

External Spill Management Team Online Application Training Session Script

This document contains the accompanying script used for the External Spill Management Team (SMT) Online Application training session held on March 17, 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 Spill Management Team (SMT) Application. If you do not have a log in, you will need to Register by selecting the Register button on the right of the page. This will take you to the registration page where you will be required to enter your information to create an account.

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 needed, 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 external 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.

For the Agent for Service of Process, please fill in the information for the individual or business that is designated to receive legal documents on behalf of the applicant. The Agent must be located in California, which is why the field is not editable.

We know that external SMTs can offer a subset or a full team, this is where you'll indicate what personnel you're providing by selecting the "Yes" or "No" radio buttons as shown. The selections you make here will drive your options in the Initial and Cascading Personnel pages later in the application. If you provide all of the Initial and/or all of the Cascading Personnel, then you must provide all of the personnel in the corresponding Initial and Cascading Personnel pages of the application. If you're only providing Cascading Personnel, select "No" for both Initial Personnel options. You may then skip the Initial Personnel page and continue with the Cascading Personnel. I will go into further detail when we get to the Initial and Cascading Personnel pages. Just note that I have selected Yes to providing all Initial and all Cascading personnel.

To further explain the SMT Services - if "Yes" is selected for Initial Response Personnel (all positions), then "No" will be selected for Partial Initial Response Personnel. The same goes for Cascading Response Personnel: if "Yes" is selected for Cascading Response Personnel (all positions), then "No" will be selected for Partial Cascading Response Personnel.

It's encouraged for SMTs to combine a certification exercise with an 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.

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

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, Corrections, or Updates 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. You may write changes for Updates in the User Notes box, but if it is important,

please email OSPR SMT, as we will not be notified if you have made an Update, only if you have made a correction or revision.

Regions & Tiers Screen

We've now come to the geographic regions and tiers 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), and Regional Planning Areas (RPA), to assist you when entering your Tier information at the bottom of the page. If you are only providing services to inland plan holders you will only list the RPAs, if you are only providing services to marine plan holders you will only list the ACPs. If you are providing services to both inland and marine plan holders, you will be required to list an RPA and ACP.

As you see I have entered a Tier into the system, and this is what it looks like after it has been created. In my example, I am representing both inland and marine, and have entered two ACPs and selected all for the RPA field to represent all RPAs. You can edit or delete a Tier by selecting the appropriate link. If you are requesting multiple tiers in multiple regions, you may create a new tier by selecting the Create New Tier Button.

When Edit is selected, you will be allowed to make changes to a Tier.

You will notice that we are editing this fictional Tier I have already created. You will select which Tier is appropriate based on a worst-case spill volume, as well as the ACP and RPA as applicable. Note that the RPA is in roman numerals only. Please separate multiple RPAs or ACPs, with commas. Select Save, and your Tier will show at the bottom of the Regions & Tiers page as seen. Select the Next button to save your progress and continue to the next page.

Initial Personnel Screen

If you selected "All Initial Personnel" or "Partial Initial Personnel" in the SMT Services Section, you will enter the Initial Personnel here. If you are not offering any initial personnel as indicated in the SMT services section, you can leave this section blank.

Initial Personnel will need to be able to arrive within eight hours and include an Incident Commander, Safety Officer, and Operations Section Chief. If you selected All Initial Personnel in the SMT Services Section, then you must select three or four initial personnel depending on Tier. I selected All Initial Personnel in the SMT Services Section and have entered three personnel while being Tier I. To edit, delete, or add personnel, select the appropriate button to the right of each position. If you selected all Initial Personnel in the SMT Services Section, the system will not allow you to have fewer than the minimum required personnel based on the Tier selected in the Regions and Tiers 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, even though Tier one requires four initial personnel. This error message 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 applicant or subcontracted personnel. I will enter the number trained and the provider of personnel if other than the applicant. If the applicant 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

If you selected "All Cascading Personnel" in the SMT Services Section, you are required to enter the Cascading Personnel here other than the Assistant Public Information Officer. If you are not offering partial cascading personnel as indicated in the SMT services section, you can leave this section blank.

If you are providing all cascading personnel, seven trained, command and general staff positions are required to be entered for all tiers who are able to arrive to the incident location within 24 hours of being activated. Depending on the Tier, you may be required to have a specific number of personnel per position. Detailed instructions are provided at the top of the page.

Note that no positions been entered, but I did select that I am providing "All Cascading Personnel" in the SMT Services Section. To create a new position, I will select the blue link for each position as shown. I will now add the Incident Commander position. I will choose if the position is employed by the applicant or subcontracted personnel. I will have three trained personnel for this position as required by my Tier. Remember, since it is a subcontracted position, I must provide the Provider of Personnel information. Select "Create."

The position I just created now populates on the Cascading Personnel page. If you do not meet all of the positional requirements, the system will not allow you to proceed until that position, or positions, are filled. If I try to proceed with the application by selecting

"Next," I will get an error message. I will then need to select each position link to create that position.

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 now add all the positions.

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. Note that my name is automatically saved into the system and auto populates as an option due to my browser settings. Once the information has been entered, select the "Submit Form" button. Once it is selected, you will receive confirmation that your application 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 documentation 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 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 an application that has not been submitted yet, go to your Index Page. The Index Page is where all applications will be shown. I have one external application, and two plan holder applications, showing here but you may have more, or just one. We're going to go ahead and edit an application by selecting the "Edit" button next to our external SMT application.

You'll notice 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 until 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 if you are still working on your application and have not submitted it yet, there is no need to change this selection.

Correction is used to correct information after an application has been submitted. 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 after the interim certification has been provided.

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 may write changes for Updates in the User Notes box and if it is important, please email OSPR SMT as we will not be notified if you have made an Update, only if you have made a correction or revision.

END