



**EXTERNAL SPILL MANAGEMENT  
TEAM  
Online Application Job Aid  
for  
Spill Management Team Certification**



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## Introduction

In 2017, the *Lempert-Keene-Seastrand Oil Spill Prevention and Response Act* was amended to require owners or operators of facilities and vessels regulated by the Office of Spill Prevention and Response (OSPR) to identify a certified spill management team (SMT) in their contingency plans. OSPR promulgated regulations (Title 14 CCR § 830.1-11) implementing the legislation, which require plan holders and companies providing personnel to plan holders to submit applications requesting certification. At the request of the regulated community, OSPR created an online system that can be used to submit applications. Users can also directly update their contact information, make corrections, and request revisions through the system.

This job aid will guide you through the online application for external SMTs. External SMTs include companies offering services by contract or subcontract, as well as corporate teams providing personnel for a plan holder's certified SMT. External SMTs are encouraged to apply through the online system in lieu of completing a [DFW Form 1006 Application for Certification of External Spill Management Team](#), which can be found on OSPR's [SMT website](#). In addition to the instructions in this job aid, the online application contains extensive instructions and reference information to assist applicants.

For assistance with the application, please email [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov). You will typically receive a response to your request within one full business day.

Note: The online application system is compatible with many different browsers; and has been tested in Chrome, Firefox, and Edge. It is highly recommended to have a high-speed internet connection.



## Registration

All new applicants must create an account with the California Department of Fish and Wildlife. Go to OSPR's [SMT website](#) to find the link to the online application. To create a new account, click on "Register" in the "Actions" box.

The screenshot shows a web interface for logging in. At the top left, there are links for "Apps", "My Account", and "Login". The main heading is "Login". Below it, a message says "Login to the California Department of Fish and Wildlife." There are two input fields: "Username/Email" with the value "jdoe@domain.org" and "Password". A red error message below the password field says "A password is required." A blue "Login" button is at the bottom. On the right, there is a dark "Actions" menu with a star icon. It contains three items: "Login", "Register" (which is circled in red), and "Forgot Password".

You will be directed to a Registration Page where you will fill out the information required to create the account you will use to access the SMT Application. After you have filled in your information, you will receive an email to activate your account.

The screenshot shows the "Create Account" page. At the top, it says "My Account > Create Account". The heading is "Create Account". Below that, there are "INSTRUCTIONS" for creating an account, including a two-step process and a note for employees. The form is divided into two sections: "Personal Information" and "Login Information".  
**Personal Information:** Includes a checkbox for "Age of Consent" (I certify that I am at least 18 years old), a note about state law restrictions, and input fields for "First Name", "Middle Initial" (optional), "Last Name", "Address Line 1", "Address Line 2" (optional), "City", "Country" (United States of America), "State (if US)" (California), and "ZIP (Postal) Code".  
**Login Information:** Includes an "Email" field with the value "shane.keefe@wildlife.ca.gov", "Password Requirements" (15-50 characters, mixed case, numbers, symbols, no space/tab, and not recent), "New Password" field, and "Confirm Password" field. A "Create" button is at the bottom.



## Getting Started with the Online Application

Once you have activated your account, go to the application link on the [SMT website](#) and login using the credentials you created. Note: If you forget your password, click on the “Forgot Password” link located in the “Actions” box and follow the instructions.

The screenshot shows a web application interface. At the top left, there are navigation links: 'Apps | My Account | Login'. The main heading is 'Login'. Below it, a sub-heading reads 'Login to the California Department of Fish and Wildlife.' There are two input fields: 'Username/Email' with the value 'jdoe@domain.org' and 'Password'. A red box highlights the password field and the error message 'A password is required.' below it. A blue 'Login' button is at the bottom. On the right side, there is an 'Actions' menu with a star icon and three items: 'Login', 'Register', and 'Forgot Password'.

## Navigation

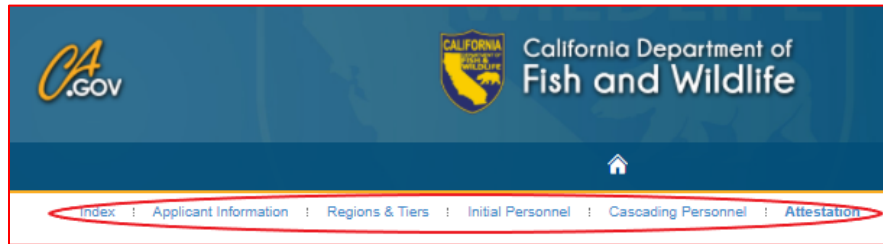
The application system has six different screens:

- **Index:** Dashboard where you can start an application, as well as edit, print, and view the status of existing applications.
- **Application Information:** Enter your contact information, Agent for Service of Process, SMT services offered, and your mobilization and certification exercise information. This screen corresponds to sections A, B, C, D.3, and E of DFW Form 1006.
- **Regions & Tiers:** Enter the tiers and geographic regions for which certification is requested. This screen corresponds to section C.3 of DFW Form 1006.
- **Initial Personnel:** Enter the number of Initial Response Personnel and the provider of personnel, if other than the applicant. This screen corresponds to section D.1 of DFW Form 1006.
- **Cascading Personnel:** Enter the number of Cascading Response Personnel and the provider of personnel, if other than the applicant. This screen corresponds to section D.3 of DFW Form 1006.
- **Attestation:** Attest to the veracity of the information provided and your intent to meet program requirements. This screen corresponds to section F of DFW Form 1006.

After completing the Application Information screen, you will navigate sequentially to the other screens by selecting the “Back” or “Next” buttons located at the bottom of each page. You are not required to complete the application in one sitting. Once you have completed the Applicant Information screen, the system automatically saves your progress as you complete each entry, so you can return to your application to complete it later.



As you progress through the application, you can navigate to previous screens by selecting the header page link located at the top of each page of the application.



There are instructions at the top of each screen. It is extremely important to read all instructions in the application system before entering information. You may be prompted to fill in required information if you attempt to leave a page without filling in all of the required fields. Blue text indicates a clickable link within the system

To complete any fields with lengthy text in the application, we recommend that you compose the text using word processing software and then copy and paste the text into the application form. Please carefully review all pasted text, particularly when using special characters, bullets, etc.

Do not copy and paste charts or tables into the text boxes within the application. Ancillary documentation may be submitted by emailing [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov) with your SMT Number in the subject line.

Note: There is a house symbol located near the top of the Application that, if selected, will take you back to the CDFW home page. We do not recommend selecting this icon unless you want to exit the application. To navigate back to your dashboard, select the “Index” tab on the heading at the top of the page.





## Index Screen

You will start at the Index screen, where you can also access your applications to view their status, edit, and print them.

Index

Application for Spill Management Team Certification

External Spill Management Team

[Create New External Application...](#)

Name	SMT Number	Status		
ABC SMT	EX9737	In Progress	<a href="#">Edit</a>	<a href="#">Print Preview</a>

To begin an application, click on "Create New External Application" from the Index screen.

Index

Application for Spill Management Team Certification

External Spill Management Team

[Create New External Application...](#)

After selecting "Create New External Application," you will be taken to the create New External Application screen.

## Applicant Information Screen

This is where you will enter your contact information, types of SMT services offered, and your mobilization and certification exercise information. The Applicant Information screen corresponds to sections A, B, C, D.3, and E of DFW Form 1006. Once you have completed the sections on this screen and click "Save and Continue," your application will be saved and you will be able to access it from the Index screen.

When you first create an application, the top of the screen will say, "Create External Application."

Create External Application

**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, 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.



When you return to an application, the top of the screen will say "Applicant Information" and you will be prompted to select an option that represents your application status. See the [Returning to an Existing Application](#) section of this job aid for guidance on returning to an application in progress, making corrections and updates, and requestions revisions and renewals.

**Applicant Information**

**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, 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.

**INSTRUCTIONS:** DO NOT CHANGE THE RADIO BUTTON below unless you are making a Correction or an Update to a submitted application. Application opens "In Progress".

---

In Progress  
  Correction  
  Update  
  Revision

### Applicant Information

The Applicant Information section corresponds to Section B.1 of DFW Form 1006.

Enter the following applicant information: Legal company name, mailing address, and phone number. The email address will automatically populate with the email associated with the account.

Applicant Information

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Legal company name and/or name of applicant...

Mailing Address...    City...    State...    Zip...

Phone...    Shane.Keefauver@Wildlife.ca.gov

### Address of principal place of business (if different from above):

Fill out this section if the address of the applicant's principal place of business is different from the address listed in the Applicant Information section above. You may also use this space to add an alternate point of contact. If you enter an email address, this email will be included on correspondence from OSPR SMT. This section corresponds to B.2 of DFW Form 1006.

If applicable, enter the mailing address, as well as the phone number and email.

Address of principal place of business (if different from above)

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Address...    City...    State...    Zip...

Phone...    Email... |





### Contact Information

Enter the contact information to be used for all correspondence. Please ensure that the contact information is correctly entered. This section corresponds to B.3 of DFW Form 1005. Enter the contact name, mailing address, phone number, and email address.

Contact Information *(This information will be used for all correspondence, please ensure the correct name, email address, and phone number are entered.)*

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First... Last... Title...

Address... City... State... Zip...

Phone... Email...

### Agent for Service of Process

Fill in the details for the individual or business that is designated to receive legal documents on behalf of the applicant. This section corresponds to B.4 of DFW Form 1006. This section is required. If you try to advance without entering an Agent for Service of Process, you will receive an error message and will not be allowed to proceed.

Enter the name, mailing address, phone number, and email address of your Agent for Service of Process. The Agent for service of Process must be located in California, so you will not be able to change the state in the address input.

Agent for Service of Process

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First... Last...

U.S. address. No P.O. Boxes... City... California Zip...

Phone... Email...

### Spill Management Teams Services Section

All entities providing services for a plan holder's certified SMT are required to apply for certification. This includes companies offering services by contract or subcontract, as well as corporate teams providing personnel for a plan holder's certified. External SMTs may offer any subset of the positions required for plan holders' SMTs.

In this section, you will indicate which type of services you are providing, as well as the degree of personnel coverage you are offering. This section corresponds to section C of DFW Form 1006.



For the first question in the SMT Services section, indicate whether the applicant is providing contracted services, is from a parent or affiliate of a plan holder, is using subcontracted personnel, and/or is providing services to another external SMT by subcontract. Select "Yes" for the options that apply to your application, and "No" for those that do not. You must select "Yes" or "No" for all radio buttons to be allowed to proceed to the next screen.

**Spill Management Team Services**

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

Offering contracted services	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Employed by a plan holder's parent company or affiliate	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Using personnel employed by subcontracted persons	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Providing services to a non-plan holder spill management team by subcontract	<input type="radio"/> Yes	<input checked="" type="radio"/> No

For the second question, indicate whether the applicant is providing all of the positions required for an SMT of the tier for which the applicant is requesting certification, or if the applicant is offering a subset of the positions<sup>1</sup>. Applicants must indicate this separately for Initial and Cascading Response Personnel. You must select "Yes" or "No" for all radio buttons to be allowed to proceed to the next screen.

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

Initial Response Personnel (all positions)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Partial Initial Response Personnel (indicate positions on Initial Personnel screen)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Cascading Response Personnel (all positions)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Partial Cascading Response Personnel (indicate positions on Cascading Personnel Screen)	<input type="radio"/> Yes	<input checked="" type="radio"/> No

### *Certification or Renewal Exercise*

SMTs are encouraged to combine their certification exercises with other exercises 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. The Certification or Renewal Exercise section corresponds to D.3 of DFW Form 1006.

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<sup>1</sup> Note: If an applicant is offering all Cascading positions except for the Assistant Public Information Officer, you may select "Yes" for the "Cascading Response Personnel (all positions) option."



Enter the date or year and location you plan to conduct your certification exercise. If you do not yet know the exercise location, you may enter TBD.

Certification or Renewal Exercise

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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

### Mobilization Plan

SMTs must submit a mobilization plan as part of their application. The mobilization plan should account for the locations of the applicable Initial and primary Cascading Response Personnel positions and describe how they will arrive on-scene in each geographic region for which certification is requested. The Mobilization Plan section corresponds to section E of DFW Form 1006.

You may enter the details of your mobilization plan in this section, or you may email it to [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov). OSPR has created a [Mobilization Plan template](#) that SMTs 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 subcontracted personnel not employed by the applicant, you may refer to their respective application(s) for details. Provide the name of the SMT providing the personnel and include their SMT Number if available.

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 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.

For mobilization of subcontracted personnel not employed by the applicant, you may refer to the relevant external application(s) for details rather than providing that information here.

If you cannot enter your full mobilization plan in the space provided, you may submit it by email to [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov) with your SMT number in the subject line. If you will be submitting additional documents by email, note that in the space below.

Mobilization Plan...

### User Notes

Only complete this section if you are correcting your application, making nonsignificant updates, or requesting a revision. See the [Returning to an Existing Application](#) section for details on making corrections and revisions. If you need to send the SMT Team a note with a new application, email [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov).



Indicate the change(s) to your application in the User Notes text box. Your note will be saved when you select the “Next” button, but it will not be submitted until you have completed the Attestation screen and selected the “Submit Form” button.

User Notes (For Updates or Revisions only. Please indicate the change(s) to your application. Your note will be submitted when you click "Next.")

User Notes...

Back Next

### Geographic Regions and Tiers Screen

This is where you will enter the tiers and geographic regions for which you are requesting certification. The Geographic Regions and Tiers screen is referred to as "Regions & Tiers" in the navigation bar in the header, and it corresponds to C.3 of DFW Form 1006.



The Regions & Tiers screen has legends defining the Tiers, Waters Impacted, Area Contingency Plans (ACP), and Regional Planning Areas (RPA). To enter the Tiers and geographic regions for which you are requesting certification, select “Create New Tier.”

### Geographic Regions and Tiers

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

- 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.
- 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 Yuba
- 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
- 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

Tier	ACP	RPA

Create New Tier

Back Next



After selecting “Create New Tier,” you will be prompted to enter the Tier, ACPs, and RPAs for which you are requesting certification. Consult the legends on the entry page, as well as the instructions beneath each entry field, to help you correctly enter these details. You are required to enter information in both the ACP and RPA fields, so enter “N/A” if one of the geographic region fields does not apply. Once you have entered all of the required information, select the “Create” button at the bottom of the screen.

This button will save your entry and return you to the Regions & Tiers screen. From here, you can edit an entry by selecting “Edit” or “Delete.” You may also create additional entries, in case you are requesting certification for different Tiers in different regions (e.g., Tier I in ACP 5, Tier II in ACP 1).

Tier	ACP	RPA	
1	All	All	Edit   Delete

Once you have finished entering your geographic regions and Tiers, select the “Next” button to proceed.

### Initial Personnel Screen

This is where you will enter information about the Initial Response Personnel who can arrive on scene within eight hours of being activated. The Initial Personnel screen corresponds to D.1 of DFW Form 1006.

If you selected "Partial Initial Personnel" in the SMT Services section, enter the Initial Response positions included on your team.

If you selected "Full Initial Response Personnel" in the SMT Services section, you must enter an initial Incident Commander, Safety Officer, and Operations Section Chief. If you selected "Full Initial Response Personnel" and you are in Tier I or II, you must add these three positions, plus one additional. This fourth team member can be an alternate for one of the three required positions, or it can be another ICS position.



### *Adding the Incident Commander, Safety Officer, and Operations Section Chief*

To add each position, select the blue text link corresponding to the position below the table.

For applicants indicating Initial Response Personnel – all positions on the Applicant Information screen.

- 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>Type of Personnel</u>	<u>Number Trained</u>	<u>Personnel Provider</u>
<a href="#">Add Incident Commander...</a>			
<a href="#">Add Safety Officer...</a>			
<a href="#">Add Operations Section Chief</a>			

After selecting the blue text link, you will be taken to a screen to enter the type of personnel, the number trained, and the provider, if the personnel are not employed by the applicant. All of the fields on this screen are required, except for the Provider of Personnel if you selected "Personnel employed by applicant."

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 (December 31, 2025 for applications submitted by June 30, 2022).

After you have finished entering the information on this screen, select "Create" to save the position. You will be returned to the Initial Personnel screen where you can continue to add Initial Response positions.

**Create Incident Commander**

Type of Personnel  Personnel Employed by Applicant  
 Subcontracted Personnel

Number Trained

Provider of Personnel (if subcontracted)

If you have added all of your Initial Response positions, select "Next" to proceed to the Cascading Personnel screen.



### Adding Positions Using Create New ICS Position

To add an ICS position in addition to Incident Commander, Safety Officer, or Operations Section Chief, select the "Create New ICS Position" button.

<u>ICS Position</u>	<u>Type of Personnel</u>	<u>Number Trained</u>	<u>Personnel Provider</u>
Incident Commander	Personnel Employed by Applicant	1	<a href="#">Edit</a>   <a href="#">Delete</a> - add to ICS Position
Safety Officer	Personnel Employed by Applicant	1	<a href="#">Edit</a>   <a href="#">Delete</a> - add to ICS Position

[Add Operations Section Chief...](#)

[Create New ICS Position](#)

[Back](#) [Next](#)

You will be taken to a screen where you will select the ICS Position from the dropdown menu and enter the type of personnel, the number trained, and the provider, if the personnel are not employed by the applicant. All of the fields on this screen are required, except for the Provider of Personnel if you selected "Personnel employed by applicant."

After you have finished entering the information on this screen, select the "Create" button at the bottom of the page to save the position and return to the Initial Personnel screen.

**Create ICS Position**

ICS Position

Type of Personnel  Personnel Employed by Applicant  
 Subcontracted Personnel

Number Trained

Provider of Personnel (if subcontracted)

[Back](#) [Create](#)



The example below shows the Initial Personnel table after the applicant used the "Create New ICS Position" button to add a Planning Section Chief.

ICS Position	Type of Personnel	Number Trained	Personnel Provider
Incident Commander	Personnel Employed by Applicant	1	<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">- add to ICS Position</a>
Safety Officer	Personnel Employed by Applicant	1	<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">- add to ICS Position</a>
Planning Section Chief	Personnel Employed by Applicant	1	<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">- add to ICS Position</a>

If you have added all of your Initial Response positions, select "Next" to proceed to the Cascading Personnel screen.

### *Adding to ICS Positions*

If your team includes both personnel employed by the applicant and subcontracted personnel for the same ICS position, you may select the "add to ICS Position" on the right side of the Initial Personnel table to add the subcontracted provider. Note that you can also select "Edit" to make changes to existing entries and "Delete" to remove them.

ICS Position	Type of Personnel	Number Trained	Personnel Provider
Incident Commander	Personnel Employed by Applicant	1	<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">- add to ICS Position</a>
Safety Officer	Personnel Employed by Applicant	1	<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">- add to ICS Position</a>
Operations Section Chief	Personnel Employed by Applicant	1	<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">- add to ICS Position</a>

After selecting the "add to ICS Position screen," you will be taken to a screen to enter the type of personnel, the number trained, and the provider, if the personnel are not employed by the applicant. All of the fields on this screen are required, except for the Provider of Personnel if you selected "Personnel employed by applicant."

**Add to ICS Position**

Type of Personnel  Personnel Employed by Applicant  
 Subcontracted Personnel

Number Trained

Provider of Personnel (if subcontracted)

[Back](#) [Create](#)

After you have finished entering the information on this screen, select the "Create" button at the bottom of the page to save the position and return to the Initial Personnel screen.





The example below shows the Initial Personnel table after the applicant used the "add to ICS Position" link to add a second Incident Commander from a subcontracted provider.

ICS Position	Type of Personnel	Number Trained	Personnel Provider	
Incident Commander	Personnel Employed by Applicant	1		<a href="#">Edit</a>   <a href="#">Delete</a>
	Subcontracted Personnel	1	DEF Services	<a href="#">Edit</a>   <a href="#">Delete</a>
Safety Officer	Personnel Employed by Applicant	1		<a href="#">Edit</a>   <a href="#">Delete</a> - add to ICS Position
Operations Section Chief	Personnel Employed by Applicant	1		<a href="#">Edit</a>   <a href="#">Delete</a> - add to ICS Position

If you have added all of your Initial Response positions, select "Next" to proceed to the Cascading Personnel screen.

### Cascading Personnel Screen

This where you will enter information about the Cascading Response Personnel who can arrive on scene within 24 hours of being activated. The Cascading Personnel screen corresponds to D.2 of DFW Form 1006.

If you selected "Partial Cascading Personnel" in the SMT Services section, enter the Cascading Response positions included on your team.

If you selected "Full Cascading Response Personnel" in the SMT Services section, you will be required enter each of the Cascading Response positions, except for the Assistant Public Information Officer.

All required positions must be entered prior to continuing to the next section of the application. If you try to advance without entering the required positions, you will receive an error message and will not be allowed to proceed.

ICS Position	Type of Personnel	Number Trained	Personnel Provider	
Incident Commander	Personnel Employed by Applicant	2		<a href="#">Edit</a>   <a href="#">Delete</a>
	Subcontracted Personnel	1	DEF Services	<a href="#">Edit</a>   <a href="#">Delete</a>
Safety Officer	Personnel Employed by Applicant	2		<a href="#">Edit</a>   <a href="#">Delete</a> - add to ICS Position
Assistant Liaison Officer	Personnel Employed by Applicant	2		<a href="#">Edit</a>   <a href="#">Delete</a> - add to ICS Position
Operations Section Chief	Personnel Employed by Applicant	2		<a href="#">Edit</a>   <a href="#">Delete</a> - add to ICS Position

[Add Assistant Public Information Officer...](#)  
[Add Planning Section Chief...](#)  
[Add Logistics Section Chief...](#)  
[Add Finance Section Chief...](#)

**Error: You must choose an Planning Section Chief before submitting**

[Back](#) [Next](#)



### Adding Positions Using Create New ICS Position

Select the “Create New ICS Position” button near the bottom of the page to enter each Cascading ICS position.

Index | Applicant Information | Regions & Tiers | Initial Personnel | Cascading Personnel

### Cascading Personnel

**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 areas, include attachments providing information for each geographic area.

**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.

ICS Position	Type of Personnel	Number Trained	Personnel Provider
<div style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block; margin: 10px 0;">Create New ICS Position</div> <div style="margin-left: 20px;"> <input type="button" value="Back"/> <input type="button" value="Next"/> </div>			

You will be taken to a screen where you will select the ICS Position from the dropdown menu and enter the type of personnel, the number trained, and the provider, if the personnel are not employed by the applicant. All of the fields on this screen are required, except for the Provider of Personnel if you selected "Personnel employed by applicant."

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 (December 31, 2025 for applications submitted by June 30, 2022).

After you have finished entering the information on this screen, select the “Create” button at the bottom of the page to save the position and return to the Cascading Personnel screen.

### Create ICS Position

ICS Position:

Type of Personnel:  Personnel Employed by Applicant  
 Subcontracted Personnel

Number Trained:

Provider of Personnel (if subcontracted):

If you have added all of your Cascading Response positions, select "Next" to proceed to the Attestation screen.



## Adding Positions Using Position Name Links

To add each position, select the blue text link corresponding to the position below the table. Note that the blue text links do not always appear, so the "Create New ICS Position" button is the primary method of adding Cascading ICS positions.

ICS Position	Type of Personnel	Number Trained	Personnel Provider
<a href="#">Add Incident Commander...</a>			
<a href="#">Add Safety Officer...</a>			
<a href="#">Add Assistant Liason Officer...</a>			
<a href="#">Add Assistant Public Information Officer...</a>			
<a href="#">Add Operations Section Chief...</a>			
<a href="#">Add Planning Section Chief...</a>			
<a href="#">Add Logistics Section Chief...</a>			
<a href="#">Add Finance Section Chief...</a>			

After selecting the blue text link, you will be taken to a screen to enter the type of personnel, the number trained, and the provider, if the personnel are not employed by the applicant. All of the fields on this screen are required, except for the Provider of Personnel if you selected "Personnel employed by applicant."

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 (December 31, 2025 for applications submitted by June 30, 2022).

After you have finished entering the information on this screen, select "Create" to save the position. You will be returned to the Cascading Personnel screen where you can continue to add or edit Cascading Response positions.

### Create Incident Commander

Type of Personnel  Personnel Employed by Applicant  
 Subcontracted Personnel

Number Trained

Provider of Personnel (if subcontracted)

If you have added all of your Cascading Response positions, select "Next" to proceed to the Attestation screen.



### Adding to ICS Positions

If your team includes both personnel employed by the applicant and subcontracted personnel for the same ICS position, you may select the "add to ICS Position" on the right side of the Initial Personnel table to add the subcontracted provider. Note that you can also select "Edit" to make changes to existing entries and "Delete" to remove them.

ICS Position	Type of Personnel	Number Trained	Personnel Provider
Assistant Liaison Officer	Personnel Employed by Applicant	1	<a href="#">Edit   Delete</a> <a href="#">- add to ICS Position</a>
Planning Section Chief	Personnel Employed by Applicant	2	<a href="#">Edit   Delete</a> <a href="#">- add to ICS Position</a>

After selecting the "add to ICS Position screen," you will be taken to a screen to enter the type of personnel, the number trained, and the provider, if the personnel are not employed by the applicant. All of the fields on this screen are required, except for the Provider of Personnel if you selected "Personnel employed by applicant."

### Add to ICS Position

Type of Personnel  Personnel Employed by Applicant  
 Subcontracted Personnel

Number Trained

Provider of Personnel (if subcontracted)

[Back](#) [Create](#)

After you have finished entering the information on this screen, select the "Create" button at the bottom of the page to save the position and return to the Cascading Personnel screen.

The example below shows the Cascading Personnel table after the applicant used the "add to ICS Position" link to add a second Assistant Liaison Officer from a subcontracted provider.

ICS Position	Type of Personnel	Number Trained	Personnel Provider
Assistant Liaison Officer	Personnel Employed by Applicant	1	<a href="#">Edit   Delete</a>
	Subcontracted Personnel	1	DEF Services <a href="#">Edit   Delete</a>
Planning Section Chief	Personnel Employed by Applicant	2	<a href="#">Edit   Delete</a> <a href="#">- add to ICS Position</a>

If you have added all of your Initial Response positions, select "Next" to proceed to the Attestation screen.



## Attestation Screen

This is the final page of the application. The Attestation screen corresponds to Section F of DFW Form 1006.

Applicants must enter their title, name, and electronic signature attesting to the veracity of the information provided on the application and their intent to participate in the SMT certification program.

The screenshot shows the 'Attestation' screen with a navigation bar at the top containing links for Index, Applicant Information, Regions & Tiers, Initial Personnel, Cascading Personnel, and Attestation. The main heading is 'Attestation'. Below it is a paragraph of text: '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.' Below the text are four input fields labeled 'Title', 'First Name', 'Last Name', and 'Signature'. A note below the signature field says 'Please type in the full legal name of the applicant.' At the bottom are two buttons: 'Back' and 'Submit Form'.

## Application Submission

Once you have entered all of your personnel and other information on each of the application screens, select the "Submit Form" button to complete your application. You may then close the window or select the "Back to Index" button to return to the Index page. Your application status will be listed as submitted.

The screenshot shows a confirmation screen titled 'Application Submitted'. The text reads: 'Your application has been submitted. OSPR will contact you to request documentation of training, experience, and/or a training plan. Please be prepared to provide these documents. You may submit documentation to OSPRSMT@wildlife.ca.gov with your SMT number in the subject line.' At the bottom is a 'Back to Index' button.

External Spill Management Team

Create New External Application...

Name	SMT Number	Status		
ABC SMT	EX9737	Submitted	Edit	Print Preview

Once your application has been submitted, it will be reviewed by OSPR's SMT Team, who will let you know if your application was fully completed, or if there are any deficiencies that you need to correct.



## Returning to an Existing Application

You can access return to an application you previously started by selecting "Edit" next to the application on the Index screen.

External Spill Management Team				
Create New External Application...				
Name	SMT Number	Status	Edit	Print Preview
ABC SMT	EX9737	In Progress	<input type="button" value="Edit"/>	<input type="button" value="Print Preview"/>
Readiness Corp.	EX09755	Submitted	<input type="button" value="Edit"/>	<input type="button" value="Print Preview"/>

When you return to an application you previously created, you will be prompted to select an option that represents your application status. If you are returning to an application that you have previously submitted, the signature on your attestation will be cleared. You must continue through the application and submit it to re-attest to the application's contents.

**INSTRUCTIONS: DO NOT CHANGE THE RADIO BUTTON below unless you are making a Correction or an Update to a submitted application. Application opens "In Progress".**

In Progress    Correction    Update    Revision

- **In Progress:** Select this option if you are editing a previous application that you have not yet submitted. This is the default option when you open an existing application.
- **Correction:** Select this option if you received an email from OSPR instructing you to correct a deficiency with your application. You will also need to add a note to the User Notes section at the bottom of the screen.
- **Update:** Select this option if you are updating contact information or other non-significant changes only (see § 830.8(c)).
- **Revision:** Select this option to request changes to the geographic region(s), tier, or number/provider of personnel associated with an existing certification (see § 830.8(a)).
- **Renewal:** Select this option to submit an application for renewal of a full certification (*Note: The Renewal option will be added to the submission system in coming years as renewals become due.*)

### Returning to an Application in Progress

If you are returning to an application that you have started but not yet submitted, the radio button will be set to In Progress, so there is no need to change the selection.



Proceed through the application screens and continue completing your application. Do not enter any text into the User Notes section, as OSPR will not see this text unless you are making a correction or requesting a revision. If you need to send the SMT Team a note with a new application, email [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov).

When you have completed the Attestation, select the "Submit Form" button to complete your application and submit it to OSPR for review. You may then close the window or select the "Back to Index" button to return to the Index page. Your application status will be listed as submitted.

### *Correcting a Deficiency*

Select the "Correction" radio button if you received an email from OSPR instructing you to correct a deficiency with your application. When you return to a submitted application, your signature on the attestation is re-set. You must continue to the end of the application and submit it to re-attest to the application's contents.

Before selecting the "Next" button, type an entry in the User Notes section describing the changes you are making to correct the deficiency.

User Notes (For Updates or Revisions only. Please indicate the change(s) to your application. Your note will be submitted when you click "Next.")

User Notes

Back Next

After selecting "Next," proceed through the application screens and correct the deficiencies as directed by OSPR. When you have finished making corrections, select the "Submit Form" on the Attestation screen to complete your application and submit it to OSPR for review. You may then close the window or select the "Back to Index" button to return to the Index screen. Your application status will be listed as submitted.

### *Making a Non-significant Update*

Select the "Update" radio button if you are updating applicant information such your mailing address, phone number, or email address, or point of contact.

Update the applicable information and click "Next" to proceed through the application. You may add text into the User Notes section, but OSPR will not be notified unless you are making a correction or requesting a revision. If you need to send the SMT Team a note with a new application, email [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov).

When you return to a submitted application, your signature on the attestation is re-set. You must continue to the end of the application and submit it to re-attest to the application's contents. When you reach the Attestation screen, select the "Submit Form" button to complete your update. You may then close the window or select the "Back to



Index" button to return to the Index screen. Your application status will be listed as submitted.

### *Requesting a Revision*

Select the "Revision" button on if you are requesting a change to the geographic region(s), Tier, or the number and/or provider of personnel associated with an existing interim or full certification.

Before selecting the "Next" button on the Applicant Information screen, type an entry in the User Notes section describing the revision that you are requesting.

User Notes (For Updates or Revisions only. Please indicate the change(s) to your application. Your note will be submitted when you click "Next.")

User Notes...

Back Next

After selecting "Next," proceed through the application screens and revise the applicable sections of your application. When you have finished making the requested changes, you must continue to the end of the application and re-attest to the application's contents. Select the "Submit Form" on the Attestation screen to complete your application and submit it to OSPR for review. You may then close the window or select the "Back to Index" button to return to the Index screen. Your application status will be listed as submitted.

Once your request has been submitted, it will be reviewed by OSPR's SMT Team, who will let you know if there are any deficiencies that you need to correct or whether your revision is approved. The application for revision will be subject to verification as appropriate to the details of your request. For example, if additional geographic regions are requested, a mobilization exercise will be conducted to verify the SMT's expanded capabilities.

*END*