



**APPLICATION FOR CERTIFICATION OF EXTERNAL SPILL MANAGEMENT TEAM**

Please type or print clearly in English when completing this application. Refer to page 7 for instructions on how to complete and submit this form.

---

Purpose: This form should be completed by persons offering spill management services to contingency plan holders as part of a plan holder's certified spill management team pursuant to Title 14, California Code of Regulations, subchapter 5, sections 830.1 through 830.11 and who are not directly employed by a plan holder. These persons may include parent companies or affiliates of plan holders or persons offering services to plan holders by contract or other approved means.

**A. APPLICATION TYPE**

- New Application
- Revision (refer to Title 14, California Code of Regulations subsection 830.8(a)). Complete only those sections being revised.
- Renewal (refer to Title 14, California Code of Regulations subsection 830.8(b))
- Update (refer to Title 14, California Code of Regulations subsection 830.8(c)). Complete only those sections being updated.

If indicating Revision, Renewal, or Update, enter your previously assigned SMT number:

**B. APPLICANT INFORMATION**

**1. Legal company name and/or name of applicant:**

Mailing Address:

Phone Number:

Email:

**2. Address of principal place of business of applicant if different from above:**

**3. Contact Name:**

Title:

Mailing Address:

Phone Number:

Email:

**4. Agent for Service of Process. Agent must provide U.S. address. No P.O. Boxes.**

Name:

Mailing Address:

Phone Number:

Email:



**C. DESCRIPTION OF SPILL MANAGEMENT TEAM SERVICES**

**1. The applicant is a spill management team that is (check all that apply):**

- Offering contracted services
- Employed by a plan holder’s parent company or affiliate
- Using personnel employed by subcontracted persons
- Providing services to a non-plan holder spill management team by subcontract

**2. Type(s) of services the spill management team will provide:**

- Initial Response Personnel (indicate positions below in D.1)
- Partial Initial Response Personnel (indicate positions below in D.1)
- Cascading Response Personnel (indicate positions below in D.2)
- Partial Cascading Response Personnel (indicate positions below in D.2)

**3. Indicate geographic region(s) and tier(s) for which the spill management team intends to provide services:**

Indicate the appropriate geographic region(s) in which spill management team services will be provided or indicate whether the spill management team is seeking statewide certification.

<u>SMT Tier</u>	<u>ACPs</u>	<u>RPAs</u>
<u>I</u>	-	-
<u>II</u>	-	-
<u>III</u>	-	-

Tier I SMT – Provides services to facilities with a reasonable worst-case spill volume of 1,000 barrels or more that may impact inland waters; or facilities or vessels with a reasonable worst-case spill volume of 600 barrels or more that may impact marine waters.

Tier II SMT – Provides services to facilities with a reasonable worst-case spill volume of 500 barrels to 999 barrels that may impact inland waters; or facilities or vessels with a reasonable worst-case spill volume of 250 barrels to 599 barrels that may impact marine waters.

Tier III SMT – Provides services to facilities with a reasonable worst-case spill volume of 499 barrels or less that may impact inland waters; or facilities or vessels with a reasonable worst-case spill volume of 249 barrels or less that may impact marine waters; mobile transfer units with any reasonable worst-case spill volume.

ACP 1 – North Coast

ACP 2 – San Francisco Bay and Delta

ACP 3 – Central Coast

ACP 4 – LA/LB North

ACP 5 – LA/LB South

ACP 6 – San Diego

All – All ACPs

For a full description of the ACP boundaries, refer to 14 CCR 790(a)(8).

RPA I – Counties of Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura

RPA II – Counties of Humboldt, Del Norte, Mendocino, Lake, Sonoma, Marin, Napa, Solano, Contra Costa, Alameda, San Francisco, San Mateo, Santa Clara, San Benito, Santa Cruz, and Monterey

RPA III – Counties of Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, and Yuma

RPA IV – Counties of Alpine, Amador, Calaveras, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, and Yolo

RPA V – Counties of Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare

RPA VI – Counties of Imperial, Inyo, Mono, Riverside, San Bernardino, and San Diego

All – All counties



**APPLICATION FOR CERTIFICATION OF EXTERNAL SPILL MANAGEMENT TEAM**

**D. BASIS FOR CERTIFICATION**

If the applicant is requesting certification in more than one tier classification, provide information supporting the spill management team’s ability to meet the requirements of the highest tier (largest reasonable worst-case spill volume) for which the applicant is requesting certification. If the applicant is providing services for different tiers in separate geographic regions, include attachments providing information for each geographic region.

**1. Initial Response Personnel:**

Indicate the number of initial response personnel who can perform the following incident command system (ICS) positions, who can arrive on-scene within eight hours of being notified of a spill, as described in Title 14, California Code of Regulations, subsections 830.4(a)(1)(A), (a)(2)(A), and (a)(3)(A), and have the qualifications described in subsections 830.5(d) through (h), as applicable to the tier classification for which the applicant is requesting certification. If the applicant will rely on subcontractors to supplement its initial response personnel, indicate the name(s) of subcontractor(s) providing services. Personnel must be located in the continental United States, available on a 24-hour basis, and shall be fluent in English.

For applicants indicating Initial Response Personnel – all positions in section C.2.:

- Tier I & II spill management teams: The total number of personnel shall not be fewer than 4 individuals.
- Tier III spill management teams: The total number of personnel shall not be fewer than 3 individuals.

<u>ICS Position</u>	<u>Number of Trained Personnel</u>	<u>Provider of Personnel (if subcontracted)</u>
<b><u>Incident Commander</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Safety Officer</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Operations Section Chief</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Other Position (specify): _____</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Other Position (specify): _____</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-



**APPLICATION FOR CERTIFICATION OF EXTERNAL SPILL MANAGEMENT TEAM**

**2. Cascading Response Personnel:**

Indicate the number of cascading response personnel, including alternates, who can perform the following incident command system (ICS) positions, who can arrive on-scene within 24 hours of being notified of a spill, as described in Title 14, California Code of Regulations, subsections 830.4(a)(1)(B), (a)(2)(B), and (a)(3)(B), and who have the qualifications described in subsections 830.5(d) and (i) through (l), as applicable to the tier classification for which the applicant is requesting certification. Refer to subsections 830.4(a)(1)(C), (a)(2)(C), and (a)(3)(C) for the required alternates for cascading positions. For personnel not employed by the applicant, indicate the provider of the personnel. A list of the names of personnel employed by the applicant shall be maintained at the applicant’s place of business and made available to the Administrator upon request. Personnel must be located in the continental United States, available on a 24-hour basis, and shall be fluent in English.

Applicants indicating Cascading Response Personnel - all positions in section C.2. are not required to provide personnel for the Assistant Public Information Officer position.

<u>ICS Position</u>	<u>Number of Trained Personnel</u>	<u>Provider of Personnel (if subcontracted)</u>
<b><u>Incident Commander</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Safety Officer</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Assistant Liaison Officer</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Assistant Public Information Officer</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Operations Section Chief</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Planning Section Chief</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-



**APPLICATION FOR CERTIFICATION OF EXTERNAL SPILL MANAGEMENT TEAM**

<u>ICS Position</u>	<u>Number of Trained Personnel</u>	<u>Provider of Personnel (if subcontracted)</u>
<b><u>Logistics Section Chief</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-
<b><u>Finance Section Chief</u></b>		
<u>Personnel Employed by Applicant</u>	-	-
<u>Subcontracted Personnel</u>	-	-

**3. Certification or renewal exercise:**

A spill management team shall achieve the objectives required for certification by the end of the third full calendar year following the issuance of an interim certification (see Title 14, California Code of Regulations, sections 830.6 and 830.7). Refer to subsection 830.6(a) for procedures for scheduling a certification exercise and the criteria for spill response credit. Indicate the method and the anticipated date or year and location the exercise will be scheduled.

OSPR D&E Exercise                       Other: Applicant will contact OSPR

Date or Year: \_\_\_\_\_ Location: \_\_\_\_\_

**E. MOBILIZATION PLAN**

Provide a general description of the means by which personnel and essential supporting equipment will arrive on-scene within the required timeframes in the geographic region(s) for which the spill management team intends to provide services (described in Title 14, California Code of Regulations, section 830.4). The description shall reference locations where personnel are typically based and the method by which (e.g. commercial jet, automobile) they will arrive.



**F. ATTESTATION**

The information provided regarding spill management team personnel and capabilities is factual and correct to the best of my knowledge and belief. I agree to allow Office of Spill Prevention and Response personnel access to my facility and documentation associated with the spill management team certification process, prior and subsequent to receiving a certification, for the purpose of verifying information contained in this application. I understand that all training records identified for certification purposes are subject to verification. I agree to participate in announced and unannounced exercises as set forth in Title 14, California Code of Regulations, sections 830.6 and 830.7, to verify any or all information contained in this application, prior and subsequent to receiving a certification.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **INSTRUCTIONS**

This form is required to be submitted to the Office of Spill Prevention and Response (OSPR) in accordance with Title 14, California Code of Regulations, section 830.7 for a provider of personnel to a plan holder's spill management team to become certified by the Office of Spill Prevention and Response. This form should be completed by a spill management team providing spill management services to a plan holder by contract or other approved means. This form can be found on OSPR's website at <https://www.wildlife.ca.gov/OSPR/Spill-Management-Teams>.

### **1. Submit completed application via one of the following methods:**

By U.S. Mail to:

California Department of Fish and Wildlife  
Office of Spill Prevention and Response  
Attn: Preparedness Branch  
P.O. Box 944209  
Sacramento, CA 94244-2090

By e-mail to: [osprsm@wildlife.ca.gov](mailto:osprsm@wildlife.ca.gov)

Note: For security purposes, ZIP files transmitted via e-mail will not be accepted.

### **2. If the applicant is requesting different tiers in separate geographic regions, include additional pages providing information for each geographic region.**

### **3. Miscellaneous instructions:**

- If a question does not apply, answer "not applicable".
- If additional space is required, supplemental pages may be attached.
- Incomplete applications will not be processed until OSPR receives all required information.
- Confidentiality. To assert a claim of confidentiality of any information required by this application, see Title 14, California Code of Regulations, subsection 830.7(f).

### **Section C**

The applicant should indicate whether they will offer services by contract, whether they are employed by a parent company or entity affiliated with a plan holder, whether they will use personnel employed by a subcontractor, or whether the applicant offers services to a non-plan holder spill management team through a subcontract in C.1. The applicant may select all options that apply. In C.2., the applicant should indicate whether they are intending to provide all of the Initial and Cascading Response incident command system positions required for a spill management team or whether they will provide only part of the positions. In C.3., the applicant should indicate the tier and geographic regions for which they are requesting certification.

### **Section D**

The applicant shall indicate the number of personnel employed by the applicant and the number and provider of subcontracted personnel, if applicable, in section D. Personnel listed in section D.1 shall have the training described in subsections 830.5(d) through (h) for Initial Response Personnel, as applicable to the tier classification for which the applicant is requesting certification.

Personnel listed in section D.2 shall have the training or other qualifications described in subsections 830.5(d) and (i) through (j), as applicable to the tier classification for which the applicant is requesting certification.

If personnel still need training at the time a New Application form is submitted, as indicated in section A, the applicant shall indicate the current number of personnel trained in compliance with subsection 830.5(d) through (j). When the Administrator requests documentation of training, exercise participation, and experience, as described in subsection 830.7(b)(2), the applicant shall submit a training plan indicating which courses will be completed by December 31 of the third full calendar year following the date of issuance of an interim certification.