear Elected Officials,

On DAY OF WEEK MONTH DAY YEAR at approximately TIME (AM or PM), ESTIMATED QUANTITY (GALLONS) AND TYPE OF PRODUCT was released to the NAME OF WATERBODY near CITY AND STATE. The spill occurred during a TYPE OF ACCIDENT/TRANSFER (VESSEL-TO-FACILITY, ETC) transfer at the NAME OF FACILITY/VESSEL/ETC. The tank held NUMBER OF GALLONS (OR OTHER DESCRIPTION OF THE WORST CASE VOLUME). It is not known how much of the product was discharged. The cause for the incident is currently unknown and an investigation is underway.

The following organizations have formed a Unified Command at the LOCATION OF COMMAND POST in CITY, STATE.

- NAME of FOSC AGENCY
- NAME of SOSC AGENCY
- NAME of LOSC AGENCY
- NAME of PARTICAPATING AGENCY OR TRIBE
- NAME of PARTICAPATING AGENCY OR TRIBE
- RESPONSIBLE PARTY

I am your point of contact for this incident. You can reach me at EMAIL ADDRESS and PHONE NUMBER. The Liaison Unit for this incident will send frequent emails detailing updates on the response and host daily virtual briefings for elected officials. Response information is also available on our website and Twitter page: WEB LINK and TWITTER LINK.

Our first briefing for elected officials is DAY OF WEEK MONTH DAY YEAR at TIME (AM or PM). During the briefing we will provide you with the latest information and give you a chance to ask questions. Please use THIS LINK to attend this briefing.

INSERT VOLUNTEER MESSAGE, CLAIMS, WILDLIFE, PUBLIC HEALTH MESSAGE, ETC AS APPORPRIATE.

YOUR NAME
Elected Officials Coordinator
YOUR EMAIL
YOUR PHONE NUMBER

VIP Tour Ground Rules

Before the tour begins, let's first go over some ground rules. You are being given a unique opportunity to observe an Incident Command Post during a spill/drill. This opportunity is not often extended. Please respect the responder's need to work the response/drill and stay within these ground rules.

During the tour if you have questions please direct them to the tour guide. We will also have a Q & A period at the end of the tour.

Work is not suspended during the tour or lunch. Responders should not be interrupted or distracted from their tasks.

Agenda for the VIP Tour Briefing

(Name of Incident)
VIP Tour
(Date)
(Location)

Agenda

11:00	Introductions (Name)
11:15	Overview of the response and Incident Command System (Federal, State, Responsible Party)
11:30	Situation Briefing
11:45	Drill Tour
12:15	Q & A
12:30	Adjourn / Lunch

VIP Packet (as applicable):

- Drill Program Overview
- Incident Command System Fact Sheet http://www.rrt10nwac.com/Files/FactSheets/130301055838.pdf
- Oil Spill Fact Sheet
- Geographic Response Plans Fact Sheet https://apps.ecology.wa.gov/publications/documents/1408012.pdf
- In-situ Burning Fact Sheet http://www.rrt10nwac.com/Files/FactSheets/20020722.pdf
- Dispersant Fact Sheet
- Dispersant White Paper http://www.rrt10nwac.com/Files/FactSheets/210730115016.pdf
- Elected Officials Reference Guide 151006043930.pdf (rrt10nwac.com)
- Other tools from the NWAC reference library: Regional Response Team Northwest Area Committee | RRT/NWAC Reference Library (rrt10nwac.com)

Town Hall Meeting Logistics Worksheet

TOWN HALL MEETING LOGISTICS WORKSHEET

SPOKESPERSON	
TOWN HALL MEETING TIME AND DATE	*Start:* *Stop:*
UC REPS ATTENDING	
OTHERS COMMAND POST REPS ATTENDING	

1. VENUE REQUEST

Requested	*Logistics Confirmed*	VENUE	*Seats*	*Venue* / *Equipment Provided*

2. *TRANSPORTATION REQUEST*

Requested	*Logistics Confirmed*	Transportation Type	Time	Details			
		VAN:		8 Pass	12 pass	15 Pass	Cargo
		HELO/PLANE:					
		BUS					
		PICKUP TRUCK					
		OTHER:					

3. ASSIST TEAM PERSONNEL REQUEST *(Personnel to help set-up & secure)*

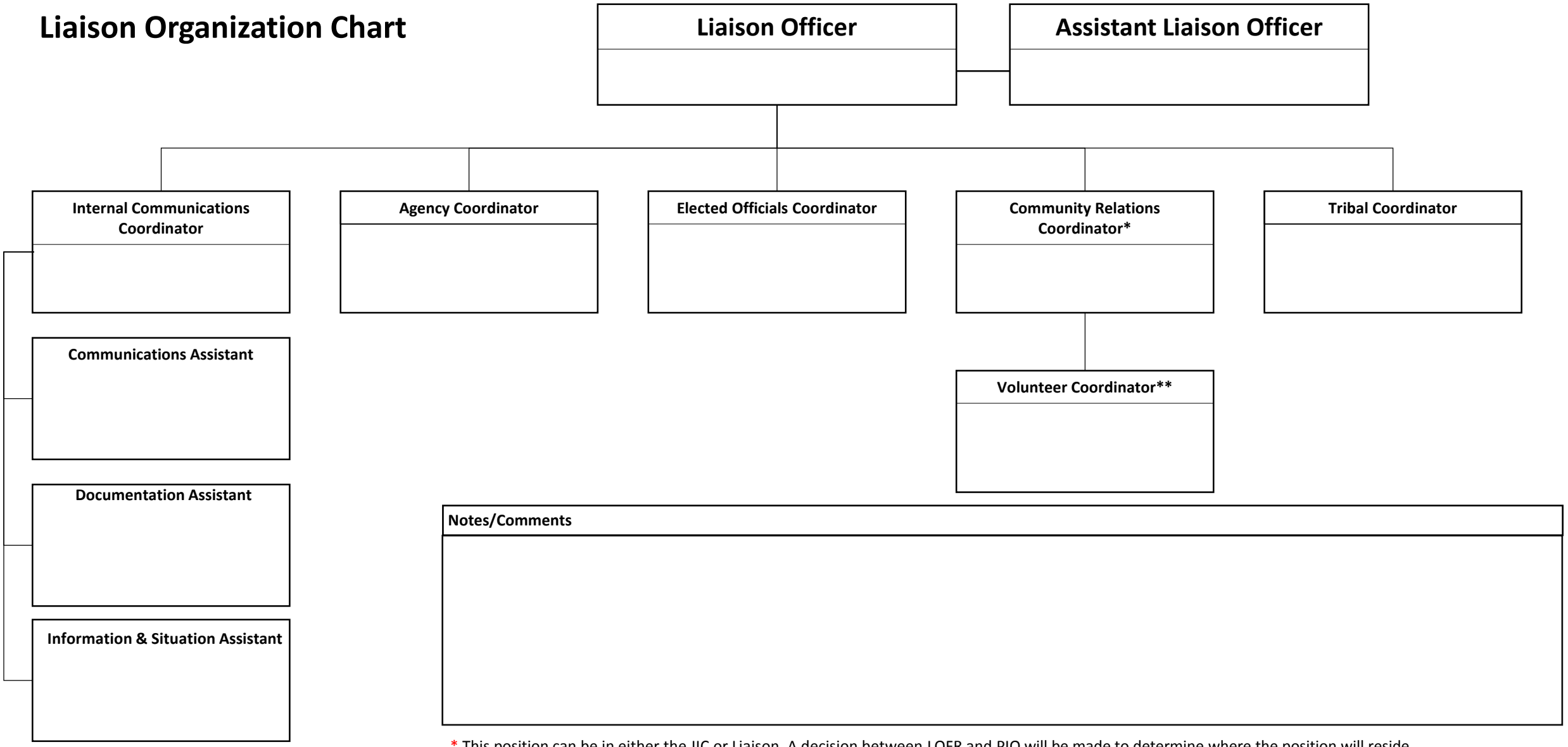
# Requested	*Logistics Confirmed*	POC:		
		Assist Team Names Below		
1.		5.		9.
2.		6.		10.
3.		7.		11.
4.		8.		12.

TOWN HALL MEETING LOGISTICS WORKSHEET

4. INITIAL VENUE SET-UP & PREPARATION			
Completed	**ITEM:**	**TIME**	**DETAILS**
	VENUE RESERVED & CONFIRMED		
	VENUE SET-UP		*Attach copy Of Venue Set-Up*
	Security for Venue		
Completed	**Transportation for:**	**TIME**	**DETAILS**
Completed	**Equipment:**	**Time**	**Details**

5. SECURE / BREAK-DOWN / WRAP-UP / RETURN TRANSPORTATION			
Completed	***ITEM***	**TIME**	**DETAILS**
	VENUE Cleaned and Secured		
	RETURN TRANSPORTATION FOR:		
	•		
	•		
	•		
	•		
	Equipment		
	•		
	•		
	•		
	•		

Liaison Organization Chart



* This position can be in either the JIC or Liaison. A decision between LOFR and PIO will be made to determine where the position will reside.

** This position starts in Liaison and may transition to Volunteer Unit if one is formed in Planning Section.

Liaison Manual:
Communication Plan

Name of Incident/Drill:

Liaison Unit Location:

Date:

Liaison Communication Plan

Name of Incident/Drill: Date:

This document is a working template for individuals to utilize in an incident or drill to ensure consistency and support approval processes. Please use the drop-down option in the footer to select *"THIS IS A DRILL"* when applicable.

How to use this template:

- The following is a template for producing a Liaison Communication Plan for an incident. It is a general format intended to help in starting to develop a plan.
- Write this plan for the next operational period(s). What will you be doing tomorrow and beyond?
- Additional templates have been developed to support modifications to institutions and organizations.
- Use the questions to help think through the issues and provide information on how the Liaison Unit will address them.

Best practices for drills:

- Coordinate with the Joint Information Center (JIC) and Public Information Officer to ensure activities are not in conflict with JIC.
- Once a plan has been developed and approved by the Liaison Officer, request a time to brief the Unified Command and make changes as needed.
- The plan is a living document intended to be changed as the incident evolves and new needs arise.

Liaison Communication Plan

Name of Incident/Drill: Date:

Liaison Plan: *Signature Approvals*

Unified Command	**Name**	**Signature**	**Date** *(MMDDYYYY)*
FOSC			
SOSC			
RPIC			
LOSC			
TOSC			
Additional Signatures*			

*** Use additional signatures as required*

TYPE: **APPROVED BY:** **APPROVED DATE:**

Liaison Communication Plan

Name of Incident/Drill: Date:

Liaison Plan: *Purpose and Goals*

The liaison communication plan is an outline of the activities that the Liaison Unit will be conducting to ensure communication with involved or interested parties are accurate and timely. The liaison communication plan is intended to work in conjunction with media outreach by the Joint Information Center. The plan covers key issues of the response, strategies for how to communicate to each involved or interested parties and tools that will be used. The plan is a living document intended to be changed as the incident evolves and new needs arise.

Purpose:
Goals:

TYPE: **APPROVED BY:** **APPROVED DATE:**

Liaison Communication Plan

Name of Incident/Drill: Date:

Liaison Unit Organization Contacts:

Role	Name	Contact Information	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	
		Phone:	
		Email:	

TYPE: **APPROVED BY:** **APPROVED DATE:**

Liaison Communication Plan

Name of Incident/Drill: Date:

Briefing Template:

Incident Summary		
Time *(24hr clock)*	**Overview**	**Notes**

TYPE: **APPROVED BY:** **APPROVED DATE:**

Liaison Communication Plan

Name of Incident/Drill: Date:

Activities and Tools:

A Liaison (LOFR) Unit will be established by Unified Command to be the primary point of contact for elected officials, agencies, and tribes. The unit should establish a regular notification process to ensure timely communication with identified constituencies. Below are activities and tools that can be used to engage with the identified stakeholders. Additional activities and tools can be added, as needed, and requested based on the incident type. Recommendation to coordinate with Public Information Officer (PIO) Unit as needed to support timely and open communication with involved and interested parties.

Initial & Daily briefing: Elected Official	*A conference hotline can be established to brief elected officials on response efforts and address any specific concerns from elected officials. It should be held at be at the same time every day.* • *When is this happening? What is the call number? Who is participating?* • *Prepared a script for the call and identify the facilitator.* • *Update on current status and open up for Q & A.*
Initial & Daily briefing: Tribal Leaders	*A conference hotline can be established to brief tribal officials on response efforts and address any specific concerns from tribal officials. It should be held at be at the same time every day.* • *When is this happening? What is the call number? Who is participating?* • *Prepared a script for the call and identify the facilitator.* • *Update on current status and open up for Q & A.*
Liaison Email Messages	*These can be used to send daily updates to elected officials, agencies, tribal governments, business and community members and other interested parties.*
Town Hall Meeting/ Press Conference	*These types of meetings can be conducted to address community concerns, inform, and educate.*
Door-to-Door Communication	*This may need to be done if communities are small, language is a barrier, at-risk populations, or economically and ethnically diverse.*
Mobile Claims Unit/Store Fronts	*This can be set up to establish a presence in the community to assist impacted community members with information on making claims, grocery vouchers and other necessities.*
VIP Tour	*This can be used to provide tours and site visits to local elected officials or important involved parties. These should be planned and coordinated with the JIC, UC, Security, Operations and conducted as requested or needed.* • *Give heads up to UC (this will likely be a reporting threshold to the UC)* • *Organize with Planning for scheduling.* • *Coordinate with Logistics, Security, and JIC.* • *Develop agenda and prepare the UC for the event.* • *Who is leading the tour, and what will they tour? Are you planning overflight?* • *Who needs to be present to give information*
Open House	• *Stations staffed by subject matter experts.* • *Translators* • *Where is the oil going? Do we need to organize another one downriver/elsewhere?*

TYPE: **APPROVED BY:** **APPROVED DATE:**

Liaison Communication Plan

Name of Incident/Drill: Date:

Involved or Interested Parties Communications

- *Who are the impacted involved or interested parties?*
- *What are their issues and concerns?*
- *When making the list, include a column to track their issues, whether they have resources that might be impacted, or they just want information updates.*
- *This list should be kept up to date as more involved or interested parties are contacted.*
- *Coordinate as needed with the Public Information Officer (PIO) Unit to provide timely information to community members and the public.*

Involved or interested parties to consider based on emergency type:

1. Elected Officials	2. Local Tribes
○ Governor's Office ○ U.S. Congressional Delegation ○ State Legislators ○ County Government officials ○ City Mayors	INSERT LINK OR SUPPORTING NOTE HERE
3. Agencies	**4. Involved or interested parties**
○ Relevant Health Authorities ○ Federal Emergency Management Agencies ○ Pipeline and Hazardous Materials Safety Administration ○ U.S. Army Corps of Engineers ○ U.S. Environmental Protection Agency ○ U.S. Fish & Wildlife Service ○ Washington Department of Ecology ○ Washington Department of Fish & Wildlife ○ Washington Department of Natural Resources ○ Washington Department of Health ○ Washington Governor's Office ○ Washington Utilities and Transportation Commission ○ Washington State Patrol ○ Other relevant government bodies	○ Local/Nearby Businesses ○ Local/Nearby residents ○ Landowners ○

EXCEL DOCUMENT TEMPLATE ATTACHED

TYPE: **APPROVED BY:** **APPROVED DATE:**

Liaison Communication Plan

Name of Incident/Drill: Date:

Concerns and Issues for Response - Overview

The following list are some of the issues that might be considered during the incident and can be populated into the supplied template with incident/drill specific details and or messaging.

Dispersant use or In-situ burn *(These issues are on the table until then are ruled out. It is very important to get a message about the possible use until it is determine not to be in use)*	• What are the possible use, when, where, and how will results be communicated. • Who will you work with to get technical information from, schedule for when application will occur? • Who are the impacted communities and who are we communicating with? • The EU will ask Liaison to communicate with specific involved or interested parties such as tribes or coordinating agencies to get input. • Coordinate the messages with JIC. • Use the decision process flow chart from the Northwest Area Plan Contingency Plan to identify when Liaison should communicate messaging.
Volunteers *(Liaison manages the issues. If volunteers are used, a volunteer unit under Planning Section will be established to implement the volunteer management plan)*	• Assess the need for volunteers from the other sections of the response. • If there is a need, develop a volunteer management plan. • Coordinate with Planning Section, Logistics, Finance and JIC.
Claims/Economic Impacts	• Work with Finance Unit to ensure process for claims is clearly communicated. • Who are the groups, associations, agencies and other organizations that might be used to help get messages out about claims process? • Do we need to setup a “store front” in impacted communities?
Salvage and Places of Refugee *(for vessel incidents)*	• This is a very visible activity and early communication to impacted communities, especially in the case of places of refugee, will help minimize concerns.
Community air monitoring *(early messaging about air quality is critical especially in densely populated cities)*	• Work with EU to get information about what assets are in place or on the way to conduct air monitoring in communities. • Work with operations for how to address if communities call to repot odors or fumes.

TYPE: **APPROVED BY:** **APPROVED DATE:**

Liaison Communication Plan

Name of Incident/Drill: Date:

Environmental Justice/Language Considerations	• Consider your audience and community at large for language considerations. • Most local municipalities will have a good idea of the languages that are most used in their communities. They may also have translation services. • Language Data
Tribal	• This should be priority for the Tribal Coordinator. • Identify which tribes are impacted, have treaty right or usual and accustomed rights or areas of interest. • How do they want to be involved? • Who do they represent?
Ferry/Road Traffic	• Closure issues?
Health Issues	• Food consumption issues are handled by county health departments. • Representatives from Dept of Health should be connected in Liaison to help with messages about food consumption.
Oiled wildlife	• Get messages out about oiled wildlife reporting. • Coordinate with Wildlife branch for possible use of volunteers. • Inform public to not approach wildlife
Public Health	• *Where to get medical aid if needed* • *Remain out of the area*
Other	• *Add any additional concerns/issues that are incident or drill specific. Suggested topics are: Fishing, boating and other recreational activity, traveling etc.*

ISSUES TRACKER - TEMPLATE

EXCEL DOCUMENT TEMPLATE ATTACHED

TYPE: **APPROVED BY:** **APPROVED DATE:**

ISSUES TRACKER - TEMPLATE

	Topic	Issue Overview	Issue Response	Owner	Received Date	Closed Date	% Completion Status
	TOPIC TYPE:						
	TOPIC TYPE:						

	TOPIC TYPE:						

	TOPIC TYPE:						

Annex C
Oil Spill Best Management Practices

Table of Contents

Section **Page**

Table of Contents iv

Oil Spill Best Management Practices 1

1 Introduction 1
2 Wildlife 1
3 Supporting Actions Common to Most Responses 4
3.1 Use of Vessels 4
3.2 Use of Vehicles or Heavy Machinery 5
3.3 Staging Area Establishment and Use 6
3.4 Foot Traffic at the Spill Site 7
3.5 Use of Aircraft in a Spill Response 8
3.6 Use of Uncrewed Aerial Systems (UAS) in a Spill Response 8
4 On-Water Response Actions 9
4.1 Booming 9
4.2 Removal of Floating Oil – Sorbents 11
4.3 Removal of Floating Oil – Skimmers 12
4.4 Decanting 13
4.5 In-Situ Burning 15
4.6 Chemical Dispersion of Floating Oil 17
4.7 Barriers, Berms, Culverts Blocks, and Underflow Dams 19
4.8 Submerged Aquatic Vegetation Cutting 20
5 Shoreline Response Actions 21
5.1 Removal of Surface Oil 21
5.1.1 Manual Removal of Oil 22
5.1.2 Passive Collection of Oil (Sorbents) 23
5.1.3 Vacuum Removal of Oil 24
5.2 Oiled Debris Removal 25
5.3 Mechanical Removal of Surface Oil and Contaminated Sediments 26
5.4 Trenching/Recovery Wells 27
5.5 Removal of Oiled Sediment 29
5.5.1 Oiled Sediment Reworking 31
5.5.2 Oiled Sediment Removal with Replacement 32
5.6 Flushing with Ambient (Temperature, Salinity) Water 33
5.6.1 Ambient Water Flooding (Deluge) 34
5.6.2 Ambient Water, Low-Pressure Flushing 35
5.6.3 Ambient Water, High-Pressure Flushing 36
5.7 Warm Water, Moderate-Pressure Washing 37
5.8 Hot Water Moderate-Pressure Washing 39
5.9 Vegetation Cutting 40
6 Nutrient Enhancement and Microbial Enhancement 41

7 Submerged Oil Detection and Recovery 42
8 Natural Attenuation (with monitoring) 44
9 Places of Refuge for Disabled Vessels..... 44
10 Decontamination 46

Oil Spill Best Management Practices

1 Introduction

This chapter provides a summary of the best management practices (BMPs) to protect resources put at risk due to the response to oil spills in Oregon, Washington and Idaho. The chapter introduces the response actions typically used, organized by the common response settings in which they occur, and followed by the BMPs associated with their implementation. Most BMPs address all kinds of resources to be protected, even if the majority of the BMPs prescribed are intended to assure compliance with the Endangered Species Act (ESA) as outlined in the Biological Assessment prepared by the NWAC and the Biological Opinions passed down from the US Fish and Wildlife Service and the NOAA - National Marine Fisheries Service. Additional BMPs, provided by tribes, address concerns for the protection of cultural resources at risk, as were BMPs described in the Inadvertent Discovery Plans utilized in Oregon and Washington. Finally, BMPs to address socio-economic resources placed at risk due to oil spills typically involve early notification so that protective measures can be put into motion. These notifications are detailed in the Geographic Response Plans or Geographic Response Strategies.

2 Wildlife

The BMPs in this this section were developed as measures to reduce impacts to wildlife and their habitats during an oil spill response, and for responder safety. These should be considered general guidance during a spill response. Not all BMPs will be applicable to every response, which is why incident-specific guidance is developed through the ESA Section 7 consultation process and direction from the Wildlife Branch and Environmental Unit. Best available information and professional judgment should be used when determining how to implement these BMPs during each response.

General Best Management Practices for Wildlife

- Do NOT attempt to capture any live wildlife. A separate Wildlife Recovery and Rehabilitation Plan will be prepared and executed by the Wildlife Branch in the Operations Section.
- Report potentially impacted wildlife (including carcasses) to the Wildlife Branch or supervisor.
- Avoid operating equipment in close proximity to wildlife.
- Avoid transporting or introducing invasive species attached to equipment.

On-land Operation BMPs for Wildlife

- Ensure work areas are well-lit to minimize inadvertent impacts to wildlife or their habitat.
- Use existing access and egress areas and roadways.

- Minimize foot traffic through oiled areas on non-solid substrates (sand, mudflats, gravel, dirt, etc.) to reduce the likelihood that oil will be worked into the sediment. Creation of temporary pathways (matting, plywood, etc.) where necessary is recommended to further reduce this likelihood. Restrict foot traffic over sensitive areas (shellfish beds, salmon redds, algal mats, bird nesting areas, dunes, etc.) to reduce the potential for wildlife disruption and mechanical damage to sensitive habitats.
- Minimize removal of clean (unoiled) sediments.
- Minimize the amount of sediment removed with any mechanical oil collection efforts.
- Staging areas, waste collection areas, and support infrastructure should be located away from sensitive habitats, including shorelines, scrub, riparian habitat, and other vegetated areas.
- Stage equipment only on hardened surfaces.
- All heavy equipment use should be as low on the beach as possible and avoid the high tide or wrack line while conducting clean-up activities.
- Ensure that personnel and equipment are removed from intertidal areas prior to flooding.
- Activities that require removal of riparian, forested, scrub, shrub, or other vegetated habitat require approval by the Environmental Unit.

On-water operation BMPs for Wildlife

- If marine mammals or birds become trapped or entangled in boom, anchor lines, or other response equipment, notify Wildlife Branch for instructions.
- Monitor underwater equipment and boom to ensure fish and wildlife are not trapped.
- Monitor passive sorbent materials deployed in the intertidal zone. Promptly remove any material as it becomes saturated. Remove or resecure sorbent if it breaks free from its moorings.
- Avoid blocking major wildlife egress points in channels, rivers, passes, and bays.
- Any device used for pumping water from fish-bearing waters must be equipped with a fish guard to prevent fish from being sucked into, or pinned against, the pump intake. The pump intake must be screened with material that has openings no larger than: 5/64 inch (for square holes), measured side to side OR 3/32-inch diameter (for round holes). In addition, the screen must have at least one square inch of functional screen area for every gallon per minute (gpm) of rated pump capacity. For example, a 100 gpm-rated pump would require at least a 100 square inch screen. Note: in Washington, pumping of ambient water requires a hydraulic project approval (HPA) permit from WDFW. In Oregon, pumping from Waters of the State may require emergency authorization with the Oregon Water Resources Division.

- Killer (Orca) Whales: Vessels must not approach within 300 yards of any killer whale and must stay out of the path of oncoming whales out to 400 yards. If your vessel is closer than 300 yards, place engine in neutral and allow whales to pass. Always approach and depart whales from the side, moving in a direction parallel to the direction of the whales. Stay on the offshore side of the whales when they are traveling close to shore. Reduce speed to less than 7 knots when within 400 yards of the nearest whale and avoid abrupt course changes.
- Nearshore Operations: Be cautious and quiet when around seal and sea lion haul-outs and bird colonies or concentrations. Reduce speed and minimize wake, wash and noise, and then slowly pass without stopping. Avoid approaching closer than 100 yards to any marine mammals or birds. Do not disturb, move, feed or touch any marine wildlife, including seal pups.
- Wildlife Impacts: Contact the Wildlife Branch or your supervisor to report any bird or marine mammal impacted by operations or that has signs of oil impacts.
- Follow the carcass collection guidance established by the Wildlife Branch.

Air operation BMPs for Wildlife

- Adhere to the incident-specific flight restrictions over sensitive habitats and avoid hovering or landing either manned or unmanned aircraft in these areas.
- Adhere to flight altitude restrictions over wildlife management areas and other managed lands.
- The Environmental Unit (Planning Section) may recommend Flight Restriction Zones to minimize disturbance or injury to wildlife during an oil spill. By keeping a safe distance and altitude from identified sensitive areas, pilots/operators can decrease the risk of aircraft/bird collisions, prevent the accidental hazing of wildlife into oiled areas, and prevent abandonment of nests or marine mammal pupping areas.
- The Air Operations Branch (Operations Section) will manage all aircraft operations related to a response and will coordinate the establishment of any Flight Restriction Zones as appropriate. Environmental Unit (Planning Section) staff will work with the Air Operations Branch Director to resolve any conflicts that arise between flight activities and sensitive resources.
- Unmanned Aerial Systems (UAS): Biological resource incidents are more than just collisions, and include, but are not limited to; displacement of wildlife, nest or den abandonment, aggressive behavior towards the UAS by wildlife, and out-of-ordinary vocalization or alarm calling by wildlife. To reduce the risk of adverse interactions:
    - Do NOT launch UAS devices towards wildlife.
    - Do NOT approach wildlife vertically.
    - If using a fixed-wing drone do NOT make rapid banking maneuvers

when waterfowl, shorebirds, or sea birds are observed.
- Do NOT fly over observable active bird nests.
- Cease flying immediately if the drone attracts attention from birds of prey (i.e. osprey, eagles, hawks).
- To avoid an aggressive bird, the first option is to ascend rapidly. Birds cannot ascend as fast as a drone. If the drone is already at maximum altitude, move laterally away from the bird. Once clear of the bird, move laterally until enough distance has been created to safely descend and land the drone. Do not resume operations until the bird has left the area.

3 Supporting Actions Common to Most Responses

3.1 Use of Vessels

Vessels are vital to most spill responses. Vessel types range from small hand-launch watercraft to large ships. Smaller vessels provide access to shallow or narrow habitats. Larger vessels are associated with deep water and responses to large volumes of oil.

The use of vessel resources varies depending on the specific response. Vessels may be used as a component of the response itself (e.g., skimmers, platforms for applying dispersants, deploying or collecting boom), or as a mode of transportation to and from remote locations for response personnel. As a result, vessels and other watercraft may be used in shallow or deep water, nearshore or offshore, fresh water or marine environments, etc. Vessels are essential to both open water and shoreline spill responses.

Geographic Response Plans (GRPs) outline boat and watercraft use restrictions within 200 yards of offshore National Wildlife Refuge sites or other sensitive areas. As a standard practice, the response organization immediately requests a waiver from the National Marine Fisheries Service and/or United States Fish and Wildlife Service regarding approaching or hazing marine mammals inadvertently during open water response operations.

Best Management Practices for Use of Vessels

- Take in consideration sensitive habitats (e.g. nesting areas or spawning areas) based on presence and distribution of wildlife such as birds and mammals (to the extent that information is available in GRPs). Avoid these areas when possible.
- Observe instruction in GRPs that outline boat and watercraft use restrictions within 183 meters (200 yards) of National Wildlife Refuge sites or other sensitive areas.
- Do not stage boats such that shoreline vegetation is crushed. Boats should not rest on or press against vegetation at any time.

- Avoid anchor or prop-scarring of submerged vegetation.
- Follow BMPs for wildlife, as appropriate.

3.2 Use of Vehicles or Heavy Machinery

During an incident, the types of vehicles used is determined based on its capabilities relative to spill-specific needs. Vehicle types range from small all-terrain vehicles (ATVs) to large earthmovers. Operation of vehicles may adversely affect shoreline habitats that are susceptible to erosion. When available, keep vehicles to durable surfaces to limit physical impacts to the environment.

ATVs may be used in support of open water and shoreline responses. The use of ATVs is often dependent upon the accessibility of the site (e.g., proximity of roads) to this kind of equipment and the type of shoreline in which they are to be used. It is possible to use ATVs on any accessible shoreline type in which an ATV can safely be driven; however, some shoreline types (e.g., marshes, vegetated low banks) are more sensitive to the use of motorized equipment (as well as human foot traffic) than other shoreline types, both in the presence and absence of oil. For example, it is recognized that the use of ATVs may adversely affect unoiled shoreline habitats that are susceptible to erosion. Some oiled shoreline types, such as marshes, are particularly vulnerable to the introduction and mixing of oil into subsurface sediments. As a result of these concerns relating to shoreline damage, care is taken to weigh the tradeoffs of ATV use on a particular shoreline type, whether oiled or unoiled. Therefore, in a practical sense, ATV use may be limited to situations in which it is judged that the benefits of using ATVs outweigh any potential adverse effects of their use.

Generally, responders use ATVs on sand beaches and are restricted to transiting outside of oiled areas, along the upper part of the beach with the exception of areas where plovers nest in the foredune/upper beachface. The decision process for use of ATVs near sensitive aggregations of wildlife (e.g., sea lion rookery) is similar to that described for shoreline habitats discussed above. ATVs may be used for a variety of purposes, including the transportation of response personnel and for the collection and disposal of oil, oiled sediments, or oiled debris in support of response activities in nearshore open water and on shorelines.

Best Management Practices for Use of Vehicles or Heavy Equipment

- Minimize traffic through oiled areas on non-solid surfaces (e.g. sand, gravel, and dirt) to reduce the likelihood that oil will be worked into the sediment.
- Take into consideration sensitive habitats (e.g. nesting areas or spawning areas based on the presence and distribution of fish and wildlife in the areas. Avoid these areas when possible.
- Consult GRPs if they are established for the response area. Set staging areas in locations already identified in the GRP.
- On beaches, only transit outside of the oiled area along the upper part of the

beach and away from the foredunes.
- Use vehicles near listed plants and wildlife only if the benefits outweigh potential impacts.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow BMPs for wildlife, as appropriate.

3.3 Staging Area Establishment and Use

Incident personnel and equipment report to staging areas to await tactical assignment. Staging areas may include on-site storage and transport of hazardous and nonhazardous materials. If possible, establish staging areas at existing large, paved areas that provide access to both the spill site and transportation networks. In areas with GRPs, staging areas are pre-determined for use during a response. For spills in navigable waters, established boat ramps and piers are used as staging areas if possible. When spills occur in remote areas, staging areas may need to be constructed on developed or undeveloped land (including points of access), but this is avoided when possible.

Best Management Practices for Staging Area Establishment and Use

- Use the same access points for repeat entries to the area.
- Construct new access points only when no other options are available to reach the location (emergency consultation may be necessary).
- If new access points area needed, conduct a preliminary survey to determine the best route.
- Locate staging areas and support facilities in the least sensitive area possible. Use areas identified in GRPs, if available.
- Conduct a survey prior to developing new staging areas and constructing access roads. Seek out developed areas, such as existing parking lots, rather than undeveloped environments.
- Establish special restrictions for sensitive areas where foot traffic and equipment operation may be damaging, such as soft substrates.
- Establish work zones and access in a manner that reduces contamination of clean areas.
- Observe species-specific buffer zones (100-300 yards) for marine mammals when planning and implementing response actions.
- Do not cut, burn, or otherwise remove vegetation unless specifically approved by the EU.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource.

Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow BMPs for wildlife, as appropriate.

3.4 Foot Traffic at the Spill Site

Foot traffic can disturb or destroy habitat through soil compaction, erosion, trampling vegetation, and may include general impacts from human presence, such as increased noise and light. Walking on contaminated soil and sediment may cause the oil to mix and sink deeper into the substrate, making clean up more difficult. In areas with muddy sediments, such as sheltered tidal flats, the sediment can be very soft and may not support even light foot traffic in many areas. If entrance to an area with soft substrates is unavoidable, use walkways constructed from plywood or access the area on the seaward side using boats.

Foot traffic and other human-presence effects such as increased light and noise can disrupt wildlife. Oiled wildlife may avoid the shore, making capture for assessment and cleaning more difficult. Minimize human-related disturbances that may cause wildlife to stay at sea or search for a more isolated location to come ashore. Consider limiting public access, allowing only responders into the impacted area. There may be periods when shoreline access should be avoided, such as during bird nesting seasons. Foot traffic to and from the clean-up area should not disturb wildlife unreasonably.

Best Management Practices for Foot Traffic at the Spill Site

- Walk on durable surfaces to the extent practicable.
- Place plywood or other material on footpaths over sensitive areas to reduce compaction.
- Restrict foot traffic from sensitive areas (e.g. marshes, shellfish beds, salmon redds, algal mats, bird-nesting areas, dunes, etc.) to reduce the potential for mechanical damage.
- Restrict access to specific areas for periods of time to minimize impacts on sensitive biological populations (e.g. nesting, breeding, or fish spawning).
- Minimize foot traffic through oiled areas on non-solid substrates (sand, gravel, dirt, etc.) to reduce the likelihood that oil will be worked into the sediment.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow BMPs for wildlife, as appropriate.

3.5 Use of Aircraft in a Spill Response

Aircraft, such as airplanes and helicopters, may be used in open water and shoreline responses to support response activities. Aircraft may be used in many response activities, such as being a platform for applying dispersants or igniting floating oils, directing on-water recovery operations, or transporting workers. Aircraft is essential for pre- or post-response monitoring, such as wildlife surveys. Aircraft may be used over any aquatic or terrestrial environment. Before aircraft is used, consult the Environmental Unit on designated Flight Restriction Zones near sensitive wildlife and habitats, such as marine mammal rookery or bird breeding colonies. Flight restrictions are more likely to be imposed only during times of the year that species are most sensitive, but may be imposed year-round in some locations.

Typically, the area within a 1,500-foot radius and below 1,000 feet in altitude is restricted from flying in areas that have been identified as sensitive. This restricting may apply near national wildlife refuges and wilderness areas, such as the Olympic Coast National Marine Sanctuary and Olympic National Park. In addition to restrictions associated with wildlife, tribal authorities may also request notification when overflights are likely to affect culturally sensitive areas within reservations.

Best Management Practices for the Use of Aircraft

- Observe flight restriction zones specified in the GRPs including minimum ceiling height (altitude of 305 m (1,000 feet) above ground is advised) and distance from known or suspected wildlife areas (e.g. nesting areas) in order to reduce wildlife exposure to noise or presence of airplanes or helicopters.
- Follow BMPs for wildlife, as appropriate.

3.6 Use of Uncrewed Aerial Systems (UAS) in a Spill Response

The use of uncrewed aerial systems (UAS) (e.g. drones) is becoming more common during spill responses. A UAS may be use for aerial photography, shoreline surveys, identifying the leading edge of the spill, and monitoring and recording response activities. Spill responders can use UAS photo, video, or remote sensing capabilities to look for moderate to heavy oil in inaccessible areas. When UAS are used, responders must follow all applicable Federal Aviation Administration (FAA) regulations. The FAA does not permit the operation of UAVs above 400 feet. A waiver can be obtained if the response requires flights above 400 feet. Only responders trained in the use of UAS should operate this equipment. Consult the NOAA Uncrewed Aircraft Systems Oil Spill Response Job Aid for more information on UAS use during a spill response.

Best Management Practices for the Use of UAS

- Trained UAS operators must follow all FAA regulations.
- Consult the Wildlife Branch and Environmental Unit before using UAS in a spill response.

- Follow BMPs for wildlife, as appropriate.

4 On-Water Response Actions

This section describes on-water response actions that may be used to contain and recover spilled oil or divert oil away from sensitive areas. We also discuss chemical dispersant use and in-situ burning, techniques that may be used to prevent shoreline oiling. On-water response actions are often most effective if implemented early in a response.

4.1 Booming

Booms are flexible floating barriers that are placed on the surface of the water to control the spread of spilled oil and to protect ecologically sensitive areas. Oil spill containment booms generally have five operating components: flotation chamber, freeboard, skirt, tension member, and ballast. The overall height of the boom is divided between the freeboard (the portion above the surface of the water) and the skirt (the portion below the water surface). Boom heights range from approximately 6 inches to over 90 inches, to address different types of water bodies and environmental conditions. Flotation attached to the freeboard and ballast (e.g., chain, weights) attached to the skirt enable the boom to float upright in the water, with the plane created by the boom perpendicular to the surface of the water. Boom is typically made up of 50- or 100-foot sections; the sections, and the connectors between sections, provide flexibility both in boom length and shape. Depending on the specific booming strategy employed, the boom is towed through the water, anchored in place (typically in water less than 100 feet deep), or attached to the shoreline or to a vessel.

Responders in the Northwest Area may employ four basic booming strategies, either individually or in combination:

(1) Containment - boom used to contain and concentrate the oil until it can be removed;
(2) Deflection - boom used to re-direct floating oil away from sensitive areas;
(3) Diversion - boom used to re-direct floating oil toward recovery sites that have slower flow, better access for equipment and personnel, and a way to remove the oil;
(4) Exclusion - boom used to keep oil out of a sensitive area.

Boom may also be used to enhance recovery of oil by skimmers or to collect and concentrate a sufficient thickness of oil on the water surface to allow *in-situ* burning (both described in greater detail below). During a response, boom is typically in place for several days to a week, depending on the spill. During that time, boom may be moved and repositioned to maximize its effectiveness at containing, excluding, diverting, or deflecting oil, and to adjust to environmental conditions.

Boom can potentially be used in all open water habitats, depending on environmental conditions, but boom placement may be constrained by water depth and boat accessibility (except in the cases of very small bodies of water, where a boom may be deployed by hand). Sorbent boom could also be used (see section 9301.4.2). A boom may come in contact with the substrate in shallow water or along shorelines. However, this is undesirable in most cases, as a typical floating boom that comes into contact with the substrate is likely to lie flat and lose its ability to contain oil. A boom designed for this specific purpose (i.e., to maintain containment after coming in contact with the substrate), known as intertidal or tidal seal boom, may be used for oil containment along shorelines. Like other boom, intertidal boom floats up and down over tidal cycles. However, the skirt is replaced by one or two continuous tubes filled with water, which forms a seal with the substrate. As a result, a vertical plane is maintained by the boom, which continues containing oil as the tide recedes. Traditional boom attached to the shoreline typically comes in contact with substrate along shorelines for only a short distance, usually less than 10 feet, depending on the slope of the shoreline. In addition to shallow water depths, the effectiveness of booming strategies can be significantly reduced by wind, currents, waves, and the presence of large quantities of floating debris. For maximum boom effectiveness, the depth of the water should be at least five times the draft of the boom. Once deployed, response personnel use small boats to check and reposition boom to maximize its effectiveness in changing environmental conditions.

Best Management Practices for Booming

- Monitor for the presence of marine mammals and seabirds. Ensure that EU provides information on possible presence and impacts to ESA-listed (protected) species or critical habitats.
- Evaluate need to restrict access to sensitive habitats (e.g., nesting areas or spawning areas) based on presence and distribution of wildlife such as birds and mammals.
- Arrange booms to minimize impacts to wildlife and wildlife movements.
- Locate boom anchor points using strategies identified in GRPs, if available.
- If cultural resources are known or suspected to be in the area use natural anchors (tie off boom to trees or boulders), rather than driving anchor points into the shoreline.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

4.2 Removal of Floating Oil – Sorbents

The objective of this response method is to remove floating oil by allowing it to adhere to pads or rolls made of oleophilic material. The dimensions of sorbent pads are typically 2 by 2 feet. Sorbent rolls are approximately the same width as pads and may be 100 feet long. Sorbents pads may also be strung with a rope (sweep) so that it can be fastened or anchored to stay in place, and sorbent material can be incorporated into a boom with a netted cover (sorbent boom or "sausage" boom). Finally, non-pourous polyethylene strands are bound into "pom-poms" for use in adsorbing heavier oils. The use of sorbents is a passive oil collection technique that requires no mechanized equipment. Sorbents are left temporarily in the affected environment to adsorb oil in a specific locale.

Sorbents are most likely to be used to remove floating oil in nearshore environments that contain shallow water. They are often used as a secondary method of oil removal following gross oil removal, such as skimming. Sorbents may be used for all types of oil; lighter oils absorb into the material, and heavier oils adsorb onto the surface of sorbent material, requiring sorbents with greater surface area.

Retrieval of sorbent material is mandatory. At least daily monitoring is required to check that sorbents are not adversely affecting wildlife or breaking apart after lengthy deployments. As a best practice, sorbent materials generally should not remain in the environment for longer than one day.

Sorbents are also used to clean surface oil from the shoreline and land-based spills.

Best Management Practices for Removal of Floating Oil – Sorbents

- Passive collection of oil using sorbent material may be used on all shoreline types but is most useful with light to moderate oiling.
- Retrieval of sorbent material, and at least daily monitoring to check that sorbents are not adversely affecting wildlife or breaking apart, are mandatory.
- Continually monitor and collect passive sorbent material deployed in the intertidalzone to prevent it from entering the environment as non-degradable, oily debris.
- Monitor passive absorbents placed in the mid- or lower intertidal zone for potential entrapment of small crustaceans; coordinate with the EU for corrective actions if entrapment is observed.
- Minimize (ground, seafloor, riverbed, lakebed, etc.) disturbances.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If cultural resources are known or suspected to be in the area use natural anchors (tie off boom to trees or boulders), rather than driving anchor points

into the shoreline.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.
- Follow BMPs for booming, as appropriate.

4.3 Removal of Floating Oil – Skimmers

Floating oil may be removed from the water surface using mechanized equipment known as skimmers. There are numerous types or categories of skimming devices, including weir, centrifugal, submersion plane, and oleophilic, described below. Weir skimmers use gravity to drain oil from the water surface into a submerged holding tank. Once in the holding tank, oil may be pumped away to larger storage facilities.

Centrifugal (also vortex) skimmers create a water/oil whirlpool in which the heavier water forces oil to the center of the vortex. Once in the center, oil may be pumped away from the chamber within the skimmer.

Submersion plane skimmers use a belt or inclined plane to push the oil beneath the water surface and toward a collection well in the hull of the vessel. Oil is scraped from the surface or removed by gravity and then flows upward into a collection well, where it is subsequently removed with a pump.

Oleophilic (i.e., having an affinity for oil) skimmers may take on several forms (e.g., disc, drum, belt, rope, brush), but the general principle of oil collection remains the same: oil on the surface of the water adheres to a rotating oleophilic surface. Once oil has adhered to the surface, it may be scraped off into containers or pumped directly into large storage tanks.

Skimmers are placed at the oil/water interface to recover, or skim, oil from the water surface. Skimmers may be operated independently from shore, be mounted on vessels, or be completely self-propelled. To minimize the amount of water collected incidental to skimming oil, booming may be used in conjunction with skimming to concentrate the floating oil in a wedge at the back of the boom, which provides a thick layer of oil to the skimmer head.

In shallow water, hoses attached to vacuum pumps may be used instead of other skimming devices described earlier in this section. Oil may be removed from the water surface using circular hose heads (4 to 6 inches in diameter); however, this is likely to result in the intake of a large water-to-oil ratio and inefficient oil removal. Inefficient oil

removal of this kind may also result in adverse effects to organisms in the surrounding water. Instead, flat head nozzles, sometimes known as "duckbills" are often attached to the suction end of the hose in order to maximize the contact between the oil and vacuum, minimizing the amount of water that is removed from the environment. Duckbills (very much like an attachment to a vacuum cleaner) are typically 18 inches or less in width and less than 2 inches in height. In other words, duckbills are relatively small and designed to maximize the amount of oil removed from the water surface relative to the volume of water removed. Vacuum hoses may also be attached to small, portable skimmer heads to recover oil they have collected. Adequate storage for recovered oil/water mixtures, as well as suitable transfer capability, must be available.

Recovery systems that use skimmers are often placed where oil naturally accumulates in pockets, pools, or eddies. Skimming can be used in all water environments (weather and visibility permitting) for most oils. The presence of large waves, strong currents, debris, seaweed, kelp, and viscous oils will reduce skimmer efficiency.

Best Management Practices for Removal of Floating Oil – Skimmers

- Adequate storage for recovered oil/water mixtures, as well as suitable transfer capability, must be available.
- Protect nearby sensitive areas from increased oil runoff/sheening or siltation by the proper deployment of booms, siltation curtains, sorbents, etc.; monitor for effectiveness of protection measures.
- Minimize (ground, seafloor, riverbed, lakebed, etc.) disturbances.
- Keep all onshore equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.
- Follow BMPs for booming, as appropriate.

4.4 Decanting

Efforts are made to minimize the amount of water collected during skimming (as

discussed above). However, in some cases it may be impossible to avoid collecting water in addition to oil, which can fill up storage facilities prematurely. To maximize temporary storage space during removal operations, decanting may be used to drain off excess water captured during skimming. Decanting is the process of draining off recovered water from portable tanks, internal tanks, collection wells, or other storage containers. The liquid in the tanks is allowed to sit for a sufficient period of time to permit oil to float to the top of the tanks. Water is then drained from the bottom of the tank (stopping in time to retain most of the oil). The water removed from the bottom of the tank is discharged back into the environment, usually in front of the skimmer or back into a boomed area. When decanting is conducted properly, minimal oil is discharged back into the environment. The decanting process is monitored visually to ensure prompt detection of oil discharges in decanted water and that water quality standards set forth in the Clean Water Act are not violated.

Decanting may be allowed because of storage limitations; however, it may not be permitted in all cases. In these cases, The Northwest Regional Contingency Plan (NWRCP) Decanting Policy (see Section 4101) addresses “incidental discharges” associated with oil spill response activities. Incidental discharges include, but are not limited to, the decanting of oily water, oil, and oily water returns associated with runoff from vessels and equipment operating in an oiled environment and the wash down of vessels, facilities, and equipment used in the response. Incidental discharges, as addressed by this policy, do not require additional permits and do not constitute a prohibited discharge. See 33 Code of Federal Regulations 153.301, 40 Code of Federal Regulations 300, Revised Code of Washington 90.56.320(1), Washington Administrative Code 173-201A-110, Oregon Revised Statutes 468b.305 (2)(b). However, the NWACP advises the Federal On-Scene Coordinator (FOSC) to consider and authorize the use of decanting on a case-by-case basis, after an evaluation of the environmental tradeoffs of allowing oil to remain in the environment (because of storage limitations) or discharging decanted water. The response contractor or responsible party will seek approval from the FOSC and/or State On-scene Coordinator (SOSC) prior to decanting by presenting the Unified Command with a brief description of the area in which decanting approval is sought, the decanting process proposed, the prevailing conditions (wind, weather, etc.), and protective measures proposed. The FOSC and/or SOSC will review such requests promptly and render a decision as quickly as possible. FOSC authorization is required in all cases and, in addition, SOSC authorization is required for decanting activities in state waters. See Section 4101 of the NWRCP for more information.

Best Management Practices for Decanting

- Decanting shall be monitored at all times, so that discharge of oil in the decanted water is promptly detected.
- Liquid waste management must be addressed in the disposal plan. Follow standard protocols for waste management actions. Coordinate the locations

of any temporary waste staffing or storage sires with the EU.

- The response contractor and/or responsible party will seek approval from the FOSC and/or SOSC prior to decanting.
- Minimize the amount of water collected during skimming.
- Conduct decanting actions in the designated response area: within a collection area, vessel collection well, recovery belt, weir area, or directly in front of a recovery system. Deploy containment boom around the collection area, where feasible, to prevent loss of decanted oil or entrainment of species in recovery equipment.
- Decanting operations cannot be conducted from the shoreline.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.
- Follow BMPs for booming, as appropriate.

4.5 In-Situ Burning

The objective of in-situ burning is to remove oil from the water surface or habitat by burning it in place, or in situ. Oil floating on the water surface is collected into slicks a minimum of 2 to 3 millimeters thick and ignited. The oil is typically collected in a fire-resistant boom that is towed through the spill zone by watercraft or collected by natural barriers such as the shore. Although in-situ burning may be used in any open water environment, the environment dictates the specific procedure employed in a given burn. For example, in offshore and nearshore marine environments, bays and estuaries, large lakes, and large rivers, boom may be towed at 1 knot or less during the burning process to maintain the proper oil concentration or thickness. In rivers and small streams, oil carried by currents may be collected and concentrated in a stationary boom attached to the shoreline or other permanent structures (e.g. pilings). In small lakes and ponds the body of water may be too small or shallow to tow a boom, and there may not be any consistent current. In a process known as “herding,” wind or mechanically generated currents may be used to collect and concentrate oil along the shoreline or in a stationary boom attached to the shoreline.

Once an oil slick is sufficiently thick, an external igniter is used to heat the oil, generating enough vapors above the surface of the oil to sustain a burn. It is these vapors, rather than the liquid oil on the water surface, that actually burn. When enough oil burns, to the point that the remaining oil layer is less than 1 to 2 millimeters thick, the fire goes out. The fire is extinguished at this oil thickness because the oil slick is no longer sufficiently

thick to provide insulation from the cool water. This insulation is necessary to sustain the heat that produces the vapors, which are subsequently burned. The small quantity of burn residue remaining in the boom is then manually recovered for disposal.

In-situ burning generates a thick black smoke that contains primarily particulates, soot, and various gases (carbon dioxide, carbon monoxides, water vapor, nitrogen oxides, sulfur oxides, and polyaromatic hydrocarbons). The components of the smoke are similar to those of car exhaust. Of these smoke constituents, PM2.5 (particulate matter with a diameter of 2.5µm or less) is considered to pose the greatest risk to the health of humans and wildlife as it can be inhaled deep into the lungs and may enter the bloodstream. For this reason, the In-situ Burn Policy does not allow for pre-approval of in-situ burning within 3 miles of a population, defined as >100 people per square mile (see Chapter 4000, "Planning"). All other areas are considered on a case-by-case basis (see the RRT10 In-Situ Burning Policy Map).

Decisions to burn or not to burn oil in areas considered case-by-case are made based on the potential for humans to be exposed to the smoke plume, and pollutants associated with it. A cap on exposure to PM2.5 has been set in the NWACP at 35 micrograms per cubic meter averaged over a 24-hour period which also corresponds to the EPA's NAAQS (see Section 4093 for more details). Smoke plume modeling is suggested to predict which areas might be adversely affected. In addition, in-situ burning responses require downwind air monitoring for pollutants. Aerial surveys are also conducted prior to initiating a burn to minimize the chance that concentrations of marine mammals, turtles, and birds are in the operational area and affected by the response. Special Monitoring for Advanced Response Technologies (SMART) protocols are used. They recommend that sampling be conducted for particulates at sensitive downwind sites prior to the burn (to gather background data) and after the burn has been initiated. Data on particulate levels are recorded and forwarded with recommendations to the Unified Command. Readers interested in learning more about SMART protocols can visit the following site: https://response.restoration.noaa.gov/oil-and-chemical-spills/oil- spills/resources/smart.html.

It is possible for as much as 95% of the oil contained in a boom to be burned, depending on the thickness of the initial layer of oil and whether it is possible to ignite the oil. Burning drastically reduces the requirement for waste storage and disposal. Weathered and emulsified oils that contain more than 50% water are extremely difficult to ignite. Therefore, it is important to make the decision to burn within 24–48 hours of the spill. The NWACP requires that trade-offs between the effects of the emissions produced from in-situ burning, such as polyaromatic hydrocarbons, and the contamination that may result from floating oil or oil that washes ashore, are carefully weighed in making the decision to conduct an in-situ burn.

Consult the In-Situ Burning Operations Planning Tool when considering in-situ burning

in a response.

Best Management Practices for In-Situ Burning

- Monitor for the presence of wildlife and plants.
- Minimize erosion and runoff using engineered controls (to the extent practicable).
- Prior to an in-situ burn, an on-site survey must be conducted to determine if any threatened or endangered species are present or at risk from burn operations, fire, or smoke. A Net Environmental Benefit Analysis would be conducted to evaluate the possible risk to species in the area of the in-situ burn and compare it to the risk of not using in-situ burning.
- Protection measures may include moving the location of oil (in water) to an area where listed species are not expected to be present; temporary employment of hazing techniques, if effective; and physical removal of individuals of listed species only under the authority of the trustee agency.
- Provisions must be made for mechanical collection of burn residue following any burn(s) (e.g., collection with nets, hand tools, or strainers).
- SMART will be used to measure efficacy. SMART is a standardized program designed to monitor chemical dispersion and in-situ burning activities.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for aircraft, as appropriate.
- Follow BMPs for wildlife, as appropriate.
- Follow BMPs for booming as appropriate.

4.6 Chemical Dispersion of Floating Oil

The objective of chemical dispersion is to reduce the impact of an oil spill to sensitive shoreline habitats and animals that use the water surface by chemically dispersing oil into the water column. Dispersants are chemicals that reduce the oil-water interfacial tension, thereby decreasing the energy needed for the slick to break into small droplets and mix into the water column. Specially formulated products containing surface-active agents (surfactants) are sprayed (generally at concentrations of 2–5% by volume of the oil) from aircraft or boats onto the slick. Agitation from wind and waves is required to achieve dispersion. Depending on the level of energy, very small droplets of oil (10–100 microns in diameter) are mixed in the upper meter of the water column, creating a sub-surface plume. This plume of dispersed oil droplets rapidly (within hours) mixes and expands in three dimensions (horizontal spreading and vertical mixing) down to as much as 10 meters below the surface (Lewis et al. 1998; Lunel 1995; Lunel and Davies 1996; NRC 1989). As a result of this mixing, oil concentrations decrease rapidly from the initial peak concentrations, for example from 10 or 100 parts per million (ppm) down to 1 ppm or less, within hours to a day.

Dispersion of oil and actual measurements of dispersed oil concentrations have been conducted and studied in several field studies (Cormack and Nichols 1977; McAuliffe *et al.* 1980; McAuliffe *et al.* 1981; Lichtenthaler and Daling 1985; Brandvick *et al.* 1995; Walker and Lunel 1995; Coelho *et al.* 1995). Dispersed oil concentrations were generally between 1 and 4 ppm within 1 hour after application of the dispersant in all of these studies.

Dispersing oil changes the trajectory of the oil plume from onshore to along- shore, as dispersed oil is no longer transported by the wind. Therefore, oil dispersion may help protect sensitive shoreline environments, as wind usually is the dominant environmental factor that carries floating oil ashore to strand. Dispersants and dispersant applications are rarely 100% effective, however, so some oil will likely remain floating on the water surface.

Due to the relatively short window of opportunity in which oil may be dispersed effectively, the decision to use and deployment of this response technique are time-critical. In order to be used on a spill, a dispersant must be listed on the National Oil and Hazardous Substances Pollution Contingency Plan Product Schedule maintained by the United States Environmental Protection Agency (see Section 4082, "Dispersant Use Policy").

Dispersant use zones are shown on the RRT10 Dispersant Policy Map. The NWACP describes the dispersant review and authorization process in the Dispersant Authorization Process and Decision Support Tools.

Best Management Practices for Chemical Dispersion of Floating Oil

- Requires Regional Response Team approval prior to use unless in a Pre-Authorization Zone.
- The EU would prepare a Net Environmental Benefit Analysis to evaluate the potential risk to animals and habitats in the area compared to not using dispersants.
- Aircraft should spray while flying into the wind and avoid spraying into strong crosswinds.
- Monitor wildlife; establish species-specific buffer zone(s); use in water with adequate volume for dilution; apply only under conditions known to be successful; use only chemicals that are approved for use; implement wildlife deterrent techniques as needed.
- SMART will be used to measure efficacy. SMART is a standardized program designed to monitor chemical dispersion and in-situ burning activities.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for aircraft, as appropriate.
- Follow BMPs for wildlife, as appropriate.

4.7 Barriers, Berms, Culverts Blocks, and Underflow Dams

The objective of using barriers, berms, culvert blocks, and underflow dams is to prevent entry of oil into a sensitive area or to divert oil to a collection area. A physical barrier is placed across an area to prevent moving oil from passing. Oil may be removed using sorbent material (placed in the water where oil is trapped by the barrier), skimmers, or vacuums. Barriers can consist of earthen berms, filter fences, boards, or other solid barriers. Because of the time and labor required to construct berms, they are likely to be in place for one to five weeks, depending on the specific event, if the decision is made to implement this response.

This response is more likely to be implemented in shallow and small water bodies than deep ones. Earthen berms are fortified with sandbags or geotextile fabric (fabric or synthetic material that enhances water movement and retards soil movement) to minimize the amount of siltation that may result from the structure. Silt fences and settling ponds (or a series of them) are used to contain any suspended sediments that may be mobilized in the water while the berm is being constructed in place or being removed. In-stream barriers may be removed using manual or mechanical means, or both, depending on the accessibility of the site, the size of the structure and stream, and the sensitivity of the area to the use of heavy machinery.

If it is necessary for water to pass the barrier because of water flow volume or down-stream water needs, underflow dams (for low flow rates) can be used. Underflow dams contain oil with a solid barrier (e.g., boards, earthen berms) at the water level, while a submerged pipe (e.g., polyvinyl chloride or opening along the bottom of the barrier) allows some water to flow beneath and past the barrier. This strategy is used in small rivers, streams, and drainage ditches or at the entrances to shallow sloughs when the flow of oil threatens sensitive habitats. The importance of maintaining water quality and sufficient flow downstream of barriers is recognized (this response is often used to protect sensitive habitats that are located downstream of the barrier), so these features of affected habitats are monitored. This type of response activity may require permitting and will require coordination with the appropriate trustee agency. Contact the Environmental Unit (EU) to determine if any permits are required.

Best Management Practices for Barriers/Berms and Underflow Dams

- Line the bottom of trenches that do not reach the water table (dry) with plastic to prevent the collected oil from penetrating deeper into the substrate.
- Minimize suspension of sediment to limit effects on water quality.
- Minimize erosion and sediment runoff using engineered controls (e.g., silt fences and settling ponds).
- Coordinate with the Services prior to constructing underflow dams.
- Coordinate with the EU to ensure all necessary permits are in place before

work starts.
- Minimize (ground, seafloor, riverbed, lakebed, etc.) disturbances.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

4.8 Submerged Aquatic Vegetation Cutting

The objective of vegetation cutting is to remove oil trapped in the canopy of kelp beds to prevent the oiling of wildlife or remobilization of trapped oil. Thick layers of oil may adhere to kelp fronds or collect under the kelp canopy. This response option may be used in nearshore marine areas along the outer coasts and in northern Puget Sound. The upper 1 to 2 feet of the kelp canopy is cut away by hand (bull kelp) or with a mechanical kelp harvester (*Macrocystis*). The oiled kelp cuttings are collected for disposal. Trapped tar balls in the kelp are freed and can be manually collected or flushed to a collection site. Submerged aquatic vegetation cutting is used when a large quantity of oil is trapped in the kelp canopy and the oil poses a risk to sensitive wildlife using the kelp habitat or when the remobilization of oil to other adjacent sensitive environments is likely to occur. *Macrocystis* kelp plants grow very rapidly and continue to provide protective habitat to marine fishes and invertebrates. Other types of kelp (such as *Nereocystis* or bull kelp) may be more sensitive to cutting and removal. Bull kelp fronds comprise one layer, so cutting may result in loss of protective habitat for associated fishes and invertebrates. If the reproductive cycle is not taken into account, the kelp forest may not return the following spring. Consult resource experts in the EU regarding these concerns prior to vegetation cutting activities.

Best Management Practices for Submerged Aquatic Vegetation Cutting

- Do not cut, burn, or otherwise remove vegetation unless specifically approved by the EU.
- Kelp is a natural resource for many tribes. EU should include tribes in decision-making processes.
- Monitor operations to minimize the degree of root destruction and mixing of oil deeper into the sediment.
- For plants attached to rock boulders or cobble beaches, sources of population recruitment must be considered.

- Concentrate on removal of vegetation and wood material that is moderately to heavily oiled. Leave lightly oiled and clean vegetation and wood material in place.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

5 Shoreline Response Actions

Within this section, response methods have been consolidated based on similarity of (1) the habitats in which they are used (e.g., sand beaches, rocky shorelines); (2) the types of effects that may potentially result from them (e.g., increases in water temperature, siltation); and (3) the overall activities associated with each (e.g., boat activity, use of machinery). Each type of response is described below.

5.1 Removal of Surface Oil

The objective of this response method is to remove stranded oil on the shoreline while removing a minimum amount of sediment. Collected oil is placed in bags or containers and removed from the shoreline. No mechanized machinery is used, with the possible exception of all terrain vehicles (ATVs) that may be used to transport containers of collected oil to a staging area for retrieval. ATVs are generally used on sand beaches and restricted to transiting outside of the oiled areas along the upper part of the beach, unless plover nesting areas are present.

The techniques used in the removal of surface oil can be used on most shoreline types, but they are most effective on sand or gravel beaches. Generally, removal of surface oil is not recommended on soft mud substrates where mixing oil deeper into the sediment might occur, unless this activity can take place from a boat when the substrate is under water. It is most appropriate for light to moderate oiling by medium to heavy oils. Light oils such as gasoline and diesel rapidly evaporate, spread out to very thin layers, and are not easily picked up. Removal of surface oil is not recommended for mud flats because of the potential for mixing the oil down into the soft sediments. For similar reasons, removal of surface oil is typically only used along the edges of sheltered, vegetated, low riverbanks and marshes, and must be closely monitored.

Best Management Practices for the Removal of Surface Oil

- Removal of surface oil may be performed on all shoreline types, with the exception of tidal flats; not recommended for these shorelines because of the likelihood of mixing oil deeper into the sediments.
- Cleanup should commence after the majority of oil has come ashore, unless significant burial (on sand beaches) or remobilization is expected; minimize

burial and/or remobilization by conducting cleanup between tidal cycles. Consult with the EU before starting cleanup activities.
- Minimize the amount of sediment removed with the oil.
- Separate and segregate any contaminated wastes generated to optimize waste management/disposal and minimize what has to be sent to hazardous waste sites.
- Establish temporary upland collection sites for oiled waste materials for large spill events; collection sites should be appropriately lined and surrounded by berms to prevent secondary contamination from run-off.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

There are three primary methods used to remove surface oil during a response: (1) manual removal of oil, (2) passive collection of oil (sorbents), and (3) vacuum removal of oil. A brief description of each variation follows.

5.1.1 Manual Removal of Oil

Using the manual method, surface oil is removed by using tools such as hand rakes, shovels, and other manual means. Collected oil is placed in bags or containers and removed from the shoreline. This variation of the response can be used on most shoreline types except for tidal flats, where the threat of mixing oil deeper into sediments as a result of foot traffic is typically greater than the benefits gained through use of this method. Manual removal of oil is recommended for use on sheltered rocky shorelines and man-made structures and on sheltered rubble slopes. It is conditionally recommended on exposed rocky shorelines, sand beaches, gravel beaches, sheltered vegetated low banks, and marshes.

Best Management Practices for Manual Removal of Oil

- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO

and local affected Tribes when planning response activities.

- Do not remove clean, natural shoreline debris. Instead, move large accumulations of clean wrack and debris above the high-water line to prevent it from becoming contaminated. Consult with EU on the potential replacement of non-oiled shoreline wrack to the shoreface to provide habitat and forage after the threat of oiling has passed.
- Consult the EU before large woody material is moved. Large woody material is wood greater than four inches in diameter and over six feet long. Permits may be required before woody material is moved. Caution must be practiced when working around large woody material where they may be moved by incoming waves or tides.
- Minimize the amount of sediment removed with the oil. Sediments should be removed only to the depth of oil penetration.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If cultural resources are known or suspected to be in the area use natural anchors (tie off boom to trees or boulders), rather than driving anchor points into the shoreside.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPS for wildlife, as appropriate.

5.1.2 Passive Collection of Oil (Sorbents)

Passive collection of oil allows for oil adsorption onto oleophilic material placed in the intertidal zone or along the riverbank. Sorbent material is placed on the surface of the shoreline substrate, allowing it to adsorb oil as it is released by tidal or wave action. The sorbents most typically used for medium to heavy oils are snares (shaped like cheerleader pompoms) or sorbent sweep made of oleophilic material. Snares are attached at 18-inch intervals along a rope that can be tied, anchored, or staked along the intertidal shoreline. As the snares are moved about by tidal or wave action, they also help remobilize oil by rubbing across sediment and/or rock surfaces. Snare lines are monitored regularly for their effectiveness at picking up oil and to collect and replace oiled sorbents with new material. This method is often used as a secondary treatment method after gross oil removal and along sensitive shorelines where access is restricted. Passive collection with sorbents can also be used in conjunction with other techniques (e.g., flushing, booming) to collect floating oil for recovery. Passive collection of oil using sorbents is recommended for sand beaches, gravel beaches, sheltered rocky shores and man-made structures, sheltered rubble slopes, sheltered vegetated low banks, and marshes. It is conditionally recommended on exposed rocky shores and on tidal flats.

Best Management Practices for Passive Collection of Oil

- Passive collection of oil using sorbent material may be used on all shoreline types but is most useful with light to moderate oiling.
- Retrieval of sorbent material, and at least daily monitoring to check that sorbents are not adversely affecting wildlife or breaking apart, are mandatory.
- Continually monitor and collect passive sorbent material deployed in the intertidal zone to prevent it from entering the environment as non-degradable, oily debris.
- Monitor passive absorbents placed in the mid- or lower intertidal zone for potential entrapment of small crustaceans; coordinate with the EU for corrective actions if entrapment is observed.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If cultural resources are known or suspected to be in the area use natural anchors (tie off boom to trees or boulders), rather than driving anchor points into the shoreside.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for the use of sorbents, as appropriate.
- Follow BMPs for booming, as appropriate.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

5.1.3 Vacuum Removal of Oil

The objective of vacuum removal is to remove free oil that has pooled on the substrate. This method entails the use of a vacuum unit with a suction head to recover free oil. Equipment can range in size from small portable units that fill individual 55-gallon drums to large vacuum trucks (aka “supersuckers”) that are truck-mounted and have the capacity to lift large rocks. Vacuum trucks are primarily used when circumstances (e.g., the length or number of hoses used) require greater suction capacity. This system can also be used with water spray systems to flush the oil towards the suction head. Booming and associated equipment are often used to contain and direct oil to vacuum removal systems. This response variation is used when free, liquid oil is stranded on the shoreline (usually along the high-tide line) or trapped in vegetation that is readily accessible. Vacuum removal of oil is not recommended on any shoreline habitat. It is

conditionally recommended on exposed rocky shores, sand beaches, gravel beaches, sheltered rocky shores and man-made structures, sheltered rubble slopes, sheltered vegetated low banks, and marshes.

Vacuum removal of oil is not the preferred method in culturally sensitive areas.

Best Management Practices for Vacuum Removal of Oil

- Vacuum removal of oil may be used on any shoreline type where liquid oil has pooled, with the exception of tidal flats; not recommended for these shorelines because of poor access and potential for mixing oil deeper into the sediments.
- Closely monitor vacuum operations in wetlands; site specific restrictions may be required to minimize the impact to marsh plant root system, which could lead to erosion.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If cultural resources are known or suspected to be in the area use natural anchors (tie off boom to trees or boulders), rather than driving anchor points into the shoreside).
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.
- Follow BMPs for booming, as appropriate.

5.2 Oiled Debris Removal

The objective of this response is the removal of oiled debris (organic and man- made) from the shoreline. Debris (e.g., seaweed, trash and logs) is removed when it becomes heavily contaminated and when it is either a potential source of chronic oil release, an aesthetic problem, or a source of contamination for organisms on the shoreline. If time and resources permit, unoiled, man-made debris (e.g., trash, mooring lines, etc.) may be removed or placed above the high tide line prior to oil reaching a shoreline (based on oil spill trajectory) in order to minimize the amount of oiled debris generated by the spill. Oiled debris removal is recommended for sand beaches, gravel beaches, sheltered rocky shores and man-made structures, and sheltered rubble slopes. It is conditionally recommended on exposed rocky shores, tidal flats, sheltered vegetated low banks, and

marshes.

Best Management Practices for Oiled Debris Removal

- Removal of oily debris may be used on all shoreline types; removal of oily debris from shorelines with soft mud substrates (mudflats, marshes) is usually restricted to debris stranded at the high tide line where debris can be recovered without grinding oil into the substrate.
- Minimize foot traffic through oiled areas on non-solid substrates (sand, gravel, dirt, etc.) to reduce the likelihood that oil will be worked into the sediment.
- Minimize quantity of oiled vegetative debris removed by concentrating on debris that is moderately to heavily oiled; leave lightly oiled and clean stranded seaweed and wood material in place to provide habitat for small invertebrates and to help stabilize shoreline.
- Consult the EU before large woody material is moved. Large woody material is wood greater than four inches in diameter and over six feet long. Permits may be required before woody material is moved.
- Restrict foot traffic over sensitive areas (shellfish beds, salmon redds, algal mats, bird nesting areas, dunes, etc.) to reduce the potential for mechanical damage.
- Shoreline access to specific areas may be restricted for periods of time to minimize the impact of human presence/excessive noise on nearby sensitive biological populations (bird nesting, marine mammal pupping, breeding, fish spawning, etc.).
- Separate and segregate any contaminated wastes generated to optimize waste management/disposal and minimize what must be sent to hazardous waste sites.
- Establish temporary upland collection sites for oiled waste materials for large spill events; collection sites should be lined with asphalt pad and surrounded by berms to prevent secondary contamination from run-off.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

5.3 Mechanical Removal of Surface Oil and Contaminated Sediments

Mechanical removal with heavy equipment (e.g. bulldozers, backhoes, etc.) is usually implemented when the spill area or debris size exceeds the capacity of manual removal. Heavy equipment is typically used in sand, gravel, or cobble, where surface sediments are amendable to and accessible by heavy equipment.

Dredging of sediments is rare. Typically, it is only considered for sinking oils. Sediment reworking may be used on gravel beaches with high erosion rates or low sediment replenishment rates. It is also considered where the remoteness of the location or other logistical limitations make sediment removal unfeasible.

Best Management Practices for the Mechanical Removal of Surface Oil and Contaminated Sediments

- Implement after the majority of oil has come ashore, unless significant burial (sand beaches) or remobilization is expected; implement between tidal cycles to minimize burial and/or remobilization of oil.
- Protect nearby sensitive areas from increased oil runoff/sheening or siltation by the proper deployment of booms, siltation curtains, sorbents, etc.; monitor for effectiveness of protection measures.
- Minimize the amount of oiled sediment removed by closely monitoring mechanical equipment operations.
- In areas prone to erosion, replace removed sediment or soil with clean sediment.
- Minimize erosion and runoff using engineered controls.
- Monitor for the presence of special status animals and plants.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If cultural resources are known or suspected to be in the area use natural anchors (tie off boom to trees or boulders), rather than driving anchor points into the shoreside.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

5.4 Trenching/Recovery Wells

The objective of trenching or the use of recovery wells is to remove subsurface oil from permeable substrates. Trenches or wells are dug down to the depth of the oil (or water table) to intercept oil migrating through the substrate. The oil collected in the trench or well is then recovered by vacuum pump or skimmer and disposed of offsite. The oil must be liquid enough to flow at ambient temperatures. Water flooding or flushing the

substrate can be used to speed up oil migration into the trench or well. If the trench or well is not deep enough to reach the water table, the bottom must be lined with plastic to prevent oil penetration deeper into the sediment. Trenches are not dug in the lower portions of the beach where attached plants and organisms may be abundant.

Trenching and recovery wells are conditionally recommended for sand beaches, gravel beaches (pebble- to cobble-size substrate), and sheltered vegetated low banks.

Best Management Practices for Trenching and the Use of Recovery Wells

- Trenching and recovery wells may be used on sand and gravel shorelines with grain sizes ranging from fine sand to pebble-size gravel.
- Line the bottom of trenches that do not reach the water table (dry) with plastic to prevent the collected oil from penetrating deeper into the substrate.
- Restrict trenches from the lower intertidal zone where attached algae and organisms are abundant.
- Collapse or fill in trenches/well when response action is completed; ensure that sides and bottom of trenches are clean before collapsing.
- Minimize foot traffic through oiled areas on non-solid substrates (sand, gravel, dirt, etc.) to reduce the likelihood that oil will be worked into the sediment.
- Restrict foot traffic over sensitive areas (shellfish beds, salmon redds, algal mats, bird nesting areas, dunes, etc.) to reduce the potential for mechanical damage.
- Shoreline access to specific areas may be restricted for periods of time to minimize the impact of human presence/excessive noise on nearby sensitive biological populations (bird nesting, marine mammal pupping, breeding, fish spawning, etc.).
- Separate and segregate any contaminated wastes generated to optimize waste management/disposal and minimize what must be sent to hazardous waste sites.
- Establish temporary upland collection sites for oiled waste materials for large spill events; collection sites should be lined with asphalt pad and surrounded by berms to prevent secondary contamination from run-off.
- Remove structures and fill trenches once response action is completed.
- Coordinate with the Services prior to constructing underflow dams
- Underflow dams require an HPA in Washington. In Oregon emergency removal/fill authorizations or permits may be required by the Division of State Lands.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If cultural resources are known or suspected to be in the area use natural

anchors (tie off boom to trees or boulders), rather than driving anchor points into the shoreside.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

5.5 Removal of Oiled Sediment

In this method, oiled sediment is removed by either use of hand tools or use of various kinds of motorized equipment. Oiled sediment removal is restricted to the supratidal and upper intertidal areas to minimize disturbance of biological communities in the lower intertidal and subtidal zones. After removal, oiled sediments are transported and disposed of offsite. New sediments are not typically transported to replace those that were removed; however, a variation of this response that includes sediment replacement (described below) is used for beaches with low natural replenishment rates or high rates of erosion. This method of cleanup is most effective when there is a limited amount of oiled sediment that must be removed. Close monitoring is required so that the quantity of sediment removed, siltation, and the likelihood of erosion may be minimized in all cases. Such operations are generally restricted in fish spawning areas. Sensitive areas that are adjacent, and may be potentially affected by released oil sheens, must also be protected.

It should be noted that oiled sediment removal (and removal of adjacent sediment) may be used along riverbanks or other upland areas to prevent oil from leaching into the adjacent aquatic environment. For example, this technique may be necessary when a tanker truck or rail car overturns and spills oil in an upland area adjacent to a stream. As a primary response, the source of the oil in the environment, including the sediment and/or adjacent soil into which it was spilled, is removed before it has a chance to remobilize into nearby water. The tools used to remove source sediment and/or adjacent soil vary with the scale of the spill and the accessibility of the site; however, both manual and mechanized removal tools are used regularly. In areas that are prone to erosion, contaminated sediment and/or soil that is removed is typically replaced with clean sediment.

Typically, oiled sediment removal is conditionally recommended for sand beaches, gravel beaches, sheltered rubble slopes, and sheltered vegetated low banks.

Best Management Practices for the Removal of Oiled Sediment

- Oiled sediment removal (without replacement) is used primarily on sand beaches not subject to high rates of erosion; small quantities of oiled sediment removal may be permitted on gravel beaches (pebble- to cobble-size gravel or riprap) and sheltered vegetated stream banks.
- Cleanup should commence after the majority of oil has come ashore, unless significant burial (sand beaches) or remobilization is expected; minimize burial and/or remobilization by conducting cleanup between tidal cycles.
- Consult with the EU when planning for the removal of oiled sediment.
- Restrict sediment removal to supra and upper intertidal zones (or above waterline on stream banks) to minimize disturbance of biological communities in lower intertidal and subtidal zones.
- Take appropriate actions to protect nearby sensitive environments (salmon spawning streams, shellfish bed, nursery areas) from the effects of increased oil runoff/sheening or siltation by the proper deployment of booms, siltation curtains, sorbents, etc.; monitor for effectiveness of protection measures.
- Minimize the amount of oiled sediment removed by closely monitoring mechanical equipment operations.
- Minimize erosion and runoff using engineered controls.
- Coordinate the locations of any temporary oiled sediment staging or storage sites near the shoreline with the EU.
- Minimize vehicle traffic through oiled areas to reduce the likelihood that oil will be worked into the sediment and contamination carried offsite by cleanup equipment.
- Restrict foot or vehicular traffic over sensitive areas (shellfish beds, salmon redds, algal mats, bird nesting areas, dunes, etc.) to reduce the potential for mechanical damage.
- Monitor for the presence of special status animals and plants
- Shoreline access to specific areas may be restricted for periods of time to minimize the impact of human presence/excessive noise on nearby sensitive biological populations (bird nesting, marine mammal pupping, breeding, fish spawning, etc.).
- Separate and segregate any contaminated wastes generated to optimize waste management/disposal and minimize what has to be sent to hazardous waste sites.
- Establish temporary upland collection sites for oiled waste materials for large spill events; collection sites should be lined with asphalt pad and surrounded by berms to prevent secondary contamination from run-off.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.

- If cultural resources are known or suspected to be in the area use natural anchors (tie off boom to trees or boulders), rather than driving anchor points into the shoreside.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- An HPA may be required in Washington. In Oregon emergency removal/fill authorizations or permits may be required by the Division of State Lands.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for staging area establishment and use.
- Follow BMPs for wildlife, as appropriate.

5.5.1 Oiled Sediment Reworking

The objective of this variation of oiled sediment removal is to re-work oiled sediments to break up oil deposits, increase surface area, and mix oxygen into deep subsurface oil layers; this activity exposes the oil to natural removal processes and enhances the rate of oil degradation. Oiled sediment is not removed from the beach. Instead, beach sediments are rototilled or otherwise mechanically mixed with the use of heavy equipment. The oiled sediments in the upper beach area may also be relocated to the mid-tidal portion of the beach. Relocation enhances natural cleanup during reworking by wave activity. This procedure is also known as surf washing, or berm relocation. Generally, sediment reworking is used on sand or gravel beaches where high erosion rates or low natural sediment replenishment rates are issues. Sediment reworking may also be used where remoteness or other logistical limitations make sediment removal unfeasible. Sediment reworking is not used on beaches near shellfish harvest or fish spawning areas because of the potential for release of oil or oiled sediments into these sensitive habitats. Sediment reworking is conditionally recommended for sand beach and gravel beach habitats.

Best Management Practices for Oiled Sediment Reworking

- Oiled sediment reworking (rototilling) breaks up oil crusts or aerates light surface oiling; used primarily on sand or mixed sand and gravel beaches, especially those prone to erosion.
- Berm relocation or surf washing may be used on sand, mixed sand and gravel, or gravel (pebble- to cobble-size) beaches exposed to at least moderate wave energy.
- Restrict rototilling to mid- and upper-intertidal zones to minimize disturbance of biological communities in lower intertidal and subtidal zones.

- Restrict berm relocation/surf washing in vicinity of sensitive environments (salmon spawning streams, shellfish bed, nursery areas, etc.) to prevent adverse effects from increased oil runoff/sheening or siltation.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- An HPA may be required in Washington. In Oregon emergency removal/fill authorizations or permits may be required by the Division of State Lands.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for staging area establishment and use.
- Follow BMPs for wildlife, as appropriate.

5.5.2 Oiled Sediment Removal with Replacement

The objective of this response variation is to remove oiled sediment and replace it with cleaned or new material. Oiled sediments are excavated using heavy equipment on the beach at low tide. After removal of the oiled sediment, new clean sediment of similar composition is brought in for replacement. The oiled sediment may also be cleaned and then replaced on the beach. The sediments are loaded into a container for washing. Cleansing methods include a hot water wash or physical agitation with a cleaning solution. After the cleansing process, the rinsed materials are returned to the original area. Cleaning equipment must be placed close to beaches to reduce transportation problems. This variation is conditionally recommended on sand beaches, gravel beaches, and sheltered rubble slopes, although the beaches must be exposed to wave activity so the replaced sediments can be re-worked into a natural distribution.

Best Management Practices for Oiled Sediment Removal and Replacement

- Oiled sediment removal (with replacement) is used primarily on sand, mixed sand and gravel, gravel, and vegetated stream bank shorelines subjected to high rates of erosion.
- Restrict sediment removal and replacement to supra and upper intertidal zones (or above waterline on stream banks) to minimize disturbance of biological communities in lower intertidal and subtidal zones.
- Take appropriate actions to protect nearby sensitive environments (salmon spawning streams, shellfish bed, nursery areas) from the effects of increased oil runoff/sheening or siltation by the proper deployment of booms, siltation curtains, sorbents, etc.; monitor for effectiveness of

protection measures.

- Coordinate the locations of any temporary oiled sediment staging or storage sites near the shoreline with the EU.
- Keep all equipment on hardened surfaces, if possible. Utilize existing hardened access paths and paved areas when approaching shorelines.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- An HPA may be required in Washington. In Oregon emergency removal/fill authorizations or permits may be required by the Division of State Lands.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for staging area establishment and use.
- Follow BMPs for wildlife, as appropriate.

5.6 Flushing with Ambient (Temperature, Salinity) Water

The objective of ambient water flushing is to remobilize oil stranded on surface substrate, as well as oil from crevices and rock interstices, to the water's edge for collection. Water is pumped from hoses onto an oiled beach, beginning above the highest level where the oil is stranded and slowly working down to the water level. The flow of water remobilizes oil stranded on the surface sediments and flushes it down to the water's edge. The remobilized oil is contained by boom and recovered for disposal. Increased water pressure may be needed to assist in the remobilization as the oil weathers and begins to harden on the substrate. Because of the potential for higher pressures to cause siltation and physical disruption of the softer substrates, flushing with higher pressures is restricted to rock or hard man-made substrates.

Intake and outflow hoses may range from 2 to 4 inches in diameter and, depending on the pump used, pump between 200 and 400 gallons of water per minute. Intake hoses are fitted with screens to minimize the extraction of debris, flora, and fauna. The pump intake must be screened with material that has openings no larger than: 5/64 inch (for square holes), measured side to side OR 3/32-inch diameter (for round holes). In addition, the screen must have at least one square inch of functional screen area for every gallon per minute (gpm) of rated pump capacity. For example, a 100 gpm-rated pump would require at least a 100 square inch screen. Intake hoses are propped off the bottom using rebar in about 3 feet of water to further minimize the amount of sediment and debris, and the number of organisms, taken into the hose and pump.

Best Management Practices for Ambient Water Flushing

- Cleanup should commence after the majority of oil has come ashore, unless significant burial (sand beaches) or remobilization is expected; minimize burial and/or remobilization by conducting cleanup between tidal cycles.
- Consult the EU when planning any ambient water flushing operations.
- Protect sensitive nearby environments (salmon spawning streams, shellfish bed, submerged aquatic vegetation, nursery areas, etc.) from the effects of increased oil runoff by the proper deployment of booms, sorbents, etc.; monitor for effectiveness of protection measures.
- Restrict foot or vehicular traffic over sensitive areas (shellfish beds, salmon redds, algal mats, bird nesting areas, dunes, etc.) to reduce the potential for mechanical damage.
- Shoreline access to specific areas may be restricted for periods of time to minimize the impact of human presence/excessive noise on nearby sensitive biological populations (bird nesting, marine mammal pupping, breeding, fish spawning, etc.).
- An HPA may be required in Washington. In Oregon, pumping from Waters of the State may require emergency authorization with the Oregon Water Resources Division.Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for staging area establishment and use.
- Follow BMPs for wildlife, as appropriate.

5.6.1 Ambient Water Flooding (Deluge)

The objective of this variation of ambient water flushing is to mobilize stranded oil from rock crevices and interstices. Ambient water is pumped through a header pipe at low pressure above and inshore from the fouled area of shoreline. The pipe is meant to create a sheet of water that simulates tidal washing over the affected area. Removing stranded oil may be particularly important when a more sensitive habitat is nearby and in danger of becoming fouled with oil after the intertidal zone is washed over the next tidal cycle, remobilizing oil. The effects of flooding may also be desired when a spring tide has deposited oil above the normal high water mark or when the wave energy of the adjacent water is not great enough to sufficiently wash the affected area over the following tidal cycle. After oil has been loosened from the substrate, it is collected and removed using a variety of mechanical, manual and passive methods. Ambient water flooding is recommended for use on gravel beaches. Ambient water flooding is conditionally recommended for sand beaches, sheltered rocky shorelines and man-made structures, sheltered rubble slopes, sheltered vegetated low banks, and marshes.

Best Management Practices for Ambient Water Flooding (Deluge)

- Ambient water flooding (deluge) could be used on all shoreline types, with

the exception of fine- to coarse-grained sand beaches. Use in this habitat could mobilize contaminated sediment into the environmentally sensitive subtidal zone or cause excessive siltation.

- Closely monitor flooding of shorelines with fine sediments (mixed sand and gravel, sheltered rubble, sheltered vegetative banks, marshes) to minimize excessive siltation or mobilization of contaminated sediments into the subtidal zone.
- Ambient water flooding is not generally useful on exposed rocky shorelines or submerged tidal flats because these areas are naturally well flooded.
- Use the lowest pressure that is effective and prevent suspension of bottom sediments (do not create a muddy plume).
- An HPA may be required in Washington. In Oregon, pumping from Waters of the State may require emergency authorization with the Oregon Water Resources Division. Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for staging area establishment and use.
- Follow BMPs for wildlife, as appropriate.

5.6.2 Ambient Water, Low-Pressure Flushing

The objective of this variation of ambient water flushing is to mobilize liquid oil that has adhered to the substrate or man-made structures, pooled on the surface, or become trapped in vegetation to the water's edge for collection. Low-pressure washing (<50 pounds per square inch) with ambient seawater sprayed through hoses is used to flush oil to the water's edge for pickup. Oil is trapped by booms and picked up with skimmers or sorbents. This variation may also be used in concert with ambient water flooding, which helps move the oil without the potential effects associated with higher water pressures. Low-pressure flushing is conditionally recommended for exposed rocky shores, sand beaches with coarser sediments (mixed sand and gravel), gravel beaches, sheltered rocky shorelines and man-made structures, sheltered rubble slopes, sheltered vegetated low banks and marshes.

Best Management Practices for Ambient Water, Low-pressure Flushing

- Ambient water, low-pressure flushing could be used on all shoreline types with the exception of sand beaches (fine- to coarse-grained) and mud flats (exposed or sheltered).
- In marshes conduct flushing at high tide, either from boats or from the high-tide line to prevent foot traffic in vegetation.
- Conduct all flushing adjacent to marshes from boats.

- Flushing on exposed rocky shorelines may be hazardous to response personnel; ensure presence of adequate safeguards and monitoring to ensure personnel safety.
- Prevent pushing or mixing oil deeper into the sediment by not directing the stream of water directly into the oil; direct hoses to place the stream of water above or behind the surface oil to create a sheet of water to re- mobilize and carry oil down the beach to a containment area for recovery.
- Closely monitor flushing of shorelines with fine sediments (mixed sand and gravel, sheltered rubble, sheltered vegetative banks, marshes) to minimize excessive siltation or contaminated sediments mobilization into the subtidal zone.
- Restrict flushing in marshes from boats or on shore above the high tide line during high tide to minimize mixing oil into the sediments or mechanically damaging the marsh plants.
- Use the lowest pressure that is effective and prevent suspension of bottom sediments (do not create a muddy plume).
- An HPA may be required in Washington. In Oregon, pumping from Waters of the State may require emergency authorization with the Oregon Water Resources Division. Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

5.6.3 Ambient Water, High-Pressure Flushing

The objective of this variation of ambient water flushing is to mobilize oil that has adhered to hard substrates or man-made structures to the water's edge for collection. It is similar to low-pressure washing except the water pressure may reach 100+ pounds per square inch, and it can be used to flush floating oil or loose oil out of tide pools and between crevices on riprap. Compared to the lower pressure spray, high-pressure spray will more effectively remove oil that has adhered to rocks. Because water volumes are typically low, this response method may require the placement of sorbents directly below the treatment area or the use of a deluge to carry oil to the water's edge for collection. High-pressure flushing is conditionally recommended for exposed rocky shores, gravel beaches, particularly those consisting of cobble- and boulder-size rocks, and riprap, sheltered rocky shorelines and man-made structures, and sheltered rubble slopes.

Best Management Practices for Ambient Water, High-pressure Flushing

- Ambient water, high-pressure flushing may be used on rocky (exposed and sheltered) and riprap shorelines.
- Flushing on exposed rocky shorelines may be hazardous to response

personnel; ensure the presence of adequate safeguards and monitoring to ensure personnel safety.

- Prevent pushing or mixing oil deeper into the riprap by not directing the stream of water directly into the oil; direct hoses to place the stream of water above or behind the surface oil to create a sheet of water to re- mobilize and carry oil down to a containment area for recovery.
- If small volumes of high-pressure water are used to remobilize weathered oil from rocky surface, include larger volume of low-pressure water to help carry remobilized oil into containment area for recovery.
- Implement after the majority of oil has come ashore.
- Restrict use to certain tidal elevations so that the oil/water effluent does not drain across sensitive low-tide habitat. Closely monitor operations in sensitive habitats and report impacts to the EU.
- Monitor booms and oil collection methods to prevent transport of oil and oiled sediment away from site to near shores and down coast. Monitor wildlife such as birds and mammals. Evaluate the need for hazing and/or buffer zones between nesting areas, aquatic vegetation, spawning areas, etc.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource. Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- An HPA may be required in Washington. In Oregon, pumping from Waters of the State may require emergency authorization with the Oregon Water Resources Division. Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

5.7 Warm Water, Moderate-Pressure Washing

The objective of warm water, moderate-pressure washing is to mobilize thick and weathered oil that has adhered to rock surfaces, prior to flushing it to the water's edge for collection. Seawater is heated (typically between the ambient temperature and 90 degrees Fahrenheit [$^{\circ}$F]) and applied at moderate pressure to mobilize weathered oil that has adhered to rocks. If the warm water is not sufficient to flush the oil down the beach, flooding, or additional low- or high- pressure washing may be used to float the oil to the water's edge for pickup. Oil is then trapped by boom and may be picked up with skimmers or sorbents.

Warm water, moderate-pressure washing is conditionally recommended for exposed rocky shores, gravel beaches (including riprap), and sheltered rocky shorelines and man-made structures. One variation of the response exists: hot water, moderate-pressure washing (described below).

Best Management Practices for Warm Water, Moderate-pressure Washing

- Warm water, moderate-pressure flushing may be used on heavily oiled gravel beaches, riprap, and hard, vertical, manmade structures such as seawalls, bulkheads, and docks.
- Restrict use to certain tidal elevations so that the oil/water effluent does not drain across sensitive low-tide habitats (damage can result from exposure to oil, oiled sediments, and hot water).
- Closely monitor operations in sensitive habitats and report observations to the EU.
- Flushing on exposed, rocky shorelines may be hazardous to response personnel; ensure the presence of adequate safeguards and monitoring to ensure personnel safety.
- If small volumes of warm water are used to remobilize weathered oil from rocky surface, include larger volume of ambient water at low pressure to help carry re-mobilized oil into containment area for recovery.
- Cleanup should commence after the majority of oil has come ashore. Consult the EU before starting flushing activities.
- Protect nearby sensitive environments (salmon spawning streams, shellfish bed, submerged aquatic vegetation, nursery areas, etc.) from the effects of increased oil runoff by the proper deployment of booms, sorbents, etc.; monitor for effectiveness of protection measures.
- Monitor booms and oil collection methods to prevent transport of oil and oiled sediment away from the site to near shores and down coast.
- Restrict foot traffic over sensitive areas (shellfish beds, salmon redds, algal mats, bird nesting areas, dunes, etc.) to reduce the potential for mechanical damage.
- Shoreline access to specific areas may be restricted for periods of time to minimize the impact of human presence/excessive noise on nearby sensitive biological populations (bird nesting, marine mammal pupping, breeding, fish spawning, etc.).
- An HPA may be required in Washington. In Oregon, pumping from Waters of the State may require emergency authorization with the Oregon Water Resources Division.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.

- Follow BMPs for wildlife, as appropriate.

5.8 Hot Water Moderate-Pressure Washing

The objective of this variation of warm water, moderate-pressure washing is to dislodge and mobilize trapped and weathered oil from inaccessible locations and surfaces not amenable to mechanical removal, prior to flushing oil to water's edge for collection. Water heaters are mounted on offshore barges or on small land- based units. The water is heated to temperatures from 90°F to 170°F, which is usually sprayed in small volumes by hand using moderate-pressure wands. Used without water flooding, this procedure requires immediate use of vacuums (vacuum trucks or super suckers) to remove the oil/water runoff. With a deluge system, the oil is flushed to the water's edge for collection with skimmers or sorbents. This response is generally used when the oil has weathered to the point that even warm water at high pressure is ineffective for the removal of adhered oil, which must be removed due to the threat of continued release of oil or for aesthetic reasons. Hot water washing is conditionally recommended for exposed rocky shores, gravel beaches (specifically riprap), and sheltered rocky shorelines and man-made structures

Best Management Practices for Hot Water, Moderate-pressure Washing

- Hot water, moderate-pressure flushing is used only on heavily oiled hard, man-made structures such as seawalls, bulkheads, docks, and riprap, primarily for aesthetic purposes.
- Restrict use to certain tidal elevations so that the oil/water effluent does not drain across sensitive low-tide habitats (damage can result from exposure to oil, oiled sediments, and hot water).
- If small volumes of hot water are used to remobilize weathered oil from rocky surface, remobilized oil must be recovered using sorbent material at the base of the structure; or a second stream with ambient water can be used to flush the remobilized oil to the water's edge for recovery.
- Cleanup should commence after the majority of oil has come ashore. Consult the EU before starting flushing activities.
- An HPA may be required in Washington. In Oregon, pumping from Waters of the State may require emergency authorization with the Oregon Water Resources Division.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

5.9 Vegetation Cutting

The objective of vegetation cutting is the removal of oiled vegetation attached to the shoreline to prevent the oiling of wildlife or remobilization of trapped oil. Thick layers of oil may adhere to plant leaves or pool on the substrate under a layer of overlapping plant leaves. The upper parts of the oiled plant are cut away using hand tools or "weed eater" type power tools. The oiled plant cuttings are raked up and removed for disposal. Any remaining oil pooled around the roots/stems can then be flushed out for recovery. These attached plants provide protective habitat to fish and invertebrate species, so cutting of this type will result in a temporary loss of habitat. Cut vegetation may or may not recover depending on the reproductive cycle of the plant and whether the plant roots are oiled or damaged in the cutting operation. Responders may cut invasive species (such as Himalayan Blackberry) or trim branches to access a site. For any cutting beyond what is necessary for site access, responders should consult resource experts in the EU prior to initiating vegetation cutting.

This response method is generally used when large quantities of potentially mobile oil are trapped in the vegetation or when the risk of oiled vegetation contaminating wildlife is greater than the value of the vegetation that is to be cut, and there is no less destructive method to remove the oil. When conducted in marshes, boards are generally laid down for workers to walk; this distributes the workers' weight to prevent damage to plant root systems and to avoid working oil deeper into the soft sediments. This response is conditionally recommended for exposed rocky shorelines, gravel beaches, sheltered rocky shorelines and man-made structures, sheltered rubble slopes, sheltered vegetated low banks, and marshes.

Best Management Practices for Vegetation Cutting

- Do not cut, burn, or otherwise remove vegetation unless specifically approved by the EU. Permitting may be required.
- Vegetation cutting may be used on marsh, rock, gravel (boulder/riprap), and vegetated riverbanks.
- Cleanup should commence after the majority of oil has come ashore.
- Strict monitoring of the operations must be conducted so corrective actions can be taken if there is harm to roots or if oil is mixing deeper into the sediment.
- Minimize foot traffic through oiled areas on non-solid substrates (sand, gravel, dirt, etc.) to reduce the likelihood that oil will be worked into the sediment.
- Minimize mechanical impacts on vegetation being cut by taking appropriate actions to ensure continued health and survival of the vegetative ecosystem.
- Restrict foot traffic over sensitive areas (shellfish beds, salmon redds, algal mats, bird nesting areas, dunes, etc.) to reduce the potential for mechanical damage.

- Shoreline access to specific areas may be restricted for periods of time to minimize the impact of human presence/excessive noise on nearby sensitive biological populations (bird nesting, marine mammal pupping, breeding, fish spawning, etc.).
- Separate and segregate any contaminated wastes generated to optimize waste management/disposal and minimize what must be sent to hazardous waste sites.
- Establish temporary upland collection sites for oiled waste materials for large spill events; collection sites should be lined with asphalt pad and surrounded by berms to prevent secondary contamination from run-off.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

6 Nutrient Enhancement and Microbial Enhancement

Nutrient enhancement and microbial enhancement may be used alone or together, along with other amendments to increase the in situ (or ex situ) remediation of petroleum hydrocarbons. Together, these enhancements, along with wetting agents/surfactants and other additives to increase their efficiency are known as bioremediation. They are described in more detail below.

The objective of nutrient enhancement is to increase the rates of natural degradation of oil by adding nutrients (specifically nitrogen and phosphorus). Microbial enhancement is the addition of microbes specifically designed or propagated from existing microbes to degrade oil and presumes that nutrients are the limiting factor. Microbial biodegradation is the conversion by microorganisms of hydrocarbons into oxidized products via various enzymatic reactions. Some hydrocarbons are converted into carbon dioxide and cell material, while others are partially oxidized or left unaltered as a residue. Oxygen is often a limiting factor as well for heavily impacted sediments, and addition of any microbes or nutrients should be considered only after the specific limiting factors are evaluated. If oxygen is in deficit in heavily impacted zones, the addition of microbes or nutrients is unlikely to be successful.

Nutrients are applied to the shoreline using one of several methods: (1) soluble inorganic formulations are dissolved in water and applied as a spray at low tide, requiring frequent applications; (2) slow- release formulations are applied as a solid to the intertidal zone and designed to slowly dissolve; and (3) oleophilic formulations that adhere to the oil itself and are sprayed directly on the oiled areas. This response method is limited to areas where the substrate can be penetrated by the application of liquid amendments. Nutrient and/or microbial enhancement is conditionally recommended on sand beaches, gravel beaches,

sheltered rubble, slopes and marshes.

Some microbial or bioremediation amendments contain additives that may preclude safe use around waterways and therefore should be restricted to upland applications where deep penetration or runoff is not possible. Such additives include wetting agents/surfactants aimed at enhancing contact between the microbes and the impacted media, dispersants which break down the oil into smaller particles so that microbes or nutrients can be more effective, and perfumes meant to mask odors associated with the enhancement products or the breakdown of the petroleum. Without specific information about the safety of using enhancements that contain these additional products, they should not be approved in settings where surface water or groundwater used for beneficial uses (including surface water recharge) could be impacted.

Nutrient and microbial enhancement in areas that impact water bodies or shorelines requires Regional Response Team (RRT) approval on a case-by-case basis, as well as the development of a detailed operations and monitoring plan. Additionally, state regulatory programs may require permits for application of some enhancements.

Best Management Practices for Nutrient and Microbial Enhancement

- An assessment of the limiting factors (oxygen, nutrients, microbes) should be conducted before addition of enhancements, and treatment aim to address the factors limiting natural biodegradation
- Nutrient and microbial enhancements must be approved by the RRT in areas where applications could impact surface water
- Enhancements may require state permitting for applications to land and/or water
- Enhancements containing nutrients should be conducted to minimize the potential for introducing nutrients to surface water or groundwater aquifers
- Enhancements containing wetting agents/surfactants and/or dispersants cannot be used near waterways without RRT approval
- Enhancements containing perfumes should not be used in areas where waterways may be impacted from runoff or breakdown products unless the safety/efficacy has been proven
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

7 Submerged Oil Detection and Recovery

Spills of non-floating oil pose a substantial threat to water-column and benthic aquatic resources, particularly where significant amounts of oil have accumulated on the

substrate. When oils sink or become suspended in the water column, traditional oil recovery methods (booms, skimmers, etc.) are no longer effective. Specialized equipment and techniques can be used to detect and recover non-floating oil. Because some of these techniques have the potential to cause more damage than the original oiling, it is important to consider the benefits and trade-offs associated with a particular method when selecting a response option.

Methods used to detect non-floating oil include the use of sonar systems, underwater cameras, laser fluorosensors, induced polarization, bottom sampling, water-column sampling, diver observations, and visual observations. Non-floating oil recovery options include suction dredge, diver-directed pumping and vacuuming, mechanical removal, sorbent/ Vessel-Submerged Oil Recovery System (V-SORs), trawls and nets, manual removal, and agitation/refloat. These methods are further discussed in Section 9412 Non-Floating Oils Spill Response Tool.

Prior to recovery operations, consider conducting a Net Environmental Benefit Analysis (NEBA). The Non-Floating Oils Spill Response Tool provides more information on NEBA and specific impacts to resources at risk during a non-floating oil response.

Best Management Practices for Non-Floating Oil Detection and Recovery

- Priority given to preventing, minimizing, and containing non-floating oils.
- Respond rapidly and aggressively to recover oils when on the surface (if safe to do so) before the oils start to sink.
- Systems should be designed and operated to minimize incidental water and sediment collection.
- Activity which spreads oil deeper into sediments or moves it further off site (e.g. foot access through soft sediments or creating sediment plumes that leave site) should be avoided.
- Operation of suction systems through the water column should be minimized until the inlet is close to the surface of the bed to reduce potential for fish entrainment.
- Drive mechanisms (wheels, tracks, tires, etc.) of equipment should not enter the water.
- Water discharged from the treatment plant back into the environment shall be done in a manner that minimizes erosion of bank and bed sediments.
- Conduct a NEBA to determine if recovery techniques have the potential to cause more damage than the original oiling.
- Permits may be required for the selected method. Refer to the Permit Summary Table tool.
- If operating in an archaeologically and/or culturally sensitive area, take measures to protect cultural resources. Understand what cultural resources might look like. When in doubt, assume the material is a cultural resource.

Promptly notify the EU of any discoveries. EU should consult with the SHPO and local affected Tribes when planning response activities.
- Follow BMPs for decanting, as appropriate.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

8 Natural Attenuation (with monitoring)

Sometimes choosing not to respond to an oil spill is the best option. Under most conditions, spilled oil will degrade naturally in the environment over time. The rate of natural attenuation is a function of the oil's chemical and physical properties, as well as the character of the environment the oil was spilled. Light refined products like gasoline and diesel tend to degrade much faster than heavier, more persistent products. Oil spilled in high-energy environments (surf zones, rivers, etc.) or areas with high natural flushing mechanisms (tides and rain) will attenuate much faster than oil spill in calm, low-energy environments. Another factor to consider is the volume spilled. Consider if the mobilization of equipment, and waste generated from other response options would be a greater burden on the environment than the original spilled oil. Natural attenuation may not be appropriate for oiled areas that are heavily used by people or wildlife. Natural attenuation of spilled oiled should be monitored to confirm effectiveness. Monitoring should be done in a way that minimizes additional impact to the environment.

Best Management Practices for Natural Attenuation (with monitoring)

- Prepare monitoring plan with appropriate schedule and information on contacts/reports to be made if situation changes or impacts to wildlife/habitat are noted.
- Minimize presence of people and equipment.
- May consider relocation or hazing activities if appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

9 Places of Refuge for Disabled Vessels

A ship in need of assistance may require a temporary place of refuge with adequate water depth for lightering or repairs to protect the marine environment from a significant accident. Ships may need to be brought into a harbor, anchored or moored in protected waters, or temporarily beached to safely make repairs and stop the loss of oil or other hazardous substances. Disabled ships need to be repaired to resume safe navigation and prevent an incident resulting in the loss of fuel or cargo. If leaking ships are not repaired, spilled oil and hazardous substances may affect health and human safety, natural resources, and shorelines. There is no single place of refuge for all ships and all situations.

Decisions relating to places of refuge encompass a wide range of security, environmental, social, economic, and operational issues that vary according to each situation, including the environmental sensitivity and protected status of the areas within or adjacent to a potential place of refuge.

The initial decision to permit a ship to seek a place of refuge, as well as the decisions and actions implementing that decision, are inherently based upon an assessment of the risk factors involved and the exercise of sound judgment and discretion. Places of refuge are sites that could potentially be used for disabled or damaged ships needing shelter for repairs. While information on potential sites may be pre-surveyed, this does not imply that any of these sites will be the location of choice in a future event. Selection of a place of refuge by the United States Coast Guard (USCG) Captain of the Port (COTP) in consultation with other federal agencies, states, tribal and local governments, and other stakeholders will always be made on a case-by-case basis. If time allows, the COTP will activate a Unified Command under the Incident Command System (ICS) to address a request for a place of refuge.

Places of Refuge tool provides additional background information, process and procedures for establishing an incident-specific Place of Refuge to avert a more significant incident from occurring. The NWAC and RRT have also gathered information of 4 specific areas (Pistol River Beach, Coos Bay, Yaquina Bay, and Grays Harbor) to help the USCG/COTP in the initial stages of identifying potential places of refuge. Datasheets on these four potential PORs can be found on the private side of the RRT10/NWAC website.

Best Management Practices for Places of Refuge for Disabled Vessels

- Early identification and monitoring of vessels in distress and in potential need of a places of refuge is crucial.
- Consult the Places of Refuge tool to understand the management structure and decision making process.
- Early request for a place of refuge and the development of options.
- Consult places of refuge datasheets on the RRT10/NWAC website; use information gathering template to develop alternatives as potential places of refuge.
- Involve and inform state and local authorities and stakeholders during the decision-making process (see Attachment A in Places of Refuge for starting list of potential stakeholders).
- Conduct Incident-Specific Consultation of Stakeholders.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.

10 Decontamination

Decontamination prevents oil from re-contaminating clean areas. Proper decontamination procedures also protect worker health and safety, as well as the environment. A decontamination area should be established at each staging area and other work areas as appropriate. Decontamination operations may be different depending on the nature of the spill. The scope of the incident, oil type, weather, equipment used, and the number of response workers will dictate the methods, size, and type of decontamination operation. In the Northwest Region, decontamination procedures are included in the response's Site Health and Safety Plan, see the Health and Safety Plan tool for more information. BMPs for the decontamination of wildlife can be found in the Northwest Wildlife Response Plan, see Annex D for more information.

Best Management Practices for Decontamination

- Address decontamination areas for personnel and equipment in the disposal plan.
- Set up decontamination and exclusion zones in each staging area. Line the area with plastic to prevent pollution from oiled PPE and equipment. Collect oiled PPE and equipment in plastic barrels.
- Maintain adequate response equipment during decontamination to respond quickly and appropriately to re-release of pollution.
- Consider the placement of the decontamination area, containment of material, and safety controls to reduce the risk of oil re-entering the environment.
- Follow appropriate cleaning and waste disposal protocols and regulations.
- Follow BMPs for use of vehicles and heavy equipment, as appropriate.
- Follow BMPs for the use of vessels, as appropriate.
- Follow BMPs for foot traffic, as appropriate.
- Follow BMPs for wildlife, as appropriate.

Annex D

Northwest Wildlife Response Plan

Section Page

FIGURES AND TABLES ..... **V**

APPENDICES ..... **V**

ACRONYMS ..... **VII**

1 PREFACE **1**

1.1 Summary of Plan History, Revisions, and Process for Future Updates to the Wildlife Response Plan 1

2 INTRODUCTION **2**

2.1 Oil spill management – Incident Command System 2

2.2 ACTIVATING THE WILDLIFE BRANCH 2

2.2.1 Washington State Wildlife Branch Activation 3

2.2.2 Oregon State Wildlife Branch Activation 4

2.2.3 Idaho State Wildlife Branch Activation 4

2.3 WILDLIFE RESPONSE ACTIONS 4

3 STATUTORY BASIS FOR WILDLIFE BRANCH OPERATIONS **6**

3.1 Federal and State Law Mandates 6

3.1.1 Washington Regulatory Framework 7

3.1.2 Oregon Regulatory Framework 7

3.1.3 Idaho Regulatory Framework 7

3.2 Natural Resource Trustees for Wildlife 8

3.3 Interagency Agreements Regarding Joint Response Activities 9

3.4 Compliance with Federal and State Wildlife Regulations 9

3.4.1 Migratory Bird Treaty Act 10

3.4.2 Marine Mammal Protection Act 10

3.4.3 Federal Endangered Species Act 11

3.4.4 State of Washington Wildlife Regulations 11

3.4.5 State of Oregon Wildlife Regulations 13

3.4.6 State of Idaho Wildlife Regulations 13

3.5 How This Plan Relates to Other Plans 14

4 WILDLIFE BRANCH RESPONSIBILITIES AND ORGANIZATION **14**

4.1 WILDLIFE BRANCH STAFFING 14

4.1.1 Wildlife Response Contractors - Equipment and Personnel Capabilities 16

4.1.2 Wildlife Branch Cetaceans and Otters Management 16

4.1.3 Volunteers 16

4.2 Personnel Safety 17

4.3 Interaction with Local Agencies 18

5 WILDLIFE BRANCH ROLES AND RESPONSIBILITIES 19

5.1 Wildlife Branch Director 19
5.2 Deputy Wildlife Branch Director 20
5.3 Wildlife Safety Specialist 20
5.4 Wildlife Technical Specialist/Liaison 20
5.5 Reconnaissance Group 20
5.5.1 Reconnaissance: Wildlife Hotline 21
5.5.2 Reconnaissance: Aerial Team 22
5.5.3 Reconnaissance Boat Team 22
5.5.4 Reconnaissance Shoreline Team 23
5.5.5 Reconnaissance: Whale Monitoring Team 23
5.6 Deterrence Group 24
5.6.1 Deterrence General Team 25
5.6.2 Deterrence: Southern Resident Killer Whale Team 25
5.7 Recovery Group 26
5.7.1 Recovery General Team 26
5.7.2 Recovery Marine Mammals and Sea Turtle Teams 27
5.8 Field Stabilization Group 28
5.9 Recovery Group and/or Field Stabilization Group Transportation Unit 28
5.10 Care and Processing Group 29
5.10.1 Care and Processing Care Team 29
5.10.2 Care and Processing: Processing Team 30
5.10.3 Care and Processing Morgue Team 31

6 INTERACTION WITH OTHER INCIDENT COMMAND SYSTEM/UNIFIED COMMAND SECTIONS 32

6.1 Coordination with Situation Unit 33
6.2 Coordination with Environmental Unit 33
6.3 Coordination with the Liaison Officer and the Joint Information Center 33
6.4 Coordination with Natural Resource Damage Assessment 33

7 DEMOBILIZING WILDLIFE BRANCH OPERATIONS 34

APPENDIX A WILDLIFE BRANCH RESOURCES 35

APPENDIX A.1 KEY CONTACT INFORMATION 36
APPENDIX A.2 INTERNET RESOURCES 38
APPENDIX A.3 PRIMARY CARE AND PROCESSING CENTER REQUIREMENTS 40
APPENDIX A.4 REGIONAL MARINE MAMMAL OIL SPILL RESOURCES 50
APPENDIX A.5 REGIONAL WILDLIFE DETERRENCE RESOURCES 51

APPENDIX B WILDLIFE BRANCH POSITION DESCRIPTIONS AND UNIT GUIDANCE 52

APPENDIX B.1 WILDLIFE BRANCH DIRECTOR 53
APPENDIX B.2 WILDLIFE TECHNICAL SPECIALIST/LIAISON 55
APPENDIX B.3 RECONNAISANNCE GROUP 58
APPENDIX B.4 Deterrence Group 60
APPENDIX B.5 Recovery Group 61
APPENDIX B.6 Field Stabilization Group 64
APPENDIX B.7 Transportation Unit 65
APPENDIX B.8 CARE AND PROCESSING GROUP 66

APPENDIX C SPECIAL PROTOCOLS AND PLANS 69

APPENDIX C.1 Guidelines for Oil Spill Response Involving Marine Mammals 70
APPENDIX C.2 Oil Spill Emergency Response Killer Whale – Deterrence Implementation Plan 82
APPENDIX C.3 Guidelines for Spill Response Involving Snowy Plovers in Oregon and Washington 101
APPENDIX C.4 Guidelines for Preventing the Introduction of Aquatic Invasive Species 107
APPENDIX C.5 Implementing Response Countermeasures (Offshore and Shoreline Oil Recovery and Applied Response Technologies) 108
APPENDIX C.6 Reducing Disturbance-Related Impacts to Wildlife and Other Resources During Spill Response 109
APPENDIX C.7 Pre-emptive Capture of Wildlife 110

APPENDIX D WILDLIFE BRANCH INITIAL TASKING 111

APPENDIX D.1 Initial Wildlife Branch Objectives 112
APPENDIX D.2 Wildlife Branch General Tasks 113
APPENDIX D.3 Work Analysis Matrix 115
APPENDIX D.4 Initial Wildlife Plan 118

APPENDIX E SAMPLE WILDLIFE RESPONE FORMS 121

APPENDIX E.1 Wildlife Specific Safety Plan Template 122
APPENDIX E.2 Wildlife Reconnaissance (Recon) 122
APPENDIX E.3 Wildlife Collection and Documentation of Carcasses 122
APPENDIX E.4 Carcass Collection Job Aid for Small Carcasses 122
APPENDIX E.5 Transport Log for Carcasses Form 122
APPENDIX E.6 Live Animal Capture Form 122
APPENDIX E.7 Capture Log for Live Animals Form 123
APPENDIX E.8 Transport Log for Live Animals Form 123
APPENDIX E.9 Wildlife Search Effort Log 123
APPENDIX E.10 Wildlife Branch Daily Report Form 123

APPENDIX E.11 Care and Processing Group Information Form 123
APPENDIX E.12 Carcass Data Log 123
APPENDIX E.13 Oiled Animal Data Log 124
APPENDIX E.14 Wildlife Branch Initial Task Summary 125
APPENDIX E.15 Wildlife Branch Summary Information for PIO / JIC 129

GLOSSARY OF TERMS IN THE CONTEXT OF OILED WILDLIFE 138

FIGURES AND TABLES

Figure 9310-1 Wildlife Branch position within the Unified Command/ICS Organization

Figure 9310-2 Wildlife Branch Organization Chart

Table 9310-1 Wildlife Branch Management Recommended Staffing Table

APPENDICES

APPENDIX A WILDLIFE BRANCH RESOURCES

A.1 Key Contact Information

A.2 Internet Resources

A.3 Primary Care and Processing Center and Potential Deployment Locations

A.4 Marine Mammal Resources

A.5Regional Wildlife Deterrence Resources

APPENDIX B WILDLIFE BRANCH JOB AIDS

B.1 Wildlife Branch Director

B.2 Wildlife Technical Specialist Liaison

B.3 Reconnaissance Group

B.4 Deterrence Group

B.5 Recovery Group

B.6 Stabilization Group

B.7 Transportation Unit

B.8 Care and Processing Group

APPENDIX C SPECIAL PROTOCOLS & PLANS

C.1 Guidelines for Spill Response Involving Marine Mammals

C.2 Southern Resident Killer Whale Deterrence Implementation Plan

C.3 Guidelines for Spill Response Involving Snowy Plovers

Figures and Appendices (cont.)

C.4 Guidelines for Preventing the Introduction of Invasive Species

C.5 Implementing Response Countermeasures - Offshore and Shoreline Oil Recovery and Applied Response Technologies

C.6 Reducing Disturbance-related Impacts to Wildlife and Other Resources During Spill Response

C.7 Preemptive Capture of Wildlife

APPENDIX D WILDLIFE BRANCH INITIAL TASKING

D.1 Wildlife Branch Objectives

D.2 General Initial Tasks

D.3 Work Analysis Matrix (ICS 234)

D.4 Day 1 Wildlife Plan

APPENDIX E SAMPLE WILDLIFE RESPONSE FORMS

E.1 Wildlife Safety Plan

E.2 Wildlife Reconnaissance

E.3 Collection and Documentation of Carcasses

E.4 Carcass Collection Job Aid for Small Carcasses

E.5 Transport Log for Carcasses

E.6 Live Animal Capture Form

E.7 Capture Log for Live Animals

E.8 Transport Log for Live Animals

E.9 Search Effort Log

E.10 Wildlife Branch Daily Report Form

E.11 Care and Processing Group Information (Summary?) Form

E.12 Carcass Data Log

E.13 Oiled Animal Data Log

E.14 Post-Intake Mortality Log

E.15 Wildlife Branch Initial Task List

E.16 Wildlife Branch Summary for PIO/JIC

Acronyms

ACRONYMS

ACP	Area Contingency Plan
ATV	All-Terrain Vehicle
BMP	Best Management Practice
CFR	Code of Federal Regulations
DWBD	Deputy Wildlife Branch Director
ECY	Washington Department of Ecology
EPA	U. S. Environmental Protection Agency
ESA	Endangered Species Act
ENVL	Environmental Unit Leader
EU	Environmental Unit
FOSC	Federal On-Scene Coordinator
GIS	Geographic Information System
GPS	Global Positioning System
GRP	Geographic Response Plan
HAZWOPER	Hazardous Waste Operations and Emergency Response
HPAI	Highly Pathogenic Avian Influenza
IAP	Incident Action Plan
IBR	International Bird Rescue
ICP	Incident Command Post
ICS	Incident Command System
IDEQ	Idaho Department of Environmental Quality
ISB	In-situ Burning
IWR	International Wildlife Research
JIC	Joint Information Center
MBTA	Migratory Bird Treaty Act
MOU/MOA	Memorandum of Understanding/Agreement
MRU	Mobile Rehabilitation Unit
NCP	National Contingency Plan
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NRDA	Natural Resource Damage Assessment
NWAC	Northwest Area Committee
NWRCP	Northwest Regional Contingency Plan
ODFW	Oregon Department of Fish and Wildlife

Acronyms (cont.)

OPA-90	Oil Pollution Act of 1990
OAR	Oregon Administrative Rules
ORS	Oregon Revised Statutes
OSRO	Oil Spill Response Organizations
OWCN	Oiled Wildlife Care Network
PIO	Public Information Officer
PPE	Personal Protective Equipment
PRC	Primary Response Contractor
RAR	Resource at Risk
RCW	Revised Code of Washington
RP	Responsible Party
SOSC	State On-scene Coordinator
SOFR	Safety Officer
SRKW	Southern Resident Killer Whale
UC	Unified Command
USCG	U. S. Coast Guard
USFWS	U. S. Fish and Wildlife Service
WAC	Washington Administrative Code
WBD	Wildlife Branch Director
WDFW	Washington Department of Fish and Wildlife
WRRL	Worldwide Response Resource List
WRSP	Wildlife Response Service Provider

1 PREFACE

Wildlife is put at risk or injured when oil is spilled into the environment. This Wildlife Response Plan (Plan) has been developed to support responses under the regional and area plans, ensuring a rapid, aggressive, and well-coordinated response to oil and hazardous substance incidents within Region 10 (Idaho, Oregon, and Washington).

The primary goal of the Plan is to ensure that oiled wildlife response in Region 10:

- Is conducted in a safe and effective manner for responders, animals, and the public.
- Is fully integrated into the overall spill response and ICS structure.
- Provides resources in timely manner to minimize the impacts of an oil spill to wildlife.
- Provides best achievable capture and care for spill impacted wildlife based on the specific objectives of the Unified Command for the incident.
- Addresses applicable state and federal wildlife requirements.

1.1 Summary of Plan History, Revisions, and Process for Future Updates to the Wildlife Response Plan

The previous Wildlife Response Plan evolved over time with most of the content being adopted between 2003 and 2007, and the latest update occurring in 2012. Plan material was produced by representatives of government agencies and interested parties, including personnel from: Washington Department of Fish and Wildlife (WDFW), Washington Department of Ecology (ECY), U.S. Coast Guard (USCG), U.S. Fish and Wildlife Service (USFWS), National Oceanic and Atmospheric Administration (NOAA), and the petroleum industry. This revision replaces the Northwest Wildlife Response Plan (NWRCP Sec. 9310). The material found within the adjacent sections of the NWRCP entitled “Northwest Area Wildlife Deterrence (formerly known as hazing) Resources” (Sec. 9311); “Oil Spill Marine Mammal Resources” (Sec. 9312); “Wildlife Branch Position Descriptions” (Sec. 9313); and “Potential Mobile Bird Rehabilitation Unit (MRU) Deployment Locations in Coastal Counties” (Sec. 9314) has been incorporated into this document and its appendices.

The Plan was developed to meet the NCP’s plan requirements for the protection of fish and wildlife resources as set forth in 40 Code of Federal Regulations (CFR) Part 300, Sections 300.210(c)(4), and to be used throughout WA, OR, and ID.

The 2023 revision of the wildlife plan includes:

- Format changes.
- Updated Wildlife Branch organizational structure to ensure consistency with current international standards.
- Sample templates and job aids, based on material developed by professional wildlife organizations and the states of California and Alaska.
- Simplified staffing guidance.
- General editing and simplification of text.

This document will be updated when policy changes occur, new protocols are developed, and in response to lessons learned from spills and drills.

2 INTRODUCTION

The Plan contains descriptions of the oiled wildlife response organization, its interaction with other parts of the response structure, certain position descriptions, and miscellaneous job aids.

2.1 Oil spill management – Incident Command System

When oil spills occur, the Incident Command System (ICS) is the organizational structure used to coordinate response actions. The response organization grows to fit the level of response necessary for a specific incident. ICS positions are staffed, as applicable to an individual's training and expertise. If a suggested ICS position is not filled, the responsibility for the unfilled position's duties falls to the next higher ICS position. Those tasks will be performed unless they don't apply to the particular response.

The ICS organizational structure in an oil spill response typically includes the Unified Command (UC) and the Operations, Planning, Logistics, and Finance Sections that report to it.

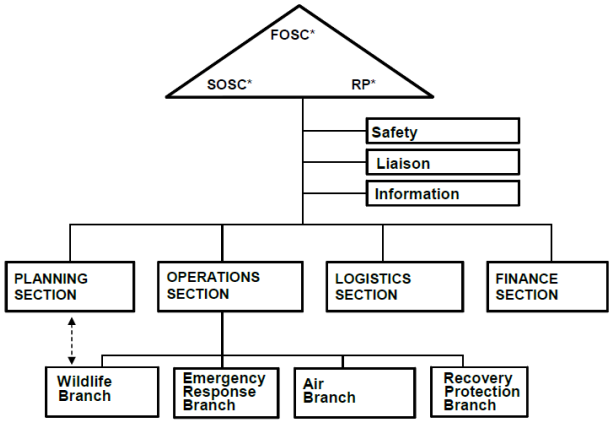


Figure 1. Wildlife Branch position within the UC/ICS Organization. The Wildlife Branch interacts closely with the Environmental and Situation Units within the Planning Section.

* Acronyms: FOSC = Federal On-Scene Coordinator (USCG or US EPA), SOSC = State On-Scene Coordinator, RP = Responsible Party

Response actions concerning the protection, identification, rescue, processing, and rehabilitation of oiled wildlife or at-risk-wildlife are performed by the Wildlife Branch (Figure 1). This Plan describes activation of a wildlife branch, responsibilities and capabilities of the Wildlife Branch, response procedures, personnel and equipment, and wildlife protection responsibilities of federal and state governments during a spill.

2.2 ACTIVATING THE WILDLIFE BRANCH

A wildlife response is initiated when wildlife impacts are expected due to a reported spill.

To help assess and reduce potential wildlife impacts, it is important that an initial wildlife assessment be conducted by trained professionals in the vicinity of the incident site as soon as practicable. This assessment serves to identify already impacted wildlife, wildlife that is potentially at risk, and to determine whether specific strategies (such as deterrence)

could be implemented to reduce wildlife impacts from occurring all together. This assessment will also help to determine the type and kind of resources that the Wildlife Branch will need to mobilize to address the needs of the incident, including which trustees may need to become involved in the Wildlife Branch.

Upon notification of a significant oil spill, the US Fish and Wildlife Service (USFWS), or their designee, will immediately assume the role of the Wildlife Branch Director (WBD) and will initiate branch operations and the mobilization of wildlife response resources as appropriate. To ensure close coordination, the WBD will maintain communications with the UC and any contracted Wildlife Response Service Provider (WRSP). Early initiation of a wildlife assessment by the WRSP will ensure the timely mobilization of resources and will help to minimize adverse effects upon wildlife.

Initially, essential Wildlife Branch roles (Table 1) are likely to be filled by local personnel. As response actions become more involved, WRSP and trustee staff may be brought in from other locations to help fill Wildlife Branch roles. As soon as feasible, the WBD will direct the development of the Wildlife Plan, submit it for review and approval by the UC, and begin coordinating with professional wildlife response organizations and other trustee agencies for staffing needs.

The following conditions should be taken into consideration when activating Wildlife Branch operations:

- Product type (e.g., refined products are more acutely toxic).
- Extent of release, size of area impacted.
- Presence of federally and/or state listed species.
- Numbers and types of wildlife in the area.
- Habitat type (e.g., wetland).
- Seasonality (breeding season, migration period).
- Weather and sea state.

The WBD, in consultation with the State On-Scene Coordinator (SOSC) and the Environmental Unit Leader (ENVL), will coordinate with the permitted oiled wildlife response personnel and facilities and federal and state natural resource trustees (i.e., USFWS and NMFS). Early notification of the professional wildlife response personnel allows prompt assessment of the potential for oiled wildlife and determination of scenario-specific response resource needs (equipment and personnel).

2.2.1 Washington State Wildlife Branch Activation

The Washington Department of Fish and Wildlife (WDFW) Oil Spill Team is typically notified of significant oil spill incidents by the Washington Department of Ecology Duty Officer. Based on its MOA with the USFWS, a WDFW representative will immediately assume the position of the WBD.

WDFW will sometimes receive direct notification about oiled wildlife in the absence of a reported spill. WDFW maintains internal guidelines for response to "mystery" incidents but, for the most part, the notification and activation activities listed below should still be followed. The decision about whether to activate the Branch will then be made by the appropriate WDFW representative (e.g., WDFW Oil Spill Team) in consultation with the SOSC.

2.2.2 Oregon State Wildlife Branch Activation

Coordinator receives and triages incident notices and responds based on the specified scenario.

2.2.3 Idaho State Wildlife Branch Activation

Coordinator receives and triages incident notices and responds based on the specified scenario.

2.3 WILDLIFE RESPONSE ACTIONS

Activities associated with the activation of the branch will be appropriate to the size of the spill. Activation of personnel and equipment is based primarily on anticipated adverse effects on wildlife. Therefore, depending on the size of the incident, the Wildlife Branch may range in size from just the Branch Director position to full activation of the organization displayed in Figure 1, including the associated equipment and personnel resources. Development of Wildlife Branch operations is an iterative, dynamic process that calls for accurate information, knowledge, experience, and judgment. It is important to understand that "activation" of the branch does not mean that a full-scale wildlife response will be mounted. The level of response is completely dependent on the number of animals that may potentially be impacted.

On every spill response, the first action of the Wildlife Branch must be to deploy skilled and experienced observers to the vicinity of spill location to conduct an initial wildlife impact assessment, to determine the extent of the initial and potential wildlife impacts in a timely manner. The ability to effectively determine the size and scale of the wildlife response is highly dependent on skilled observers arriving on scene quickly. These initial observers must be able to identify oiled wildlife behaviors because the impact of oil and other hazardous materials on wildlife is not always obvious to the average responder. Oiling from light petroleum products, unlike heavy petroleum products, can be especially difficult to determine without the use of a trained observer. Unless heavily oiled, impacted wildlife may be mobile and may not remain at the site of the initial oiling.

Results of the initial wildlife impact assessment will determine the initial size and complexity of the Wildlife Branch and the subsequent deployment of personnel and equipment. This involves establishing the Wildlife Branch organizational structure (Figure 2), contacting wildlife recovery and permitted rehabilitation organizations, notifying the appropriate federal and state trustees, and determining rehabilitation facility needs. The number of animals affected, or potentially affected, will determine the number and type of personnel and equipment resources that are needed. The Wildlife Branch will work with Logistics to obtain and bring in resources, personnel, and equipment. Deterrence, search and recovery, field stabilization, rehabilitation, and release activities will proceed as deemed necessary and appropriate by the Wildlife Branch Director, with approval of the Unified Command.

Wildlife response actions can be summarized as discrete and separate actions, all with the goal of minimizing adverse effects of oil on wildlife and maximizing the release rate and survival of rehabilitated animals. The distinct components of wildlife response actions are as follows:

1) An initial Wildlife Impact Assessment: typically conducted shortly after a spill notification is received. This short-term operation (one to two days) gathers information about the potential types and numbers of oil-impacted wildlife—and the areas where they are located—to help establish the early operational needs of the Wildlife Branch (see Table 1 for staffing examples).

2) Wildlife Reconnaissance: conducted to obtain location information regarding oiled wildlife to direct search and recovery team efforts.

3) Oiled Wildlife Recovery (i.e., search and recovery): conducted to recover and transport oiled wildlife to the field stabilization unit or response rehabilitation facility as appropriate. Recovery teams may work by boat, all-terrain vehicle (ATV), vehicle or on foot, depending on the location of the spill.

4) Field Stabilization: the initial care provided to animals after recovery and prior to transport to the primary care (rehabilitation) center. Field stabilization generally occurs close to the point of recovery and is intended to ensure that recovered wildlife is sufficiently stable for transport. Initial care may include fluid therapy and warming (or cooling) the animal as appropriate. Field stabilization may not be utilized in all spills, depending on the location and circumstances of the incident.

5) Rehabilitation: involves providing specialized care to oiled animals with the goal of ultimately returning them to the wild. In general, the principal phases of the rehabilitation process include medical stabilization, the removal of the product, waterproofing, and pre-release conditioning.

6) Release into the wild after rehabilitation: all previously oiled animals must be completely cleaned of contaminants, be fully waterproof, and pass a standardized species-specific set of baseline medical and health criteria prior to being deemed ready for release. Release activities must be coordinated with USFWS and appropriate state trustees and media agencies. Wildlife will be released into approved sites, and release is to be considered only after the threat of re-oiling has been eliminated or minimized. USFWS may require or recommend that wildlife be banded, tagged, or otherwise permanently individually identified prior to release.

7) Deterrence: operations that utilize a variety of techniques to move animals away from areas where they are at risk of becoming oiled. The specific circumstances associated with any given response scenario will determine the need for, and ultimately the effectiveness of, any deterrence activities. The Wildlife Branch will coordinate all deterrence operations.

During oil spill responses involving wildlife, various state and federal agencies, nongovernmental organizations, and volunteers may become involved in wildlife-related activities. It should be noted, however, that most of any reconnaissance, search and recovery, and animal handling within the rehabilitation center will usually be conducted by personnel associated with oiled wildlife response organizations—especially during small to medium level responses. These professional organizations (which may or may not be "for profit") have the training, experience, and personnel required to provide the specialized services necessary for the successful recovery and care of oil impacted wildlife. Personnel that are not associated with these oiled wildlife response organizations will typically be used to fulfill more supportive roles within the Wildlife Branch.

The following sections describe the statutory basis for implementing an oiled wildlife response, along with the response structure, personnel, and equipment needed to conduct an oiled bird response, an oiled sea otter response, and killer whale deterrence and monitoring.

3 STATUTORY BASIS FOR WILDLIFE BRANCH OPERATIONS

3.1 Federal and State Law Mandates

The Federal Oil Pollution Act of 1990 (OPA-90) requires information about fish and wildlife and sensitive environments plans to be included in ACPs "in order to provide for coordinated, immediate and effective protection, rescue, rehabilitation of, and minimization of risk of injury to fish and wildlife resources and habitat." In 40 CFR Part 300, Section 300.210(c)(4), the requirements for this plan are set forth as an annex to the Area Contingency Plan. The Plan has been written in conjunction with other sections of the ACP to address these federal requirements.

3.1.1 Washington Regulatory Framework

In most respects, the fish and wildlife provisions of Washington's Revised Code of Washington (RCW) 90.56 (Oil and Hazardous Substance Spill Prevention and Response**)** parallel the OPA-90 provisions for fish and wildlife protection during spill responses. Under RCW 90.56, and RCW 90.48 (Water Pollution Control) the Director of the Department of Ecology has several duties regarding living natural resources. The ECY Director is to:

- Develop contingency plans for the protection of fish and wildlife.
- Assess injuries to natural resources.
- Require restoration plans for wildlife resources including habitat following spills.

Within the state of Washington, pursuant to RCW 77 (Fish and Wildlife), the Washington Department of Fish and Wildlife (WDFW) is the lead state trustee agency for fish, wildlife, and their habitats.

3.1.2 Oregon Regulatory Framework

Oregon Revised Statutes ORS_ 468B.060 and ORS468N.400 grants the Oregon Department of Fish and Wildlife (ODFW) the authority to investigate when pollution or a violation of an Oregon Department of Environmental Quality permit results in the injury, death, contamination or destruction of fish, wildlife, or habitat and defined wildlife rescue training programs. The statute also authorizes ODFW to recover the value of the fish or wildlife, & all costs associated with restoring the affected habitat. It also makes very clear that the responsible party is strictly liable for those costs.

Oregon Administrative Rules (OAR) 635-410 outlines ODFW's roles during an event. These include to:

- Promptly investigate to determine the cause & extent of damages.
- Seek compensation.
- Work with other agencies to eliminate sources of pollution, prevent losses & pursue violations.

3.1.3 Idaho Regulatory Framework

Idaho code, 36-106 5 (A), 36-502, 36-701 – detailing the rights of the Director in the administration of wildlife under the Idaho Fish and Game Commission. Additionally, the Idaho Department of Fish and Game Wildlife Bureau, IDAPA 13.01.10 Rules Governing Importation, Possession, Release, Sale, or Salvage of Wildlife, and Wildlife Rehabilitation Permitting.

3.2 Natural Resource Trustees for Wildlife

In any spill, the responsible party or spiller is responsible to federal and state resource trustees, to federally recognized Tribes, and to foreign trustees, all of whom are empowered to enforce remediation and seek compensation for injuries to natural resources that have been caused by a discharge (40 CFR Part 300, Subpart G, (WAC) 173-183, ORS 468B.060, and IDAPA 13.01.10).

Trustee agencies can provide input into the selection of response methods so that wildlife operations comply with each trustee's governing laws and their obligations to preserve and protect wildlife and habitat. During a spill response, the wildlife trustee agencies, and Tribes may work directly within the Wildlife Branch, the Environmental Unit, or remotely via the Liaison Officer to provide information about local wildlife resources, sensitive species or habitats, logistical considerations, and other issues of concern.

Federal trustee agencies that are most likely to participate in Wildlife Branch decisions and response activities are as follows:

- Department of Agriculture
    - U.S. Forest Service
    - Animal and Plant Health Inspection Service (APHIS) - Wildlife Services
    - U.S. Fish and Wildlife Service
- Department of Commerce
    - NOAA, Office of Response and Restoration
    - NOAA, Office of National Marine Sanctuaries
    - NOAA, National Marine Fisheries Service
- Department of Defense (military lands)
- Department of the Interior
    - Bureau of Indian Affairs
    - Bureau of Land Management
    - Bureau of Ocean Energy Management
    - National Park Service

The United States Coast Guard (USCG) and the United States Environmental Protection Agency (EPA) are not trustee agencies for natural resources but are the primary lead federal agencies during spill response (in marine and inland waters, respectively), thus they participate fully in Wildlife Branch decisions as parts of the UC.

Washington, Oregon, and Idaho trustee agencies that are most likely to participate in Wildlife Branch decisions and response activities will vary by state and may include the following:

- Washington Department of Fish and Wildlife
- Washington Department of Natural Resources (tidelands and the bed lands of lakes and rivers)
- Washington Department of Parks and Recreation.
- Oregon Department of Fish and Wildlife
- Idaho Department of Fish and Game
- Idaho Department of Environmental Quality

Tribes retain sovereign authority to manage wildlife resource issues within reservation boundaries. Consultation and coordination are necessary with Tribal governments whose lands may be impacted by an oil spill. Regardless of whether an oil spill occurs directly on tribal lands or moves onto or through tribal lands, tribes have an important role in developing wildlife response actions affecting tribal resources. Tribes may also have additional natural resource interests related to retained rights outside of reservation lands. In such circumstances, the Wildlife Branch will work in coordination with affected tribes to develop appropriate wildlife response strategies to address wildlife and tribal concerns, in compliance with Executive Order 13175 (Consultation and Coordination with Indian Tribal Governments), Department of the Interior Secretarial Order 3206, USFWS Native American Policy, and compliance with Section 1615 of the NWRCP.

3.3 Interagency Agreements Regarding Joint Response Activities

Given that oil spills can cross state and national borders, the states of Alaska, California, Hawaii, Oregon, and Washington, and the Province of British Columbia formed the Pacific States/British Columbia Oil Spill Task Force and established a Mutual Aid Agreement to ensure effective coordination and resource sharing between the states and British Columbia in the event of a spill (https://oilspilltaskforce.org/).

International cooperation during spill responses is also enabled by the Pacific Geographical Annex (CANUSPAC) to the Canada – U.S. Joint Marine Pollution Contingency Plan (https://www.rrt10nwac.com/Files/CANUSPAC%20Annex_2016%20Update_signed.pdf), an accord signed by the United States and Canada. This accord also includes information needed for spill response personnel and equipment to cross the international border.

3.4 Compliance with Federal and State Wildlife Regulations

There are four federal laws (discussed below) concerning the protection of wildlife relevant to spill response: the Migratory Bird Treaty Act (16 USC 703-712), the Marine Mammal Protection Act (16 USC Chapter 31), the Endangered Species Act (16 U.S.C. § 1531 et seq.), and the Bald Eagle and Golden Eagle Protection Act (16 USC 668-668d).

The WBD is responsible for ensuring that activities of the Wildlife Branch are conducted in compliance with federal laws, including implementation of all measures outlined in the Memorandum of Understanding/Agreement (MOUs/MOAs) and other agreements. In addition, the WBD will assist the Environmental Unit (EU) of the Planning Section to help ensure that laws and agreements pertaining to wildlife are complied with during other aspects of spill response.

3.4.1 Migratory Bird Treaty Act

The Federal Migratory Bird Treaty Act (MBTA) prohibits anyone without a permit from pursuing, hunting, killing, possessing, or transporting most native birds in the United States (or attempting to do any of these things). The MBTA applies to live and dead birds, and active nests (nests with eggs or chicks). The trustee agency overseeing the MBTA is the USFWS.

Wildlife Response Service Providers (WRSP) operating within Washington are required to possess a Migratory Bird Rehabilitation Permit. In addition, incident-specific authorization from the USFWS is required for personnel (including volunteers) working under the WRSP to collect birds during oil spills. This includes dead birds and live oiled birds, as well as live un-oiled birds that may be captured "for the purpose of removing them from imminent danger." No federal permit is required for non-lethal deterrence of migratory birds. Birds captured or collected must be reported to the USFWS (typically through notification to the Situation Unit and UC), and any birds listed under the federal Endangered Species Act must be reported within 24 hours. Disturbance related to spill response activities that would result in the loss or abandonment of nests is not covered under the Migratory Bird Rehabilitation Permit; such disturbance should be avoided.

3.4.2 Marine Mammal Protection Act

The Marine Mammal Protection Act (MMPA) prohibits the "take" of marine mammals (including pinnipeds, cetaceans, and sea otters); with "take" being defined under the MMPA as "to harass, hunt, capture, kill or collect, or attempt to harass, hunt, capture, kill or collect." Under Section 109(h) of the MMPA, federal, state, and local government officials, or designees of the relevant Secretaries of the Departments of the Interior and Commerce, may take marine mammals during official response duties if such taking is for the protection or welfare of the mammal, the protection of public health and welfare, or the non-lethal removal of nuisance animals. Other exemptions to the take prohibition that are relevant to oil spill response include activities conducted under a permit or agreement issued by NMFS or USFWS.

3.4.3 Federal Endangered Species Act

The federal Endangered Species Act (ESA) prohibits the take of species listed as threatened or endangered under the Act. “Take” under the ESA is defined as “to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct." The USFWS oversees permitting authorization issues for the allowed take of listed terrestrial species, non-marine fish, birds, sea turtles (nesting), and sea otters; NMFS oversees permitting authorization of the allowable take of other marine mammals, sea turtles (in water), and marine and anadromous fishes.

In 2001, the USFWS and other federal agencies signed an MOU regarding oil spill planning and response activities related to the ESA. This MOU recognized that oil spill response is a federal action, and thus is subject to Section 7 of the ESA, which involves inter-agency consultations regarding threatened and endangered species. The MOU includes guidelines for pre-spill planning (including protocols for listed species, as included in this plan) and guidelines for emergency Section 7 consultations during and after spill response.

Sea otters, managed by the USFWS, are covered under this agreement, and are also addressed separately in the Sea Otter Contingency Plan (Appendix B). For issues related to take of listed pinnipeds, cetaceans, or sea turtles, the WBD should confirm that the Environmental Unit Leader (EUL) is working with NMFS and USFWS personnel to facilitate a federal ESA Section 7 Emergency Consultation, as necessary. The Services have issued recent programmatic Biological Opinion updates for the ESA Section 7 Emergency Consultation process (see the ESA Compliance Guide).

The federal ESA does not specifically authorize deterrence and preemptive capture of ESA-listed species during oil spill response. The Wildlife Branch, in consultation with the appropriate trustee agencies, will develop response strategies, if appropriate, for deterrence and preemptive capture of listed species for a specific spill incident. Take of listed species resulting from approved response actions may be deemed incidental to the primary action of the spill response and will be covered by the ESA Section 7 Consultation process unless otherwise authorized by a permit. The Environmental Unit Leader should coordinate with the Services as soon as possible to determine which ESA consultation route may be most appropriate for the situation.

3.4.4 State of Washington Wildlife Regulations

The endangered species provisions contained within Washington’s Fish and Wildlife Enforcement Code (RCW 77.15) prohibit the taking of fish or wildlife species that have been designated by the WDFW Commission as state-threatened and endangered; unless the taking of the fish or wildlife has been authorized per RCW 77.15.120 or if the person is an officer, employee, or agent of the department lawfully acting in the course of his or her authorized duties.

Wildlife rehabilitation permits issued by the state of Washington complement federal permit requirements and allow permitted rehabilitators to temporarily collect and hold

injured (e.g., oiled) wildlife, including endangered species. Per WAC 220-450-070, WDFW Wildlife Rehabilitation Permit (with an oiled-wildlife endorsement) authorizes recovery, temporary possession, transport, and rehabilitation of oiled threatened and endangered bird species. These permitted wildlife rehabilitators will run the operations as outlined in 5.8 - 5.10.2. In addition, 50 CFR 17.21 and 17.31 allows any employee or agent of the WDFW to take listed species if such action is necessary to aid a sick, injured, or orphaned specimen (among other things). Additionally, in regulations issued under the ESA Section 4(d) for threatened species including green sturgeon and several Distinct Population Segments of anadromous fish, take during an emergency may be allowed (see 65 Federal Register (FR) 42422 and 75 FR 30714). To aid in minimizing potential impacts to threatened and endangered species that could be encountered during spill response, special protocols have been established for key species, such as snowy plovers (Appendix B).

For the safety of the public (as well as of wildlife), WAC 220-450-070 generally prohibits members of the public from picking up disabled wildlife, although this WAC does contain a provision that allows members of the public to capture and transport injured wildlife to a rehabilitation facility. Specifically, "It is unlawful to take live wildlife, wild birds, or game fish from the wild without a permit issued by the (WDFW) director except as otherwise provided by department rule." Even with this provision, WDFW strongly recommends that members of the public do not attempt to capture injured wildlife on their own.

The WAC 173-182 and 173-186 require regulated industry oil spill contingency plans to cite approved Wildlife Response Service Providers that may conduct wildlife impact assessment, reconnaissance, deterrence, capture, stabilization, and rehabilitation operations.

Re: Treatment of non-native wildlife in Washington

Non-native wildlife can be rehabilitated but there are limitations to where some non-native species may be released (WAC 220-450-110). Typically, wildlife-related spill response actions only focus on native wildlife. As a best practice, invasive, feral, or peri-domestic animals may be collected and treated during spill response only if:

- Care of non-native animals does not detract from care of native wildlife during the current spill response.
- Animals are not released back into the environment unless specifically directed by the UC with concurrence from state and federal trustee agencies.
- Animals might not be included in oiled wildlife logs and/or documentation/evidence that will be used for the purpose of a damages assessment.
- Costs associated with wildlife care are specifically authorized by the UC.

3.4.5 State of Oregon Wildlife Regulations

3.4.6 State of Idaho Wildlife Regulations

Idaho Code 36-103 (a) Wildlife Policy. All wildlife, including all wild animals, wild birds, and fish, within the state of Idaho, is hereby declared to be the property of the state of Idaho. It shall be preserved, protected, perpetuated, and managed. It shall be only captured or taken at such times or places, under such conditions, or by such means, or in such manner, as will preserve, protect, and perpetuate such wildlife, and provide for the citizens of this state and, as by law permitted to others, continued supplies of such wildlife for hunting, fishing and trapping.

Idaho Code 36-502 No person shall possess, transport or ship in any manner, or accept for transportation or shipment any wildlife except as hereinafter provided.

(a) Possession and Transportation.

1. The possession and transportation of any legally taken wildlife shall be lawful when the same is in the possession of or is being transported by the taker of said wildlife and is accompanied by the appropriate licenses, tags, and/or permits attached and/or validated in the manner prescribed by the provisions of sections 36-409(d) and 36-410(a), Idaho Code.

(b) Unlawful Possession. No person shall have in his possession any wildlife or parts thereof protected by the provisions of this title and the taking or killing of which is unlawful.

(c) Release of Captured Wildlife. Any native wildlife, classified as predatory wildlife or unprotected wildlife, captured as the result of activity deleterious to human activity, may be released on private lands in the county of origin or on private lands in adjacent counties to the county of origin, with the written consent of the landowner of the property where the release occurs. The written consent shall include the date and the number of each species to be released.

Idaho Code 36-901 No person shall take by any method or means, at any place or time or in any amount, or to have in possession fish from any of the waters of the state of Idaho except as permitted by provisions of this title and commission rules or proclamations promulgated pursuant thereto.

Idaho Code 36-902 (a) Destructive Substances. Deposit, throw, place, allow or cause to pass into any of the waters of this state any deleterious drugs, toxicants, chemicals, poisonous substances, explosives, electrical current, or other material which may tend to destroy, kill, disable, or drive away fish.

Idaho Code 36-1102 (b) Migratory Birds.

1. No person shall hunt, take, or have in possession any migratory birds except as provided by federal regulations made pursuant to the federal Migratory Bird Treaty Act, as amended, and in accordance with related rules and proclamations promulgated by the commission.

Idaho Code 39-7102 Hazardous Substance Emergency Response Act.

(c) That the unexpected and uncontrolled releases or threat of releases of hazardous substances constitute a threat to the people and environment of Idaho; and

(d) That knowledgeable persons, governmental entities, and organizations should be encouraged to lend expert assistance in the event of a hazardous substance incident.

3.5 How This Plan Relates to Other Plans

The Plan references and is consistent with additional federal wildlife plans, and industry contingency plans.

At the national level, the USFWS has prepared related plans, including: the *Best Practices for Migratory Bird Care During Oil Spill Response* (2003), and the *Fish and Wildlife Service National Oil Spill Contingency Plan* (2005). Similarly, the NMFS's Marine Mammal Health and Stranding Response Program has developed the *Pinniped and Cetacean Oil Spill Response Guidelines, No. NMFS-OPR-52* (2015) and the *Oil Spill Emergency Response Killer Whale – Hazing Implementation Plan* (2014). These plans are consistent with the National Wildlife Rehabilitators Association and International Wildlife Rehabilitation Council's *Minimum Standards for Wildlife Rehabilitation* (4th edition 2012).

4 WILDLIFE BRANCH RESPONSIBILITIES AND ORGANIZATION

4.1 WILDLIFE BRANCH STAFFING

The positions within the Wildlife Branch will be staffed as appropriate to the incident and may include representatives of state and federal agencies, tribes, the responsible party, and professional oil spill response organizations. Activation of personnel and equipment is based on several variables, but primarily on the anticipated impacts to wildlife.

In Region 10, there are typically five Groups within the Wildlife Branch that report to the Wildlife Branch Director (WBD). These are:

- Reconnaissance Group (locating wildlife in the spill area)
- Deterrence Group (moving animals away from oil)
- Recovery Group (search and capture of oiled or at-risk animals)
- Field Stabilization Group (providing first aid until animals are fit for transportation), and
- Care & Processing Group (rehabilitation and collection of animal evidence).

Figure 2 shows the organization of these groups within the Wildlife Branch. The duties of these groups are highlighted in Section 5. Additional information regarding these groups and position descriptions can be found in Appendix A, Wildlife Branch Job Aids.

Table 1 (below) is a general guide to the Wildlife Branch management staffing needs for various sizes of spills. Three levels of Wildlife Branch response are shown in Table 1. Each response must be tailored on a case-by-case basis based on an assessment of risk to wildlife in the area. Some circumstances may justify Level 2 or 3 (highest) mobilization at the outset. The WBD will brief the appropriate UC representative (e.g., Operations Section Chief) on the deployment of personnel and equipment.

The rapid mobilization of personnel and equipment to support response needs is critical to the success of wildlife response operations.

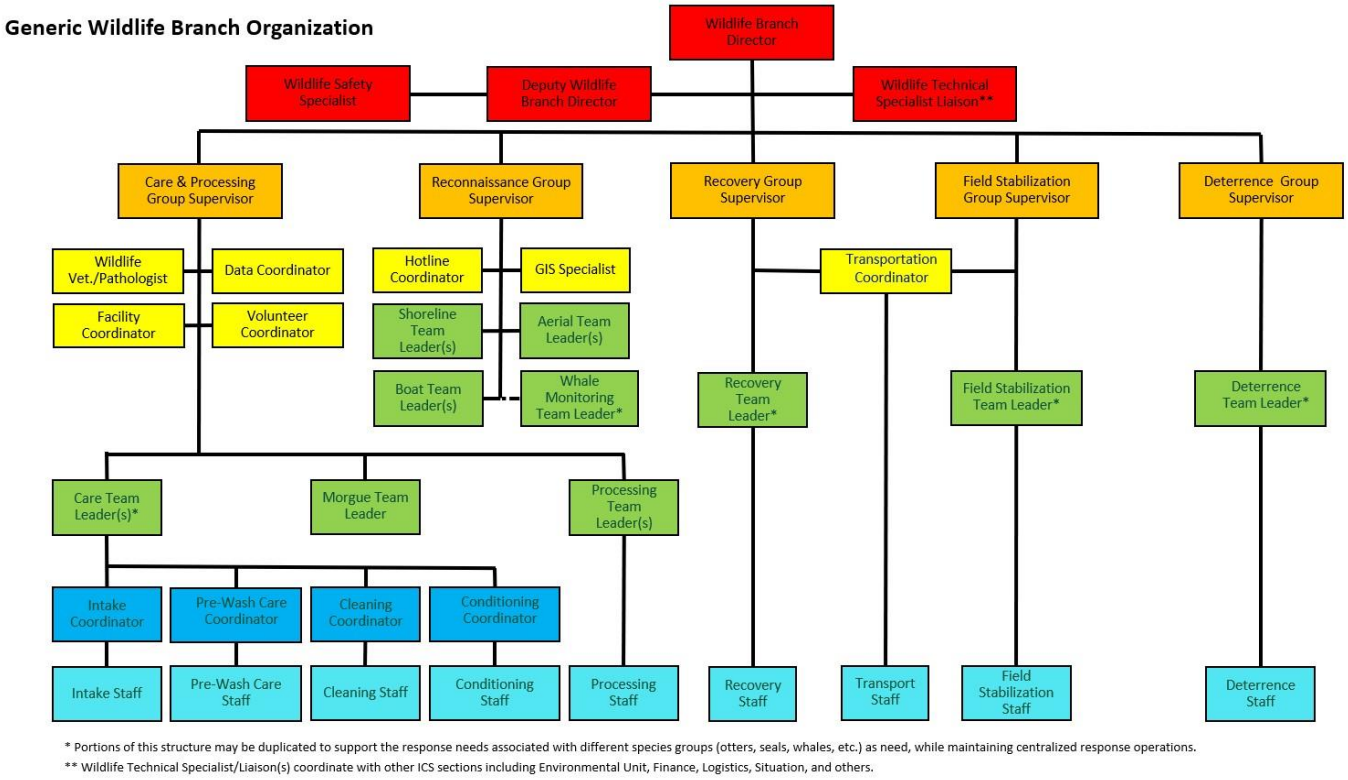


Figure 2. General Wildlife Branch Organizational Chart. Note that additional teams may be established within each Group if necessary.

4.1.1 Wildlife Response Contractors - Equipment and Personnel Capabilities

The Wildlife Branch relies heavily upon permitted professional wildlife response organizations that are hired to provide expertise and equipment resources during responses.

Washington State has established contingency planning regulations for wildlife (see WAC 173-182 and 173-186). These regulations establish a baseline capability that the regulated oil industry (refineries, tank farms, pipelines, covered vessels, and railroads) needs to be able to provide during a response. Typically, equipment will be provided by the contracted Primary Response Contractor (PRC) and contracted personnel will be available via a state-approved Wildlife Response Service Provider (WRSP). WRSPs maintain the certifications necessary to conduct oiled wildlife rehabilitation.

Wildlife response equipment is listed along with other response equipment in the Worldwide Response Resource List (WRRL). The WRRL is a database that identifies owners and locations of potentially available response equipment. The WRRL list is located at https://wrrl.world/fmi/webd/WRRL and is searchable by response professionals as well as the public.

Appendix A contains a list of additional resources that may be useful during a wildlife response.

4.1.2 Wildlife Branch Cetaceans and Otters Management

If there are significant cetacean or pinniped response impacts during an incident, representatives from the NMFS may fill the roles of the Whale Monitoring Team Leader within the Reconnaissance Group and the SRKW Deterrence Team Leader within the Deterrence Group. Likewise, the USFWS may fill the roles of the Sea Otter Recovery Team Leader within the Recovery Group and the Sea Otter Care Team Leader in the Care and Processing Group.

4.1.3 Volunteers

During a spill, the WBD, with input from the Group Supervisors, will determine the need for volunteer assistance and will coordinate their training and participation with the Liaison Officer or the Planning Section as needed.

Wildlife Branch personnel may include “pre-trained” and “convergent” (previously untrained) volunteers. The training level of Wildlife Branch volunteers may range from none to highly skilled. It may be possible for “pre-trained” volunteers used in wildlife care activities to be hired temporarily during a response. The Liaison Officer typically manages the priorities/concerns associated with identifying the need for volunteers. Small numbers of pre-trained or highly skilled volunteers may be contracted directly by the professional

wildlife response organization. If many convergent volunteers are used, a Volunteer Unit under the Planning Section will be established to implement a Volunteer Management Plan.

Volunteers must have proper health and safety training per the Site Safety Plan in addition to any additional training that may be required.

4.2 Personnel Safety

Worker safety must be considered before any wildlife reconnaissance, protection or retrieval effort is conducted. Safety hazards that may confront Wildlife Branch personnel include toxic vapors, fire, hazardous weather and seas, unsafe footing, diseases, injuries inflicted by animals, and fatigue. All Wildlife Branch activities must conform to the Site Safety Plan for the response, and all personnel involved in Wildlife Branch operations must have appropriate job-specific safety training for the tasks to be performed. They must be adequately protected with the appropriate PPE.

Personnel conducting wildlife-related activities outside of "hot zones" (e.g., Care and Processing Center, Field Stabilization Facility, or transportation) may have less stringent hazardous material training if they are not encountering oil. The incident Safety Officer (SOFR) will approve Personnel Hazardous Waste Operations and Emergency Response (HAZWOPER) training requirements.

A spill-specific Site Safety Plan can be modified to address specific wildlife response operational needs. A sample wildlife-specific Site Safety Plan is provided in Appendix C; the wildlife portion of the Site Safety Plan is typically prepared by the Branch and is submitted to the SOFR for approval and incorporation into the Site Safety Plan. Wildlife Branch personnel are required to read and sign the Site Safety Plan prior to commencing activities. In addition, task-specific field safety meetings should be conducted by the Supervisors/Team Leaders each day prior to daily activities.

Table 1: Supervisory staffing example for the Wildlife Branch at three response levels. Non-supervisory staff are not included in this table. Actual staffing numbers may vary according to the actual needs of the spill response.

Supervisory Positions	Level 1 (<100 birds) (<10 otters)	Level 2 (100-500 birds) (10-50 otters)	Level 3 (>500 birds) (>50 otters)
General (ICP)			
Wildlife Branch Director	1	1	1
Deputy Wildlife Branch Director	1-2	1-2	1-2
Wildlife Technical Specialist Liaison	1	1	1
Wildlife Safety Specialist	0-1	1	1
Wildlife Reconnaissance			

Wildlife Reconnaissance Group Supervisor	1	1	1
Wildlife Hotline Coordinator	0-1	1	1
GIS Specialist	0-1	1	1
Aerial Team Leader	0-1	1	1
Boat Team Leader	0-3	3-5	5+
Shoreline Team Leader	0-3	3-5	5+
Whale Monitoring Team Leader	0-1	0-1	0-1
Wildlife Deterrence			
Wildlife Deterrence Group Supervisor	0-1	0-1	0-1
Wildlife Deterrence Team Leader	0-2	0-2	0-2
Wildlife Deterrence Team Leader (SRKW)	0-1	0-1	0-1
Wildlife Recovery			
Recovery Group Supervisor	1	1	1
Field Recovery Team Leader	0-3	3-5	6-8
Field Recovery Team Leader (otter)	0-1	0-3	0-5
Field Stabilization			
Field Stabilization Group Supervisor	0-1	1	1
Field Stabilization Team Leader	0-1	1-2	2-3
Transportation Coordinator	0-1	1	1
Wildlife Care and Processing			
Wildlife Care and Processing Group Super.	1	1	1
Wildlife Care Team Leader	0-1	1	1
Wildlife Care Team Leader (otter)	0-1	0-1	0-1
Wildlife Care Team Coordinators	0-4	4	4
Wildlife Veterinarian/Pathologist	0-1	1	1-3
Wildlife Processing Team Leader	0-1	1-2	1-2
Facility Coordinator	1	1	1
Volunteer Coordinator	0-1	1	1
Data Coordinator	0	0-1	1-2
Morgue Team Leader	0-1	1	1

4.3 Interaction with Local Agencies

Interactions with local agencies and other groups are typically conducted through the Liaison Officer. Members of local government agencies and non-governmental organizations may be able to help staff the Wildlife Branch and provide logistical support. While representatives of local agencies may be able to provide expertise on environmentally sensitive sites they are typically integrated into the EU for this purpose. Depending upon their background and training, however, they may also be able to assist with things such as the staffing of the Wildlife Reporting Hotline, helping establish beach

closures to reduce disturbance to wildlife, locating appropriate sites for the staging of wildlife equipment, or cetacean monitoring.

5 Wildlife Branch Roles and Responsibilities

5.1 Wildlife Branch Director

All Wildlife Branch operations during a spill response are directed by the Wildlife Branch Director (WBD), who reports to the Operations Section Chief and who supervises the five Groups described above. The WBD's duties include, but are not limited to:

- Overseeing all activities and safety of the Wildlife Branch personnel.
- Ensuring that the Branch is staffed appropriately.
- Ensuring the Wildlife response activities are detailed in the Incident Action Plan in coordination with the Planning Section Chief.
- Ensuring safety considerations for Wildlife Branch tactics are included in the Safety Plan and developed in coordination with the Safety Officer (SO).
- Ensuring that the waste streams generated by Wildlife response actions are detailed in the Waste Disposal Plan, developed in coordination with the EU.
- Providing the UC, Operations Chief, EU and Situation Unit (Planning Section), Joint Information Center (JIC), and Liaison Officer with spill-related wildlife information (e.g., numbers of dead/live oiled birds, deterrence activities implemented, impacts to protected species) as needed.
- Ensuring that the resource needs of the Branch are being met.
- Coordinating Branch activities with federal trustees.
- Coordinating Wildlife Branch operations with the various land managers and/or trustee agencies as needed.
- Working with the Environmental Unit to identify methods to minimize inadvertent impacts on wildlife from spill response activities.
- Coordinating with the Environmental Unit and Air Operations, as needed, for aerial reconnaissance.
- Coordinating with the NRDA process as appropriate.

Additional information related to the Wildlife Branch Director position can be found in Appendix B.

5.2 Deputy Wildlife Branch Director

The Deputy Wildlife Branch Director reports to the Wildlife Branch Director and shares the roles and responsibilities of the WBD. This position typically ensures that Branch activities, particularly those occurring within the incident command post, continue to operate in the absence of the WBD.

5.3 Wildlife Safety Specialist

The Wildlife Safety Specialist reports to the WBD and is responsible for ensuring the safety of Wildlife Branch personnel. This position coordinates with the incident Safety Officer (SOFR) and provides wildlife-specific information for inclusion in the incident Site Safety Plan. This position ensures that all Branch personnel receive all required training along with appropriate PPE.

5.4 Wildlife Technical Specialist/Liaison

The Wildlife Technical Specialist/Liaison reports to the WBD and is responsible for assisting with the Branch planning activities and coordinating wildlife operations with other parts of the response (especially the EU and Operations Section).

A representative of the contracted Wildlife Response Service Provider (WRSP) typically fills this position.

Additional information related to the Wildlife Technical Specialist Liaison position can be found in Appendix B.

5.5 Reconnaissance Group

This group is managed by the Reconnaissance Group Supervisor (RGS) and is primarily responsible for developing the general information about wildlife types, locations, and concentrations that are used for planning Branch activities.

Historical information on the status and distribution of wildlife and sensitive habitats is an important part of developing appropriate response actions and is available from the Resource at Risk Specialist in the EU. Changes from historic conditions due to the daily or seasonal movements of many animal species, however, dictate the need for rapid, real-time reconnaissance of wildlife concentrations in the spill area for accurate assessments. During spills, formal reconnaissance may also be supplemented with information from the public and spill responders about sightings of potentially oiled wildlife.

Reconnaissance activities also include the initial wildlife assessment, which should begin upon notification of a spill event as warranted. This assessment is an important step in determining the types and numbers of wildlife that the response will need to address as well helping to establish the expected scale of the response. Entry into any public or

private land should be coordinated with the appropriate land manager (refer to EU for land manager/trustee information).

The Reconnaissance Group may utilize Aerial, Boat, and Shoreline Teams to conduct their surveys. The main objectives of reconnaissance surveys are to evaluate the numbers, species, and locations of animals that have been or could be impacted by the spill. This information will be used by the Wildlife Branch to help direct Recovery Teams, by the Environmental Unit to develop operational response strategies for minimizing adverse effects on wildlife and will be provided to the Unified Command to inform them of potential wildlife impacts.

Experienced personnel are essential for conducting effective wildlife reconnaissance. Observers should be able to identify species, behavioral characteristics, and be knowledgeable about local ecological factors. At a minimum, personnel conducting wildlife reconnaissance for marine spills should be experienced at identifying species of marine mammals and coastal birds native to the response area. For inland spills, reconnaissance personnel should have knowledge of terrestrial species, freshwater fish, amphibians, reptiles, and sensitive habitats. Local trustee agency personnel, such as local USFWS refuge personnel, or state fish and wildlife agency personnel can be extremely valuable for timely reconnaissance. Ideally, these personnel should be able to determine, at a distance, whether a live animal is oiled.

If specialized surveys for listed state or federal threatened and endangered species are needed, additional wildlife specialists may be called in by the Reconnaissance Group Supervisor. These specialists will advise the WBD and the UC about threats to listed species, the locations and numbers of oiled animals, and the potential need for pre-emptive capture, deterrence, or other protection strategies.

Although mapping of sensitive resources will occur at the Command Post in the Situation Unit of the Planning Section, it may also be useful to have a dedicated Geographic Information System (GIS) Specialist working within the Reconnaissance Group to track wildlife observations.

Additional information related to the Reconnaissance Group and the Reconnaissance Group Supervisor position can be found in Appendix B.

5.5.1 Reconnaissance: Wildlife Hotline

Observations from the public can supplement the information available to wildlife responders about the locations of oiled wildlife. For spills with the potential to impact moderate to large numbers of wildlife, a call-in number (aka “Wildlife Hotline”) will be established for the public to report observations of potentially oiled wildlife. Other media formats, such as a website, may also be established to augment the Wildlife Hotline.

Additional information related to the Wildlife Hotline can be found in Appendix B.

5.5.2 Reconnaissance: Aerial Team

The Aerial Team Leader reports to the Reconnaissance Group Supervisor and is responsible for coordinating, conducting, and supervising aerial reconnaissance surveys of wildlife at the spill site and in areas at risk from the spill. The Aerial Team Leader reports observations to the Reconnaissance Group Supervisor who relays the information to the WBD and the Recovery Group Supervisor. The Team Leader will coordinate flight planning with the Air Operations Branch, as well as trustees and landowners, to establish flight protocols as needed.

The Aerial Team characterizes the abundance, distribution, and species of on-water birds and mammals, and the Aerial Team Leader will supply this information to the Reconnaissance Group Supervisor following the completion of each survey. The Reconnaissance Group Supervisor is responsible for relaying this information to the WBD, other trustees and to the GIS Specialist for preparing maps of survey results.

These wildlife reconnaissance flights complement, but do not replace, operational overflights for mapping oil, directing operational resources, and documenting wildlife presence related to the application of dispersants. The use of a fixed-wing aircraft, helicopter, or UAS is scenario-dependent and will be discussed with the Air Operations Branch Director prior to the initiation of reconnaissance activities. Use of UAS will be in accordance with FAA part 107 certification requirements and state and federal trustee agency BMPs as appropriate for specific protected species.

5.5.3 Reconnaissance Boat Team

The Boat Team Leader reports to the Reconnaissance Group Supervisor and is responsible for coordinating, conducting, and supervising boat reconnaissance surveys of wildlife at the spill site and in areas at risk from the spill. The Boat Team Leader reports observations to the Reconnaissance Group Supervisor who relays the information to the WBD and the Recovery Group Supervisor.

Boat-based surveys complement aerial surveys for wildlife and are used to help guide Recovery Group fieldwork. Boat-based surveys may provide more accurate estimates of abundance than aerial surveys and can be used to search for oiled wildlife on shorelines not accessible by land, or visible from the air. Dedicated reconnaissance boat surveys are intended to cover a larger area than boat-based recovery, whose primary focus is collecting oiled wildlife. Ideally, especially during larger spills, reconnaissance teams should not be used to collect any wildlife (live or dead) to facilitate surveying large areas quickly.

Observers will collect information on wildlife presence and their location and condition (alive, dead, oiled, and unoiled); basic weather and sea conditions; and any other notable information that may be useful for planning response efforts. Survey results should be transmitted to the Reconnaissance Group Supervisor using a standardized reporting form.

The Reconnaissance Group Supervisor is responsible for relaying this information to the WBD and the GIS Specialist to prepare maps of survey results.

Boat reconnaissance surveys would most likely be conducted by contracted experts or resource agency personnel. The survey plan will be established prior to the survey to accommodate the specific areas, issues, and species of concern for a particular spill. Depending on the boat and search area, two persons are a minimum crew although for safety and search efficiency three persons are preferable. In all cases, at least one member of the team must be qualified to operate the boat, given the habitat, weather, and on-water conditions. Other personnel must be qualified to observe and identify wildlife and determine oiling status.

5.5.4 Reconnaissance Shoreline Team

The Shoreline Team Leader reports to the Reconnaissance Group Supervisor and is responsible for coordinating, conducting, and supervising shoreline reconnaissance surveys of wildlife at the spill site and in areas at risk from the spill. The Shoreline Team Leader reports observations to the Reconnaissance Group Supervisor who relays the information to the WBD and the Recovery Group Supervisor. Duties also include coordinating with the other trustee agencies and land managers.

Survey teams should consist of a minimum of two people in addition to any vehicle operator for safety and expediency. Ideally, especially during larger spills, reconnaissance teams should not be used to collect any wildlife (live or dead) to facilitate surveying large areas quickly.

Depending on the terrain and the size of the area to be covered, four-wheel drive vehicles, or all-terrain vehicles (ATVs), can be used to reduce survey or search time. Prior to any activities using vehicles for surveys or collections, however, the Reconnaissance Group Supervisor must coordinate with the EU to obtain authorization from appropriate trustee agencies and/or landowners and abide by any special guidelines. Because motorized vehicles may frighten animals back into the water, caution must be exercised and there should be close coordination with the Recovery Group Supervisor.

5.5.5 Reconnaissance: Whale Monitoring Team

The Whale Monitoring Team Leader reports to the Reconnaissance Group Supervisor and is responsible for coordinating, conducting, and supervising the detection and monitoring of whales, particularly Southern Resident Killer Whales (SRKWs). These monitoring efforts may involve surveying extensive areas beyond the immediate response area of a spill. Surveys are typically done via manned aerial surveys, although UAS or boat surveys may also be conducted. NOAA NMFS may fill the role of the Whale Monitoring Team Leader.

The Team Leader will also collect any whale presence information from sighting networks and by partnering with organizations that specialize in whale detection (e.g., Orca Network, the Pacific Whale Watch Association, and any hydrophone networks that are willing and

able to share sightings data such as Orcasound). Duties include reporting observations to the Reconnaissance Group Supervisor to aid in response strategy development, as well as coordinating with the other trustee agencies as needed.

If deterrence operations are being planned this detection information will be provided to the deterrence group so that the team can take appropriate action.

See the Marine Mammal Plan (Appendix C.A) and SRKW Deterrence Plan (Appendix C.B) for additional descriptions of whale monitoring activities.

Additional resources for marine mammal monitoring may also be found on the WA Ecology Oil Spills 101 website (https://www.oilspills101.wa.gov/northwest-area-contingency-plan/incident-command-system-toolkit/contact-info-marine-mammal-monitoring-and-deterrence-options/).

5.6 Deterrence Group

The Deterrence Group is overseen by the Deterrence Group Supervisor, who reports to the WBD.

Wildlife deterrence is intended to minimize injuries to wildlife by attempting to keep animals away from oil and cleanup operations. If warranted, deterrence activities may be implemented to prevent animals from establishing or continuing regular use patterns within a contaminated area.

The WBD and the Deterrence Group Supervisor will discuss deterrent options and ensure that the selected deterrence techniques are detailed in a deterrence plan that is included in the Incident Action Plan. The techniques considered are based on site- and species-specific factors present at the time of the spill and the availability of deterrence equipment and strategies.

Specific approval may be required under the MBTA depending on the particular species that are being deterred and the method of deterrence being proposed. In addition, a federal ESA Section 7 consultation with the USFWS and NMFS will be required to deter federally listed wildlife species. Separate deterrence teams may be established for birds and marine mammals.

Deterrence activities are typically considered for use in heavily oiled habitats, particularly when clean sites are present in the same vicinity. Deterrence is most likely to be effective where discrete areas such as coastal lagoons, estuaries, and bays have been oiled and where the potential exists to keep wildlife out of these areas. Contact USFWS and NMFS as soon as listed species are observed on the spill site or when changes to the response actions are needed to update consultation.

Deterrence is likely to be ineffective, or even counterproductive, when the spill area is too large to focus deterrent actions or when wildlife is likely to be pushed into oiled habitat. Wildlife that has already been oiled should not be dispersed because this can lead to the

introduction of oiled wildlife into uncontaminated areas and populations. If appropriate, oiled wildlife should be captured as soon as practical.

The exclusion of wildlife (including fish with nets or other physical impediments), from an impacted area may also be an effective means of minimizing impacts.

Specialized deterrence equipment, deterrence techniques, and special deterrence considerations for birds are described in detail in the *Bird Hazing Manual: Techniques and Strategies for Dispersing Birds from Spill Sites,* published by OSPR and U.C. Davis (available online at: http://anrcatalog.ucdavis.edu/pdf/21638.pdf). Additional deterrence resources may be found listed on the World Response Resource List (WRRL) and in https://www.oilspills101.wa.gov/northwest-area-contingency-plan/incident-command-system-toolkit/contact-info-marine-mammal-monitoring-and-deterrence-options/.

Additional information related to the Deterrence Group and the Deterrence Group Supervisor role can be found in Appendix B.

5.6.1 Deterrence General Team

The Deterrence Team Leader reports to the Deterrence Group Supervisor and is responsible for coordinating, conducting, and supervising the deterrence of wildlife (primarily birds) from oil-impacted, or likely to be impacted, areas. Duties also include reporting activities and observations to the Deterrence Group Supervisor to aid in response strategy development, as well as coordinating with the other trustee agencies as needed.

Deterrence usually includes deployment of acoustic or visual deterrence devices. A variety of deterrence devices are available and can be deployed to meet the situation, including aircraft, propane cannons, pyrotechnics, airboats, ATVs, sonic buoys, mylar tape, lasers, flags, distress and alarm calls, and effigies.

A representative of the contracted Wildlife Response Service Provider (WRSP) typically fills this position.

5.6.2 Deterrence: Southern Resident Killer Whale Team

A specialized Killer Whale Deterrence Team may be established when there is concern that these animals could be impacted by a spill. Deterrence efforts should follow the Killer Whale deterrence implementation plan which is available in Appendix CB.

This team is supervised by the Killer Whale Deterrence Team Leader, who reports to the Deterrence Group Supervisor and who is responsible for coordinating, conducting, and supervising the deterrence of killer whales, with a focus on the endangered SRKWs, from impacted (or likely to be impacted) areas.

A representative of NMFS may fill the role of the Killer Whale Deterrence Team Leader.

For techniques related to general marine mammal deterrence, refer to NMFS's Pinniped and Cetacean Oil Spill Response Guidelines (No. NMFS-OPR-52 (2015)) available at: https://www.fisheries.noaa.gov/resource/document/pinniped-and-cetacean-oil-spill-response-guidelines

Additional deterrence resource information may also be found on the WA Ecology Oil Spills 101 website (https://www.oilspills101.wa.gov/northwest-area-contingency-plan/incident-command-system-toolkit/contact-info-marine-mammal-monitoring-and-deterrence-options/) and in Appendix CB.

5.7 Recovery Group

The Recovery Group is managed by the Recovery Group Supervisor, who reports to the WBD.

Recovery may also be referred to as "capture" or "collection" and involves recovering both live oiled wildlife and dead wildlife carcasses. Under certain circumstances, this group may also engage in the pre-emptive capture of unoiled animals using special teams.

All wildlife recovery activities associated with a spill response must comply with state and federal agreements and permits issued by the appropriate management agencies (e.g., WDFW, NMFS, and USFWS).

Separate Recovery Teams may be established for birds and sea otters, and specialist teams may be established for certain species (plovers, raptors, etc.) and preemptive capture efforts.

The Recovery Group Supervisor will work closely with the Field Stabilization Group Supervisor and the Transportation Coordinator to ensure that recovered wildlife is transferred to stabilization units in a timely manner. The Group Supervisor will also work with the Operations Section Staging Area Manager to locate appropriate wildlife staging areas to support group activities.

Additional information related to the Recovery Group and the Recovery Group Supervisor Position can be found in Appendix B.

5.7.1 Recovery General Team

The Recovery Team Leader reports to the Recovery Group Supervisor and is responsible for coordinating, conducting, and supervising the recovery of oiled wildlife (primarily birds) and dead animals that may be encountered. Duties include reporting activities and observations to the WBD through the Recovery Group Supervisor to aid in response strategy development, as well as coordinating with the other trustee agencies as needed.

A representative of the contracted Wildlife Response Service Provider (WRSP) typically fills this position. Specially trained personnel from approved contractors and government trustee agencies may be used to staff Recovery Team positions.

Systematic surveys for collecting affected wildlife will likely be conducted several times per day, including at least one survey as early as is safely possible after dawn. Successful captures will depend on the condition of the wildlife and upon the training and experience of the Recovery Team. Habitat and species-specific, techniques and strategies may be needed depending on the actual spill scenario.

Surveys are typically conducted using teams of at least two appropriately trained persons. These teams usually proceed on foot or by boat, although other types of transportation may be used to expedite searches.

Recovery teams collect information on all wildlife recoveries, utilizing appropriate data sheets and chain-of-custody forms.

Additional information for recovery teams may be found in Appendix B and Appendix C.

5.7.2 Recovery Marine Mammals and Sea Turtle Teams

Specialized Marine Mammal and Sea Turtle Recovery Teams may be established if significant numbers of these animals are expected to be recovered during an oil spill response. NMFS and/or USFWS may fill the role(s) of recovery team leaders as appropriate.

Team Leader(s) report to the Recovery Group Supervisor and are responsible for coordinating, conducting, and supervising the recovery of the respective types of oiled wildlife and dead animals that may be encountered. Duties also include reporting activities and observations to the Recovery Group Supervisor to aid in response strategy development, as well as coordinating with the other trustee agencies as needed.

The WBD and the Recovery Group Supervisor should evaluate the need for marine mammal and turtle capture on a case-by-case basis in consultation with the trustee agencies that have specific regulatory authority: USFWS (sea otters), and NMFS (pinnipeds, cetaceans, and sea turtles). The WBD will coordinate with NMFS and/or USFWS regarding any incident-specific dead animal recovery and/or live marine mammal capture instructions.

Sea otters are a special case because they are listed as a threatened species in Washington State and they are extremely susceptible to oiling. Capture and treatment of sea otters is addressed separately in the Sea Otter Oil Spill Contingency Plan (Appendix C). Sea otters that are not visibly oiled and are not displaying abnormal behavior will not be intentionally captured unless there is a substantial risk of oiling. Preemptive capture of animals at risk of oiling may be approved if wildlife response experts and natural resources trustee representatives judge the circumstances warrant the tactic. Implementation of this activity will require approval by the UC and ensuring that adequate resources for transport and holding are available.

During large oil spill events, separate Recovery Teams may be established for different types of wildlife being recovered (e.g., otters, seals) due to the differences in training and equipment that are required.

Standard protocols will be used to capture/recover marine mammals, in coordination with the NMFS or USFWS as appropriate. If dead marine animals are too large to collect, the Recovery Team will coordinate with the Care and Processing Group Supervisor to have a processing team deployed to collect information/evidence from the carcass as appropriate.

Additional information related to sea otter recovery can be found in Appendix C.

5.8 Field Stabilization Group

The Field Stabilization Group is managed by the Field Stabilization Group Supervisor, who answers to the WBD.

The Field Stabilization Group provides initial care to impacted wildlife in the field prior to transportation to the Care and Processing Group. Stabilization facilities may be fixed or mobile units. Field stabilization is used to initiate wildlife care prior to its transport to the Care and Processing Group, especially when extended transport times are required. Stabilization typically includes warming (or in some cases cooling) oiled animals to normalize their body temperature and provide fluids. In some cases, it may be necessary to keep wildlife in a Stabilization Facility for an extended time prior to transport. Once medically stable, oiled wildlife should not be in transit for more than four hours without additional support.

Separate Field Stabilization Facilities may be established to address the needs of different types of wildlife (e.g., birds and sea otters).

The Field Stabilization Group Supervisor works closely with the Recovery Group Supervisor, the Care and Processing Group Supervisor, and the Transportation Coordinator to ensure the timely transport of wildlife from the field to the Field Stabilization Facility, and from the stabilization facility to the Care and Processing Center.

Additional information related to the Field Stabilization Group and Field Stabilization Group Supervisor can be found in Appendix B.

5.9 Recovery Group and/or Field Stabilization Group Transportation Unit

This team is led by the Transportation Coordinator, who reports to the supervisor of either the Recovery or the Field Stabilization Groups.

The Transportation Team is responsible for moving animals (and small carcasses) collected by the Recovery Group to the field stabilization unit and/or the Care and Processing Center as needed.

This position may work with the DWBD and/or Volunteer Coordinator to obtain drivers. Early in the response the Recovery Group Supervisor and The Field Stabilization Group Supervisor will determine the preferred reporting structure for the Transportation Coordinator. This arrangement will be approved by the WBD and recorded on the organization chart.

Transport team members are responsible for ensuring that the data integrity for each collected animal is maintained by also transporting all information related to wildlife capture, chain-of-custody forms, samples, and other collected evidence as needed.

Additional information related to wildlife transportation can be found in Appendix B.

5.10 Care and Processing Group

The Care and Processing Group is responsible for addressing the needs of impacted wildlife once it has been recovered from the field. The Group is directed by the Care and Processing Group Supervisor, who reports to the WBD.

There are two primary teams within the group: the Care Team and the Processing Team. The Care Team ensures that oiled wildlife receive the best achievable care by providing specialized care including veterinary care and rehabilitation. The Processing Team ensures that all necessary records related to oiled wildlife care are maintained and that appropriate intake information is collected. In addition to these teams, this group is also responsible for establishing a Morgue Team which, when necessary, maintains any dead wildlife that is collected during the response.

The wildlife data collected by these teams are used by the UC for a variety of purposes, such as developing response strategies and providing media updates. Intake and morgue data may also be used during the NRDA process.

The Group may also include a Wildlife Veterinary and/or Pathologist; a Facility Coordinator; a Data Coordinator; and a Volunteer Coordinator as needed.

Additional information related to the Care and Processing Group and Care and Processing Group Supervisor position can be found in Appendix B.

5.10.1 Care and Processing Care Team

The Care Team is overseen by the Care Team Leader, who reports to the Care and Processing Group Supervisor.

The Care Team works within the primary Care and Processing Center and provides care to wildlife impacted by oil. Historically, this was referred to as the “rehabilitation” unit or team.

Historically, birds have been the most numerous animals affected during oil spills and so are likely to be the most abundant wildlife received at a primary Care and Processing Center. During spills where high numbers of marine mammals are being collected, entirely separate Care and Processing Teams may be established for birds and marine mammals.

The Care Team typically includes four coordinators (see Figure 2): Intake, Pre-Wash Care, Cleaning, and Conditioning. Note that the Intake Unit works closely with the Processing Team and the functions of the Processing Team may be merged into the Intake Unit for efficiency during smaller responses.

Specific specialized protocols for the care of oiled wildlife are not addressed here but can be found in the USFWS and NMFS best management practices (BMP) documents (See links to documents in Appendix 1.B).

The amount of time that animals spend in care can vary greatly and depend on many different factors, including:

- The spill location
- The type of petroleum product involved
- The effect of the product on a particular species
- Any pre-existing injuries that an animal may have
- The seasonal conditions
- Other logistical concerns including how long it takes to begin treatment

The Care Team Leader will coordinate with other trustees as appropriate to address any specific needs (BMPs, documentation, banding, etc.) that may exist.

Additional information related to the Care Team can be reviewed in Appendix B.

Contact information for organizations that possess wildlife rehabilitation equipment can be found in Appendix A. This equipment may also be found on the WRRL (https://www.wrrl.us/).

5.10.2 Care and Processing: Processing Team

The Processing Team Leader reports to the Care and Processing Group Supervisor.

The Processing Team works within the primary Care and Processing Center and is the receiving point for wildlife transported to the center. This team ensures that documentation for animals entering the facility is in order and that samples are properly collected. This Processing Team works closely with the Care Team Intake Coordinator and may be merged with that position for smaller incidents. The Processing Team also works closely with the Morgue Team to ensure the processing of collected carcasses.

Oil impacting wildlife may be the evidence needed for legal proceedings and therefore certain protocols will be followed. In all spills, photographs and oil samples must be collected from impacted wildlife and preserved in case chemical fingerprinting of the oil becomes necessary. Species identification will be determined, and oiling information documented. All information necessary to complete the required intake documentation (see Appendix E) must be collected for each animal entering the care facility.

Information collected by the Processing Team can also be useful for making timely and accurate statements concerning effects on wildlife, to help determine if the animals collected are spill-related, for directing recovery efforts, and for possible NRDA injury determination. Timely information on the number of wildlife affected each day is typically one of the most pressing issues for the UC and the JIC.

The Processing Team Leader ensures that all necessary forms are completed and stored (see Appendix E for forms). Summary information is provided daily to the Care and Processing Group Supervisor, for inclusion in the Wildlife Branch Daily Report Form developed for the UC. The Care and Processing Group Supervisor and WBD need to be briefed at least daily by the Processing Team Leader. The Processing Team Leader and Care Team Leader may be filled by the same person during small spills.

Ideally, all impacted wildlife (live and dead) is transported to the primary Care and Processing Center where the Processing Team is based. However, in instances where large dead marine mammals are found, a Field Processing Team may be deployed to the marine mammal's location. The Field Processing Team will be composed of trained and experienced marine mammal experts and may deploy in coordination with NMFS personnel.

During large-scale incidents, separate Live and Dead Processing Units within the Processing Team may be mobilized to efficiently process large numbers of animals.

5.10.3 Care and Processing Morgue Team

The Morgue Team works closely with the Processing Team in the primary Care and Processing Center to ensure that wildlife carcasses transported to the center are appropriately documented (see Appendix E) and stored. In addition, carcasses of wildlife that do not survive the rehabilitation process will also be maintained by the Morgue Team.

Because of its connection to anticipated investigations, it is a best practice for the Morgue Team to be led by a member of USFWS Law Enforcement.

Necropsies may be useful in identifying pathogens in captivity-related diseases, to help guide corrective actions in wildlife care. For this reason, necropsies on selected birds or sea otters may be desired and conducted by Wildlife Veterinarians or Wildlife Pathologists during a spill response. The WBD must, however, obtain pre-approval from the UC and the USFWS prior to such examinations. Necropsies of other marine mammals (pinnipeds and cetaceans) are considered standard operating procedures for spill response, as gross examination cannot be used to determine whether apparently un-oiled animals have

ingested petroleum products. Detailed sampling procedures for marine mammals can be found within NMFS's Pinniped and Cetacean Oil Spill Response Guidelines No. NMFS-OPR-52 (2015) https://repository.library.noaa.gov/view/noaa/10479.

Following processing and documentation, all dead wildlife that have had appropriate evidence collected (photos, feather samples and fur/carapace/skin swabs) should be systematically packaged and stored in locked freezers in the morgue until the conclusion of the event. In certain instances when on-site storage capacity is exceeded, carcasses and samples can be transported, with appropriate chain of custody procedures, to a secure freezer for storage. This will protect the interests of trustees, Responsible Party (RPs), and EPA/USCG. If necessary, the carcasses can be re-examined to resolve any discrepancies or to secure additional samples for investigations. When federal and state trustee agencies give the authorization, carcasses will be disposed of in accordance with federal and state laws.

6 Interaction with other Incident Command System/Unified Command Sections

The Wildlife Branch coordinates its activities and information with the Operations Section, Planning Section, Logistics, Finance/ Administration, JIC, and Liaison Officer, as well as with NRDA.

The Wildlife Branch is responsible for developing wildlife plans and providing additional information for inclusion within the IAP. The plans and information reporting should include, but is not limited to:

- Wildlife Branch organization structure and contact information.
- Dissemination of oiled-wildlife hotline numbers or other media established for reporting observations.
- A description of any stabilization or rehabilitation facilities in use or being developed, including the number of personnel engaged at those locations.
- A description of any field reconnaissance, recovery, or deterrence operations underway or being planned, including the number of personnel deployed in those operations.
- A description of any use of volunteers that is being planned.
- A description of the process by which the UC will be kept informed of impacted wildlife.
- A description of the number of wildlife captured, cleaned, released, dead on arrival, euthanized, or in care. This is generally a daily update on the Situation Unit's ICS 209 form.
- Any wildlife-specific safety issues.

6.1 Coordination with Situation Unit

The Wildlife Branch is responsible for reporting wildlife information to the Situation Unit. The Wildlife Branch only reports wildlife that has been admitted into care, including oiled/unoiled, live, dead, euthanized, and released animals.

This information is typically updated once per day to reduce confusion, although it can be provided to the UC as needed. The numbers reported to the Situation Unit for inclusion on the ICS 209 form do not include observations of uncaptured oiled wildlife or numbers of wildlife that are at risk of impact.

Additional monitoring or sightings information may also be provided to address concerns of specific species on a case-by-case basis and is often developed in coordination with the Environmental Unit.

6.2 Coordination with Environmental Unit

Information developed by the EU, particularly from the resource at risk assessment (ICS 232) and overflight information, is used by the Wildlife Branch to help direct field resources.

Wildlife location information developed by Wildlife Branch field activities (and/or from public reports), especially as related to ESA-listed species, is shared with the EU. The EU will ensure that the WBD is briefed on any ESA (Section 7) consultations with federal trustees. See the ESA consultation form in the ESA Compliance Guide.

The Wildlife Branch also provides the EU with information regarding waste issues associated with any wildlife care activities for inclusion in the Waste Disposal Plan.

6.3 Coordination with the Liaison Officer and the Joint Information Center

The Branch provides information to the Joint Information Center (JIC) related to oiled-wildlife activities and background material for public announcements (see Appendix E). In addition, the Branch also works with the Liaison Officer when interaction with Tribes becomes necessary or when volunteers may be used during wildlife response activities.

6.4 Coordination with Natural Resource Damage Assessment

The Wildlife Branch collects information and samples related to wildlife impacts that may be used as a part of an incident NRDA process. The Wildlife Branch will coordinate with any NRDA process to share relevant information as needed.

7 Demobilizing Wildlife Branch Operations

The demobilization of Wildlife Branch operations occurs once wildlife activities are no longer needed for wildlife affected by the spill. This often happens after the demobilization of the rest of the response occurs as oil-impacted wildlife will typically continue to receive rehabilitative care for an extended time after they are captured. In general, the Care and Processing Center will continue to operate for approximately three weeks following admission of the last animal into rehabilitation.

The WBD, in consultation with the Wildlife Care Group Supervisor, the Recovery Group Supervisor, the Planning Section Chief, and trustee agencies, will determine when to discontinue recovery operations (this may occur at different times in given operational divisions). Typically, recovery will continue until field efforts result in no additional captures for some agreed-upon period. Note that the WBD may extend recovery efforts within a division or geographic area if warranted by a change in weather or sea state conditions (e.g., onshore winds, extreme tidal fluctuations, etc.) that are likely to bring more oiled wildlife ashore. “Hot Shot” Recovery Teams may be maintained on standby to respond to reports of oiled wildlife but would not conduct regional surveys. Where logistically feasible, these Recovery Teams would be placed on standby at the Care and Processing Center.

Wildlife Branch operations will continue while there is any recovery or rehabilitation activity underway. Upon conclusion of Wildlife Branch operations, demobilization will occur in accordance with any checkout procedures identified through the ICS and coordinated with the UC.

The WRSP personnel, equipment, and facilities used during the spill are often some of the last resources of an incident to be demobilized. Before closing, after the last animal leaves care, the Care and Processing Center and Field Stabilization Facilities will be decontaminated, sanitized, restocked, and prepared for the next response.

APPENDIX A

WILDLIFE BRANCH RESOURCES

A.1 Key Contact Information

A.2 Internet Resources

A.3 Mobile Facility Potential Deployment Locations

A.4 Marine Mammal Resources

A.5 Regional Wildlife Deterrence Resources

APPENDIX A.1 KEY CONTACT INFORMATION

Key Contact Information

Notifications

US National Response Center: (800) 424-8802

WA notifications

Washington Emergency Management Division: (800) 258-5990

WDFW Oil Spill Team (Pager): (855) 266-7243 and ID code # 3605348233

USFWS (Pager): (360) 534-9313

OR notifications (Place Holder)

ID notifications (Place Holder)

WA Permitted Wildlife Response Service Providers (WRSPs):

- Focus Wildlife, 800-578-3048 (24/7), https://www.focuswildlife.org/
- International Bird Rescue (IBR), 888-447-1743 (24/7), https://www.birdrescue.org/
- Oiled Wildlife Care Network (OWCN), 877-823-6926 (24/7), https://owcn.vetmed.ucdavis.edu/

WA Permitted Rehabilitators with Oiled-Wildlife Rehabilitation Endorsement

- Focus Wildlife, 800-578-3048 (24/7), https://www.focuswildlife.org/
- PAWS Wildlife Rehabilitation Center, 425-412-4040, https://www.paws.org/

Additional Wildlife Resources:

- CDFW-OSPR Marine Wildlife Veterinary Care and Research Center (MWVCRC), Santa Cruz, CA: 831-469-1719, https://wildlife.ca.gov/OSPR/Science/MWVCRC
- International Wildlife Research (IWR): 281-250-7839, http://wildliferesearch.com/
- NMFS - West Coast Marine Mammal Stranding Network: 866-767-6114, https://www.fisheries.noaa.gov/west-coast/marine-mammal-protection/west-coast-marine-mammal-stranding-network

- Oregon Coast Aquarium, Newport, OR: 503.226.1561 (Dr. Nicole Nicassia-Hiskey)
- Point Defiance Zoo and Aquarium, Tacoma, WA: 253-404-3800, https://www.pdza.org/
- Progressive Animal Welfare Society (PAWS), 425-412-4040, https://www.paws.org/
- Seattle Aquarium, Seattle, WA: 206-386-4300, https://www.seattleaquarium.org/
- SR3, Des Moines, WA: 206-413-5962, https://www.sealifer3.org/
- Tri-State, Newark, DE: 302-737-6543, https://tristatebird.org/
- US Fish and Wildlife Service (USFWS), Lacey, WA: 800.344.9543, https://www.fws.gov/
- Vancouver Aquarium Marine Mammal Rescue Society, 778.655.9554 (Dr. Martin Haulena or Lindsaye Akhurst)

Oil Spill Cleanup Contractors that own wildlife response equipment

- Clean Rivers Cooperative (CRC); 503-228-4361
- Marine Spill Response Corporation (MSRC): 1-800-645-7745
- Republic (aka US Ecology or NRCES): 800-883-4672/631-224-9141

APPENDIX A.2 INTERNET RESOURCES

GENERAL:

Region 10 Regional Contingency Plan:
https://www.rrt10nwac.com/LinkPage?site=nwac&page=plans2

Region 10 Tools and Resources: https://www.rrt10nwac.com/ResponseTools

AK Area Plan References and Tools: https://dec.alaska.gov/spar/ppr/contingency-plans/response-plans/tools/

CA Processing Strike Team Forms:
https://data.pointblue.org/cadc2/research_tools_oil_spill.html

Worldwide Response Resource List (WRRL) https://wrrl.world/fmi/webd/WRRL.

USFWS: Effects of Oil on Wildlife
https://digitalmedia.fws.gov/digital/api/collection/document/id/1728/download

Washington Dept. of Ecology Spills 101 website:
https://www.oilspills101.wa.gov/northwest-area-contingency-plan/incident-command-system-toolkit/contact-info-marine-mammal-monitoring-and-deterrence-options/

BIRD RESOURCES:

Bird Hazing Manual: Techniques and Strategies for Dispersing Birds from Spill Sites, published by OSPR and U.C. Davis (available online at: https://anrcatalog.ucanr.edu/pdf/21638.pdf).

California Avian Data Center Spill Response Forms:
https://data.pointblue.org/cadc2/research_tools_oil_spill.html

USFWS: *Best Practices for Migratory Bird Care During Oil Spill Response:*
https://www.nrt.org/sites/2/files/1-best_practices_2003.pdf

MARINE MAMMAL RESOURCES:

WA Ecology: *Marine Mammal Monitoring and Deterrence Resource List*
https://www.oilspills101.wa.gov/northwest-area-contingency-plan/incident-command-system-toolkit/contact-info-marine-mammal-monitoring-and-deterrence-options/

NOAA Office of Response and Restoration: Oil Spill Response and Killer Whales

https://response.restoration.noaa.gov/oil-and-chemical-spills/oil-spills/resources/oil-spill-response-and-killer-whales.html

NOAA: *Pinniped and Cetacean Oil Spill Response Guidelines* https://www.fisheries.noaa.gov/resource/document/pinniped-and-cetacean-oil-spill-response-guidelines

WDFW: *Washington Sea Otter Response Handbook (*http://wdfw.wa.gov/publications/pub.php?id=00302)

International Wildlife Research: *Emergency Care and Rehabilitation of Oiled Sea Otters*, IWR. http://wildliferesearch.com/iwr/docs/Emergency_Care_and_Rehabilitation_of_Oiled_Sea_Otters.pdf

OWCN UC-Davis Wildlife Healthcare: *Protocols for the Care of Oil Affected Sea Otters 2nd edition* 2020

APPENDIX A.3 PRIMARY CARE AND PROCESSING CENTER REQUIREMENTS

A combination of temporary structures is typically used to establish the primary Care and Processing Center during oil spills in this region. These structures allow for flexibility (e.g., Care and Processing Centers can be expanded with additional tents and pools as needed). Any existing permanent or purpose-built Care and Processing Centers used for wildlife rehabilitation during an oil spill response must meet minimum space requirements and incorporate all required aspects of wildlife treatment and rehabilitation. A wildlife rehabilitation facility should include:

- Adequate ventilation, hot and cold water, and climate control.
- Areas for intake, physical exam, and evidence processing that can be easily cleaned and disinfected.
- Locked storage for animal carcasses and data.
- Medical isolation capabilities.
- Indoor wildlife housing and caging.
- Food storage and preparation facilities.
- Wildlife washing, rinsing, and drying areas.
- Outdoor pool and pen areas.
- Pathology/necropsy facilities.
- Restroom, eating and volunteer training facilities.
- Administrative offices with multiple phone and conference space.
- General and secured storage.
- Access to a large parking area.
- Adequate security to restrict access.

Contact information for organizations that possess wildlife rehabilitation equipment can be found in Appendix A. This equipment may also be found on the WRRL (https://www.wrrl.us/).

Potential Deployment Locations for Mobile Facilities in Coastal Counties of Oregon and Washington

The following locations may be available for use in the deployment of the mobile oiled-wildlife rehabilitation units (MRUs). Note that not all locations may be suitable for drill deployments due to a lack of sufficient interior space.

Oregon	
County	**Possible deployment location**
Clatsop	Clatsop County Fair Expo Center 92937 Walluski Loop Astoria, OR 97103 Tel: 503-325-4600 LL: 46.15128, -123.7924 Web: http://www.clatsopfairgrounds.com/
Clatsop	Port of Astoria, Tongue Point 10 Pier 2 #103 Astoria, OR 97103 Tel: 503-325-2101 LL: 46.2034, -123.7651 Web: http://portofastoria.com Notes: Facility located 400 Railroad Astoria, OR 97103
Coos	Coos County Fairgrounds 770 4th Street Myrtle Point, Oregon 97458 Tel: 541-396-2200 LL: 43.0601, -124.1435 Web: http://www.co.coos.or.us/Departments/CoosCountyFair.aspx
Coos	Port of Coos Bay 125 Central Avenue, Suite 300 Coos Bay, OR 97420 Tel: 541-267-7678 LL: 43.3680, -124.2134 Web: http://portofcoosbay.com/ Email: portcoos@portofcoosbay.com
Lincoln	Lincoln County Fairgrounds 633 NE 3rd St. Newport, OR 97365 Tel: 541-574-1290 LL: 44.6382, -124.0447 Web: http://www.co.lincoln.or.us/fairgrounds.html

Oregon	
County	**Possible deployment location**
Lincoln	NOAA MOC-P 2002 SE Marine Science Drive Newport, OR 97365 Tel: 541-867-8700 LL: 44.6254, -124.0468 Web: http://www.moc.noaa.gov/MOC-P/mop-about.html
Lincoln	OSU Hatfield Marine Center 2030 SE Marine Science Drive Newport, OR 97365 Tel: 541-867-0100 LL: 44.6187, -124.0498 Web: http://hmsc.oregonstate.edu/
Lincoln	Port of Newport 600 SE Bay Boulevard Newport, OR 97365 Tel: 541-265-7758 LL: 44.6321, -124.0449 Web: http://www.portofnewport.com/index.php
Multnomah	Clean Rivers Facility 5882 NW Saint Helens RD Portland ,OR 987210 Tel: 503-220-2040 LL: 45.5643, -122.7464 Web: http://www.cleanriverscooperative.com
Multnomah	Port of Portland 7200 N.E. Airport Way Portland, OR 97218 Tel: 503-415-6000 LL: 45.5869, -122.5896 Web: http://www.portofportland.com Notes: Miscellaneous port facilities. Airport also managed by the port.
Wasco	Port of the Dalles 3636 Klindt Drive The Dalles, OR 97058 Tel: 541-298-4148 LL: 45.6255, -121.1988 Web: http://www.portofthedalles.com/ Email: info@portofthedalles.com Notes: Miscellaneous port facilities. Airport also managed by the port.

Oregon	
County	**Possible deployment location**
Wasco	Wasco County Fairgrounds (Hunt Park) 81849 Fairgrounds Road Tygh Valley, OR 97063 Tel: 541-483-2288 LL: 45.2541, -121.2056 Web: https://co.wasco.or.us/county/visitors_park_hunt.cfm Notes: Miscellaneous fairground buildings. Located ~30 miles south of The Dalles, OR
Washington	
County	Possible deployment location
Benton	Benton County Fair and Rodeo 1500 S. Oak Street Kennewick, WA 99337 Tel: 509-222-3749 LL: 46.1943, -119.0976 Web: http://www.bentonfranklinfair.com/ Email: info@bentonfranklinfair.com Notes: Miscellaneous fairground buildings
Chelan	Chelan County Expo Center 5700 Wescott Drive Cashmere, WA 98815 Tel: 509-782-3232 LL: 47.5218, -120.4991 Web: http://www.co.chelan.wa.us/ex/index.html Email: Karen.Welch@co.chelan.wa.us Notes: Miscellaneous fairground buildings
Chelan	Port of Chelan County 238 Olds Station Road, Ste. A Wenatchee, WA 98801 Tel: 509-663-5159 LL: 47.4627, -120.3312 Web: http://www.portofchelancounty.com

Oregon	
County	**Possible deployment location**
Clallam	Clallam County Fairgrounds 1608 West 16th Street Port Angeles, WA 98362 Tel: 360-417-2291 LL: 48.1178, -123.4764 Web: http://www.clallam.net/Fair/facilityrentals.html Notes: Managed by Parks, Fair and Facilities Department Office. Interior space available but does not meet indoor deployment criteria. Home Arts building is largest.
Clallam	Port of Port Angeles 338 W. First St. Port Angeles, WA 98362 Tel: 360-457-8527 LL: 48.1213, -123.4391 Web: http://www.portofpa.com/ Notes: Miscellaneous Port buildings. Airport also managed by the port. Inside deployment space available.
Clallam	Quillayute Airport 4183 Quillayute Road Forks, WA 98331 Tel: 360-374-5412 LL. 47.9335, -124.5614 Web: http://www.wsdot.wa.gov/aviation/AllStateAirports/Quillayute_Quillayute.htm Notes: Single hanger that has been previously used for wildlife deployment.
Clark	Clark County Event Center 17402 NE Delfel Rd Ridgefield, WA 98642 Tel: 360-397-6180 LL: 45.7476, -122.6644 Web: http://www.clarkcoeventcenter.com/ Notes: Miscellaneous fairground buildings
Clark	Port of Vancouver 3103 NW Lower River Road Vancouver, WA 98660 Tel: 360-693-3611 LL: 45.6437, -122.7041 Web: http://www.portvanusa.com/

Oregon	
County	**Possible deployment location**
Cowlitz	Port of Longview 10 Port Way Longview, WA 98632 Tel: 360-425-3305 LL: 46.1080, -122.9518 Web: http://www.portoflongview.com Notes: Warehouse space has been used successfully for drills.
Franklin	Port of Pasco 1110 Osprey Pointe Blvd., Suite 201 Pasco, Washington U.S.A. 99310 Tel: 509-547-3378 LL: 46.2176, -119.0815 Web: http://www.portofpasco.org/ Email: portofpasco@portofpasco.org Notes: Port buildings. Tri-cities airport also managed by the port.
Grant	Grant County Fairgrounds 3953 Airway Dr NE Moses Lake WA 98837 Tel: 509-765-3581 LL: 47.1451, -119.3105 Web: http://www.gcfairgrounds.com/ Email: grantcountyfairgrounds@co.grant.wa.us Notes: Miscellaneous fairground buildings
Grant	Port of Moses Lake 7810 Andrews N.E Moses Lake, WA 98337 Tel: 509.762.5054 LL: 47.1887, -119.3228 Web: http://www.portofmoseslake.com/ Notes: Warehouses associated with Grant County Airport
Grays Harbor	Grays Harbor Fair & Event Center 32 Elma-McCleary Rd. Elma, WA 98541 Tel: 360-482-2651 LL: 47.0144, -123.3783 Web: http://www.ghcfairgrounds.com/contact.aspx Notes: Appear to be several buildings that could work for deployments.

Oregon	
County	**Possible deployment location**
Grays Harbor	Port of Grays Harbor 111 S. Wooding Street Aberdeen, WA 98520 Tel: 360-533-9528 LL: 46.9670, -123.8459 Web: http://www.portofgraysharbor.com/index.php Notes: Miscellaneous Port buildings. Airport also managed by the port.
Jefferson	Jefferson County Fairgrounds 4907 Landes Street Port Townsend, WA 9836 Tel: 360-385-1013 LL: 48.1348, -122.7829 Web: http://www.jeffcofairgrounds.com/JeffCo_Site/Facilities.html Email: jeffcofairgrounds@olypen.com Notes: Notes: Miscellaneous fairground buildings. No indoor deployment space.
King	NOAA Sandpoint warehouse 7600 Sand Point Way NE Seattle, WA 98115-6349 Tel: 206-526-6015 LL: 47.6872, -122.2568 Web: http://www.wrc.noaa.gov/ Notes: Warehouse space and adjacent parking space. Good security. Contact Facility and Warehouse staff.
King	Port of Seattle 2711 Alaskan Way Seattle, WA 98121 Tel: 206-787-3000 LL: 47.6141, -122.3536 Web: http://www.portseattle.org/About/Contact/Pages/Contact-the-Port.aspx
Pierce	Frontier County Park 21606 Meridian E Graham, WA 98338 Tel: 253-841-8515 LL: 47.0601, -122.2955 Web: http://www.co.pierce.wa.us/index.aspx?nid=1321 Pierce County Fairgrounds. Managed by Pierce County Parks Department

Oregon	
County	**Possible deployment location**
Pierce	Port of Tacoma One East Sitcum Plaza Tacoma, WA 98421 Tel: 253-383-5841 LL: 47.2658, -122.4122 Web: http://portoftacoma.com/
Skagit	Fidalgo Bay Resort 4701 Fidalgo Bay Rd Anacortes WA 98221 Tel: 360-293-5353 LL: 48.4832, -122.5902 Web: http://www.fidalgobay.com/ Notes: Swinomish Conference Center parking lot. Inside space for personnel support available.
Skagit	Port of Anacortes 100 Commercial Ave. Anacortes, WA 98221 Tel: 360-293-3134 LL: 48.5216, -122.6136 Web: http://www.portofanacortes.com/ Email: events@portofanacortes.com Notes: Miscellaneous Port buildings. Airport also managed by the port.
Skagit	Skagit County Fairgrounds 479 W. Taylor Street Mount Vernon, WA 98273 Tel: 360-336-9414 LL: 48.4079, -122.3400 Web: http://www.skagitcounty.net/Departments/Fair/dept.htm Notes: Inside space available and inside deployment possible although will likely require multiple buildings.
Snohomish	Evergreen Fairgrounds 14405 179th Ave SE Monroe, WA 98272 Tel: 360-805-6700 LL: 47.8658, -121.9869 Web: http://www.evergreenfair.org/building-rentals.aspx Email: C.Munn@snoco.org Notes: Room for expansion. Inside deployment space available.

Oregon	
County	**Possible deployment location**
Snohomish	Port of Everett 1205 Craftsman Way, Suite 200 Everett, WA 98201 Tel: 425-259-3164 LL: 48.0032, -122.2172 Web: http://www.portofeverett.com/home/index.asp?page=1 Email: gen@portofeverett.com
Spokane	Spokane County Fair & Expo Center 404 N. Havana St, Ste 1 Spokane, WA 99202 Tel: 509-477-1766 LL: 47.6630, -117.3421 Web: http://www.spokanecounty.org/Fair/default.aspx Notes: Miscellaneous fairground buildings
Whatcom	COPAC Warehouse 6910 Salashan Parkway #A-1 Ferndale, WA 98248 Tel: 360-366-3357 LL: 48.8925, -122.6078 Web: http://www.copaccenter.com/copac.html Notes: Coast Pacific, Inc. warehouse facility. Room for expansion and inside deployment space available.
Whatcom	Northwest Washington Fair and Event Center 1775 Front Street Lynden, WA 98264 Tel: 360-354-4111 LL: 48.9375, -122.4768 Web: http://nwwafair.com/p/79 Email: info@nwwafair.com Notes: Expo, Ag, and Equine buildings have sufficient space for inside deployment and room for expansion.
Whatcom	Port of Bellingham – Airport 4255 Mitchell Way Bellingham, WA 98226 Tel: 360-671-5674 LL: 48.7959, -122.5329 Web: http://www.portofbellingham.com/index.aspx?NID=27

Oregon	
County	**Possible deployment location**
Whatcom	Port of Bellingham - Seaport and Marina 1801 Roeder Ave. Bellingham, WA 98225 Tel: 360-676-2500 LL: 48.7577, -122.4953 Web: http://www.portofbellingham.com/

APPENDIX A.4 REGIONAL MARINE MAMMAL OIL SPILL RESOURCES

NOTE: The content previously contained within this appendix was taken from the now repealed Section 9312 of the Northwest Area Contingency plan (v21, 2020); The content addressing Marine Mammal Oil Spill resources has been moved and is now located on the Ecology Oil Spills 101 website at Oil Spills 101 Wildlife Resources

APPENDIX A.5 REGIONAL WILDLIFE DETERRENCE RESOURCES

NOTE: The content previously contained within this appendix was taken from the now repealed Section 9311 of the Northwest Area Contingency plan (v21, 2020); The content addressing Northwest Area Wildlife Deterrence Resources has been moved and is now located on the Ecology Oil Spills 101 website at Oil Spills 101 Wildlife Resources

APPENDIX B WILDLIFE BRANCH POSITION DESCRIPTIONS AND UNIT GUIDANCE

B.1 Wildlife Branch Director

B.2 Wildlife Technical Specialist/Liaison

B.3 Reconnaissance Group

B.4 Deterrence Group

B.5 Recovery Group

B.6 Stabilization Group

B.7 Transportation Unit

B.8 Care and Processing Group

APPENDIX B.1 WILDLIFE BRANCH DIRECTOR

Position Description

Reports to: Operations Section Chief
Scope: Responsible for directing branch staff to minimize wildlife losses during the response effort
Responsibilities 1. Direct and oversee all activities undertaken in the Wildlife Branch 2. Ensure the health and safely of wildlife responders 3. Ensure the oiled wildlife response is consistent with the guidelines provided by the plan 4. Ensure the integration of wildlife activities into the overall incident response 5. Ensure approval by wildlife authorities in coordination with the EU 6. Ensure information flows between the oil spill response team and the Wildlife Branch 7. Minimize wildlife casualties 8. Oversee recovery and rehabilitation of oiled wildlife 9. Ensure maintenance of appropriate documentation
Manages/supervises: Deputy WBD; Wildlife Technical Specialist, and all other functions in the Wildlife Branch
Immediate actions (0–72 hours)
Keep Personal Log (Form 214) and Unit Log (Form 214a)
Coordinate recommendations with the IMT or the Operations Section Chief. Confirm the extent of the threat to wildlife. Activate and mobilize the Wildlife Branch.
Obtain specific instructions from the Operations Section Chief, appoint a Deputy WBD as needed
Identify staff and prepare organizational chart for the Wildlife Branch
Coordinate initial wildlife assessment along with early aerial and ground reconnaissance of impacted wildlife. Collect relevant data on spilled oil and anticipate or monitor wildlife threats or impacts.
Determine level of operational response and identify resources required
Determine when personnel should arrive; notify and mobilize personnel; ensure their integration on arrival
Employ appropriate preapproved wildlife deterrence methods as authorized and recommended by the WRSP and EUL.
Meet with wildlife response team and delegate roles and responsibilities
Develop an incident specific Wildlife Response Plan to reduce wildlife casualties
Establish a wildlife hotline/reporting tool and determine effective flow of information between the Recovery and Reconnaissance Group Supervisors.
Identify initial process and site for stabilization of oiled wildlife before branch is fully operational
Identify and establish rehabilitation facility
Ensure all relevant documentation is in place to enable procurement of consumables, equipment, etc.
Determine if additional personnel and resources are required
Organize a first tactical meeting that plans for key actions for the next 24-48 hours
Ensure and chair other tactical meetings in the Wildlife Branch as appropriate
Provide a daily report on activities and achievements or as requested
Ongoing actions (after 72 hours)
Keep Personal Log (Form 214) and Unit Log (Form 214a)
Ensure the functioning of the Wildlife Branch and flows of information between WRSP and the OSC
Attend Operations Briefing
Ensure tactical meetings of the WRSP, chaired by the Deputy WBD
Define the criteria for downscaling and demobilization, determine the details of the demobilization plan

Recommend termination of wildlife response efforts to IMT when appropriate
Organize debriefing of personnel and collate final report for IMT

APPENDIX B.2 WILDLIFE TECHNICAL SPECIALIST/LIAISON

Reports to: Wildlife Branch Director
Scope: Evaluating and determining key components of oiled wildlife response
Responsibilities 1. Determine and report potentially affected wildlife species to Wildlife Branch Director 2. Identify experts to assess wildlife impacts, rescue, and rehabilitation 3. Ensure the integration of wildlife activities into the overall incident response 4. Ensure information flows between the field response team and the Wildlife Branch 5. Minimize wildlife casualties 6. Oversee recovery and rehabilitation of oiled wildlife 7. Ensure maintenance of appropriate documentation
Manages/supervises:
Immediate actions (0–72 hours)
Keep Personal Log (Form 214a)
Determine and report potentially affected wildlife species to Wildlife Branch Director
Coordinate air, land, and water reconnaissance of wildlife
Evaluate potential wildlife deterrence procedures and resources
Contribute to wildlife plan to recover and rehabilitate impacted wildlife
Implement protocols for collection of impacted wildlife
Coordinate transportation of wildlife to processing stations
Coordinate with liaison participation of volunteers and public at large
Make recommendations on the need for and feasibility of wildlife stabilization center, procurement of staff and equipment
Make recommendations on the need for and feasibility of wildlife rehabilitation center, procurement of staff and equipment, training and rehabilitation center management
Prepare ICS 213rr as appropriate
Coordinate with Staging Area Manager for stabilization and mobile response units
Work through Logistics Section to obtain necessary resources to construct and operate facilities for wildlife rehabilitation
Work with Safety Officer to provide for the safety of personnel engaged in wildlife protection and rehabilitation operations
Maintain accurate, up-to-date information on wildlife/habitat impacts and rehabilitation operations, including documentation of successes and mortalities; provide information to Wildlife Branch Director
Provide input to the EU's waste management plan
Develop an oiled wildlife rehabilitation plan for inclusion in the Wildlife Response Plan
Ongoing actions (after 72 hours)
Keep Personal Log (Form 214a)
Coordinate wildlife release protocols with trustee agencies
Coordinate with liaison participation of volunteers and public at large

Provide daily reports of potentially affected wildlife to Wildlife Branch Director

The Wildlife Technical Specialist is a critical position that provides valuable expertise to the EU on a myriad of wildlife and resources at risk issues. Additionally, the Wildlife Technical Specialist should serve as the liaison position, providing a critical link and coordination between the EU and the Wildlife Branch.

This position is expected to anticipate roadblocks or planning for events like migration that will impact current operational activities like timelines around oil cleanup or release of current patients during migration. The role may contribute to the development the of the IAP sections and work on logistics, but should be primarily focused on evaluating the priorities of Operations and EU to ensure they are not in conflict with regards to wildlife response operations.

Additional Tasks:

- Collect and maintain spill general information such as tides, weather, trajectory, division boundaries, over-flight information, resources at risk information (ICS 232) staging areas, heliports, etc.
- Contact Command Staff Liaison Officer and request that affected Indigenous communities are notified and invited to participate in oiled wildlife response effort (or get approval to do so directly). Determine if ongoing Indigenous community interaction can occur at the Branch level and if so, collect appropriate contact names and information.
- Maintain communication and coordination with various federal and/or provincial agencies if they are not present in the Command Center:
- Within the Command System serve as the primary liaison between the Wildlife Branch and:
    - Environmental Unit (convey Branch planning activities, coordinate reconnaissance/over-flight, flight restriction zones, waste disposal efforts, etc.).
        - Ensure EUL has a current understanding of Wildlife Branch activity.
        - Ensure that the need for, and receipt of, the spill specific permit Authorization is articulated to the Environmental Unit.
        - The wildlife plan will be submitted to the Planning Section (via the EU) for inclusion in the IAP after the Wildlife Branch Director and Operations Section Chief sign the cover or signature page. The Liaison will ensure this happens.
    - Situation Unit (if any questions on the ICS 209 or other situations arise).
    - Logistics/Resources (address logistical or procurement issues).

- JIC, general wildlife background documents, POC for JIC).
- Command Staff
  - Liaison Officer (First Nations, stakeholder coordination, etc.).
  - Safety Officer (ensure Branch has a safety plan, facilitate safety discussions, etc.).

- Make sure all information from the above groups is circulated to the staff in the Wildlife Branch.
- Maintain Individual log (ICS 214a)

APPENDIX B.3 RECONNAISANNCE GROUP

Supervised by: Reconnaissance Group Supervisor

Reports to: Wildlife Branch Director
Scope: Responsible for coordinating large scale reconnaissance and monitoring of both oiled wildlife and unoiled species at risk in the greater spill area.
Responsibilities 1. Ensure the health and safely of assigned staff 2. Direct and oversee all field activities related to reconnaissance (monitoring), 3. Ensure all field activities are consistent with the guidelines provided by the Wildlife Response Plan and incident objectives established by IC 4. Establish and implement protocols for documentation of wildlife by oiling 5. Establish and implement protocols for documentation of wildlife impacted by response activity 6. Establish and implement protocols for documentation of at-risk wildlife within the greater spill area. 7. Review Group assignments and incident activities with Task Force and Unit Supervisors and assign tasks 8. Brief the Wildlife Branch Director on activities and status of resources within the Group 9. Respond to wildlife sightings reported to the Wildlife Hotline; report results to the Wildlife Branch Director 10. Coordinate activities with the Recovery, Deterrence, Field Stabilization and Rehabilitation Group Supervisors 11. Resolve logistical problems within the Group 12. Ensure maintenance and transfer of appropriate documentation
Manages/supervises: Assigned staff
Immediate actions (0–72 hours)
Keep Personal Log (Form 214); Unit Log (Form 214a); review Assignment List (Form 204a)
Attend Safety Meetings
Attend Operations Briefing
Attend OSRO Tactical Meeting
Determine if additional personnel and resources are required
Provide a report on activities and achievements at the end of each day

Wildlife Hotline

Observations from the public can supplement the information available to wildlife responders about the locations of oiled wildlife. For spills with the potential to impact moderate to large numbers of wildlife, a call-in number (aka “Wildlife Hotline”) will be established for the public to report observations of potentially oiled wildlife. Other media formats, such as a website, may also be established to augment the Wildlife Hotline.

During a spill response, the number will be provided to the JIC for use in press releases, and a Wildlife Hotline Operator(s) will be assigned to monitor the line. Ideally, the following information will be collected for each call:

- Date and time of call.
- Caller's name and return phone number.
- Date and time of observation
- Location of oiled animal(s), as specific as possible
- Type of animal (species, if known)
- Whether the animal is alive or dead
- Whether the animal is in hand, on land, or in the water
- What degree of oiling is visible?

The operator should also inform callers that they should not attempt to capture oiled wildlife themselves, for the safety of both the caller and the animal. The Wildlife Hotline Operator should collate reports and provide this information to the Recovery and Reconnaissance Group Supervisors.

The hotline number may be an agency phone number, or the phone number for another organization or individual that will act as a Wildlife Hotline Operator. The operator may be any qualified individual, such as staff of a trustee agency, a wildlife contractor, or a qualified volunteer. Preferred qualifications include local area knowledge (e.g., local beach names), familiarity with local birds, and temporary bird storage needs. Coordination between the Wildlife Branch Director, Recovery Group Supervisor, and Reconnaissance Group supervisor will ensure timely and efficient sharing of hotline information for field action.

APPENDIX B.4 Deterrence Group

Supervised by: Wildlife Deterrence Group Supervisor

Reports to: Wildlife Branch Director
Scope: Responsible for coordinating hazing and deterrence operations to mitigate impacts to wildlife.
Responsibilities 1. Ensure the health and safely of assigned staff 2. Direct and oversee all field activities related to deterrence of unimpacted wildlife 3. Ensure all field activities are consistent with the guidelines provided by the Wildlife Response Plan and incident objectives 4. Establish and implement protocols for deterrence of wildlife 5. Deploy exclusion devices, visual and auditory wildlife deterrence equipment 6. Review Group assignments and incident activities with Task Force and Unit Supervisors and assign tasks 7. Brief the Wildlife Branch Director on activities and status of resources within the Group 8. Coordinate activities with the Wildlife Search and Capture Recovery Group Supervisor 9. Resolve logistical problems within the Group 10. Ensure maintenance and transfer of appropriate documentation
Manages/supervises: Assigned staff
Immediate actions (0–72 hours)
Keep Personal Log (Form 214); Unit Log (Form 214a); review Assignment List (Form 204a)
Attend Safety Meetings
Attend Operations Briefing
Determine initial deterrence priorities and opportunities
Attend OWRO Tactical Meeting
Ensure necessary permits for deterrence of wildlife
Determine if additional personnel and resources are required including incident specific specialists
Provide a report on activities and achievements at the end of each day

APPENDIX B.5 Recovery Group

Supervised by: Wildlife Recovery Group Supervisor

Reports to: Wildlife Branch Director
Scope: Responsible for coordinating search and capture of live oiled wildlife, collection of dead oiled wildlife, and coordinating transportation of oiled wildlife to field stabilization units or wildlife rehabilitation facilities.
Responsibilities 1. Ensure the health and safely of assigned staff 2. Direct and oversee all field activities related to capture, collection, and transport of dead and live oiled wildlife 3. Ensure all field activities are consistent with the guidelines provided by the Wildlife Response Plan and incident objectives established by IC 4. Establish and implement protocols for collection and documentation of impacted live and dead wildlife 5. In coordination with Field Stabilization Group Supervisor establish and implement protocols for transport of impacted wildlife; coordinate transport 6. Review Group assignments and incident activities with Task Force and Unit Supervisors and assign tasks 7. Brief the Wildlife Branch Director on activities and status of resources within the Group 8. Respond to wildlife sightings reported to the Wildlife Hotline; report results to the Wildlife Branch Director 9. Coordinate activities with the Deterrence, Field Stabilization and Rehabilitation Group Supervisors 10. Resolve logistical problems within the Group 11. Ensure maintenance and transfer of appropriate documentation
Manages/supervises: Assigned staff
Immediate actions (0–72 hours)
Keep Personal Log (Form 214); Unit Log (Form 214a); review Assignment List (Form 204a)
Attend Safety Meetings
Attend Operations Briefing
Attend OWRO Tactical Meeting
Ensure necessary permits for capture and collection of impacted wildlife
Develop initial plan for deployment of available recovery teams
Determine incident specific specialist personnel and equipment needs and if additional personnel and resources are required
Provide a report on activities and achievements at the end of each day

The Recovery Group is managed by the Recovery Group Supervisor, who reports to the WBD.

Recovery may also be referred to as “capture” or “collection” and involves recovering both live oiled wildlife and dead wildlife carcasses. Under certain circumstances, this group may also engage in the pre-emptive capture of unoiled animals by special teams.

All wildlife recovery activities associated with a spill response must comply with state and federal agreements and permits issued by the appropriate management agencies (e.g., WDFW, NMFS, and USFWS).

Separate Recovery Teams may be established for birds and sea otters, or specialist teams for certain species (plovers, raptors, etc.) and preemptive capture efforts.

The Recovery Group Supervisor will coordinate with the Field Stabilization Group Supervisor and the Transportation Coordinator to ensure that recovered wildlife is transferred to stabilization units in a timely manner.

The Group Supervisor will also work with the Operations Section Staging Area Manager to locate appropriate wildlife staging areas to support group activities. These staging areas would ideally include access to electricity, water, boat launch, and restrooms.

Recovery Team

Once wildlife is oiled, habitat-specific and species-specific strategies to recover and remove oiled live wildlife and all dead animals are required. Under the direction of the Recovery Group Supervisor, systematic surveys for capturing affected wildlife should be carried out several times per day, including at least one survey as early as is safely possible after dawn. Successful captures depend on the condition of the wildlife and on the training and experience of the Recovery Team, along with techniques and equipment used. All personnel should be appropriately trained prior to being assigned to these activities.

Surveys are often conducted on foot or by boat; however, the use of spotting scopes, ATVs, and four-wheel-drive trucks can expedite searches. Special considerations may be required to minimize additional injuries to wildlife and habitat when using vehicles, or when surveying on foot along wetlands, rivers, or streams, or on beaches that may support known concentrations of endangered or threatened species.

While conducting wildlife recovery during a response, it is important that dead animals are collected, documented, and retained (often for years) until disposal is approved by the trustees. It is not always feasible, reliable, or practical to attempt to discriminate in the field between spill-related and non-spill-related casualties; thus, all dead animals should be collected for transportation to the morgue using approved chain-of-custody methods.

In addition, the prompt removal of dead oiled animals from the environment can be critical to minimizing the risk of secondary oiling of predators and scavengers.

Recovery Group personnel should provide the following information (at a minimum) directly on each animal transport container (or on an Animal Collection Tag attached to the container):

- Collector's name (and phone number)
- Collection location: general name and GPS coordinates

- The date the animal was recovered from the location
- The time the animal was recovered from the location
- Species or common name of animal

APPENDIX B.6 Field Stabilization Group

Supervised by: Wildlife Field Stabilization Group Supervisor

Reports to: Wildlife Branch Director
Scope: Responsible for coordinating field stabilization of impacted wildlife and coordinating transport of stabilized wildlife to the wildlife rehabilitation facility.
Responsibilities 1. Ensure the health and safety of assigned staff 2. Direct and provide basic field stabilization of oiled wildlife to prepare animals for transport 3. Ensure all field activities are consistent with the guidelines provided by the Wildlife Response Plan and incident objectives established by IC 4. Establish and implement protocols for field stabilization of impacted wildlife 5. In coordination with the Recovery Group Supervisor and Care and Processing Group Supervisor establish and implement protocols for the transport of impacted wildlife; coordinate transport 6. Review Group assignments and incident activities with Task Force and Unit Supervisors and assign tasks 7. Brief the Wildlife Branch Director on the numbers, species, and status of impacted wildlife directed to the Field Stabilization Unit. 8. Brief the Wildlife Branch Director on activities and status of resources within the Group 9. Coordinate activities with the Search and Capture and Rehabilitation Group Supervisors 10. Resolve logistical problems within the Group 11. Ensure maintenance and transfer of appropriate documentation
Manages/supervises: Assigned staff
Immediate actions (0–72 hours)
Keep Personal Log (Form 214)
Attend Safety Meetings
Attend Operations Briefing (when possible)
Ensure necessary permits for stabilization and transport of impacted wildlife
Determine if additional personnel and resources are required
Provide a report on activities and achievements at the end of each day

APPENDIX B.7 Transportation Unit

The Transportation Coordinator arranges transportation of wildlife from the field to the Field Stabilization Facility and the Care and Processing Center. This position may work with the DWBD and/or Volunteer Coordinator to obtain drivers. Early in the response the Recovery Group Supervisor and The Field Stabilization Group Supervisor will establish the reporting structure for the Transportation Coordinator who may report to either the Recovery Group or the Field Stabilization Group Supervisor, clarity of the reporting structure is incident-specific and will be approved by the WBD and detailed on the organization chart to avoid confusion.

Transport of oiled wildlife from the field to the Care and Processing Center or Field Stabilization Facility, and/or to the primary care facility should be done as quickly and efficiently as possible. Transport of longer than 30 minutes requires wildlife to be provided with medical stabilization (hydration and thermoregulatory assistance) prior to transport. The interior of the transport vehicle should be maintained comfortably warm if animals are hypothermic or purposefully cooled if they are hyperthermic; the Field Stabilization Group Supervisor and/or the Transportation Coordinator will advise transport staff as to appropriate temperature control. Vehicles should be kept as quiet as possible (i.e., radios or stereos turned off, voices kept low). Drivers should ensure adequate ventilation for themselves to reduce exposure to fumes; fresh air vents should be open and directed at drivers' and passengers' faces.

Transporters must ensure that data for each animal is transferred with that animal. This includes information related to wildlife capture, Chain-of-Custody forms for live and dead animals, and other collected evidence. Transporters should maintain communication with the Transportation Coordinator. At a minimum, the Transporter Staff should notify the Transport Coordinator when they depart the field or staging area with oiled wildlife, and when they arrive at the Stabilization Facility or Care and Processing Center. The Transportation Coordinator should notify the Care and Processing Group Supervisor of the estimated time of arrival of oiled animals transported from the field.

APPENDIX B.8 CARE AND PROCESSING GROUP

Supervised by: Wildlife Care and Processing Group Supervisor

Reports to: Wildlife Branch Director
Scope: Responsible for receiving oiled wildlife at the wildlife rehabilitation facility, evidence documentation, carcass storage, and conducting triage, stabilization, treatment, transport, and rehabilitation of oiled wildlife.
Responsibilities 1. Ensure the health and safety of assigned staff 2. Process impacted wildlife, collect evidence, and maintain documentation 3. Direct and manage all aspects of wildlife rehabilitation and release 4. Ensure all rehabilitation activities are consistent with the guidelines provided by the Wildlife Response Plan and incident objectives established by IC 5. Establish and implement protocols for field stabilization of impacted wildlife (with Field Stabilization Group Supervisor) 6. Establish and implement protocols for the transport of impacted wildlife; coordinate transport 7. Establish and implement protocols for the rehabilitation and release of impacted wildlife, including euthanasia 8. Identify local veterinary services and wildlife rehabilitation groups in the area and develop relationships as needed 9. Review Group assignments and incident activities with Task Force and Unit Supervisors and assign tasks 10. Brief the Wildlife Branch Director on the numbers, species, and status of impacted wildlife brought to the Wildlife Rehabilitation Facility. 11. Brief the Wildlife Branch Director on activities and status of resources within the Group 12. Coordinate activities with the Search and Capture and Field Stabilization Group Supervisors 13. Resolve logistical problems within the Group 14. Ensure maintenance and transfer of appropriate documentation
Manages/supervises: Assigned staff; rehabilitation and veterinary staff and volunteers
Immediate actions (0–72 hours)
Keep Personal Log (Form 214)
Attend Safety Meetings
Attend Operations Briefing (when possible)
Ensure necessary permits for the rehabilitation of impacted wildlife
In coordination with wildlife trustees establish processing and chain of custody protocols
Determine if additional personnel and resources are required including incident-specific specialists
Provide a report on activities and achievements at the end of each day

The Care and Processing Group is responsible for addressing the needs of impacted wildlife once it has been recovered from the field. The Group is directed by the Care and Processing Group Supervisor, who reports to the WBD.

There are two primary teams within the group: the Care Team and the Processing Team. The Care Team ensures that oiled wildlife receive the best achievable care by providing

specialized care including veterinary care and rehabilitation. The Processing Team ensures that all necessary records related to oiled wildlife care are maintained and that appropriate intake information is collected. In addition to these teams, this group is also responsible for establishing a Morgue Team which, if necessary, maintains any dead wildlife collected during the response. For large spills where high numbers of marine mammals are collected, entirely separate Bird and Marine Mammal Care Teams and Processing Teams may be activated.

The Care Team is overseen by the Care Team Leader, who reports to the Care and Processing Group Supervisor.

The Care Team works within the primary Care and Processing Center and provides care to wildlife impacted by an oil. Historically, this was referred to as the "rehabilitation" unit or team. For large spills where high numbers of marine mammals are collected, entirely separate Bird and Marine Mammal Care and Processing Teams may be established.

Specific specialized protocols for the care of oiled wildlife are not addressed here but can be found in the USFWS and NMFS best management practices (BMP) documents.

The Care Team typically includes four coordinators (see Figure 2): Intake, Pre-Wash Care, Cleaning, and Conditioning. Note that the Intake Unit works closely with the Processing Team and the functions of the Processing Team may be merged into the Intake Unit for efficiency during smaller responses.

Historically, birds have been the most numerous animals affected during oil spills and so are likely to be the most abundant wildlife received at a primary Care and Processing Center. The amount of time that an animal spends in care can depend on many different factors, including:

- The spill location.
- The type of petroleum product involved.
- The effect of the product on a particular species.
- Any pre-existing injuries that an animal may have.
- The seasonal conditions.
- Other logistical concerns including how long it takes to begin treatment.

The Care Team Leader will coordinate with other trustees as appropriate to address any specific needs (BMPs, documentation, banding, etc.) that may exist.

Contact information for organizations that possess wildlife rehabilitation equipment can be found in Appendix A. This equipment may also be found on the WRRL (https://www.wrrl.us/).

When rehabilitated animals are ready for release, clean, non-oiled release sites should be chosen after consulting the appropriate trustee agency, or agencies, and the Environmental Unit of the Planning Section (typically through the WBD). While exceptions

can be made during spill emergencies, some agencies may have specific requirements or policies regarding releasing animals on their properties. As a part of spill response actions, birds and mammals should be banded or tagged if possible and, in some cases, fitted with tracking equipment for post-release monitoring

APPENDIX C
SPECIAL PROTOCOLS AND PLANS

C.1 Guidelines for Spill Response Involving Marine Mammals

C.2 Killer Whale Deterrence Implementation Plan

C.3 Guidelines for Spill Response Involving Snowy Plovers

C.4 Guidelines for Preventing the Introduction of Invasive Species

C.5 Implementing Response Countermeasures (Offshore and Shoreline Oil Recovery and Applied Response Technologies)

C.6 Reducing Disturbance-related Impacts to Wildlife and Other Resources during spill response

C.7 Preemptive Capture of Wildlife

APPENDIX C.1 Guidelines for Oil Spill Response Involving Marine Mammals

This section provides general guidance for response to potential marine mammal impacts during oil spill response. While as many as 31 species of marine mammals may be found in the coastal waters of the Pacific Northwest, many of these species live primarily offshore and do not frequent nearshore habitats decreasing the likelihood of them staying in contact with surface oil. Several pinniped species (harbor seal, California sea lion, Steller sea lion, and northern elephant seal) and a few cetacean species (harbor porpoise, Dall's porpoise, killer whale, gray whale, and humpback whale) inhabit nearshore and inland waters either seasonally or year around. In addition, a reintroduced population of northern sea otters has been established on the outer coast of Washington. All of these species have the potential to become impacted during an oil spill, but perhaps the most vulnerable to negative impacts are southern resident killer whales and sea otters because of their small population size, distribution, and life history. Sea otters and killer whales are addressed in more detail below.

This section will inform marine mammal response activities within the Wildlife Branch. It is important that knowledgeable individuals with an advanced understanding of the biology and behavior of marine mammals be employed to evaluate the behavior and condition of the animals detected in or near oil spills and to determine the need for (and practicality of) conducting any deterrence, capture, and rehabilitation activities. All response activities related to pinnipeds and cetaceans will be conducted in accordance with the Pinniped and Cetacean Oil Spill Response Guidelines established by NOAA (https://www.fisheries.noaa.gov/resource/document/pinniped-and-cetacean-oil-spill-response-guidelines). Sea otter response activities will be conducted in accordance with the *Washington Sea Otter Response Handbook* (http://wdfw.wa.gov/publications/pub.php?id=00302)

Oil Spill Threats to Marine Mammals

The NOAA Guidelines document provided above gives a thorough introduction to marine mammals and their sensitivity to spilled oil. For pinnipeds, fur and blubber aid thermoregulation, and direct contact with oil may cause dermal injury and conjunctivitis. For sea otters, fur is used for thermal insulation and contact with oil can lead to dermal injury, hypothermia, and starvation. For all mammals, ingestion of oil may cause gastrointestinal ulcers, liver and kidney damage, reproductive failure, and behavioral abnormalities. Heavily oiled pinnipeds abandoned or moribund young pups of any species, and species that rely on fur for thermal insulation are the most likely candidates to require temporary care for cleaning or rehabilitation if they lack sufficient mobility to avoid capture.

Dead Marine Mammal Considerations

All carcasses found within a spill area must be treated as evidence and should be handled according to established chain of custody protocols. Each carcass should be labeled with the date, time, location, species, and collector's name. Large whale carcasses may be secured at the stranding site so proper data, measurements, and samples can be

collected. A designated storage location will be identified by the Wildlife Branch, and each collected carcass will be logged. Necropsies should be performed within 24 hours if possible; if that is not feasible, the carcass should be frozen for later examination.

Collected oiled carcasses will be retained per appropriate chain-of-custody protocols until released for disposal by the Wildlife Branch.

Live Marine Mammal Rescue Considerations

Decisions to assist oiled and/or injured marine mammals are dependent on the size and type of the animals, the degree of perceived oiling, the location of the animals, and the available resources. See the table below for a summary of suggested response actions for oiled marine mammals. There are a limited number of facilities capable of working with marine mammals in Washington and Oregon and it is likely that temporary facilities may need to be established during a response. Any marine mammals identified as needing treatment and taken in by the Wildlife Branch will need to be transported, housed, and treated in accordance with accepted protocols.

Following treatment and rehabilitation, the attending marine mammal veterinarian (in conjunction with the appropriate trustee agencies) must determine whether individual animals are suitable for release. Considerations for the release of the animal include the risk to the wild population (potential to infect wild populations with diseases contracted during treatment), its health, behavior, ability to sustain itself in the wild, and the availability of suitable oil-free habitat.

Table 1: Summary of Suggested Response Actions for Oiled Marine Mammals

Type	**Monitor**	**Recover Carcass**	**Attempt intervention on oiled live**		**Deter**
			Stranded	**Free Swimming**	
Sea otter	Yes	Yes	Case-by-case	Not unless impaired	No
Pinnipeds					
Fur seals	Yes	Yes	Case-by-case	Not unless impaired	Case-by-case
Harbor seal	Yes	Yes	Case-by-case	Not unless impaired	Case-by-case
Northern elephant seal	Yes	Yes	Not unless exposed during molting or impaired juveniles	Not unless impaired	Case-by-case
Sea lions	Yes	Yes	Not unless impaired	Not unless impaired	Case-by-case
Cetaceans					
Small Cetaceans	Yes	Yes	Case-by-case	No	Case-by-case
Large Cetaceans	Yes	No	On-site treatment or euthanasia if appropriate	No	Case-by-case

Sea Otter Response

Sea otters can be found along the outer coast of Washington and (to a much lesser degree) within the western part of the Strait of Juan de Fuca. Any oil spill that reaches the near-shore environment in these areas may impact sea otters.

This summary provides an overview of how UC will respond to oiled sea otters in Washington State. More specific protocols and guidelines are maintained by WDFW for facility-specific issues, logistical concerns, and details of animal care. See the *Washington Sea Otter Response Handbook* (http://wdfw.wa.gov/publications/pub.php?id=00302) and the International Wildlife Research publication *Emergency Care and Rehabilitation of Oiled Sea Otters* (http://wildliferesearch.com/iwr/docs/Emergency_Care_and_Rehabilitation_of_Oiled_Sea_Otters.pdf) for additional information.

Protocols for the Care of Oil Affected Sea Otters 2nd edition 2020 OWCN UC-Davis Wildlife Healthcare

Agency Coordination

As noted previously, WDFW personnel will typically lead the Wildlife Branch during spill response in Washington, in coordination with the USFWS. For a spill response involving oiled sea otters, guidance from the USFWS will be particularly important. The WDFW has the authority to collect, transport, and rehabilitate oiled sea otters under the Marine Mammal Protection Act (50 CFR 18.22) and the Federal Endangered Species Act (50 CFR 17.21 and 17.31); however, explicit approval from the USFWS will be required prior to hazing otters or pre-emptively capturing unoiled otters at risk of becoming oiled. WDFW will also coordinate closely with the USFWS on evidence collection and possible necropsies.

Personnel and Organization

As with all aspects of Wildlife Branch activities, response to oiled sea otters will be conducted under the auspices of the UC. The decision to conduct any capture and rehabilitation effort for sea otters will be made by the WBD, typically in consultation with the USFWS. Only pre-trained personnel will be used for most activities, including field capture and most aspects of captive care and rehabilitation. Personnel used for these activities will have completed appropriate training and have appropriate experience working with sea otters. There are currently few trained personnel available within Washington State qualified to lead or assist with an oil spill response involving sea otters so there will be a significant reliance on out-of-state personnel to staff this part of a wildlife response. The WBD will coordinate activation of trained personnel as needed, including the potential use of volunteers for less skilled tasks. For spills involving numerous oiled sea otters, separate teams may be established within the Recovery, Stabilization, and Care and Processing Groups.

Facilities

There are no facilities within the Northwest capable of accepting and processing large numbers of oiled sea otters so the treatment of otters will rely heavily on participating wildlife rehabilitation facilities to be augmented with portable structures, equipment, and personnel at the time of a response to serve this purpose. The selection of a primary treatment facility (see Table 1, below) by the WBD will be based upon space availability and the number of animals being collected.

Portable, floating pens for holding larger numbers of clean rehabilitated or preemptively caught sea otters may be deployed in marine waters free of oil contamination (i.e., outside the spill-affected area).

Table 2. Potential Locations for Establishing Oiled-otter Primary Treatment Facilities follow on the next page.

Table 2. Potential Locations for Establishing Oiled-Otter Primary Treatment Facilities

Facility	Location	Telephone	Contact
Focus Wildlife	**Anacortes, WA**	**800-578-3048**	**Dr. Michael Ziccardi**
PAWS Wildlife Rehabilitation Center	**Snohomish, WA**	**425-412-4040**	**Jennifer Convy**

Capture, Transport, and Field Stabilization

Oiled sea otters could potentially be captured on shore (stranded animals) or on the water. On-water capture will occur only after consultation with the UC and the USFWS. On-water capture techniques may include dip-netting and (if approved by the UC and Trustee Agencies), tangle nets. SCUBA may be approved to capture sea otters outside of the "hot zone," but will not typically be used for capture of oiled animals. In Washington, sea otters will generally be captured by crews of experienced personnel from WDFW, USFWS, and IWR. All dead sea otters will also be recovered and transported to the primary care facility for processing.

Live sea otters that are not visibly oiled and are not displaying abnormal behavior will not be intentionally captured unless there is a substantial risk of oiling. Depending on circumstances, pre-emptive capture of animals at risk of oiling may be considered, if approved by the UC and the USFWS, and if adequate facilities for transport and holding are available.

Field stabilization may be implemented if deemed helpful (e.g., prior to a long transport to the Care and Processing Center). Every sea otter collected will be issued a unique identification number in the field. This number will be used to track the animal and associated field collection information until the animal is processed at the Care and Processing Center. Official chain of custody will be initiated upon processing at the primary Care and Processing Center.

Customized transport kennels will be used to reduce fur fouling and tooth damage. Freshwater ice (to combat hyperthermia and dehydration) and a chew toy or toys (to divert potential chewing on hard surfaces) are usually provided in transport kennels. Sea otters should not be taken into commercial veterinary facilities containing domestic pets due to potential disease issues.

Intake and Processing

Upon arrival at the Care and Processing Center each animal will be logged in as per response protocols to ensure proper information and evidence collection and to start official chain of custody records.

During the intake process, live sea otters will usually receive a subcutaneous thermistor PIT tag for monitoring body temperature. During the intake exam, the examining Wildlife Veterinarian or permitted wildlife rehabilitator will begin the animal's medical record and

will determine if the animal requires additional stabilization prior to washing. Euthanasia may be considered as an option for animals that are unlikely to recover.

Cleaning

Sea otters stable enough for washing will be anesthetized by an experienced Wildlife Veterinarian. Washing tables will be equipped with well aerated nozzles dispensing temperature controlled (80 to 110 F), softened (2-4 grains per gallon), fresh water. If tar or congealed products are involved, a vegetable oil (olive or canola) may be first used to solubilize the tar. Washing will consist of a cyclic wash, rinse, wash, rinse, process with a dilute solution of dishwashing detergent and water. Each animal will be rinsed thoroughly, for up to one hour upon completion of the washing cycle. Four to five people are required per washing table, one (with heavy gloves) specifically to hold the head-paws area. Depending on the degree of oiling, the entire washing procedure will usually take 1 to 2 hours.

Sea otters will then be towel-dried and moved to a drying table. Ideally, each drying table will be serviced by three or four air hoses with nozzles that deliver high-volume, dried, temperature-controlled air. Following drying, each animal will be reversed from the anesthetic and placed in a large, slat-floor kennel with a sliding top (intensive care cage) or other easy-access pen for intensive care monitoring.

When fully recovered from anesthesia, and if its medical condition allows, each otter will be moved to a small pool which will be serviced by abundant, clean, warm soft fresh water. As health and fur condition improve, otters may be moved to larger pools with warmed seawater within 24-48 hours, and if body temperature is stable, they can transition to pools with ambient seawater. It may take 2-4 days after cleaning and drying for an animal's fur to regain proper water repellency.

Oily equipment (e.g., cages and dip nets) should be wiped down thoroughly with oil sorbent pads then washed with detergent and water and disinfected with a chlorine solution. All oil-contaminated solid waste must be treated as hazardous waste and disposed of properly. Wastewater from animal and equipment washing will be diverted to a holding tank and tested to assess whether petroleum concentrations are low enough to discharge to the local sewer system.

Pre-release Conditioning

Animals will be retained in captivity until they meet accepted health guidelines for release (typically one to two weeks). Food will be offered every two to three hours around the clock for animals in intensive care and four or five times a day for animals once they enter a two-otter pool-pen or larger pool. Food offered will amount to 10 to 15 pounds per day per otter and consist of recently thawed clams, shrimps, sea urchins, market crabs, fish fillets, mussels, abalones, squids, etc. as available. Notes on the amount of food consumed and the behavior and coat condition will be kept on each sea otter. Data sheets will be filled out at regular intervals as per accepted protocols.

Prior to release, animals will receive standard flipper tags for post-release identification.

Release

If there is negligible danger of introducing disease into the wild population, and giving due consideration to possible quarantine protocols, rehabilitated sea otters will be released into the wild as soon as they are deemed physiologically and behaviorally normal pending USFWS approval. Sea otters will be released as near the original capture site as practicable, to reduce dispersal (and thereby increase survival). Post-release tracking of cleaned and rehabilitated otters should be planned prior to release and implemented using the best available technology.

If identified release site is still contaminated by oil, sea otters may be held in captivity (seawater pools or floating net pens) until it is deemed safe to release them to the wild.

Pinniped Response

Seals and sea lions access shoreline sites in the Northwest Region. If an oil spill were to occur near a haulout, pinniped populations may be affected. Sea lions, harbor seals, and elephant seals rely on their thick blubber layer for insulation, making them less susceptible to hypothermia when they become externally oiled. Depending on the extent of exposure, toxicity, the volume ingested or inhaled, and clinical signs, some pinnipeds may not need to be captured and rehabilitated. For pinnipeds that regularly haul out, this is an opportunity for oil to be abraded, and many of these species do not preen their pelt, further reducing the risk of oil ingestion. Geographic response plans contain booming strategies to protect known haulouts when spill trajectories indicate likely impact at these sites. The *Washington Department of Fish and Wildlife Atlas of Seal and Sea Lion Haulout Sites* (2000) in Washington contains a thorough list of haulout sites https://wdfw.wa.gov/sites/default/files/publications/00427/wdfw00427.pdf. An updated (2019) GIS layer is available on the WDFW website at: Seal and Sealion Haul outs - Overview (arcgis.com). In Oregon, a list of seal and sea lion haulout sites can be obtained from the Oregon Department of Fish and Wildlife, Marine Mammal Program in Corvallis. If oil is likely to impact haulout sites, deterrence methods should be discussed with NMFS to keep animals from using the site. Little is known about the results of pinniped deterrence in the event of an oil spill, and this method will be considered on a case-by-case basis. Deterrence options for pinnipeds can be informed by NMFS guidance on seal and sea lion deterrence at: https://www.fisheries.noaa.gov/west-coast/marine-mammal-protection/deterring-nuisance-pinnipeds.

If haulouts are impacted, reconnaissance assets should be deployed to assess the impact of the oil on local pinniped populations. Priority should be given to minimizing beaching of oil at the haulout and secondarily to cleaning the haulout if immediate re-oiling will not occur. More information on individual species risk factors and treatment considerations are listed below.

Oiled Pinnipeds - Capture and Handling Techniques

In cases of light to moderate oiling of animals on shore, they should be monitored by individuals knowledgeable in pinniped biology and behavior to see if they can clear

themselves of the oil or to detect deterioration in their health status that requires intervention. Moribund pinnipeds that have been impacted may be candidates for euthanasia, and this will be determined on a case-by-case basis. *In-situ* treatment on the beach can be considered if it is feasible to capture, anesthetize, clean, and release the animals on site. Pinnipeds should be considered for washing and immediate release at or near the capture sight if the threat of re-oiling is minimal (Gales and St. Aubin 1995) (Geraci and Lounsbury 2005). Pinnipeds generally tolerate short-term capture and transport and do not seem to be highly susceptible to capture myopathy (Gales and St. Aubin 1995). Heavily oiled and obviously oil-impaired pinnipeds may be considered for capture and cleaning. Temporary holding pens filled with absorbent sphagnum moss may be an option for heavily oiled pinnipeds; this would reduce handling, absorb oil from the pelt of the animal, and allow monitoring of the animal's overall health. In a large spill and/or when oil is expected to persist in the environment frequented by pinnipeds, it may be necessary to capture, rehabilitate, and hold pinnipeds until their health and the environmental conditions improve and re-oiling is unlikely.

The Marine Mammal Oil Spill Guidelines are a thorough guide to wildlife recovery and transportation and should be referenced when pinniped capture is being considered. A decision to capture should consider such factors as sex, age, reproductive state, size of the individual animal, and location with respect to other marine mammals. The potential benefits of capture must outweigh potential negative consequences, and capture is to be conducted in accordance with the Wildlife Recovery and Transportation section of the *Marine Mammal Oil Spill Response Guidelines* https://www.fisheries.noaa.gov/resource/document/pinniped-and-cetacean-oil-spill-response-guidelines. Top priority is personnel safety; capture and transportation of oiled marine mammals should be performed only by qualified personnel who have received the appropriate safety training, as well as marine mammal handling and restraint training. Local marine mammal stranding network responders and biologists are instrumental in this task, and a list of trained responders can be obtained from the Northwest Marine Mammal Stranding Network Coordinator within NMFS.

Pinniped handling and capture require communication equipment, specialized vehicles, boats, cages and transport boxes, herding boards, and PPE. A list of local resources for pinniped capture can be found in Appendix A.D of this document and on this Ecology webpage Oil Spills 101 (wa.gov). Permanent care and rehabilitation facilities are very limited in the Pacific Northwest, so for longer-term holding and/or treatment of large numbers of pinnipeds, temporary facilities may need to be identified or built at a suitable upland site. In general, no rescue will be initiated on free-swimming or stranded pinnipeds in the vicinity of an oil spill unless the animal is in obvious distress and the resources are available to intervene.

Cetacean Response

Small Cetaceans (Body length ≤ 10 feet)

Small cetaceans most likely affected by an oil spill in the Pacific Northwest include Dall's porpoise, harbor porpoise, and Pacific white-sided dolphins. Risk factors specific to these animals and special considerations for their treatment are provided below. Many additional small cetaceans frequent offshore waters in Washington and Oregon and may be impacted if a spill occurs in the open ocean. Deterrence of small cetaceans is unlikely but will be considered on a case-by-case basis.

Oiled Small Cetaceans - Capture, and Handling Techniques

Small cetaceans are highly mobile (traveling tens of miles per day), and apart from Harbor and Dall's porpoise, only frequent offshore water, which poses less likelihood of them staying in contact with surface oil. Most cetaceans are not highly sensitive to the mechanical or toxic effects of oil on the skin (Geraci 1990); thus, the value of intervention is greatly reduced compared to the stress and risk of injury associated with capture.

If a small cetacean strands alive, intervention and treatment should be considered. Beached cetaceans should not be pushed back out to sea without first being examined by an NMFS-approved marine mammal veterinarian and the action approved by NMFS. Responders should follow the Live Cetacean Stranding Protocol provided by the Northwest Marine Mammal Stranding Network within NMFS. This protocol outlines how to respond to a live cetacean stranding and options for release, how to keep the animal comfortable on shore if it cannot be moved, transport and rehabilitation options, and euthanasia considerations. Prior to being returned to the open ocean, cetaceans should be marked with an NMFS-approved brand or tag.

Intervention on free-swimming cetaceans will generally not be initiated because of the risks associated with capture. Due to their speed and maneuverability, small cetaceans are very difficult to catch and may suffer stress and exhaustion during the capture which could cause permanent injury or death. The social structure of these groups may also cause undue stress on healthy pod members when capture techniques are used to catch injured individuals. If special circumstances warrant intervention, the decision to capture should consider such factors as sex, age, reproductive state, and size of the individual animal, and the potential benefits of capture must outweigh potential negative consequences. Small cetaceans are physiologically adapted to be suspended in water at all times, requiring special handling procedures to capture and transport them. A holding facility must be identified prior to capture. With the exception of the Vancouver Aquarium, facilities with the capacity to treat and hold small cetaceans do not currently exist in the Northwest Region. If the capture of small cetaceans is attempted, it is to be conducted in accordance with the Wildlife Recovery and Transportation section in the Marine Mammal Oil Spill Response Guidelines.

The method of capture may vary according to species and situation, and each intervention will be assessed on a case-by-case basis. Personnel safety is the top priority; capture and transportation of oiled marine mammals should be performed only by qualified personnel who have received the appropriate safety training, as well as marine mammal handling and restraint training. Small cetacean handling and capture requires communication

equipment, specialized vehicles, boats, transport boxes, slings, and PPE. A list of local resources and veterinarian contacts for cetacean capture can be found in Appendix 1D.

Large Cetaceans (Body length > 10 feet)

Large cetaceans most likely affected by an oil spill in the Pacific Northwest include killer whales, gray whales, humpback whales, and Minke whales. Many other large cetaceans frequent offshore waters in Washington and Oregon and are listed in the Supporting Information for the Marine Mammal section of the Northwest Wildlife Response Plan. Large cetaceans are highly mobile, and the likelihood of these animals staying in contact with surface oil is limited for most spill situations. If large cetaceans are reported to be moving through oiled areas, detailed observations and monitoring of the animals should take place. Deterrence of large cetaceans is unlikely but will be considered on a case-by-case basis. Deterrence options for large cetaceans may be informed by the supporting information for the Killer Whale Response section below.

Oiled Large Cetaceans - Capture, and Handling Techniques

If large cetaceans are found beached, responders should follow the Live Cetacean Stranding Protocol provided by the Northwest Marine Mammal Stranding Network within NMFS. This protocol outlines how to respond to a live cetacean stranding and options for release, how to care for the animal on shore if it cannot be moved, transport and rehabilitation options, and euthanasia considerations. Any beached cetacean should not be released without first being examined by an NMFS-approved marine mammal veterinarian and the action approved by NMFS. Prior to being returned to the open ocean, cetaceans should be marked with an NMFS-approved brand or tag. If a large whale strands in moribund condition (as determined by an NMFS-approved marine mammal veterinarian), euthanasia may be considered, and decision making should be coordinated with NOAA Protected Resources Division. Facilities to house large cetaceans are not available in the Pacific Northwest, and treatment options are limited, so euthanasia may be the most humane option to reduce pain and suffering. In addition, capture of oil-impacted large cetaceans is not feasible for free-swimming individuals.

Killer Whale Response

The SRKW population is listed as endangered under the ESA and Washington rules. It is also protected under the MMPA. Evidence suggests that killer whales are unlikely to detect and avoid spilled oil, and exposure can result in population-level impacts). Deterrence and monitoring activities are the only mitigation measures possible during an oil spill, as capture and rehabilitation of killer whales is improbable. Whether or not killer whales can be deterred from entering an oil spill is directly related to the degree to which the whales are attracted to an area. Killer whale response activities will comply with guidelines in the document “Killer Whale Deterrence Implementation Plan” (see Appendix B.B). Additional information on deterrence techniques and the availability of equipment and trained personnel can be found at NOAA’s Office of Response and Restoration webpage.

Killer Whale Deterrence Activities

Where immediate action is necessary to prevent SRKWs from entering oil, NMFS has issued pre-approval for the USCG as the Federal On-Scene Coordinator (FOSC) to implement the following deterrence tactics: the use of *Oikomi* pipes, the use of underwater firecrackers deployed from vessels, and the use of helicopters to attempt to direct whales away from an oil spill. The methods chosen to be used (if any) will be determined at the time of a spill depending upon the specific circumstances. The USCG will endeavor to coordinate with NMFS prior to initiating these methods, but it is recognized that this might not always be possible. Use of any deterrence mechanisms other than the three methods listed above will require consultation with NMFS prior to implementation. Any deterrence actions taken, as well as the results of those actions, will be reported to the NOAA Marine Mammal Health and Stranding Program as soon as possible. If the threat to killer whales is not imminent, the WBD and the Killer Whale Deterrence Team Leader will consult with the NOAA Marine Mammal Health and Stranding Program prior to acting.

The initiation of deterrence activity will be considered by the WBD any time that killer whales are reported within 50 miles of an oil spill. Spills that occur in the following areas and within the listed months are the most likely to pose the greatest risk to the SRKWs and where deterrence operations will be prioritized:

- Haro Strait and Strait of Georgia to Canadian border off Point Roberts: May through September;
- Admiralty Inlet and central Puget Sound: October through January; and
- Areas where an uncharacteristic presence of the SRKWs has been reported (e.g., the extended stay of southern resident killer whales in Dyes Inlet in 1997).

Trained killer whale deterrence teams will conduct on-water deterrence operations, each consisting of up to several vessels. These vessels may be provided and crewed by trustees, contractors, or registered vessels of opportunity.

During killer whale deterrence operations, wildlife observers will monitor killer whale activity to document whale behavior and to evaluate the effectiveness of deterrence activities. Any interactions between the whales and oil should also be recorded. These observers, coordinated by the Deterrence Group Supervisor, should be familiar with the differences between the behavior of the transient and resident whale populations to better predict their potential movements. Observers should photographically document all whales that are observed. Photos should be taken from the side with a clear view of the dorsal fin and saddle patch to identify the individual animal.

Killer Whale Monitoring Activities

The Whale Monitoring Team, within the Reconnaissance Group, is responsible for collecting information on the location and direction of travel of killer whales within 50 miles of the spill location. This can be done by contacting Orca Network, the Pacific Whale Watch Association (proprietary app) the Orcasound Hydrophone network, and Fisheries and Oceans Canada to detect and monitor whales (particularly SRKWs) that may be outside the immediate response area of a spill but that may be ultimately at risk from the

spill. The Whale Monitoring Team will report whale observations to the WBD through the Reconnaissance Group Supervisor to aid in response strategy development (e.g., deterrence) as well as to facilitate coordination with the other trustee agencies.

Killer Whale Strandings and Mortalities

Regional marine mammal stranding networks should be alerted by NMFS when a spill occurs that may impact killer whales. If a carcass is found and NMFS authorizes a necropsy, the necropsy should follow the established killer whale necropsy protocol (Raverty and Gaydos 2014) and NOAA's *Marine Mammal Oil Spill Response Guidelines* and be coordinated with NMFS.

APPENDIX C.2 Oil Spill Emergency Response Killer Whale – Deterrence Implementation Plan

(NMFS, 1/12/12 updated 2023)

Also available at: https://response.restoration.noaa.gov/sites/default/files/Hazing-Implementation-Plan.pdf

Introduction and Background

This implementation plan provides guidance for killer whale monitoring and deterrence activities as part of the Northwest Area Contingency Plan. Deterrence activities during emergency oil spill response is authorized under MMPA/ESA Research and Enhancement Permit 24359 issued to the NMFS Marine Mammal Health and Stranding Response Program (MMHSRP), Sarah Wilkin. The Federal On-Scene Coordinator in the Unified Command has been delegated authority as a Co-investigator under Permit 24359 and may initiate certain pre-approved hazing activities to minimize killer whale exposure to oil or other emergency spill response activities.

The Southern Resident killer whale population is listed as endangered under the U.S. Endangered Species Act (ESA) and is also protected under the Marine Mammal Protection Act (MMPA). Oil spills have been identified as a primary threat to this population and the *Recovery Plan for Southern Resident Killer Whales* calls for developing strategies to deter killer whales from entering spilled oil (NMFS 2008). Evidence suggests that killer whales are unlikely to detect and avoid spilled oil, and exposure can result in population-level impacts (Matkin et al. 2008). During the initial phases of a spill response the Unified Command will take appropriate action to monitor and/or haze killer whales to minimize their exposure to spilled oil. Prior to the full mobilization of the Unified Command and the field response effort under its direction, NMFS has pre-approved monitoring activities and three hazing actions for consideration and emergency implementation by the Command. Deterrence activities that have not been pre-approved must be coordinated with and authorized by NMFS (see section V. below).

Monitoring

Beginning with notification of a spill, the Wildlife Branch Director will ascertain whether killer whales have been observed or are likely to be within 50 miles (8-10 hours) of the spill event. If killer whales have been observed or are likely to be within 50 miles, the Branch Director will designate a killer whale liaison to initiate communications with killer whale experts, researchers, sighting networks and advocacy groups to monitor/track the whale's movements relative to clean- up activities and the spill trajectory. Once whales have been located, the Branch Director (or designee) will determine whether it is safe to dispatch a trained whale observer to the scene to identify the type of killer whales (residents or transients) and, if residents, which members of the Southern Resident killer whale population are

present. If dispatch of a trained observer to the scene is not safe or feasible, the Branch Director (or designee) should order appropriate resources to collect high-definition digital photographs of individual whales at the surface for use by identification experts off scene to identify which whales are present (see photo instructions below). The Branch Director (or designee) will order real-time reconnaissance (vessels or aircraft) for continuous monitoring if killer whales appear to be moving toward the spill, the spill trajectory, or clean-up activities and/or are found within 20 to 30 miles (6 hours) of oil or trajectory. Once monitoring begins, the Branch Director (or designee) will consider deterrence activities to deter the whale's progress toward the spill and will identify available assets to conduct deterrence. Monitors that are tracking whales in the field must provide periodic location updates for comparison with spill location and trajectory forecast information to ascertain if the whale's path may intercept the spill trajectory. If deterrence assets have been identified they should be readied for deployment and staged to be on scene if whales are expected to approach within 10 miles (2 hours) of oil or spill trajectory. The following deterrence techniques have been pre-approved for consideration and emergency use without prior consultation if NMFS staff are unavailable (see section III below). Unless the USCG is directly implementing the pre-approved deterrence methods, the Branch Director must consult with NMFS marine mammal resource specialists, prior to deterrence implementation.

Regardless of whether deterrence is implemented, real time monitoring of whale movements within 20 to 30 miles (6 hour reconnaissance buffer) relative to the spill or spill trajectory should be conducted to a) determine if whales have been or are likely to be exposed to oil; and b) to remain prepared for the potential of killer whales encountering oil or spill response activities.

Pre -approve d Methods

In situations where immediate action is necessary to prevent killer whales from entering oil NMFS has pre-approved; *helicopters, oikomi pipes, and underwater firecrackers* (*seal bombs) deployed from vessels;* for use by response personnel under the direction of the Branch Director and Unified Command to attempt to herd/move whales. Pre-approved deterrents should be deployed if the risk of entering oil exceeds the risk of disturbing the whales through hazing techniques. Risk to the whales should be assessed based on the proximity of the whales to the oil and their likelihood of entering the oil as well as the type and condition of the oil. The Branch Director will determine whether to activate the Killer Whale Deterrence Team to implement deterrence activities or, if exposure is imminent, to order "on-scene" personnel to attempt deterrence. Selection of the most appropriate deterrence technique will depend on the particular spill conditions, location of whales, level of risk to the whales, and available assets. Helicopter hazing may be the most immediately available technique, particularly if there are aircraft available and in use for Reconnaissance. Multiple pre- approved techniques may be implemented in combination (i.e., oikomi pipes and firecrackers deployed from the same vessels) or

in sequence based on observations of the whales and time needed to mobilize deterrence teams. Deployment of pre-approved deterrence methods will be directed by the following decision tree (Figure 1).

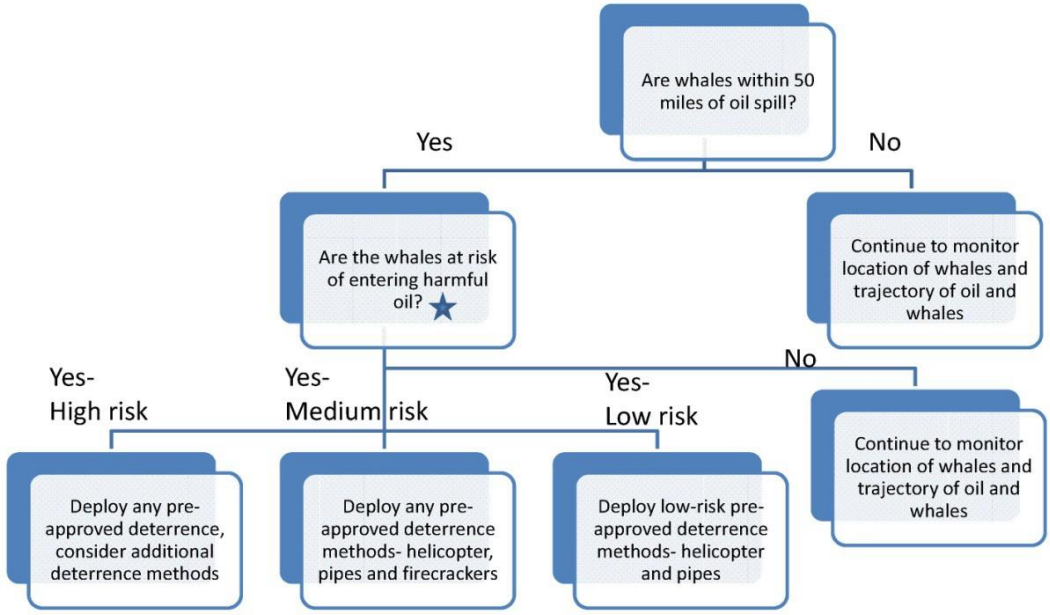


Figure 1. Decision Tree for immediate deployment of pre -approve d hazing technique s

Helicopter

Background - Helicopters are effective tools for herding livestock in open terrain. There have been observations and reports of killer whales diving and changing direction when confronted by a helicopter hovering in their path. This technique is considered experimental and should be accompanied by detailed monitoring and observations of whale behavior (direction of travel, rate of speed, pod cohesion etc.) before close approach and during hazing by the helicopter. The expected response is aversion or avoidance of the helicopter. The stimulus that triggers the response is unknown but may be visual (approach from overhead), surface disturbance from prop wash (whales detect approaching change in surface condition (turbulence)), or acoustic engine or propeller noise transmitted to the water below the helicopter. Noise transmission into the water is most efficient in a circle below the helicopter roughly ½ the diameter of the flight altitude (for altitudes below 1000 feet).

Safety First – For personnel - Deterring whales with a helicopter requires low altitude maneuvering and hovering low over the water. Pilots should assess environmental conditions (visibility, turbulence etc.), surrounding air traffic (search and rescue, media), and surface vessel proximity to determine if it is safe to proceed with this technique. *For the whales* – The potential for whale injury using this technique is low. Helicopter sound levels transmitted into the water are not sufficient to injure whale hearing even in the

most intense area directly below the aircraft. No physical contact with whales is anticipated. There is some potential that aerial deterrents could affect pod cohesion if different whales in the group respond differently to the helicopter. If the helicopter gets too close to the whales the potential for pod scattering may increase so cautious approach to the whale's position while monitoring for behavioral response is advised. If the pod breaks apart monitoring may become more difficult and require additional resources.

Operational Instructions – The optimal personnel complement aboard the aircraft during hazing is three: 1) the pilot, 2) a lead observer to continuously monitor the animals, provide whale information to the pilot and direct maneuvering, and 3) a data recorder/photographer to record notes of the encounter including pre- and post-deterrence observations and take identification photographs. If fewer personnel are used, the observer can assume data collection and photography duties. To attempt a herding maneuver to divert the whale's path, the pilot should position the helicopter so that it will approach the whales from the direction of the spill. If safe to do so the helicopter should begin maneuvering at an altitude of 300 to 500 feet approximately ¼ to ½ mile from the whales maintaining its position between the whales and the direction of the oil, gradually reducing the distance to the whales and altitude. Observers should monitor closely for a response from the whales and pilots should continue to maneuver as necessary to obstruct paths to the oil. Pursuing the whales and closing the distance to the whales is permissible to maintain their retreat with aircraft maneuvering (hovering, zigzagging, and adjusting altitude) to reinforce the direction of travel away from the oil. Once whales have established, and are maintaining, a path away from the spill hazard, gradually increase distance from the whales (retreating toward the spill), increase altitude and continue monitoring effort. If the whales do not respond to the helicopter and continue travel along their original path unimpeded, notify the WBD of the whales' last position, direction and proximity to spill before leaving the whales to arrange for continued monitoring as whales approach the oil and/or deployment of alternate deterrence resources. If the pod fragments when the helicopter approaches, notify the WBD and pass along the available information to inform subsequent deterrence activities. If whales do not respond to helicopter hazing and enter the oil, monitoring should continue if possible to document the exposure of whales to the oil (record individuals in oil and length of exposure to oil).

Reporting – Aerial deterrence is harassment and any animals subjected to this technique must be included in a take report to be delivered to the NMFS representative in the Wildlife Branch. Reports should include the number of animals subjected to the deterrent, date, location, information on any photos taken, and response of the animals to the deterrent. Take reports will be compiled by NMFS and communicated to the Branch Director for use by the Unified Command and for use in reporting activities under Permit 24359 and for emergency consultation under Section 7 of the ESA. Monitoring

information on exposure of individuals to oil should be reported to the Natural Resource Damage Assessment team.

Oikomi Pipes

Background - Oikomi pipes, reverberating pipes suspended from a vessel into the water and struck with a hammer, have been effective tools for herding/moving small cetaceans and killer whales in near-shore or enclosed waters. This technique should be accompanied by monitoring and observations of whale behavior (direction of travel, rate of speed, pod cohesion etc.) and vessel deployment configuration. The expected response is aversion or avoidance of the approaching line of noisy vessels. The stimulus that triggers the response is sound from the pipes, but vessel presence and engine noise may contribute to the effect. Sound transmission from the pipes is assumed to be omni-directional but killer whales are capable of resolving the position of the source, so orientation and spacing of the vessels and pipes is likely to be important.

Safety First – For personnel - Oikomi pipes are deployed over the side of small boats and operated manually by striking with a hammer or rounded metal bar. The pipe can be struck on top or on the side of the pipe exposed above the water. Vessels selected as platforms should be large enough for safe operation under the existing environmental conditions, while providing a stable platform that is close enough to the water so that personnel can work safely at the gunnel for extended periods. Caution should be used when deploying vessel less than 18 feet in length or with very low freeboard to ensure stability with the pipe deployed in the anticipated sea conditions. Vessels need to be equipped with a means of suspending the oikomi pipes far enough over the side of the vessel that they do not touch the hull. The top 1.5 to 2 feet of the pipe should remain above the water's surface and care should be taken to avoid flooding the pipes. Flooded pipes need to be recovered and drained prior to redeployment. Crew members aboard deterrence vessels must be equipped with appropriate personal protection equipment for the level of spill exposure that may be encountered during deployment this should include PFDs for all crew and hearing and eye protection for the pipe striker. Since deterrence operations may need to be sustained for extended periods of time the person striking the pipe should be positioned in an ergonomic way that minimizes reaching and stretching to strike the pipe. Movements of multiple vessels should be closely coordinated for safe operation. *For the whales* - The potential for whale injury using this technique is low. Sound levels from the banging pipes transmitted into the water will be most intense within a few yards of the pipes but source levels are not sufficient to injure whale hearing. No physical contact with whales is anticipated. Vessels deploying pipes should be operated at slow displacement speed when in proximity to whales to minimize the risk of collision.

Engines should be shifted to neutral (no spinning prop) within 100 yards of whales.

Operational Instructions – The minimum operating unit for oikomi pipe hazing is three vessels each deploying a single pipe and the minimum personnel complement for this unit is seven. A best practice would involve five vessels with one to two pipes deployed per vessel. During deterrence operations, each vessel should have a driver and a pipe banger. A deterrence team leader will accompany the unit to coordinate vessel maneuvers within the unit, maintain communications with other units, and serve as an observer/data recorder to monitor the animals, record notes of the encounter including pre-, during, and post-deterrence observations, and take identification photographs. Additional pipe bangers can be assigned to vessels for relief of the pipe banger or if multiple pipes are deployed from each boat. A field deterrence supervisor should be assigned to coordinate maneuvers if more than one deterrence unit is deployed.

It is vital to establish an effective means of communication between the field deterrence supervisor, the deterrence team leader(s) and all participating vessels. The use of VHF radio on an appropriate working frequency is recommended. It is further recommended that all vessels be identified with a visible number/letter for easy field identification and that, when possible, the vessels be deployed in numerical or alphabetical order. This will facilitate the field deterrence supervisor with providing effective direction to the vessel for maintain the position of the vessels.

To attempt a herding maneuver to divert the whale's path, the deterrence team(s) should approach the whales from the direction of the spill and intercept the whales' path. Vessels should be positioned beam to beam at no more than 200-yard intervals. To establish the initial position and orientation of the deterrence barrier, vessels may be assigned a specific latitude and longitude and be directed to maintain that position using GPS. Banging should commence in unison but does not need to remain synchronized when vessels are in position approximately 800 yards (1/2 mile) ahead of the whales. The recommended strike interval is two seconds but may be altered as dictated by the whale's response. The distance to the whales may gradually be reduced while assessing their direction of travel and response behavior.

The team leader should monitor closely for a response from the whales and coordinate vessel maneuvers as necessary to obstruct paths to the oil. Pursuing the whales and closing the distance to the whales is permissible to maintain their retreat with vessel maneuvering (circling, zigzagging) and occasional banging as required to reinforce the direction of travel away from the oil. Banging should cease immediately if the whales cross the line of vessels (penetrate the barrier). If whales penetrate the barrier, teams should be repositioned in the path ahead of the whales between the whales and the oil. Vessels should retrieve their pipes before getting underway and stay at least ½ mile away from the whales while enroute to the next deployment location. Once whales have established a path away from the spill hazard, gradually increase distance from the whales (remaining stationary or retreating toward the spill) and continue monitoring effort. If the whales do not respond to the deterrents and continue travel along their

original path unimpeded, notify the Branch Director of the whales' last position, direction, and proximity to spill before leaving the whales to arrange for continued monitoring as whales approach the oil and/or deployment of alternate deterrence resources. If the pod fragments during deterrence activities, notify the WBD and pass the available information to inform subsequent deterrence activities. Vessels involved in deterrence/monitoring should remain on scene with the whales until they are a) directed to leave; b) replaced by other deterrence/monitoring teams; or c) the whales are more than 20 miles from the oil or trajectory (reconnaissance buffer); or conditions are unsafe for continued activity. If whales do not respond to deterrence and enter the oil, monitoring should continue, if possible, to document the exposure of whales to the oil (record individuals in oil and length of exposure to oil).

Reporting – Oikomi pipe hazing is harassment and any animals subjected to this technique must be included in a take report to be delivered to the NMFS representative in the Wildlife Branch. Reports should include the number of animals subjected to the deterrence activities, date, location, information on any photos taken, and response of the animals to the deterrent. Take reports will be compiled by NOAA Fisheries and communicated to the Branch Director for use by the Unified Command and for use in reporting activities under Permit 24359 and for emergency consultation under Section 7 of the ESA. Monitoring information on exposure of individuals to oil should be reported to the Natural Resource Damage Assessment team.

Underwater Firecrackers

Background - Underwater firecrackers (or seal bombs) are primarily used as an intentional form of harassment for pinnipeds but have also been effective tools for herding small cetaceans and killer whales. This technique should be accompanied by monitoring and observations of whale behavior (direction of travel, rate of speed, pod cohesion etc.) and detailed descriptions of deployment. The expected response is aversion or avoidance of the vicinity where detonations are occurring. The stimulus that triggers the response is sound from detonation that propagates well over a long distance. Sound transmission from a detonation is omni-directional but the intense sound may be subject to reverberation or reflection from sub-surface topography.

Safety First – For personnel - Seal bombs are Class 1.4E explosives, UN number 0471, marketed as explosive pest control devices, and controlled as "high explosives" under the authority of the Bureau of Alcohol, Tobacco, and Firearms. Seal bombs have a charge similar to an "M-80" firecracker and detonate with an **explosive force capable of causing severe injury or death** to personnel. Personnel must attend a safety briefing before going to the field to familiarize them with the units and with safe handling procedures. While in the field, seal bombs should be kept in a container away from ignition sources and accessed one at a time to avoid accidental ignition. Hearing protection should be worn to avoid direct exposure to "in air" detonation that may cause permanent hearing loss. Once

ignited, seal bombs should immediately be thrown overboard into the water on the downwind side of the vessel. Ignition torches should be extinguished when not in use. Avoid using sources of ignition near fuel storage tanks or vent lines or in locations where explosive fumes or flammable spilled product may be concentrated. Crew members aboard deterrence vessels must be equipped with appropriate personal protection equipment for the level of spill exposure that may be encountered during deployment. *For the Whales* – There is some potential for whale injury using this technique. Seal bombs produce intense sound pressures (200 -220dB re 1 µPa or more at 1 meter from the source) and have the potential to damage whale hearing at close range (within a few meters). Seal bombs should not be deployed within 200 yards of killer whales to avoid inducing long-term hearing impairment.

Operational Instructions – The minimum operating team for deploying seal bombs is two vessels and the minimum personnel complement for this team is five. During deterrence activities each vessel should have a driver and a bombardier that will deploy bombs. A deterrence team leader will accompany the team to coordinate vessel maneuvers within the team, maintain communications with other teams, and serve as an observer/data recorder to monitor the animals, record notes of the encounter including pre-, during, and post-deterrence observations, and take identification photographs. A field deterrence supervisor should be assigned to coordinate maneuvers if more than one deterrence team is deployed. To attempt a herding maneuver to divert the whale's path, position the deterrence team(s) to approach the whales from the direction of the spill and intercept the whales' path. Vessels should be positioned beam to beam at 200-yard intervals. The first bomb should be deployed at a distance greater than 1/2 mile ahead of the whales. (Note: The acoustic harassment threshold for disturbance is approximately 1000 yards from the point of detonation.) It is recommended that bombs be used sparingly. After the initial detonation, the deterrence team leader should observe the reaction of the whales to determine whether they have responded by changing direction, if the pod has coalesced or scattered. While an orderly retreat from the area is the desired response, it is possible that the bombs could cause panic flight of whales in multiple directions.

Once the initial reaction has been determined the deterrence team should move to intercept and obstruct paths to the oil. Pursuing the whales and closing the distance to the whales is permissible to maintain their retreat with vessel maneuvering (circling, zigzagging) and occasional detonations as required to reinforce the direction of travel away from the oil. Vessels should avoid deploying bombs within 400 yards of whales unless the whales exhibit growing tolerance or reluctance to maintain a course away from the oil. Bombs should not be deployed within 200 yards of the whales. Bombing activity should cease immediately if whales penetrate the deterrence line and are seen between the deterrence teams and the oil. If whales evade the deterrence team and are on course toward the oil, deterrence teams should be repositioned in the path ahead of the whales between the whales and the oil. Vessels should stay at least ½ mile away

from the whales while enroute to the next deployment location. Once whales have established a path away from the spill hazard, gradually increase distance from the whales (remaining stationary or retreating toward the spill) and continue monitoring effort. If the whales do not respond to the deterrents and continue travel along their original path unimpeded, notify the WBD of the whales' last position, direction, and proximity to spill. Vessels involved in deterrence/monitoring should remain on scene with the whales until they are a) directed to leave; b) replaced by other deterrence/monitoring teams; or c) the whales are more than 20 miles from the oil or trajectory (reconnaissance buffer); or conditions are unsafe for continued activity. If whales do not respond to deterrents and enter the oil, monitoring should continue, if possible, to document the exposure of whales to the oil (record individuals in oil and length of exposure to oil).

Reporting – Deploying seal bombs within 1000 yards of a marine mammal may constitute harassment and any animals subjected to this technique must be included in a take report to be delivered to the NMFS representative in the Wildlife Branch. Reports should include the number of animals subjected to the deterrent, date, location, information on any photos taken, and response of the animals to the deterrent. Take reports will be compiled by NOAA Fisheries and communicated to the Branch Director for use by the Unified Command and for use in reporting activities under Permit 24359 and for emergency consultation under Section 7 of the ESA. Monitoring information on exposure of individuals to oil should be reported to the Natural Resource Damage Assessment team.

Deterrence Team Instructions

This section contains deterrence team instructions for implementing each of the three pre-approved techniques described above are attached to this implementation plan. The instructions are short outlines include brief description of each deterrence activity, safety precautions for personnel and whales, deterrence team staffing recommendations, abbreviated operational instructions, and reporting formats. Copies of the instructions should be given to each field team, during the pre-deployment and safety briefing, to be carried into field as a ready reference.

Deterrence Team Instruction - Helicopter Deterrence

The purpose of helicopter hazing is to intercept whales that are approaching the oil and change their direction to avoid oil exposure. The desired outcome is that maneuvers result in an orderly change in the whale's direction of travel and that as a result they move a sufficient distance from the oil to allow re-engagement by hazing assets as necessary to block the whale's path to the oil. If whales are already in the oil slick, maintain altitude greater than 500 feet, collect photographs of the whales that are present in the oil, for later identification. Contact the Branch Director (or designee) to report observations and receive instructions before attempting hazing maneuvers.

Human Safety Precautions

Deterring whales with a helicopter requires low-altitude maneuvering and hovering low over the water. Assess environmental conditions (visibility, turbulence, etc.), surrounding air traffic (search and rescue, media), and surface vessel proximity to determine if it is safe to proceed with this technique.

Whale Safety Precautions

The potential for whale injury using this technique is low sound levels from the helicopter will not be sufficient to injure whale hearing. No physical contact with whales is anticipated. Aerial hazing could affect pod cohesion if different whales in the group respond differently to the helicopter and group information should be recorded to assess impacts to the whales.

Operating Unit Size and Configuration

Optimum unit size: three

1) pilot,
2) lead observer to continuously monitor the animals, provide whale information to the pilot and direct maneuvering, and
3) data recorder/photographer to record notes of the encounter including pre and post-deterrence observations and identification photographs.

If fewer personnel are used, the observer will assume data collection and photography duties.

Beginning Position

Position the helicopter to approach the whales from the direction of the spill. If safe to do so the helicopter should begin maneuvering at an altitude of 300 to 500 feet approximately ¼ to ½ mile from the whales. Noise transmission into the water is most efficient in a circle below the helicopter roughly ½ the diameter of the flight altitude (for altitudes below 1000 feet).

Approach to dive rt path of the whales

Maintain a position between the whales and the oiled area, gradually reducing the distance to the whales and altitude.

Once whales have established and are maintaining a path away from the spill hazard, gradually increase distance from the whales (retreating toward the spill), increase altitude, and resume monitoring effort to document post-deterrence movements. If possible, avoid leaving the whales in the vicinity of the spill if other monitoring/deterrence assets are not available to intercept the whale's path should they turn again toward the spill. Contact the Branch Director (or designee) to determine the availability of other monitoring assets prior to leaving the area.

Contingencies

If the whales do not respond to the helicopter and continue travel along their original path unimpeded, notify the Branch Director (or designee) before leaving the whales to arrange for continued monitoring as whales approach the oil and/or deployment of alternate deterrence resources. If the pod fragments when the helicopter approaches, record the response and notify the Branch Director (or designee) to pass along the available information. If whales do not respond to hazing and enter the oil, monitoring should continue if possible, to document the exposure of whales to the oil (record individuals in oil and length of exposure to oil).

Monitoring and Take Reports

Monitoring of whale's position and exposure:

Date/time	# whales	Location of whales	Whale heading	Group spread	Photos taken	Whales in oil?

When deterrence is initiated:

Date/time	# whales	Location of deterrence team	Distance to whales	Response of whales	Photos taken

Deterrence Team Instruction - Oikomi Pipes

The purpose of oikomi pipe hazing is to intercept whales that are approaching the oil and change their direction to avoid oil exposure. The desired outcome is that maneuvers result in an orderly change in the whale's direction of travel and that as a result they move a sufficient distance from the oil to allow re-engagement by deterrence assets as necessary to block the whale's path to the oil. If whales are already in the oil slick, vessels should maintain a distance greater than 200 yards, collect photographs of the whales that are present in the oil, for later identification. Contact the Branch Director (or designee) to report observations and receive instructions before attempting deterrence maneuvers.

Human Safety Precautions

Oikomi pipes are deployed over the side of small boats and operated manually by striking with a hammer. Vessels selected as platforms should be large enough for safe operation under the existing environmental conditions while providing a stable platform that is close enough to the water so that personnel can work safely at the gunnel for extended periods.

Whale Safety Precautions

Sound from the banging pipes and transmitted into the water will be most intense within a few yards of the pipes but will not be sufficient to injure whale hearing. No physical contact with whales is anticipated. Vessels deploying pipes should be operated at slow displacement speed when in proximity to whales to minimize the risk of collision.

Engines should be shifted to neutral (no spinning prop) if within 100 yards of whales.

Operating Unit Size and Configuration

Deterrence Team size: three vessels
Optimum crew size per unit: seven

4) three boat drivers (one per boat),
5) three pipe bangers (one per boat),

6) one deterrence team leader, coordinate vessel maneuvers within the team, maintain communications with other teams, and serve as an observer/data recorder to monitor the animals, and to record notes of the encounter including pre and post deterrence observations and identification photographs.

Additional pipe bangers can be assigned to vessels if multiple pipes are deployed from each boat. A field deterrence supervisor should be assigned to coordinate maneuvers if more than one deterrence team is deployed.

Beginning Position

Position the deterrence team(s) to approach the whales from the direction of the spill and intercept the whale's path. Vessels should be positioned beam to beam at 200-yard intervals. Banging should commence in unison when vessels are in position approximately 800 yards (1/2 mile) ahead of the whales. The recommended strike interval is two seconds but may be altered as dictated by the whale's response.

Approach to Divert Path of the Whales

The distance to the whales may gradually be reduced while assessing their direction of travel and response behavior. Monitor closely for a response from the whales and maneuver as necessary to obstruct paths to the oil. Pursuing the whales and closing the distance to the whales is permissible to maintain their retreat with vessel maneuvering (circling, zigzagging) and occasional banging as required to reinforce the direction of travel away from the oil.

Once whales have established a path away from the spill hazard, gradually increase distance from the whales (remaining stationary or retreating toward the spill), and resume monitoring effort to document post-deterrence movements. If possible, avoid leaving the whales in the vicinity of the spill if other monitoring/deterrence assets are not available to intercept the whale's path should they turn again toward the spill. Contact the Branch Director (or designee) to determine the availability of other monitoring assets prior to leaving the area.

Contingencies

Banging should cease immediately if the whales cross the line of vessels (penetrate the barrier). If whales penetrate the barrier, teams should be repositioned in the path ahead of the whales between the whales and the oil. Vessels should retrieve their pipes before getting underway and stay at least ½ mile away from the whales while enroute to the next deployment location.

If the whales do not respond to the deterrent and continue travel along their original path unimpeded, notify the Branch Director (or designee) before leaving the whales to arrange

for continued monitoring as whales approach the oil and/or deployment of alternate deterrence resources. If the pod fragments, record the response and notify the Branch Director (or designee) to pass along the available information. If whales do not respond to deterrence activities and enter the oil, monitoring should continue if possible, to document the exposure of whales to the oil (record individuals in oil and length of exposure to oil).

Monitoring of whale's position and exposure:

Date/time	# whales	Location of whales	Whale heading	Group spread	Photos taken	Whales in oil?

When hazing is initiated:

Date/time	# whales	Location of deterrence team	Distance to whales	Response of whales	Photos taken

Deterrence Team Instruction – Underwater Firecrackers

The purpose of underwater firecracker hazing is to deter whales from entering the oil and drive them away from the oil to avoid oil exposure. The desired outcome is aversion or avoidance of the vicinity where detonations are occurring. (Panic flight is a less desirable response from the whales than orderly retreat from the area.) The stimulus that triggers the response is intense sound from detonation that propagates well over a long distance. If whales are already in the oil slick, vessels should maintain a distance greater than 200 yards, collect photographs of the whales that are present in the oil, for later identification. Contact the Branch Director (or designee) to report observations and receive instructions before attempting deterrence maneuvers.

Human Safety precautions

Seal bombs have a charge similar to an "M-80" firecracker and detonate with an **explosive force capable of causing severe injury or death** to personnel. Personnel should be given a safety briefing before going to the field to familiarize them with the units and with safe handling procedures.

Whale Safety Precautions

Seal bombs produce intense sound pressures (200 -220dB re 1 µPa or more at 1 meter from the source) and have the potential to damage whale hearing at close range. Seal bombs should not be deployed within 200 yards of killer whales to avoid inducing temporary hearing impairment.

Operating Unit Size and Configuration

Deterrence unit size: two vessels Optimum crew size per unit: five

7) two boat drivers (one per boat),
8) two bombardiers (one per boat),
9) one deterrence team leader, coordinate vessel maneuvers within the team,

maintain communications with other teams, and serve as an observer/data recorder to monitor the animals, and to record notes of the encounter including pre and post deterrence observations and identification photographs.

A field deterrence supervisor should be assigned to coordinate maneuvers if more than one hazing unit is deployed.

Beginning Position

Position the deterrence team(s) to approach the whales from the direction of the spill and intercept the whales' path. Vessels should be positioned beam to beam at 200-yard intervals. The first bomb should be deployed at a distance greater than 1/2 mile ahead of the whales. (Note: The acoustic harassment threshold for disturbance is approximately 1000 yards from the point of detonation.) It is recommended that bombs be used sparingly.

Approach to Divert Path of the Whales

After the initial detonation, the deterrence team leader should observe the reaction of the whales to determine whether they have responded by changing direction, if the pod has coalesced or scattered. Once the initial reaction has been determined the deterrence team should move to intercept and obstruct paths to the oil. Pursuing the whales and closing the distance to the whales is permissible to maintain their retreat with vessel maneuvering (circling, zigzagging) using occasional detonations as required to reinforce the direction of travel away from the oil. Vessels should avoid deploying bombs within 400 yards of whales unless the whales exhibit growing tolerance or reluctance to maintain a course away from the oil.

Once whales have established a path away from the spill hazard, gradually increase distance from the whales (remaining stationary or retreating toward the spill), and resume monitoring effort to document post-deterrence movements. If possible, avoid leaving the whales in the vicinity of the spill if other monitoring/hazing assets are not available to intercept the whale's path should they turn again toward the spill. Contact the Branch Director (or designee) to determine the availability of other monitoring assets prior to leaving the area.

Contingencies

Bombing activity should cease immediately if whales are seen between the deterrence teams and the oil. If whales evade the deterrence team and are on course toward the oil, hazing units should be repositioned in the path ahead of the whales between the whales and the oil. Vessels should stay at least ½ mile away from the whales while enroute to

the next deployment location. If the whales do not respond to the deterrent and continue travel along their original path unimpeded, notify the Branch Director (or designee) before leaving the whales to arrange for continued monitoring as whales approach the oil and/or deployment of alternate deterrence resources. If the pod fragments during deterrence, notify the Branch Director (or designee) and pass the available information. If whales do not respond to deterrent and enter the oil, monitoring should continue if possible, to document the exposure of whales to the oil (record individuals in oil and length of exposure to oil).

Monitoring and Take Reports

Monitoring of whale's position and exposure:

Date/time	# whales	Location of whales	Whale heading	Group spread	Photos taken	Whales in oil?

When hazing is initiated:

Date/time	# whales	Location of deterrence team	Distance to whales	Response of whales	Photos taken

Other Deterrence Methods (Not Pre -approved)

As explained above, if NMFS cannot be reached or the emergent nature of the event requires immediate intervention to protect endangered whales from oil exposure, the Wildlife Branch Director will coordinate with the Federal On-Scene Coordinator to implement deterrence activities as authorized in the delegation letter issued under MMPA/ESA Research and Enhancement Permit Number 24359. Only pre-approved

deterrence techniques will be considered in this case. In the event that other forms of take, (harassment (deterrence using non pre-approved techniques), capture (rescue), or humane euthanasia) are considered, the Unified Command (Wildlife Branch Director, Federal On-Scene Coordinator) will consult with NMFS Regional Marine Mammal Staff and/or the Permit Holder (Sarah Wilkin, Marine Mammal Health and Stranding Response Program) to identify and plan for alternative marine mammal response activities. NMFS concurrence with proposed response plans is required before take can be authorized under Permit 24359.

If NMFS marine mammal staff are assigned to the spill response, all marine mammal take activities including pre-approved and alternative deterrence strategies will be discussed between the Wildlife Branch Director and NMFS marine mammal staff before initiating field activities. Alternative deterrence strategies, monitoring guidance, and resources lists can be found in the Northwest Area Contingency Plan Appendix, Killer Whale – Monitoring and Deterrence Plan for Oil Spill Response in Washington and Oregon State.

References

Matkin, C.O., E. L. Saulitis, G. M. Ellis, P. Olesiuk, and S. D. Rices. 2008. Ongoing population- level impacts on killer whales *Orcinus orca* following the 'Exxon Valdez' oil spill in Prince William Sound, Alaska. Marine Ecology Progress Series, Vol. 356: 269-281.

National Marine Fisheries Service. 2008. Recovery Plan for Southern Resident Killer Whales (*Orcinus orca*). National Marine Fisheries Service, Northwest Region, Seattle, Washington.

APPENDIX C.3 Guidelines for Spill Response Involving Snowy Plovers in Oregon and Washington

The Pacific Coast population of the Western snowy plover (*Charadrius alexandrinus nivosus*) is listed as threatened under the Federal Endangered Species Act. There is a strong possibility that snowy plovers could be affected during oil spill response. The guidelines here are provided to reduce negative impacts to snowy plovers as much as possible. It is important to consider potential collateral damage associated with spill response, and to balance the need for effective response with the need to not cause further harm to listed, rare, and declining species.

Background Natural History

The Western snowy plover is a small shorebird that nests on beaches, salt flats, levees around salt ponds, river gravel bars, and other similar habitats. Western snowy plovers nest in Oregon and Washington between February and September (primarily between late March and late August), and occur statewide in Oregon and Washington on coastal beaches year-round. Nests consist of three well-camouflaged eggs laid in a small depression directly on the sand. Adult plovers share incubation duties for approximately 30 days until the eggs hatch; after hatching, the precocial chicks leave the nest within a few hours, and are attended by the male parent for the next month until they are able to fly.

Females usually leave to breed with another male; both males and females typically nest at least twice per breeding season. Adults and chicks feed on flies and other invertebrates, often associated with kelp wrack. In Oregon, we have both resident and migrant Western snowy plovers; in winter, some local breeders migrate south (e.g., to California or Mexico), and at the same time, wintering populations are augmented with migrants from inland-breeding populations.

Distribution

Western snowy plovers nest on many beaches along the Oregon coast, but they are most abundant from Florence (Lane County) to Floras Lake (Curry County). Nesting sites may vary from year to year; thus, it is important to check with local experts regarding the status of Snowy Plovers in any given area. USFWS in Arcata Field Office, CA (Tel: 707-822-7201, or Micah Ashford 707-825-5134) and the Newport Field Office, OR (Tel: 541-867-4550; or Cheryl Strong 541-786-3648) maintain a list of experts for each Recovery Unit throughout the range of the listed population. These experts, who conduct intensive monitoring of nesting sites, are typically contractors or non-profit groups, and hold section 10(a)(1)(A) recovery permits for monitoring Western snowy plovers. The USFWS in Arcata or Newport should be contacted to determine who the current local experts are for a given area, and

those experts should be contacted to get information on the current status of snowy plovers in that area.

Seasonal Considerations

The primary concern regarding collateral damage during spill response is during the nesting season, which should be considered to run from March15 through September 15. Most nesting occurs from April through July, with chicks present through August, but nests have been recorded as early as February, and pre-fledging chicks may be present through September.

During the nesting season, there is concern that eggs or chicks may be harmed through excessive disturbance and crushing.

During the non-breeding season (September 15 through March 15), snowy plovers may be disturbed by response activities, but the primary concern for harm is potential interactions with fast-moving vehicles. There are records of adult plovers being struck by vehicles, especially at night or during low-light conditions.

Disturbance Associated with Spill Response

Human activity during the breeding season (March through September) near snowy plover nests or chicks can lead to abandonment of those nests or chicks. Before any activities are planned within potential snowy plover habitat, the local experts (see Distribution, above) should be contacted regarding the species' status locally. Based on the locations of active nests or young broods (chicks with an adult), responders will be directed to reduce disturbance as much as possible.

Disturbed adults may leave a nest and may even abandon a nest if disturbance persists for an extended period (e.g., more than 30 minutes). Drifting windblown sand may cover unattended nests, also resulting in abandonment by the adult, and unattended eggs may be exposed to inclement weather and predators. Adults with chicks may respond to disturbance by attempting to lure humans away from the chicks, which can result in separation and loss of the chicks from attending adults.

Responders should keep in mind that not all nests or chicks will be within fenced areas. In particular, chicks and adults often feed near the high-tide wrack line, outside of fenced areas. When disturbed, chicks may crouch and hide on the lower beach. Eggs and chicks can be inadvertently crushed by trampling and by vehicles. Thus, it is extremely important to be aware of the potential presence of Snowy Plovers when operating vehicles on the beach.

Impact Minimization

If local experts have indicated that snowy plover nests or chicks may be of concern during spill response, the following guidelines should be followed:

Nesting Season (March 15 through September 15)

1. All responders will be informed of the potential for snowy plovers to be impacted, and of measures (below) intended to reduce potential impacts.
2. Local experts (identified through the Newport or Arcata Field Offices or the local land managers) will convey which areas may contain nests or chicks.
3. If possible, all response personnel that could have nesting snowy plovers should be accompanied by a permitted (with a Section 10 recovery permit) local snowy plover monitor who would be able to direct non-essential activities away from nests or chicks.
4. All activities near Snowy Plover nests or chicks should occur on the lower beach (wet sand), if possible.
5. If vehicles are used near snowy plover nests or chicks, speed should be kept to less than 15 mph, and vehicles should remain on the lower beach (wet sand), if possible. If it is not possible to remain on the lower beach (e.g., it is high tide), responders should stop every 100 m and scan ahead with binoculars to look for Snowy Plovers adults that may be attending chicks. The number of vehicles and number of vehicle trips should be reduced to the maximum extent practicable.
6. If chicks, adults tending chicks, or "broody" adults (adults with chicks will often try to lure threatening intruders away with broken wing or tail-drag displays) are seen, responders should move cautiously away from that area, if feasible, to avoid separating chicks from parents.
7. Responders should remain outside of any fenced area, or any other area marked as closed for snowy plovers, unless they are told by local experts that there is no concern in that particular area.
8. Any snowy plover nest or individual inadvertently harmed during spill response should be collected by a wildlife professional, and the situation should be reported to the Wildlife Branch Director and the USFWS.

Non-breeding Season (September 15 through March 15)

During winter, snowy plovers roost and feed on coastal beaches, but there is substantially less concern regarding their disturbance during emergency spill response. If disturbed, they may move out of the way, but will likely not suffer long-term harm (although repeated disturbance during cold/inclement weather may affect body condition, particularly if plovers are oiled). Wintering plovers are often grouped, and use micro-features such as footprints and vehicle tracks to stay out of the wind; this behavior also makes them more cryptic and increases the chance that they will be run over by vehicles (particularly in low-light conditions). Between *September 15 through March 15*, and/or if local experts state that no local nesting is occurring, responders are still required to drive slowly on the beach to avoid running over roosting plovers.

<u>Response for Oiled Snowy Plovers</u>

Snowy plovers generally occur higher on the beach than other shorebirds, and are thus somewhat less susceptible to oiling. However, snowy plovers are regularly oiled during large spills, usually on their legs and bellies. In most cases, local experts (see above) will be contracted for reconnaissance of snowy plovers, to determine if any have become oiled. If any oiled Snowy Plovers are detected, the land managers will consult with local experts and/or the USFWS regarding response actions. In some cases, capture and rehabilitation may cause more stress to the bird than a small amount of oiling. Factors that should be considered in the decision of whether to trap a bird for rehabilitation include:

- Degree of oiling
- Behavior (e.g., excessive preening; lethargic behavior)
- Nesting status

During the nesting season, oiled adults may pass the oil on to eggs or chicks, compounding the problem; however, capture of adults during the nesting season could also lead to the loss of that bird's active nest or dependent chicks. Ideally, local experts will know the nesting status of snowy plovers to aid in such decisions; in some cases it may be possible to collect eggs or chicks for hatching and rearing in captivity (with prior approval of the USFWS).

If it is determined that adults should be captured for cleaning and rehabilitation, the capture must be conducted by an expert with a section 10(a)(1)(A) permit for capturing and handling Western snowy plovers. Snowy plovers are typically captured using carpet mats (segments of hardware cloth with multiple monofilament strings attached), although mist nests or other methods may be used in some instances. Banding and monitoring may be warranted to determine survivorship and potential sub-lethal effects (e.g., reproductive effects) related to the spill.

APPENDIX C.4 Guidelines for Preventing the Introduction of Aquatic Invasive Species

Invasive species can cause harm to the environment, economy, and human health. They are non-native plants (or plant parts such as seeds), animals, or microbes with characteristics that include the ability to quickly establish, reproduce, and spread. During spill response, the introduction of an invasive species via a responder or equipment can cause more damage to wildlife and habitat than the oil spilled. It is far more cost effective to prevent the arrival of introduced species than to attempt to eradicate them after arrival. In many cases, it may be impossible to eliminate an invasive pest species once it has arrived. WDFW and ODFW have entire programs dedicated to preventing the introduction of quagga mussels and zebra mussels in Washington and Oregon State waters. WDFW Guidelines for preventing the spread of aquatic invasive species can be found here: https://wdfw.wa.gov/species-habitats/invasive/prevention. ODFW's guidelines accessible at https://www.dfw.state.or.us/conservationstrategy/invasive_species.asp

To reduce the risk of inadvertently introducing invasive species or zoonotic diseases Washington State prohibits the cross-border transportation of certain species. Separate Care and Processing Centers and Field Stabilization Facilities may need to be set up on opposite sides of state or international borders to prevent cross-border transportation of certain species where prohibited by law.

APPENDIX C.5 Implementing Response Countermeasures (Offshore and Shoreline Oil Recovery and Applied Response Technologies)

The primary objective of the Wildlife Branch is to minimize wildlife impacts, which includes helping to prevent injury to wildlife or habitats from both the oil and from the implementation of response countermeasures, as well as providing the best achievable care to impacted wildlife. Response countermeasures include mechanical on-water recovery methods, applied response technologies, and shoreline recovery techniques. The application of these countermeasures, whether for wildlife protection or for other aspects of spill response, should be guided by the sensitivity and vulnerability of wildlife and habitats in the spill response area. Similarly, staging areas and site access for equipment and response personnel should be selected carefully to avoid collateral impacts. The Wildlife Branch is responsible for preventing injury to wildlife or habitats not only from oil but also from the implementation of response countermeasures themselves.

The most effective means of protecting wildlife from an oil spill is to prevent oil from reaching areas where wildlife is concentrated. In many cases, this can be accomplished by tailoring the use of standard spill response equipment and techniques to increase protection of wildlife. The EU, with input from the Wildlife Branch, will evaluate spill response countermeasures for their potential to cause collateral harm to wildlife, and propose the alternative that is least harmful to wildlife and habitats.

The Resources at Risk (RAR) Specialist in the EU, in close coordination with local experts and the WBD, should identify known wildlife concerns (e.g., areas containing threatened and endangered species and their habitats) and use available wildlife reconnaissance data (e.g., identification of large flocks of birds) to help the EU evaluate environmental tradeoffs from different response strategies. This must be accomplished quickly but must also be consistent with the overall response needs.

Anytime dispersants or *in-situ* burning are considered, special attention should be paid to their potential effects on wildlife, their method of application, and monitoring during application. Dispersants should never be applied directly to concentrations of birds or marine mammals. The Dispersant Use Plan (section 9406 of the Region X ACP) details conditions and constraints for dispersant use, including pre-application wildlife reconnaissance. If *in-situ* burning is considered (section 9407 of the Region X ACP), the plan should include wildlife deterrence within the burn area. During a spill response, approval to use dispersants or *in-situ* burning would be evaluated and approved by the Regional Response Team and UC per the decision process outlined in the ACP. Under the approved dispersant or *in-situ* burning plan, the EU would coordinate wildlife reconnaissance (“wildlife spotters”) and wildlife deterrence, with assistance from the Wildlife Branch.

APPENDIX C.6 Reducing Disturbance-Related Impacts to Wildlife and Other Resources During Spill Response

The public should also be alerted (via the JIC) to leave both live stranded (hauled out) wildlife as well as any observed dead animals in place and undisturbed so that trained recovery personnel may retrieve them. It is particularly important to keep dogs away from wildlife. In addition, response personnel working outside of the Wildlife Branch should be instructed to report any observations of oiled wildlife to the Wildlife Branch and to not attempt to capture, disturb, or dispose of them in any way without specific instruction from the Wildlife Branch. The locations of stranded wildlife can be flagged by cleanup personnel to Recovery Teams to expedite recovery.

Spill-impacted marine and aquatic wildlife are often recovered along shorelines. In order to recover as many of these as possible, the WBD (in coordination with the EUL) should develop response guidelines to reduce human-related disturbances of wildlife along oiled beaches, shorelines, and known stranding areas. When feasible, it is advisable for the UC to have the Liaison Officer work with trustees or local jurisdictions to close public areas (especially to off-leash dogs), and to restrict access to response personnel only. Enforcement officers and/or volunteers may be used to help direct the public away from impacted areas.

It is important that response activities do not adversely affect wildlife or sensitive habitats. To reduce or eliminate inadvertent damages to natural resources during response efforts, the WBD and the RAR Specialist in the EU should work with other trustee agencies and land managers (e.g., departments of natural resources, fish and wildlife, state and national parks, marine sanctuaries, and wildlife refuges) to identify areas and species of particular concern. The EUL can use this information to develop Special Instructions (block 8) for inclusion on ICS-204-CG Work Assignments, or to develop maps and detailed instructions to alert response personnel to the presence of nesting birds, pinniped pupping and haul-out areas, listed critical habitat, and other sensitive habitats. When possible, sensitive habitats should be posted, and access should be restricted, prior to field deployments. To avoid potential adverse impacts to cultural resources, the RAR Specialist and the WBD should also coordinate with the Historical/Cultural Resources Specialist (see ACP 4313).

Special protocols have been developed for response within potential habitat for snowy plovers (see BMP Section of the ACP).

APPENDIX C.7 Pre-emptive Capture of Wildlife

In rare cases, pre-emptive capture of wildlife may be considered in situations when significant numbers of species of high conservation value are at risk. Pre-emptive capture can be problematic though as it is, by definition, an attempt to capture healthy, unimpacted wildlife and represents the potential for significant injury to both field crews and the wildlife.

Pre-emptive capture may be prioritized for certain special-status species for which the loss of even a few individuals could have population-level consequences, or for birds that are flightless during wing-feather molt (e.g., alcids during late summer/fall). For special-status species, pre-emptive capture may include the collection of eggs or chicks for captive rearing.

An additional factor limiting the efficacy of this technique is the necessity to be able to successfully care for these animals once they are captured. *The Sea Otter Contingency Plan*, allows for this technique, if adequate facilities exist (including mobile floating net pens) in which otters can be housed for the duration of a spill event. Since Care and Processing Centers may become filled with oiled birds and mammals during larger spills, separate facilities/sites for relatively long-term care of pre-emptively captured animals should be identified prior to initiating such activity.

Pre-emptive capture would be conducted by a special team within the Recovery Group and would require prior approval from the UC and relevant trustee agencies (and possibly special permits) prior to implementation. As with the release of rehabilitated animals, the release of any pre-emptively captured animals will need to be coordinated with the appropriate trustee agencies.

APPENDIX D

WILDLIFE BRANCH INITIAL TASKING

D.1 Wildlife Branch Objectives

D.2 General Initial Tasks

D.3 Work Analysis Matrix (ICS 234)

D.4 Day 1 Wildlife Plan

APPENDIX D.1 Initial Wildlife Branch Objectives

- ❑ Develop incident-specific Wildlife Response Plan
- ❑ Identify and mobilize equipment/facilities
- ❑ Identify and mobilize personnel and support
- ❑ Complete incident notifications: internal and external
- ❑ Establish Wildlife Branch communication plan: internal and external
- ❑ Develop Wildlife Branch Demobilization Plan

APPENDIX D.2 Wildlife Branch General Tasks

Products to be developed by the Wildlife Branch:

- ❑ Organizational Chart
- ❑ Impact Assessment/Reconnaissance Plan
- ❑ Incident-specific Wildlife Response Plan
- ❑ Initial Deterrence Plan
- ❑ Press kit
- ❑ ICS forms (various)

Important decisions to be made early

- What rehab facilities needed and where to locate?
- Where to establish Field Stabilization Unit?
- Where will equipment and personnel be staged/deployed?
- How many people are needed and with what qualifications and skill sets?
    - Professional contractors
    - Agency
    - Security
    - Primary activities: search and collection, transport, rehabilitation, release, security, rehab facility/field stabilization equipment management (fuel, trouble shooting, setup/takedown, etc.), command post, etc.

Initial steps (complete these in this order and on Day 1 when possible):

- Notify Command (as appropriate) that Wildlife Branch is up and running and making plans:
    - Notify Operations Section Chief
    - Notify Environmental Unit
    - Notify trustee agencies (e.g., federal and state lands and resources).
- Begin Unit Log ICS 214
- Identify Branch staff and assignments. Use the list of positions and tasks below to identify tasks and who will be doing them. Remember, the number of personnel expands and contracts as appropriate to the event so it may be one person doing everything or there may be a full contingent of staff. (Provide an organization chart (ICS207) and contact information to resources).
- Estimate equipment (facility) and personnel needed based on the estimated number and type of animals anticipated. This will be an educated guess, it's easier to send resources back than not have resources when needed.
- Identify deployment locations for equipment and personnel. Equipment locations need to be available for a long enough time to handle entire (anticipated) response

AND rehabilitation to avoid having to move during the process. Refer to the NWRCP Chapter with potential staging areas…

- Submit ICS 213s for facilities, equipment, personnel, and personnel support resources such as break areas and restrooms. If possible, establish the equipment delivery area as a staging area as it will make the ordering and delivery aspect easier, otherwise you may have to have it delivered to a staging area then redeployed to the requested location.
- Develop reconnaissance plan or 'animal location' needs (on Day 1 this will be a very brief plan, if one at all). Coordinate with EU, work with Flight Operations, etc. (ICS 213s)
- Develop search and collection and transportation plans (Day 1 there may not have formal plans, Day 2 will). Identify search areas, number of crews, support needs, etc. (ICS 204; ICS 204a)
- Develop a plan to care for birds that are captured before field stabilization is operational.
- Develop a wildlife rehabilitation plan.
- Begin drafting Wildlife Plan for the IAP (include decisions from above and below). The plan may just be an outline at first but it needs to be started quickly so as to document work/activities and so that it's ready for the IAP. Submit with an ICS 213
- Submit ICS 231 to announce the Wildlife Hotline. Walk this through JIC so that they issue it early and understand it.
- Submit ICS 213 to provide "opportunistic" carcass collection protocol for the primary responders. This protocol is only for responders who come into incidental contact with carcasses and have the time for recovery. This "opportunistic" protocol is separate from the "formal" carcass collection protocols that will be undertaken by workers specifically tasked with carcass collection tasks.
- Provide JIC with general Wildlife Branch overview, oil effects documents, etc.

APPENDIX D.3 Work Analysis Matrix

Incident Objective (typical): Recover and rehabilitate impacted wildlife.		WORK ANALYSIS MATRIX ICS 234-CG
1. Incident Name		2. Operational Period From: To:
3. Operations Section – Wildlife Branch Objectives	4. Optional Strategies (How)	5. Tactics/Work Assignments (Who, What, Where, When)
A. Assess the locations, numbers, and types of potentially impacted wildlife.	A1. Conduct field surveys to detect and identify impacted wildlife.	A1a. Use aircraft w/ 1-2 wildlife observers to locate and identify impacted wildlife.
		A1b. Use small vessels w/ 1-2 wildlife personnel (plus vessel operator) to conduct on-water surveys to locate and identify impacted wildlife.
		A1c. Use shore teams w/ 2-3 wildlife personnel to conduct shoreline surveys to locate and identify impacted wildlife.
B. Recover, stabilize, and transport impacted wildlife.	B1. Locate and recover impacted wildlife as appropriate.	B1a. Use small vessels w/ 2-3 wildlife personnel (plus vessel operator) to conduct on-water/shoreline recovery of impacted birds.
		B1b. Use shore teams w/ 2-3 wildlife personnel to conduct shoreline/terrestrial recovery of impacted birds.
		B1c. Use small vessels w/ 2-3 wildlife personnel (plus vessel operator) to conduct on-water/shoreline recovery of impacted marine mammals (otter/pinniped).
		B1d. Use shore teams w/ 2-3 wildlife personnel to conduct shoreline/terrestrial recovery of impacted marine mammals (otter/pinniped).
	B2. Stabilize recovered wildlife.	B2a. Use bird stabilization unit(s) w/ 2+ wildlife personnel each to prepare recovered birds for transporting to rehabilitation center.

Incident Objective (typical): Recover and rehabilitate impacted wildlife.		WORK ANALYSIS MATRIX ICS 234-CG
1. Incident Name		2. Operational Period From: To:
3. Operations Section – Wildlife Branch Objectives	4. Optional Strategies (How)	5. Tactics/Work Assignments (Who, What, Where, When)
		B2b. Use marine mammal stabilization unit(s) w/ 2+ wildlife personnel each to prepare recovered marine mammals (otter/pinniped) for transporting to rehabilitation center.
	B3. Transport recovered wildlife to a rehabilitation center	B3a. Use vehicle w/ 1-2 personnel to transport impacted/stabilized wildlife to the rehabilitation center.
C. Rehabilitate impacted wildlife as appropriate and return them to their environment.	C1. Provide rehabilitation treatment to impacted wildlife as appropriate.	C1a. Establish/deploy a bird rehabilitation facility at an appropriate location using 6-10 personnel each.
		C1b. Conduct bird rehabilitation operations as appropriate.
		C1c. Establish a marine mammal (otter/pinniped) rehabilitation facility at an appropriate location.
		C1d. Conduct marine mammal rehabilitation operations as appropriate.
D. Protect un-impacted wildlife as appropriate.	D1. Conduct wildlife deterrence operations as appropriate.	D1a. Use shore teams w/ 2-3 wildlife personnel to conduct shoreline/terrestrial deterrence of birds.
		D1b. Use small vessels w/2-3 wildlife personnel (plus vessel operator) to conduct on-water deterrence of birds.
		D1c. Use small vessels fitted with noise makers w/ 2-3 wildlife personnel (plus vessel operator) to conduct on-water deterrence of whales.

<table>
<tr><td colspan="3">Incident Objective (typical): Recover and rehabilitate impacted wildlife.</td><td>WORK ANALYSIS MATRIX
ICS 234-CG</td></tr>
<tr><td colspan="2">1. Incident Name</td><td colspan="2">2. Operational Period
From: To:</td></tr>
<tr><td>3. Operations Section – Wildlife Branch Objectives</td><td>4. Optional Strategies (How)</td><td colspan="2">5. Tactics/Work Assignments (Who, What, Where, When)</td></tr>
<tr><td></td><td></td><td colspan="2">D1d. Use helicopter w/ flight crew to conduct aerial deterrence of whales.</td></tr>
<tr><td colspan="3">6. Prepared by: (Operations Section Chief)</td><td>7. Date/Time:</td></tr>
</table>

APPENDIX D.4 Initial Wildlife Plan

Initial Wildlife Plan

Incident:

Date/Time:

Operational Period:

Approved

FOSC _____

SOSC _____

RPIC _____

LOSC _____

_____

_____

Initial Wildlife Branch Plan

Incident: **Date:**

Primary Contacts

Wildlife Branch Director

Name:

Affiliation:

Phone:

Email:

Deputy Wildlife Branch Director

Name:

Affiliation:

Phone:

Email:

Wildlife Response Service Provider (WRSP)

Name:

Affiliation:

Phone:

Email:

Summary

- **Wildlife Branch:** established within the Operations Section per the NWRCP as part of this oil spill response under the direction of WDFW.
- **Trustees and stakeholders:** WDFW, (INSERT WRSP), (INSERT RP), and (INSERT OTHER) are involved in the Wildlife Branch at this time.
- **Notifications:** USFWS was notified of the incident at (INSERT TIME) and (HAS/HAS NOT) issued the appropriate authorizations to the (INSERT WRSP). (INSERT ANY ADD. INFO)
- **Oiled Wildlife Reporting Hotline (800-22BIRDS/800-222-4737)**: Activated. Information received at this number will be routed to search and recovery personnel. Oiled wildlife may also be reported online at https://arcg.is/4T49X. Hotline is being monitored by (INSERT AFFILIATION).
- **Field stabilization:** (INSERT NUMBER) unit is being established at (INSERT LOCATION) and will be fully operational by (INSERT TIME / DATE). The unit is being staffed by (INSERT NUMBER OF PERSONS AND AFFILIATION). Personnel may be rotated to other positions as unique needs arise.
- **Wildlife rehabilitation center:** The center is being established at (INSERT LOCATION) and will be fully operational by (INSERT TIME / DATE). (INSERT ANY

OTHER EQUIPMENT BEING DEPLOYED TO THIS LOCATION). The facility is being staffed by (INSERT NUMBER OF PERSONS AND AFFILIATION). Personnel may be rotated to other positions as unique needs arise.

- **Wildlife assessment:** An initial wildlife impact assessment is underway by (INSERT NUMBER OF TEAMS AND AFFILIATION). This may include both shoreline and on-water efforts. These personnel are also available to be directed as a result of information received from the public or response workers.
- **Wildlife deterrence**: Deterrence opportunities are being evaluated. (INSERT A BRIEF DESCRIPTION OF ANY ONGOING / ANTICIPATED ACTIVITIES). There will be (INSERT NUMBER OF PERSONS / AFFILIATION) engaged in these activities.
- **Wildlife recovery:** (INSERT NUMBER OF TEAMS) conducting search and recovery activities in the field by (INSERT DATE / TIME). These activities will be occurring in the vicinity of (INSERT GEOGRAPHIC AREA) and will consist of (INSERT NUMBER / TYPE OF TEAMS). The total number of people on these teams will be (INSERT NUMBER OF PERSONS / AFFILIATION). Personnel may be rotated to other positions as unique needs arise.
- **Recovered wildlife:** The Wildlife Branch will report wildlife impacts in compliance with Unified Commands CIRs. For current information, refer to the Incident Status Summary form (ICS 209). This information will be updated daily at the end of daily operations or as requested by the UC. Only oiled wildlife (dead or alive) that has been collected and confirmed by Branch personnel will be reported.
- **Resources at risk:** For information related to resources at risk in the response area, please refer to the Resource at Risk form (ICS 232) and recent overflight information – available from the Environmental Unit (Planning Section).
- **Volunteers:** No volunteers are being used at this time. For current information related to volunteer participation, please contact the Liaison Officer.

APPENDIX E

SAMPLE WILDLIFE RESPONE FORMS

E.1 Wildlife Safety Plan

E.2 Wildlife Reconnaissance

E.3 Collection and Documentation of Carcasses

E.4 Carcass Collection Job Aid for Small Carcasses

E.5 Transport Log for Carcasses

E.6 Live Animal Capture Form

E.7 Capture Log for Live Animals

E.8 Transport Log for Live Animals

E.9 Search Effort Lo

E.10 Wildlife Branch Daily Report Form

E.11 Care and Processing Group Information (Summary?) Form

E.12 Carcass Data Log

E.13 Oiled Animal Data Log

E.14 Post-Intake Mortality Log

E.15 Wildlife Branch Initial Task List

E.16 PIO Wildlife Information Summary

APPENDIX E.1 Wildlife Specific Safety Plan Template

A link to the California safety plan is provided below as an example:

"Wildlife Specific Safety Plan" (Appendix B(g)) in the CA WILDLIFE RESPONSE PLAN available at: https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=16207&inline

APPENDIX E.2 Wildlife Reconnaissance (Recon)

A link to the Alaska job aid is provided below as an example:

"Tactic-Wildlife-Recon-WPGv2020.1.pdf" that is available on the ADEC Area Plan References and Tools web page. Please check this website for the most recent version.

APPENDIX E.3 Wildlife Collection and Documentation of Carcasses

A link to the Alaska Tactic is provided below as an example:

"Tactic-Carcass-Collection -WPGv2020.1.pdf" that is available on the ADEC Area Plan References and Tools web page. Please check this website for the most recent version.

APPENDIX E.4 Carcass Collection Job Aid for Small Carcasses

A link to the Alaska Carcass Collection Job Aid is provided below as an example:

Carcass-Collection-JOB AID-WPGv2020.1.pdf" that is available on the ADEC Area Plan References and Tools web page. Please check this website for the most recent version.

APPENDIX E.5 Transport Log for Carcasses Form

A link to the Alaska carcass transport log is provided below as an example:

"Transport-Log-CARCASSES-WPGv2020.1.pdf" that is available on the ADEC Area Plan References and Tools web page. Please check this website for the most recent version.

APPENDIX E.6 Live Animal Capture Form

A link to the Alaska Capture form is provided below as an example:

"LIVE-Animal-CAPTURE-Form -WPGv2020.1.pdf" that is available on the ADEC Area Plan References and Tools web page. Please check this website for the most recent version.

APPENDIX E.7 Capture Log for Live Animals Form

A link to the Alaska Capture log is provided below as an example:

"CAPTURE-LOG-LIVE-Animals-WPGv2020.1.pdf" that is available on the ADEC Area Plan References and Tools web page. Please check this website for the most recent version.

APPENDIX E.8 Transport Log for Live Animals Form

A link to the Alaska Transport Log is provided below as an example:

titled "TRANSPORT-LOG-LIVE-WPGv2020.1.pdf" that is available on the ADEC Area Plan References and Tools web page. Please check this website for the most recent version.

APPENDIX E.9 Wildlife Search Effort Log

The Wildlife Search Effort Log documents the search effort associated with finding live and dead birds. This assists WDFW in analyzing the effectiveness of the response and estimating the full impacts of the spill.

A link to the California log is provided below as an example.

"Wildlife Search Effort Log" - Appendix C(a) - in the CA WILDLIFE RESPONSE PLAN available at: https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=16207&inline

APPENDIX E.10 Wildlife Branch Daily Report Form

A link to the California log is provided below as an example:

"Wildlife Branch Daily Report Form" - Appendix C(c) - in the CA WILDLIFE RESPONSE PLAN available at: https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=16207&inline

APPENDIX E.11 Care and Processing Group Information Form

A link to the California log is provided below as an example:

"Care and Processing Group Information Form" - Appendix C(c) - in the CA WILDLIFE RESPONSE PLAN available at:
https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=16207&inline

APPENDIX E.12 Carcass Data Log

Used to summarize data from carcass collection forms delivered to facility. A link to the California log is provided below as an example.

"Oiled Animal Data Log: Dead Animals Form" - Appendix C(c) - in the CA WILDLIFE RESPONSE PLAN available at: https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=16207&inline

Add instructions for the log from "Code Key for OWCN/Wildlife Processing Unit Live & Dead Oiled Animal Data Logs" found in the same appendix

APPENDIX E.13 Oiled Animal Data Log

Used to summarize data from animal collection forms delivered to facility. A link to the California log is provided below as an example.

"Oiled Animal Data Log: Live Animals Form" - Appendix C(c) - in the CA WILDLIFE RESPONSE PLAN available at: https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=16207&inline

Add instructions for the log from "Code Key for OWCN/Wildlife Processing Unit Live & Dead Oiled Animal Data Logs" found in the same appendix.

APPENDIX E.N

POST-INTAKE MORTALITY LOG

For the tracking of animals that die while in care. A link to the California log is provided below as an example.

"The Post Intake Mortality Log" - Appendix C(c) - in the CA WILDLIFE RESPONSE PLAN available at: https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=16207&inline

APPENDIX E.14 Wildlife Branch Initial Task Summary

Typical Incident Objective (from UC): Recover and rehabilitate impacted wildlife

Typical Operational Objectives:

A. Assess the locations, types and numbers of potentially impacted wildlife.
B. Recover impacted wildlife and/or protect un-impacted wildlife as appropriate.
C. Rehabilitate impacted wildlife as appropriate.

Branch Staff (* as needed):

Branch Director (command post).

Deputy Branch Director (command post).:

Wildlife Technical Specialist Liaison (WSRP)

*Care & Processing Group Supervisor

*Recovery Group Supervisors (bird/marine mammal):

*Reconnaissance Group Supervisor:

* Field Stabilization Group Supervisor

* Deterrence Group Supervisor

*IAP Specialist:

*Wildlife Volunteer Coordinator:

*Documentation:

*Other:

Task list

Establish roles and responsibilities within Branch. Provide Branch Org Chart to Planning Section. Assign scribe role to maintain Branch Log (214).

Make incident notification to USFWS. Initiate request for both USFWS spill-specific permits required to conduct oiled-wildlife operations (oiled-bird rehabilitation + oiled bird carcass collection and possession) on behalf of primary wildlife contractor.

Establish early communications and reporting schedules within the ICP as needed.

Operations Section (SC): Establish 232RR process and other requirements.

Planning Section (SitStat UL): Obtain information re: incident scenario, weather, tides, trajectory, etc. Discuss 209 information flow process and update schedule.

Planning Section (EUL): Coordinate initial wildlife observation activity with EU. Discuss providing content for waste management plan. Due:

Planning Section (Deputy): Discuss wildlife plan for Incident Action Plan. Due:

JIC/Liaison: Provide wildlife response/rehabilitation background packet.

Safety Officer: Discuss wildlife content for site safety plan. Due:

Work with WRSP to communicate with additional wildlife response contractors, rehabilitation centers, and volunteers to assess their potential for involvement as needed.

Initiate monitoring of the oiled-wildlife reporting hotline.

Provide a press release (213) for the JIC/Liaison that includes references to the hotline, initial wildlife response, volunteer usage, and wildlife cautions.

Request tribal contacts for field operations through Liaison Officer as appropriate (213).

Develop initial wildlife/carcass encounter/collection policy (213). Distribute to OPS/SC/Shoreline/On-water.

Develop a Wildlife Plan for the ***initial*** operational period (OP1). The following should be considered:

Wildlife assessment

Wildlife search and recovery, field stabilization, and transportation

Deterrence

Rehabilitation

Volunteer usage

Summarize initial plan and brief OP Section Chief/UC as appropriate.

Establish necessary wildlife work area(s) with OPS Staging Area Manager (213).

Wildlife stabilization location(s). Address(s):

NAME/ADDRESS:

Wildlife rehabilitation center location. Address:

Order/obtain personnel and resources necessary (ICS 213RRs) to support the initial Wildlife Plan. Track orders as needed.

Develop the Wildlife Plan for the ***next*** operational period (OP2). This should address the following as appropriate:

Wildlife reconnaissance.

Wildlife search and recovery, field stabilization, and transportation

Deterrence

Rehabilitation

Volunteer usage

Safety plan

Initiate orders for personnel and resources (213RR) as necessary to support the Wildlife Plan for the next operational period (OP2). Track orders as needed.

Prepare Branch 234 prior to pre-Tactics meeting (and Branch 215 development). Provide to OPS Section Chief as requested. Note: 234 should include resources acquired for the first day's operation. Note: If spill management software is being used establish process for importing this information prior to pre-tactics meeting if possible.

Prepare Branch 215 prior to pre-Tactics meeting. Provide to OPS Section Chief as requested.

Provide completed Wildlife Plan to Planning for evaluation and inclusion within the IAP. Note: this may require obtaining signatures from other Section Chiefs prior to submission.

Develop waste stream estimates and provide text to Planning/EU for inclusion in the EU Waste Plan (213).

Develop wildlife related safety plan and provide to Safety Officer for inclusion in Site Safety Plan (213).

Develop Branch 204 & 204a as necessary.

Attend meetings as needed:

Pre-tactics:	TIME:
Tactics:	TIME:
UC Plan Brief:	TIME:
UC Press Conference Brief:	TIME:
Press Conference	TIME:
Critical Information Report (CIR)	TIME:

APPENDIX E.15 Wildlife Branch Summary Information for PIO / JIC

Wildlife Branch Information

Incident: **Date:**

Primary Contacts

Wildlife Branch Director
Name:
Affiliation:
Phone:
Email:

Deputy Wildlife Branch Director
Name:
Affiliation:
Phone:
Email:

Wildlife Response Service Provider (WRSP)
Name:
Affiliation:
Phone:
Email:

Summary

- **Wildlife Branch:** established within the Operations Section per the NWRCP as part of this oil spill response under the direction of WDFW.
- **Trustees and stakeholders:** WDFW, (INSERT WRSP), (INSERT RP), and (INSERT OTHER) are involved in the Wildlife Branch at this time.
- **Notifications:** USFWS was notified of the incident at (INSERT TIME) and (HAS/HAS NOT) issued the appropriate authorizations to the (INSERT WRSP). (INSERT ANY ADD. INFO)
- **Oiled Wildlife Reporting Hotline (800-22BIRDS/800-222-4737)**: Activated. Information received at this number will be routed to search and recovery personnel. Oiled wildlife may also be reported online at https://arcg.is/4T49X. Hotline is being monitored by (INSERT AFFILIATION).
- **Field stabilization:** (INSERT NUMBER) unit is being established at (INSERT LOCATION) and will be fully operational by (INSERT TIME / DATE). The unit is being staffed by (INSERT NUMBER OF PERSONS AND AFFILIATION). Personnel may be rotated to other positions as unique needs arise.

- **Wildlife rehabilitation center:** The center is being established at (INSERT LOCATION) and will be fully operational by (INSERT TIME / DATE). (INSERT ANY OTHER EQUIPMENT BEING DEPLOYED TO THIS LOCATION). The facility is being staffed by (INSERT NUMBER OF PERSONS AND AFFILIATION). Personnel may be rotated to other positions as unique needs arise.
- **Wildlife assessment:** An initial wildlife impact assessment is underway by (INSERT NUMBER OF TEAMS AND AFFILIATION). This may include both shoreline and on-water efforts. These personnel are also available to be directed as a result of information received from public or response workers.
- **Wildlife deterrence**: Deterrence opportunities are being evaluated. (INSERT A BRIEF DESCRIPTION OF ANY ONGOING / ANTICIPATED ACTIVITIES). There will be (INSERT NUMBER OF PERSONS / AFFILIATION) engaged in these activities.
- **Wildlife recovery:** (INSERT NUMBER OF TEAMS) conducting search and recovery activities in the field by (INSERT DATE / TIME). These activities will be occurring in the vicinity of (INSERT GEOGRAPHIC AREA) and will consist of (INSERT NUMBER / TYPE OF TEAMS). The total number of people on these teams will be (INSERT NUMBER OF PERSONS / AFFILIATION). Personnel may be rotated to other positions as unique needs arise.
- **Recovered wildlife:** The Wildlife Branch will report wildlife impacts in compliance with Unified Commands CIRs. For current information, refer to the Incident Status Summary form (ICS 209). This information will be updated daily at the end of daily operations or as requested by the UC. Only oiled wildlife (dead or alive) that has been collected and confirmed by Branch personnel will be reported.
- **Resources at risk:** For information related to resources at risk in the response area, please refer to the Resource at Risk form (ICS 232) and recent overflight information – available from the Environmental Unit (Planning Section).
- **Volunteers:** No volunteers are being used at this time. For current information related to volunteer participation, please contact the Liaison Officer.

Oiled Wildlife

Background Information

This document was developed by the State of Washington Department of Fish and Wildlife Oil Spill Team to assist Public Information Officers with media questions in the context of impacts to fish, wildlife, and their habitats during an oil spill event.

REPORTING OILED WILDLIFE NUMBERS

The Wildlife Branch will only release the number of oil-impacted wildlife (live or dead) once it has been recovered – and this means once the "intake" process at a rehabilitation center has been completed. **Information regarding the number of animals that have been "reported" as oiled (via the hotline or other means) but have not been recovered will not be supplied by the Branch.** In general, it is felt that disseminating "reported" wildlife impacts rather than "recovered" wildlife tends to artificially inflate the impacted wildlife numbers and may establish unrealistic expectations regarding recovery rates, e.g.:

- It is not uncommon to receive reports of oiled birds only to find that they were not oiled, but merely dark colored species such as crows, cormorants, or brant geese.
- In a populated area, it is likely that multiple reporting parties may be referencing the same animals – especially if the animals are still mobile.
- Recovery rates of oil-impacted wildlife can vary widely depending upon such things as the species, the animal's initial physical condition, the environment, as well as the degree of oiling, weather, time of day, skill of field crews, etc.

We appreciate your patience and ask for your assistance in helping us provide correct and accurate information to avoid confusion during oil spill responses. Numbers of animals processed into the rehabilitation center will be recorded on the Incident Status Summary (ICS form 209) at regular intervals but please contact Branch personnel if updates are required for specific briefings, etc.

MEDIA PICTURES, SITE VISITS, AND IMBEDDING

The Wildlife Branch often receives requests to allow press access to the rehabilitation center or field operations. While understandable, granting such access can create significant risks to the animals that are being recovered or that are already in care. Any requests for media access to wildlife operations will be evaluated by the Wildlife Branch Director in consultation with the incident veterinarian and other staff.

It is well established that increased stress levels in wildlife undergoing care can greatly reduce an animal's chances of surviving the rehabilitation process. Crowds, sudden movements, loud noises, bright lights, may all serve to increase the stress levels of animals in care - which may reduce their survival rate and thus negate all of the effort that has gone into their recovery.

OILED WILDLIFE REPORTING HOTLINE

The Wildlife Branch requests the Joint Information Center (JIC) include the following information in any press release or public service announcements related to this incident.

An **Oiled Wildlife Reporting Hotline (800-22BIRDS/800-222-4737)** has been established for this incident and the public is asked to report any oiled-wildlife observations at this number. Reports received from the public will be routed to search and recovery personnel.

Please note that this is a message-only line. Callers are requested to:

- Leave their callback information
- The kind of oiled animals observed (such as ducks, seabirds, seals)
- Include the number of oiled wildlife observed
- The location of the animals
- The degree of oiling on the animal observed
- Whether or not the animal appeared mobile or incapacitated.

It is strongly recommended that members of the public **do not** approach (or attempt to capture) any oiled wildlife. Such efforts are extremely stressful to the animals and can endanger the safety of both the public and the animals that they are trying to help.

OILED WILDLIFE VOLUNTEERS

The Wildlife Branch does not currently have a need for any additional volunteers. It is recommended, however, that anyone interested in volunteering to participate in the response efforts associated with this incident register at the Washington Department of Ecology website: http://www.oilspills101.wa.gov/volunteer-registration/

If it is determined that volunteer assistance is required to conduct wildlife operations, the Wildlife Branch will work with the incident Liaison Officer to contact those persons that have registered on the Ecology volunteer website.

HOW OIL INJURES WILDLIFE

Oil can cause both long- and short-term harm to wildlife through physical contact, ingestion, inhalation and absorption. The severity of these impacts will depend, somewhat, on the type of oil.

- **Crude oils** (e.g., Alaska North Slope, Bakken, or “Dilbit”) tend to impact wildlife in the short-term either by limiting an animal’s ability to function physically (i.e., flying and staying warm) or by overcoming the animal with volatile vapors. If the animal survives their initial exposure to the oil, toxins within the oil may cause secondary effects over time as internal organs are affected. Crude oils and the residual products also tend to persist longer in the environment than the more refined products, and will therefore have the potential to cause more long-term contamination issues for wildlife.
- **Refined products** (e.g. gasoline, diesel fuel, jet fuel) will tend to have less of a physical impact to wildlife than crude oils (e.g. birds may still be able to fly), but

they will also have a greater tendency to impact an animal via their volatile vapors. These products will also tend to cause a higher incidence of chemical burns to an animal's skin than will crude oils.

- **Residual products** (e.g., bunker fuels) will tend to have similar physical impacts to wildlife as the crude oils but, because the volatile compounds have been largely removed by the refining process, will tend to cause less respiratory distress and chemical burns than the refined products.

IMPACTS TO WILDLIFE TYPES

BIRDS

Historically, marine birds are the most likely (and most numerous) wildlife impacted by oil spills in Washington State. In general, those species that spend a lot of time on the water's surface (e.g., seabirds such as murres and scoters and waterfowl such as geese and ducks) are the most likely species to be impacted by floating oil. Being exposed to oil can negatively affect birds both physically and toxicologically:

- Physically, oil interferes with the inherent water repellency of a bird's feathers. As a bird becomes less waterproof a bird loses its ability to maintain its body temperature – ultimately becoming hypothermic. As a bird becomes colder, it loses its ability to fly, forage for food, float on the surface and eventually dies. If the spill occurs during nesting season, breeding adults that have become oiled may inadvertently transfer oil from their feathers to their eggs – rendering them nonviable.

- Oil is also toxic to birds. As birds attempt to restore the waterproofing of their feathers by grooming, they can ingest and inhale the oil collected on their feathers. While this ingestion/inhalation can kill the birds immediately, it more often results in long-term damage to the animal. Oil ingestion suppresses the immune system, causes organ damage, skin irritation, ulceration, and behavioral changes. Damage to the immune system can lead to secondary infections that cause death and behavioral changes. This damage may affect an animal's ability to find food or avoid predators. Long-term consequences can include impaired reproduction potentially impacting population levels.

MAMMALS

Marine mammals (e.g., whales, porpoise, seals, sea lions, sea otters) are the most likely mammals to be exposed to oil during a spill, although land-based scavengers such as coyotes, raccoons, and skunks may also exposed to oil by feeding on carcasses of contaminated fish and wildlife.

With regard to how they are impacted by oil spills, marine mammals fall into two categories: those that are fur-bearing and those that are not. Fur-bearing animals (e.g., sea otters) rely on their fur to keep them warm and buoyant – similar to the way in which seabirds rely on their feathers. As it does with feathers, oil also interferes with the inherent water repellency of an otter's fur. As an otter becomes less waterproof, it loses its ability to maintain its body temperature – ultimately becoming hypothermic. As the otter becomes colder, it loses its ability to forage for food, float on the surface, and eventually dies.

Non-fur bearing marine mammals (such as seals, sea lions, porpoises, and whales) rely on a blubber layer to maintain their body temperature and are not affected in the same way as

sea otters. They may, however, suffer from skin irritation and ulceration as a result of contact with spilled oil.

All marine mammals are also at risk to respiratory issues associated with inhaling volatile fumes. They are subject to long-term impacts of oil exposure including suppression to the immune system, organ damage, and potentially behavioral changes. Damage to the immune system can lead to secondary infections that cause death. Behavioral changes may affect an animal's ability to find food or avoid predators. Long-term consequences can include impaired reproduction potentially impacting population levels – particularly in those populations already at risk of extinction such as southern resident killer whales.

FISH

Fish are less likely to be physically impacted by an oil spill, but they can be impacted by the more toxic fractions of oil through by their gills, by ingestion of the oil or oiled prey, and/or changes in the ecosystem that support the fish. The eggs and larvae of many fish species are highly sensitive to the toxic effects of oil. Juvenile and adult fish may experience reduced growth, enlarged livers, changes in heart and respiration rates, fin erosion, and reproductive impairment when exposed to oil.

CRUSTACEANS/BIVALVES

Oil can be toxic to crustaceans (i.e., shrimp, crabs, etc.) and the bivalve species (i.e., clams, oysters, etc.). These latter species may be particularly vulnerable when oil becomes highly concentrated along the shoreline and smothers those animals that cannot move away. Shellfish that survive exposure to oil may accumulate high levels of contaminants in their bodies that can be passed on to predators (including humans).

PLANKTON

Planktonic species (like algae, fish eggs, and the larvae of various invertebrates) are likely to die or be severely impacted by contact with oil. Fish feeding on these impacted organisms can subsequently become contaminated themselves as they ingest their contaminated prey. Larger animals further up in the food chain (including humans) may then be exposed to these toxic compounds as they feed on the contaminated fish.

HABITAT IMPACTS

Floating and intertidal marine algae (kelps and seaweed) are likely to die as they contact spilled oil. Although oil can prevent the germination and growth of marine algae, most vegetation of this type appears to recover after cleanup assuming that the sporophytes are still viable and that the substrate has remained intact. Marine plants in the intertidal areas (i.e., eelgrass) may be negatively impacted by oil spills. Intertidal plants routinely shed leaves and the plant itself will likely die if oil collects heavily on the sediments, smothering the rhizomes. These plants are also susceptible to response activities that occur in these areas as a part of cleanup efforts (trampling, boat operations, *in-situ* burning, etc.).

Oil may persist in the environment long after a spill event. In some cases, oil has been detected in sediments 30 years after a spill. Much of oil's persistence after a spill depends upon the sediment type, that was impacted and the wave energy associated with a given beach. On porous gravel beaches, oil can sink deep into the sediments. High energy sandy beaches may bury oil deposits. Within tidal flats and salt marshes, oil may seep into the muddy bottoms. The effect of oil in any of these systems has the potential to create long-term persistent impacts on fish and wildlife populations.

FISHING/SHELLFISHING CLOSURES

Emergency fishing and shell fishing closures to protect human health generally fall under the authority of the Washington State Department of Health.

ABOUT US

More information about the State of Washington Department of Fish and Wildlife's Oil Spill Team may be found online at: https://wdfw.wa.gov/species-habitats/habitat-recovery/spill-prevention

GLOSSARY OF TERMS IN THE CONTEXT OF OILED WILDLIFE

Convergent volunteer: a volunteer with no prior oil spill response training or HAZWOPER certification.

Hazing: (aka "Deterrence") the act of frightening or actively discouraging wildlife from a specific location.

Intake: A process that involves identifying, evaluating, and documenting injured wildlife generally at a licensed rehabilitation center.

Larval or larvae: an immature form of certain animals that undergo some metamorphosis. For instance, tadpoles are the larval form of frogs.

Marine bird: birds that live most of their life in the ocean such as common murre, scoters, and puffins.

Mobile Rehabilitation Unit (MRU): Temporary structures that can be rapidly deployed to treat and care for oiled wild animals until they are released back to the wild.

Pre-trained volunteer: a volunteer that has previously received HAZWOPER training related to oil spill responses.

Reconnaissance team: A designated group of trained and qualified individuals (usually HAZWOPER certified) operating under the direction of the Wildlife Branch in the ICS that can determine the location of wildlife or habitats at risk of oiling from a spill and report back to the Wildlife Branch.

Rehabilitation center: A rehabilitation center can be thought of as a hospital, or intensive care unit where wildlife receive treatment for injuries related to oil spills. Rehabilitation centers may be a temporary structure (such as MRUs) or they may be a more permanent structure such as an established wildlife rescue center.

Search and recover team: A designated group of trained and qualified individuals (usually HAZWOPER certified) operating under the direction of the Wildlife Branch in the ICS authorized to find and recover live and/or dead wildlife during an oil spill event.

Shorebird: birds that spend most of their time along the shoreline foraging such as sandpipers, dunlins, and plovers.

Stabilization center: Stabilization centers are a temporary facility that can be rapidly deployed to a remote location where they evaluate and provide an initial assessment of oiled wildlife to determine if they are suitable for transfer to a rehabilitation center.

Waterfowl: birds that spend most of their time swimming in freshwater such as Canada geese, mallard ducks and common mergansers.