

RRT IX Regional Contingency Plan – Dispersant Use Plan for California

Job Aid 2

Dispersant Evaluation and Implementation: ART Planning and Operational Checklists

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2.a

ART (Planning): Lead and Team Checklist

Date: _____ Event Type: Drill Spill Event Name: _____
 RP: _____

Position	Name/Agency	Assigned Section	Contact Information
ART Lead TS	Name: _____		Cell: _____
	Representing: _____		Email: _____
ART Ops Liaison	Name: _____		Cell: _____
	Representing: _____		Email: _____
ART Team Members	Name: _____		Cell: _____
	Representing: _____		Email: _____
	Name: _____		Cell: _____
	Representing: _____		Email: _____

Readiness	Done?	Team Member Initial
Gather necessary materials: May include laptop, color printer with copy/scanner capability, cell phone with hotspot capability, paper & office supplies, electronic and paper copies of Dispersant Use Plan and Job Aids, thumb drives, PPE, dispersant product information (licensing, label, application instructions, SDS).		
Thresholds Determinations and Status of Monitoring Teams (Generally determined before arrival at ICP)		
ART Lead TS identifies unique characteristics of the incident response that may determine dispersant options (e.g., whether in remote incident location, poor weather or sea state, inability to meet policy or regulatory thresholds for dispersant use).		
ART Lead TS communicates (by phone or email) results of thresholds considerations to FOSC, SOSC, and the RRT (especially EPA Co-Chair), as necessary. See DIS-0, pg. 17 of DUP.		
If dispersant consideration has passed threshold tests, ART Team member determines status of appropriate monitoring teams (e.g., Wildlife Spotters via OSPR or other resources; SMART, air or water monitoring teams via NOAA, CG or other resources).		
ART Team member records initial status of monitoring teams on ICS 214, transfers information to ICS 213RR as soon as possible.		

Initial Tasks at ICP	Done?	Team Member Initial
ART Lead TS relays and/or confirms results of thresholds considerations (those made as part of DIS-0 and likely made before arriving at ICP) to FOSC, SOSC, EUL and others as advised.		
ART Lead TS works with FOSC/UC and JIC/PIO to construct early messaging to public about how ART decision-making is handled.		
Determine with EUL how ART progress and issues will be reported out; determine with EUL and PSC how FOSC/UC updates and briefings will be handled.		
ART Lead TS identifies other ART Team members, adds contact information to top sheet of this Job Aid and evaluates need for additional ART staff (including other agency and industry ART Technical Specialists).		
ART Lead TS briefs ART team members on meetings with EUL & PSC about scope of dispersant play (if this is a drill), reviews overall ART Team tasking, distributes and reviews electronic and hard-copy DUP and Job Aid materials to ART team members, reviews other information resources, establishes time frame for initial DUP Checklist completion.		
ART Lead TS confirms ART Operations Liaison (DIS-3 , pg. 22 of DUP) and reviews their continued tasking (see 2.b on pg. 5 below). Some of the ART Ops Liaison tasking will have already been initiated before and as part of the SMART and/or Wildlife Spotter notifications made in DIS-1.		
ART Lead TS assesses necessary FOSC and RRT authorizations.		
ART Lead TS establishes meeting time with trustee agencies for dispersant NEBA discussions.		
Ensure ART Operations Liaison prepares and submits initial resource requests (ICS-213RR) for actual or potential staffing and equipment (e.g., wildlife spotters, SMART), even if resources were already mobilized as part of initial actions.		
Ensure federal agency (e.g., USFWS, NOAA/NMFS, NOAA/Sanctuaries, NPS), state and regional agency (e.g., SP, regional parks), and experienced contractor/RP representatives are available to consult with ART Team, as appropriate.		
Incorporate new participants as ART Team members, as suggested by Liaison or Operations.		
Use RCP, ACP, ESI maps, GNOME, ERMA, IOOS, CAFÉ, and available natural history and biological databases, as necessary and appropriate.		
Organize team members to meet incident objectives (e.g., to work on different DUP decision-support checklist elements). Reorganize as tasks are completed or new priorities emerge.		

Continuing Tasks at ICP	Done?	Team Member Initial
Participate in meetings as requested by PSC and EUL.		
Brief and keep ART Team members, EUL and the RRT informed and updated.		
All ART members review and sign the Site Safety Plan.		
Produce and distribute/display ART products (e.g., ART Team member list, task list progress, briefing materials, ART Team 214) as appropriate.		
Prepare for and/or lead any required FOSC/UC briefings on prospective dispersant use.		
Review dispersant information for internal and external use (e.g., fact sheets, press release elements, web postings, media briefings).		
Identify NMFS & USFWS ESA Section 7 consultation requirements related to dispersant use. Review agency role in decision-making, results of previous consultations, conditions of use, monitoring programs, and data gathering and QA/QC recommendations.		
Gather all completed dispersant decision-support checklist materials and any additional packet materials (e.g., trajectory, operational box and wildlife spotting grid overlays) and prepare briefing on dispersant recommendation to FOSC/UC (see DIS-5 and Job Aid 10).		
Receive FOSC decision signature as appropriate per zone (pg. 25 for Pre-Authorization Zone, pg. 27 for Incident-Specific Authorization Zone).		
If FOSC decision is to move forward with dispersant use in Pre-Authorization Zone (DIS-5A) assure BMPs approved by FOSC (DUP pgs. 25 & 26) are included in relevant Ops ICS 204s.		
<p>If in a dispersant Incident-Specific Authorization Zone (DIS-5B) and the FOSC decision following briefing is to move forward for RRT conference:</p> <ul style="list-style-type: none"> - Prepare and distribute RRT briefing materials, as necessary, and according to timeframe established in consultation with RRT Coordinator (see DIS-5B and Job Aid 10) - Lead or co-lead briefing on behalf of FOSC/UC to RRT on dispersant recommendations - Receive appropriate RRT authorization signatures (DUP pg. 29) and distribute with RRT-approved BMPs (DUP pg. 30) for inclusion on relevant Ops ICS 204s 		
Develop/refine/coordinate ART sampling plans and sampling data QA/QC processes (e.g., SMART, dispersed oil monitoring plan, seafood safety, and public communications).		
Receive FOSC and/or RRT signature for each dispersant use decision step (DUP pgs. 25 and 29, respectively, as appropriate to dispersant authorization zone. Route and file signed decision pages appropriately (e.g., RRT, Documentation Unit, ART TS copies).		
Participate in the development of the IAP or relevant plan or elements (e.g., Dispersant Ops ICS 204, SMART data QA/QC) for the next operational period.		
Maintain appropriate files based on agency and incident requirements.		
Maintain and submit Unit Log (ICS-214) Documentation. Submit completed documents at appropriate time (e.g. each operational period, final package).		

2.b

ART (Planning/Operations) Liaison: Checklist

Date: _____ Event Type: Drill Spill Event Name: _____

RP: _____

Position	Name/Agency	Assigned Section	Contact Information
ART (Planning) Lead TS	Name: _____		Cell: _____
	Representing: _____		Email: _____
ART Ops Liaison	Name: _____		Cell: _____
	Representing: _____		Email: _____
ART Operations	Name: _____		Cell: _____
	Representing: _____		Email: _____
	Name: _____		Cell: _____
	Representing: _____		Email: _____
	Name: _____		Cell: _____
	Representing: _____		Email: _____

Standby Status of Monitoring Teams (May be determined before arrival at ICP)	Done?	Team Member Initial
<p>SMART: <u>CG or NOAA personnel contact Pacific Strike Team (415-883-3311)</u></p> <p>Determine SMART Team availability and what Tiers (I, II, III) are available</p> <p>Determine platform needs (plane/helo for Tier 1, vessel for Tiers II/III)</p> <p>Probable ETA to ICP or response staging area</p> <p>Record results on pg. 20 of Dispersant Use Plan and on ICS 214. Complete 213RR when possible.</p>		
<p>Dispersant Wildlife Spotters: <u>ART Lead TS (Planning) or ART Ops Liaison contacts Holly Gellerman of OSPR (916-747-0611)</u></p> <p>Determine initial availability of trained/contracted aerial observers</p> <p>Determine initial availability of suitable plane (e.g., Partenavia)</p> <p>If available, determine probable ETA of dispersant wildlife spotters to response staging area/airport</p> <p>Determine whether plane is also accommodating SMART Tier I observer (will determine whether 2 or 3 seats available for wildlife spotters)</p> <p>Record results on pg. 20 of Dispersant Use Plan and on ICS 214. Complete 213RR when possible.</p>		

Initial Tasks at ICP	Done?	Team Member Initial
ART Ops Liaison checks in with ART Lead TS.		
ART Ops Liaison conveys standby status of monitoring teams (SMART, dispersant wildlife spotters) to ART Lead TS, EUL, and others (e.g., PSC, OSC) as advised.		
ART Ops Liaison identifies other Dispersant Operations personnel within ICP or at staging areas (e.g., Dispersant Vessel Ops, Dispersant Aerial Ops) and records contact information on top sheet.		
ART Lead TS and ART Ops Liaison discuss probable number of dispersant planning cycles to plan for (e.g., 24, 48, 72, 96 hrs) to guide 213RR and 204 completion for on-going SMART and wildlife spotter teams.		
Based on above, ART Operations Liaison prepares and submits resource requests (ICS-213RR) for actual or potential staffing and equipment (e.g., SMART, wildlife spotters), even if (or as follow-up) to monitoring teams and their support resources already mobilized as part of initial actions. Example 213RR in Job Aid 9 .		
<p>ART Operations Liaison works with Wildlife Ops and GIS/Situation Unit to prepared gridded overlay to probable Dispersant Operations Box, for SMART and Wildlife Spotter use (see example in Job Aid 7). Determine appropriate grid scale (e.g., 1 nm, 5 nm).</p> <p>Dispersant Box Charts should include:</p> <ul style="list-style-type: none"> - Latitude/Longitude at boundaries of current and projected operational box(es) (operational box boundaries will change to reflect changes in trajectory or mapped surface slick) - Nautical chart underlay - Surface oil trajectory (minimum 24-hr & 48-hr, 72-hr and 97-hr if possible) 		
ART Operations Liaison works with ART Lead TS to determine need for water column monitoring, and the role of the ART Team in identifying and procuring those contracted resources (NRDA and seafood safety may also be coordinating water column monitoring/sampling efforts). See also Job Aid 8 .		
Use RCP ART plans and job aids, ACP, ESI maps, GNOME, ERMA, IOOS, CAFÉ, and available natural history and biological databases, as necessary and appropriate.		
Work with ART Lead TS on communications plan and reporting times.		

Continuing Tasks at ICP	Done?	Team Member Initial
Participate in meetings as requested by ART Lead TS, EUL, PSC and OSC.		
<p>Help prepare for and support FOSC/UC briefings on prospective ART use. May include:</p> <ul style="list-style-type: none"> - Gathering materials for briefing packet (e.g., multi-day spill trajectory with gridded operational box overlay, draft ICS 204) - Identifying and inviting appropriate Dispersant Ops staff to provide technical support during the briefing to include: <ul style="list-style-type: none"> • Operational assets needed for dispersant spray (e.g. spotter aircraft, spray aircraft), wildlife observation/documentation, effectiveness monitoring (e.g. SMART), and other activities • Full dispersant spray operation details (duration, number of sorties, area covered), including documentation, monitoring frequency, etc. - Help manage the briefing (see Job Aid 10), if necessary <p><u>If dispersant use is in a Pre-Authorization Zone:</u></p> <ul style="list-style-type: none"> - Provide feed-back to Dispersant Ops on FOSC-approved dispersant actions/BMPs, etc., and assure those approved measures are included in updated ICS 204 		
<p>Help prepare for and support any required RRT briefings on prospective ART use. May include:</p> <ul style="list-style-type: none"> - Refining the FOSC briefing materials (e.g., multi-day spill trajectory with gridded operational box overlay, draft ICS 204), if necessary, for RRT review (RRT briefing packet should be emailed at least 30 minutes in advance of the conference call) - Help set up the FOSC/RRT conference call. May include: <ul style="list-style-type: none"> • Coordination with CG Coordinator to the RRT, and/or the CG Command Center, to assure RRT Incident Specific RRT members informed of briefing schedule, call-in information, and have received briefing packets; • Testing of conference call line (1-888-454-7080) - Help manage the briefing (see Job Aid 10), if necessary <p><u>If dispersant use is in an Incident-Specific Authorization Zone:</u></p> <ul style="list-style-type: none"> - Provide feed-back to Dispersant Ops on RRT-approved dispersant actions/BMPs, etc., and assure those approved measures are included in updated ICS 204 		
Prepare and submit additional resource requests (ICS-213RR) as needed for planned future water column sampling (Job Aid 8) if not already addressed by other teams (e.g., NRDA, seafood safety).		
Support communications to NOAA SSC and ART Lead TS on effectiveness of dispersant operations, and convey any reported wildlife encounters, proposals from Operations to modify dispersant activities or platforms, etc.		
Participate in field tests of ART or other oil cleanup response approaches, as necessary and/or as recommended by the RRT or the FOSC/UC.		
Prepare transition brief If rotating out and transitioning to incoming ART Operations Liaison. Include previous and current activities, contact information for those in dispersant operations, safety and any other issues encountered. Leave transition brief as 213 General Message (to general Documentation and Unit Documentation), to ART Lead TS, and as email message to incoming relief staff.		
Prepare any transitional or final hot-wash notes, and leave copies with ART Lead TS, Dispersant Operations Unit Leader, and Documentation.		