

**RRT IX Regional Contingency Plan – Dispersant Use Plan for California**

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**Job Aid 10  
FOSC and RRT Briefing Tools**

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## 10.a Initial messages to the RRT

Part of DIS-1 Box IV on the Dispersant Use Decision Flowchart recommends early communication to the Incident-Specific members of the RRT regarding the spill scenario and expectations of upcoming dispersant use authorizations.

The EPA Co-Chair of the RRT may request that these early notifications be made by phone directly to the Co-Chair, even if after-hours.

***Any initial status messaging should be presented as informational only, and not presented as a “Dispersant Approval” call***, as no decision can be made about future dispersant authorizations in an incident response until more is known about the event.

Initial communications to the Incident-Specific RRT should be prompt and simple. They can be managed by phone or email, or by phone with email follow-up. They should be routed through the Command Center (Job Aid 1), which will contact the appropriate RRT Coordinator (Susan Krala of the USCG, [susan.e.krala@uscg.mil](mailto:susan.e.krala@uscg.mil) for marine spills; Bill Jones of the EPA, [jones.bill@epamail.epa.gov](mailto:jones.bill@epamail.epa.gov) for inland spills). Either coordinator will forward email communications to the Incident-Specific RRT members, and to each other, as appropriate.

The phone messages and emails will probably be generated by the OSPR ART Lead TS or the NOAA SSC. The messages will at minimum:

1. Describe the spill scenario;
2. Summarize the potential for dispersant use (i.e., if DIS-0 thresholds have been met);
3. Outline status of monitoring teams (SMART, wildlife spotting);
4. Provide other background information as appropriate;
5. Provide process and timeline for future updates on dispersant-decision status, expectations and timing for future RRT conference call(s) (see 10.b.ii below).

## 10.b Briefings

### i. FOSC and/or UC

DIS-5 on the Dispersant Use Decision Flowchart addresses structured FOSC briefings, although other informal briefings of the FOSC may also happen in the initial stages of the spill response and the dispersant use planning discussion.

If the spill is in a dispersant Pre-Authorization Zone, the FOSC may proceed at his/her own discretion with a decision to use dispersant **IF** all appropriate steps in the decision flowchart have been accomplished with positive results. The FOSC may seek advice and support from the NOAA SSC and/or ART Lead TS before making this decision, and the type of briefing described below can help support that FOSC decision about whether and how to move ahead.

If the spill is in a dispersant Incident-Specific Authorization Zone, the FOSC cannot implement dispersant use without first seeking spill-specific authorization from the RRT. The type of

briefing described below can support the FOSC decision of whether to move ahead with a call to the RRT requesting their review and authorization.

Regardless of zone, the FOSC is the only UC member with authority from the RRT to implement a dispersant use decision. However, the FOSC may be using the advice of other UC members to help support the decision, and so the briefing to the FOSC may be made within the context of a UC briefing. The briefing structure from the Incident Management Handbook is therefore suggested and is shown on the next page.

<b>FOSC and/or UC dispersant briefing process</b>	
<p>Expectations:</p> <ul style="list-style-type: none"> <li>• Should not exceed 30 minutes</li> <li>• Provide guidance to FOSC/UC and describe if environmental benefit to dispersant use</li> <li>• FOSC decides next steps</li> </ul>	
When:	<p><i>Initial outreach to FOSC by NOAA SSC and/or ART Lead TS can occur at any time during the initial response. This is an informal brief to get sense of how FOSC wants to proceed and is different than the structured briefing described below.</i></p> <p>The structured briefing of the FOSC/UC will occur if DIS-5 is reached in the Dispersant Use Decision Flowchart.</p>
Facilitator:	PSC or suggested alternate
Attendees:	FOSC, other UC, NOAA SSC, ART Lead TS, ART Operations Liaison, EUL, other Natural Resource Trustees (DOI, DOC, State) as needed, DOCL
Agenda:	<ol style="list-style-type: none"> <li>1) PSC brings meeting to order, conducts roll call, covers ground rules, reviews agenda.</li> <li>2) ART Lead TS identifies unique characteristics of incident response that may determine appropriate dispersant use.</li> <li>3) ART Lead TS outlines authorities and/or any RRT or OSPR Administrator dispersant authorization requirements, as needed.</li> <li>4) ART Lead TS and/or NOAA SSC and/or ART Operations Liaison provide incident-specific Dispersant Operations overview, which may include: <ol style="list-style-type: none"> <li>a. Multi-day spill trajectory w/gridded operational box overlays for dispersant spray activities. Outline targeted spray areas and relevant "window(s) of opportunity".</li> <li>b. Convey any field tests completed or recommended.</li> <li>c. Operational assets needed for dispersant spray (e.g., dispersant spotter aircraft, spray aircraft, wildlife spotter and SMART aircraft), wildlife observation/documentation, effectiveness monitoring/sampling (e.g., aerial and vessel-based SMART), and other activities.</li> <li>d. Full dispersant spray operation details (duration, expected number of sorties/spray platform/day, area covered), including documentation, monitoring frequency, etc.</li> </ol> </li> <li>5) ART Lead TS and/or NOAA SSC convey results of Net Environmental Benefit Analysis (NEBA) and recommended Best Management Practices (BMPs) to address potential Natural Resource Trustee concerns, including those under the Endangered Species Act (ESA).</li> <li>6) ART Lead TS and/or NOAA SSC describe how to work with JIC/PIO to construct early messaging to public about how ART decision-making is handled.</li> <li>7) PSC requests FOSC's decision on how to proceed with the dispersant plan as presented. <ol style="list-style-type: none"> <li>a. Within designated Pre-Authorization Zone, FOSC will commence dispersant operations, or</li> <li>b. Within Incident-specific RRT Approval Zone, FOSC requests convening the RRT by conference call.</li> </ol> </li> <li>8) PSC directs ART Lead TS to work with DOCL to generate FOSC decision memo.</li> <li>9) PSC asks FOSC who they designate to lead any necessary RRT briefing.</li> <li>10) PSC reviews functional tasks/open actions using the Incident Open Action Tracker (ICS 233-CG).</li> <li>11) PSC covers next meeting (e.g., RRT call) and additional planning assignments.</li> </ol>

ii. RRT dispersant briefing process

<b>RRT dispersant briefing process</b>	
<p>Expectations</p> <ul style="list-style-type: none"> <li>• Briefing should not exceed 30 minutes</li> <li>• Briefing is required preceding dispersant use in the Incident-Specific Authorization Zone, or if it is a subsea use or surface use beyond 4 days duration</li> <li>• Will provide dispersant operational considerations to RRT and describe if environmental benefit to dispersant use</li> <li>• Authorizing agencies determine if trustee agency concerns have been addressed to the greatest extent feasible and that all ESA Section 7 and other advised Best Management Practices can be implemented as part of the RRT authorization.</li> <li>• The ART Lead TS will present and review relevant parts of the Dispersant Decision Support Checklist and other support materials, including results of trustee agency discussions and summary of their concerns. The RRT will decide whether to authorize dispersant use within the Incident-Specific Authorization Zone.</li> </ul>	
When:	<p><i>Per 10.a above, initial spill status information should be provided to RRT Co-Chairs by NOAA SSC and/or ART Lead TS as soon as possible during the initial response.</i></p> <p>The structured RRT briefing described below occurs when the FOSC, in an Incident-Specific Authorization Zone, requires RRT review and authorization for dispersant use. This occurs as part of DIS-6B is the Dispersant Use Decision Flowchart.</p> <p><b>Call the USCG Command Center in Alameda at 510-437-3701 to request a dispersant review call. (For drills, make sure to announce, "THIS IS A DRILL".</b></p> <ul style="list-style-type: none"> <li>- The USCG Command Center will notify the CG Coordinator to the RRT, who will make the follow-on calls to members of the Incident-Specific RRT.</li> <li>- The RRT Coordinator will suggest a start time when the NOAA SSC and ART Technical Specialist expect to finish the relevant decision-support steps from the Dispersant Use Plan flowchart and provide other supporting documents.</li> <li>- <i>Allow at least one hour</i> to assemble the participants on the conference call and to deliver the read-ahead materials (see below).</li> <li>- The RRT Coordinator will provide call-in information, likely to be:</li> </ul> <p style="text-align: center;"><b><u>(888) 454-7080</u> pass code <u>454 7080</u>.</b> This is a dedicated line used only for this purpose. The first person to call hears silence until other callers join.</p>
Briefing Materials:	<p>The NOAA SSC and ART Technical Specialist will include relevant DUP Decision Support Checklist pages and other materials (e.g., scenario, trajectory) in a read-ahead packet for the members of the Incident-Specific RRT. The materials will be scanned and emailed to the CG RRT Coordinator, who will then forward the packet to the RRT for review before the call.</p>
Facilitator:	<p>CG Coordinator to the RRT (primary), EPA Coordinator to the RRT (secondary), or suggested alternate</p>
Attendees:	<p>FOSC, other UC, EPA (primary), OSPR (secondary), NOAA (consulting), DOI (consulting), NOAA SSC, ART Lead TS, ART Operations Liaison, other trustee agency reps as invited (i.e. NMFS, ONMS, USFWS, NPS), OSC, PSC or EUL, DOCL</p>

<b>RRT dispersant briefing process, continued</b>		
Agenda and presenters:	1) Bring the call to order. Call the roll. Ask participants to hold their questions until called on by the facilitator.	USCG RRT Coordinator
	2) Situation brief.	NOAA SSC/ART THSP
	3) Describe the proposed use of dispersants, SMART and/or other monitoring to be used, net environmental benefit, and any conditions of use.	NOAA SSC/ART THSP
	4) Ask NOAA and USDOJ reps to the RRT if they have any concerns.	USCG RRT Coordinator
	5) Respond to concerns raised.	NOAA SSC/ART THSP
	6) Ask EPA and CA DFW OSPR reps to the RRT if they have any concerns.	USCG RRT Coordinator
	7) Respond to concerns raised.	NOAA SSC/ART THSP
	8) Questions from call participants.	All Participants
	9) EPA Co-Chair or Alternate & Cal DFW OSPR rep. (as needed) make the decision & specify/confirm any conditions.	EPA Co-Chair & OSPR Rep.
	10) Decide whether/when to have follow-up calls.	USCG RRT Coordinator
	11) Summarize call and obtain email addresses for all who need written confirmation of the decision from EPA.	USCG RRT Coordinator
	12) End call. Pass email addresses to EPA RRT Coordinator.	USCG RRT Coordinator
	13) Send decision & conditions from an EPA email address.	EPA RRT Coordinator
	14) Send a formal, signed Record of Decision (scanned) via email and post it to the RRT9 web page.	EPA RRT Coordinator

<b>Federal Agency RRT members with Incident-Specific Decision Role</b>		
<b>Name</b>	<b>Role</b>	<b>Agency</b>
Daniel Meer	RRT Co-Chair <b>Primary vote</b>	US EPA
Kathryn Lawrence	Alt Co-Chair <b>Primary vote if D. Meer absent</b>	US EPA
Bill Jones	EPA Coordinator to the RRT <b>No vote</b>	US EPA
Tim Holmes	RRT Co-Chair <b>No vote</b>	USCG
Susan Krala	CG Coordinator to the RRT <b>No vote</b>	USCG
John Tarpley	RRT Rep <b>Consulting Agency – No vote</b>	US DOC NOAA
Jordan Stout	RRT Rep <b>Advisor – No vote</b>	US DOC NOAA
Joseph Dillon	<b>Consulting Agency – No vote</b>	US DOC NOAA NMFS
Janet Whitlock	RRT Rep <b>Consulting Agency – No vote</b>	US DOI OEPC
<b>State Agency RRT members with Incident-Specific Decision Role</b>		
<b>Name</b>	<b>Role</b>	<b>Agency</b>
Yvonne Addassi	RRT Rep <b>Second vote</b>	CA DFW OSPR
Julie Yamamoto	RRT Second Alternate for State <b>Second vote if Y. Addassi absent</b>	CA DFW OSPR
Ellen Faurot-Daniels	ART THSP, RRT Alt. Rep <b>Advising – No vote</b>	CA DFW OSPR
Thomas Campbell	RRT Rep <b>Advising – No vote</b>	CA OES
Trevor Anderson	Alt RRT Rep <b>Advising – No vote</b>	CA OES

<b>Incident:</b>		
<b>Date / Time</b>	<b>RRT Conference Call Notes</b>	<b>After-Action</b>



10.c Decision Forms and Documentation

<b>Decision Form</b>	<b>Where found in Decision Support Checklist</b>
FOSC decision regarding use of dispersants when in a Pre-Authorization Zone	Pages 25-26
FOSC decision whether to move forward to RRT conference call when in an Incident-Specific Authorization Zone	Pages 27-28
RRT decision to authorize/not authorize FOSC dispersant use when in an Incident-Specific Authorization Zone	Pages 29-30
FOSC decision to implement RRT authorization allowing dispersant use	Pages 29-30