

Plan Holder Spill Management Team Online Application Training Session Script

This document contains the accompanying script used for the Plan Holder Spill Management Team (SMT) Online Application training session held on March 15, 2022. The video of the presentation is available on the Office of Spill Prevention and Response's (OSPR) [SMT website](#).

Account Registration

Here is the registration page where you use your email and password to login to the SMT Application. If you do not have a login, you will need to register by selecting the Register button on the right side of the page. This will take you to the registration page where you will be required to enter your information to create an account. Consultants may create an account to fill out an application on behalf of a plan holder.

Follow the instructions and steps to complete your registration. As you scroll down the page, you'll notice that you will be required to fill out your name and address.

At the bottom of the registration page, you will enter an email address which will become your username and is tied to your applications, and you will create your password. After typing all of the information, select the Create button to create your account. It will then send you back to the login page, where you can input your email address and password that you just created.

Select Login, and you will then be taken to the SMT Application Index page, or dashboard, showing your applications. You will notice that on the top left is a linked Index button. As you progress through the application, you'll have access to previous pages by selecting the links such as this one. Now you are able to fill out an application as an external SMT, or plan holder SMT, by selecting the appropriate link.

The Index Page is where your applications will be listed after you have started, or submitted them, and it will be where you can edit or print them as well.

Applicant Information Screen

This is the plan holder application page where you will fill out your applicant information. You will enter your company name, address, and phone number. Note that the email box cannot be edited. The email address is taken directly from your registered account.

As you scroll down, you'll enter the address of the principal place of business, if it is different than the address previously entered.

Below that you have the contact information where you will provide the name, address, and contact information of the contact person. This is the contact that you will want all correspondence from OSPR SMT to go to. Please ensure that the contact information is correctly entered.

We've now come to the Spill Management Team Services Section. Plan holders may draw from their own employees, personnel from a corporate parent or affiliated company, contracted personnel, or a combination thereof. In this section, you will indicate which types of personnel the plan holder is using for their certified SMT. Select "Yes" for each type of personnel that the plan holder's SMT includes and "No" for types that do not apply. For example, if the plan holder is using only their own employees, select "Yes" for "Personnel employed by a plan holder" and "No" for the other options.

Plan holders are encouraged to combine their certification exercise with their annual or triennial exercise held through OSPR's Drills and Exercises program. Indicate whether the applicant will use an OSPR D&E Exercise or if the applicant will contact OSPR about alternate arrangements. Enter the year and location you plan to conduct your certification exercise. If you do not yet know the exercise location, you may enter TBD.

Plan holders must submit a mobilization plan as part of their application. The mobilization plan should account for the locations of the primary Initial and Cascading Response positions and describe how they will arrive on-scene in the applicable geographic regions. OSPR has created a [Mobilization Plan template](#) that plan holders can use to document their mobilization details. The template can be found on the [SMT website](#). If you are submitting documents by email, please note that in the Mobilization Plan text box.

For the mobilization of personnel not employed by the plan holder, you may refer to the respective external application(s) for details. Provide the name of the SMT providing the personnel and include their SMT Number if available.

When entering text into the text mobilization plan text box, you may either copy and paste from a word processing document or type directly into the text box. If you have an Excel Spreadsheet, please email it to OSPRSMT@wildlife.ca.gov. Note the bottom right corner of the box. If you left click and drag the box outward, you can create additional room to view your text.

Lastly, we have the User Notes box. This is used for Revisions, or Corrections ONLY. If you are revising, or correcting your application, please indicate the changes in the box below. You will need to hit the Save and Continue button at the bottom of this page, then continue through the Attestation Page and re-submit for OSPR staff to be notified of your change. You can adjust the box size by dragging the bottom-right corner. OSPR SMT will not be notified if you have made an Update, only if you have made a Correction or Revision.

C-Plans Screen

We've now come to the Contingency Plans page. As mentioned before, as you progress through the application you will be able to select the link to previous pages in case you need to navigate backwards. Do not click the house icon, as it will take you out of the application system entirely.

This page provides information on Tiers, Area Contingency Plans (ACP), Waters Impacted, and Regional Planning Areas (RPA), to assist you when entering your C-Plan information at the bottom of the page. Inland plan holders will only list the RPAs, marine plan holders will only list the ACPs. But, if there is a blanket plan for facilities impacting both marine and inland waters, you will be required to list both the RPAs and the ACPs.

For waters impacted, marine plan holders will select marine and inland plan holders will select perennial, intermittent, or ephemeral. If you're curious which waters impacted to select, we have a [job aid](#) describing the steps to determine your waters impacted.

As you see I have entered a C-Plan into the system, and this is what it looks like after it has been created. In my example, I am a marine plan holder and did not fill in the RPA field, as it is not applicable. You can edit or delete a C-Plan by selecting the appropriate link. To add a Contingency Plan you will select the Add Contingency Plan button. When Edit is selected, you will be allowed to make changes to a C-Plan.

The C-Plan Number box is where you will type in your plan number. You will select which Tier is appropriate based on a worst-case spill scenario, as well as the waters impacted, ACP, and RPA, as applicable. Note that the RPA is in Roman numerals. Please separate multiple waters impacted, RPAs, or ACPs, with commas. Select Save, and your new plan will show at the bottom of the C-Plans page, as seen. Select the Next button to save your progress and continue to the next page.

You may add multiple contingency plans if the plan holders are relying on a common pool of SMT personnel. The system currently supports up to three¹ contingency plan entries. If you need to add additional contingency plan numbers, send an email with the additional contingency plan information to OSPRSMT@wildlife.ca.gov with the SMT Number in the subject line.

Initial Personnel Screen

After selecting Next, you will arrive at the Initial Personnel page. Note the minimum required personnel for Tier I/II and Tier III. Initial Personnel will need to arrive within eight hours of being activated, and must include an Incident Commander, Safety Officer, and Operations Section Chief. Tiers I and II require a fourth position, which can be an alternate to one of these three positions or another ICS Position.

I have already entered three initial personnel as shown below. To edit, delete, or add personnel, select the appropriate button to the right of each position.

The system will not allow you to have fewer than the minimum required personnel based on the Tier selected on the C-Plans page. For example, if you tried to continue to the Next page with three personnel and you're Tier I or II, you will receive an error message and you will not be allowed to move forward until additional personnel are added. Watch as I try to move forward in the application with only three personnel,

¹ Note: The submission system has been updated to accept up to 20 contingency plan entries.

even though Tier I requires four initial personnel. This means I need to create another position or add a position to one of the personnel already listed.

In this example I'm going to add another Incident Commander. I'll select the add to ICS position to the right of the already-created Incident Commander. From here, I will select whether the Incident Commander is employed by the plan holder, the plan holder's parent company or affiliate, or contracted personnel. I will enter the number trained and the provider of personnel if other than the plan holder. If the plan holder is providing the position, then the provider of personnel box may be left blank. I will select Create, and now that new position will show on the Initial Personnel page.

To create a new ICS Position, select the Create New ICS Position button.

If personnel on your team still need training at the time you submit your application, indicate the number of personnel who plan to complete the required training by the end of the interim certification period, which is by the end of 2025 if applications are submitted by June 30, 2022.

Once all required positions are filled in, I am going to select the Next button to save my progress and continue with the application.

Cascading Personnel Screen

We've now reached the Cascading Personnel page. Note the minimum required personnel for each Tier. Again, the Tier was established on the C-Plans page, which you can reach by selecting the link at the top.

Eight trained, command and general staff positions are required for each tier and must be able to arrive to the incident location within 24 hours of being activated. Depending on the tier, you are required to have a specific number of personnel per position. Detailed instructions are provided at the top of the page.

Inland plan holders who fall into Tier III and whose operations only pose impacts to waters designated as intermittent or ephemeral are exempt from including Cascading Response Personnel on their SMT. Inland contingency plan holders may refer to the [Waters of the State Guidance Document](#), as mentioned in the C-Plans page for help identifying the impacted waters.

Note that no positions have been entered yet. To create a new position, I will select the Create New ICS Position button. I will select the ICS Position from the dropdown menu and choose the Type of Personnel. I will have one trained personnel for this position. Remember, since it is a contracted position, I must include the provider of personnel. Select Create.

The position I just created now populates on the Cascading Personnel page. If you do enter all of the required positions, the system will not allow you to proceed until those positions are filled. If I try to proceed with the application by selecting Next, I will get an

error message. Notice the other required positions pop up as blue links. When you click on a position link it will allow you to create a new ICS position just like we did for the Incident Commander. Make sure you fill in all the positions before submitting.

Once I add the positions by selecting the blue link for each position, I will be able to select Next and proceed to the Attestation Page. If one position is not filled in, I will receive the error message like before, and will not be able to proceed. I will need to add that final position.

Once all required positions have been entered, I will select Next to continue with the application. Note that the error message does not populate, and I am able to continue to the Attestation page.

Attestation Screen

We conclude the SMT Certification Application with the Attestation page. You will fill in the title and name of the applicant. The signature is the typed, full name of the applicant. If you're a consultant completing the application on behalf of a plan holder, put your name. Once the information has been entered, select the Submit Form button. Once it is selected, you will receive confirmation that it has been submitted. If further information is needed, OSPR will reach out with specific requests. Please submit the mobilization plan, training plan, and/or list of additional contingency plans to OSPRsmt@wildlife.ca.gov, as shown in the instructions.

You may then go back to the Index page where you can view all your applications, whether they have been submitted or are in progress.

As you can see, I have a submitted application with that has been assigned an SMT Number. Every application that has been started will be provided an SMT Number. You may edit the application if OSPR requests any corrections, and you may print a copy for your records using the Print Preview link. OSPR will reach out to you if there are any deficiencies in your application after it has been submitted.

Post-Attestation (Viewing an Application)

To make changes to a submitted application, or to an application that has not been submitted yet, go to your Index Page, and select Edit next to the application. The Index Page is where all applications will be shown. I have two applications showing here but you may have more, or just one. We're going to go ahead and edit an application that is In Progress.

You'll noticed that the applicant information page is slightly different. There are a new set of instructions in red. These instructions are only available after you start an application. These instructions explain the radio buttons below. The radio buttons are: In Progress, Correction, Update, or Revision.

Don't worry about the Correction button unless you have received a communication from OSPR staff regarding deficiencies with a submitted application.

If you are making an update, revision, or correction, change the radio button from in progress. In Progress is the default option and means that you are still working on your application. If you are still working on your application and have not submitted it yet, there is no need to change the radio button.

Correction is used to correct information from a previously submitted application. Update is used to change contact information or other non-significant changes. Revision is used to request changes to geographic regions, tier, or number of response positions. Select the appropriate radio button for your application. If Correction, Update, or Revision are selected, you will need to hit the Next button at the bottom of the page and continue through the application until you are able to attest and re-submit your application. Once it is re-submitted, your changes will be sent to OSPR staff.

Use the User Notes Text Box to denote what corrections or revisions you have made to the application. You can add a note with an update, but OSPR staff will not be notified of updates.

END