



# Plan Holder Spill Management Team Online Application Training Session

California Department of Fish and Wildlife  
Office of Spill Prevention and Response  
Response Certification and Planning Unit

March 15 , 2022

# Q&A Session Agenda

- Welcome and OSPR Team 1:00-1:05
- MS Teams Orientation 1:05-1:10
- Application System Overview 1:10-1:15
- Preparation Guide 1:15-1:20
- System Walkthrough 1:20-1:45
- Live Scenario Demo 1:45-1:55
- Open Q&A Session 1:55-2:25
- Conclusion and Next Steps 2:25-2:30

# OSPR's SMT Team



**Rachel Fabian**  
SMT Coordinator



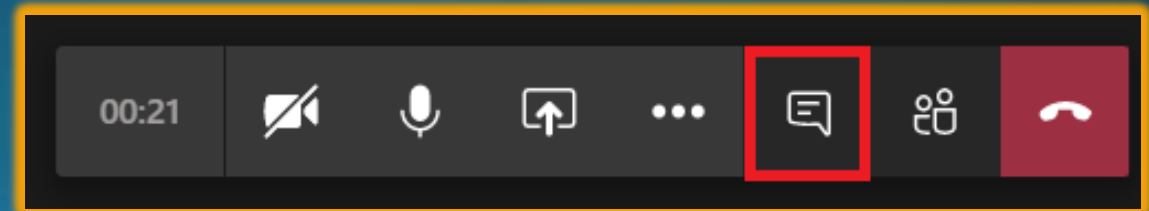
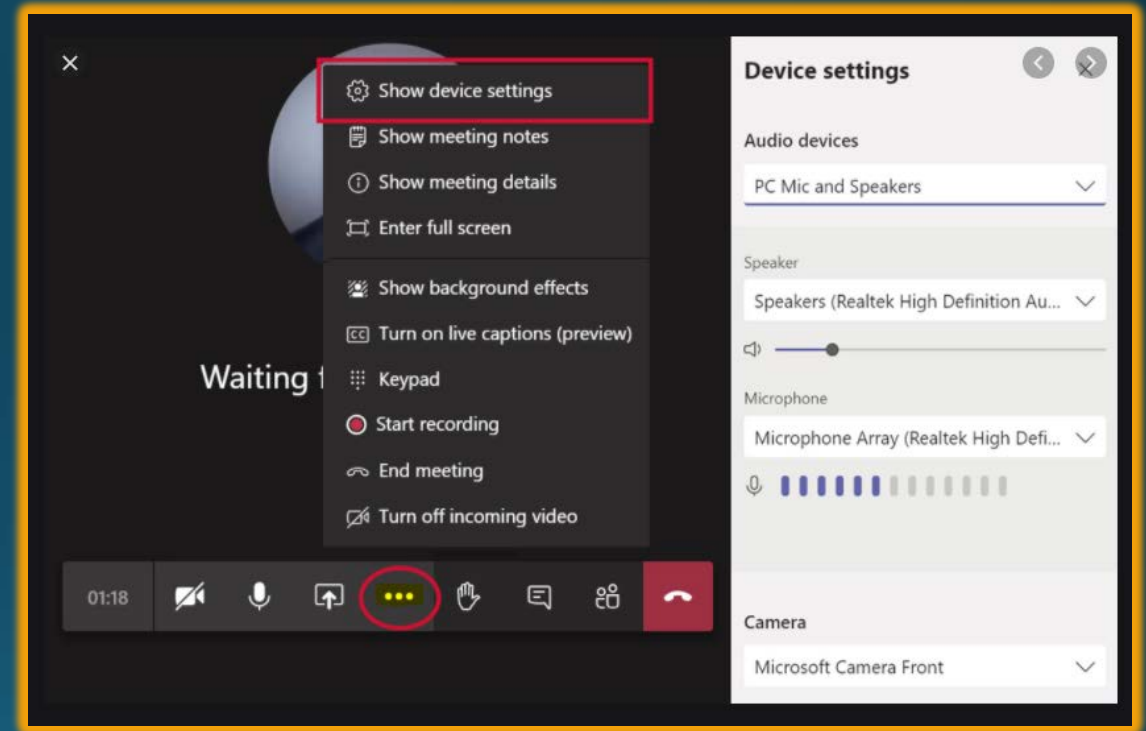
**Shane Keefauver**  
SMT Specialist



**David Reinhard**  
Response Certification  
& Planning Unit  
Supervisor

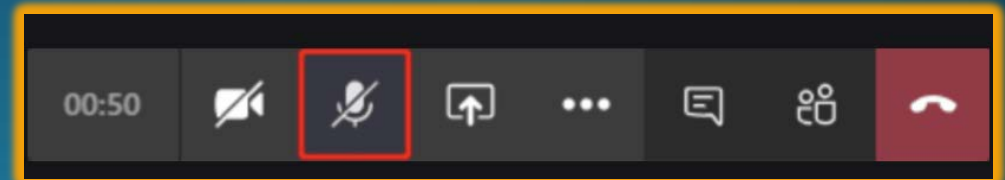
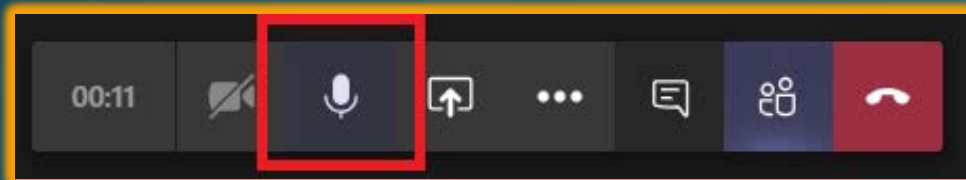
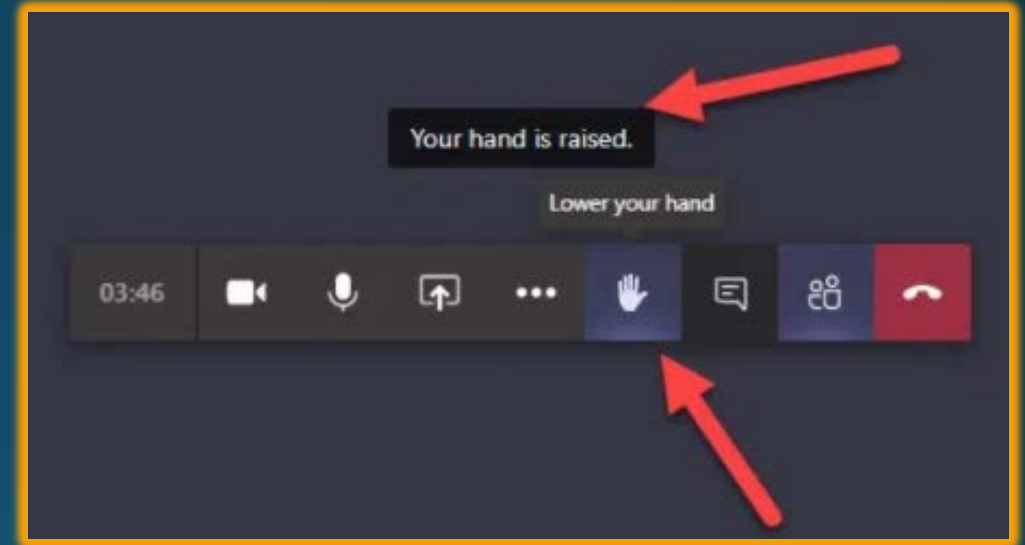
# MS Teams Orientation

- Click on the ellipsis to pull up your device and speaker settings
- All attendees are muted during the presentation
- During the presentation, type questions into the chat and they will be answered during Q&A



# MS Teams Orientation Cont.

- Use the raise your hand function during the Q&A and wait to be called upon
- When called upon, unmute yourself and ask your question
- Phone participants email questions to [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov) and unmute using \*6 when called upon



# Application System

- The Online Application System mimics the PDF version you are familiar with
- Meant to streamline the process for everyone
  - Directly connected to our database
  - Help prevent gaps in data
- Dynamic – you can change information that updates our database
  - Not one and done. Applying does not mean you no longer have access
- Progress is saved automatically once the Applicant Information Page is completed
- Only make a selection once. There is processing time for the software and repeatedly selecting a button may cause duplicate entries
  - You can delete a selection if a duplicate entry is entered

# Preparation Guide

- List of initial/cascading personnel
- Mobilization Plan
- Training Plan
- Contingency Plan(s)
- Contact information for the applicant/plan holder/contact person

# System Walkthrough

- Registration
- Applicant Information
- Contingency Plan(s)
- Initial Personnel
- Cascading Personnel
- Attestation
- Viewing an Application



# Registration

- Account must be registered with the Department of Fish and Wildlife
- Activation email will be sent out (check Spam folder)
- [Registration Link](https://nrm.dfg.ca.gov/myaccount/Register.aspx)  
<https://nrm.dfg.ca.gov/myaccount/Register.aspx>

California Department of Fish and Wildlife

Apps | My Account | Login

## Login

Login to the California Department of Fish and Wildlife.

Username/Email

Password

A password is required.

Login

Actions

- ▶ [Login](#)
- ▶ [Register](#)
- ▶ [Forgot Password](#)

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# Plan Holder: Applicant Information

- Applicant Information must be provided and entered correctly
- The Contact Person is the one receiving ALL correspondences with OSPR SMT
- Mobilization plans may be emailed to [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov)
- User Notes Section: Required for Revisions/Corrections

[Home](#)

## Create Plan Holder Application

**Purpose:** This form should be completed by all contingency plan holders to identify and request certification of a spill management team, pursuant to Title 14, California Code of Regulations, sections 830.1 through 830.11, regardless of whether the identified spill management team is employed by the plan holder. If the spill management team includes personnel not employed by the plan holder, the applicant will indicate this in sections C and D. If an owner or operator of a facility or vessel with more than one contingency plan will use the same spill management team for multiple plans, they may list the plan numbers in section C.

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### Applicant Information

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

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

Phone...

---

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

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

Phone...

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

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

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

Phone... Email...

# Plan Holder: C-Plans

- Tier, Area Contingency Plan (ACP), Regional Planning Area (RPA), and Waters Impacted
- Add up to 3 contingency plans
  - Email [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov) if you have more than 3 C-Plans

Index | Applicant Information | C-Plans

## Plan Holder Information

Provide below the approved contingency plan number(s), the waters impacted (marine, perennial, intermittent, ephemeral), the corresponding tier classification(s), and geographic region(s) in which spill management team services will be provided, or indicate whether the spill management team is seeking statewide certification. If more than one type of waterway is impacted by a plan holder's operations, list all impacted water types. Multiple plan numbers may be listed if the applicant is using the same spill management team for all plans listed.

- **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

- **Waters Impacted:**
- M - marine
- P - perennial
- I - intermittent
- E - ephemeral

- **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

CPlanNo	Waters	Tier	ACP	RPA
F2-01-3486	M	1	1	<a href="#">Edit</a>   <a href="#">Delete</a>

# Plan Holder: Initial Personnel

- Tier I/II – 4 Personnel Required
- Tier III – 3 Personnel Required
- Arrive within 8 hours of being activated

Initial Personnel

**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.

- 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.

ICS Position	Type of Personnel	Number Trained	Personnel Provider	
Safety Officer	Personnel employed by plan holder's parent company or other affiliated entity	1	Company DEF	<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">- add to ICS Position</a>
Operations Section Chief	Contracted personnel	1	Company ABC 1	<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">- add to ICS Position</a>
Incident Commander	Personnel employed by plan holder	1		<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">- add to ICS Position</a>

[Create New ICS Position](#)

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# Plan Holder: Cascading Personnel

- Personnel must be able to reach the event within 24 hours of activation
- Required positions must be entered before continuing with the application

The screenshot shows a web application interface for entering cascading personnel information. At the top, there is a navigation bar with a home icon and a breadcrumb trail: Index > Applicant Information > C-Plans > Initial Personnel > Cascading Personnel. The main heading is "Cascading Personnel". Below this is a detailed instruction paragraph: "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 plan holder, indicate the provider of the personnel. A list of the names of personnel employed by the plan holder shall be maintained at the plan holder'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. Plan holders whose reasonable worst-case spill volume is in the Tier III range and who only pose a risk to intermittent or ephemeral waterways are not required to retain cascading response personnel and may leave this section blank." Below the text are three bullet points: "Tier I spill management teams: The total number of personnel shall not be fewer than 12 individuals.", "Tier II spill management teams: The total number of personnel shall not be fewer than 10 individuals.", and "Tier III spill management teams: The total number of personnel shall not be fewer than 8 individuals." A table with four columns is shown: "ICS Position", "Type of Personnel", "Number Trained", and "Personnel Provider". Below the table are three buttons: "Create New ICS Position", "Back", and "Next". At the bottom of the page, there is a footer with links for "Back to Top", "Conditions of Use", "Privacy Policy", "Accessibility", and "Contact Us", followed by the copyright notice "Copyright © 2022 State of California".

Index > Applicant Information > C-Plans > Initial Personnel > Cascading Personnel

## Cascading Personnel

**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 plan holder, indicate the provider of the personnel. A list of the names of personnel employed by the plan holder shall be maintained at the plan holder'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. Plan holders whose reasonable worst-case spill volume is in the Tier III range and who only pose a risk to intermittent or ephemeral waterways are not required to retain cascading response personnel and may leave this section blank.

- Tier I spill management teams: The total number of personnel shall not be fewer than 12 individuals.
- Tier II spill management teams: The total number of personnel shall not be fewer than 10 individuals.
- Tier III spill management teams: The total number of personnel shall not be fewer than 8 individuals.

ICS Position	Type of Personnel	Number Trained	Personnel Provider
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Create New ICS Position

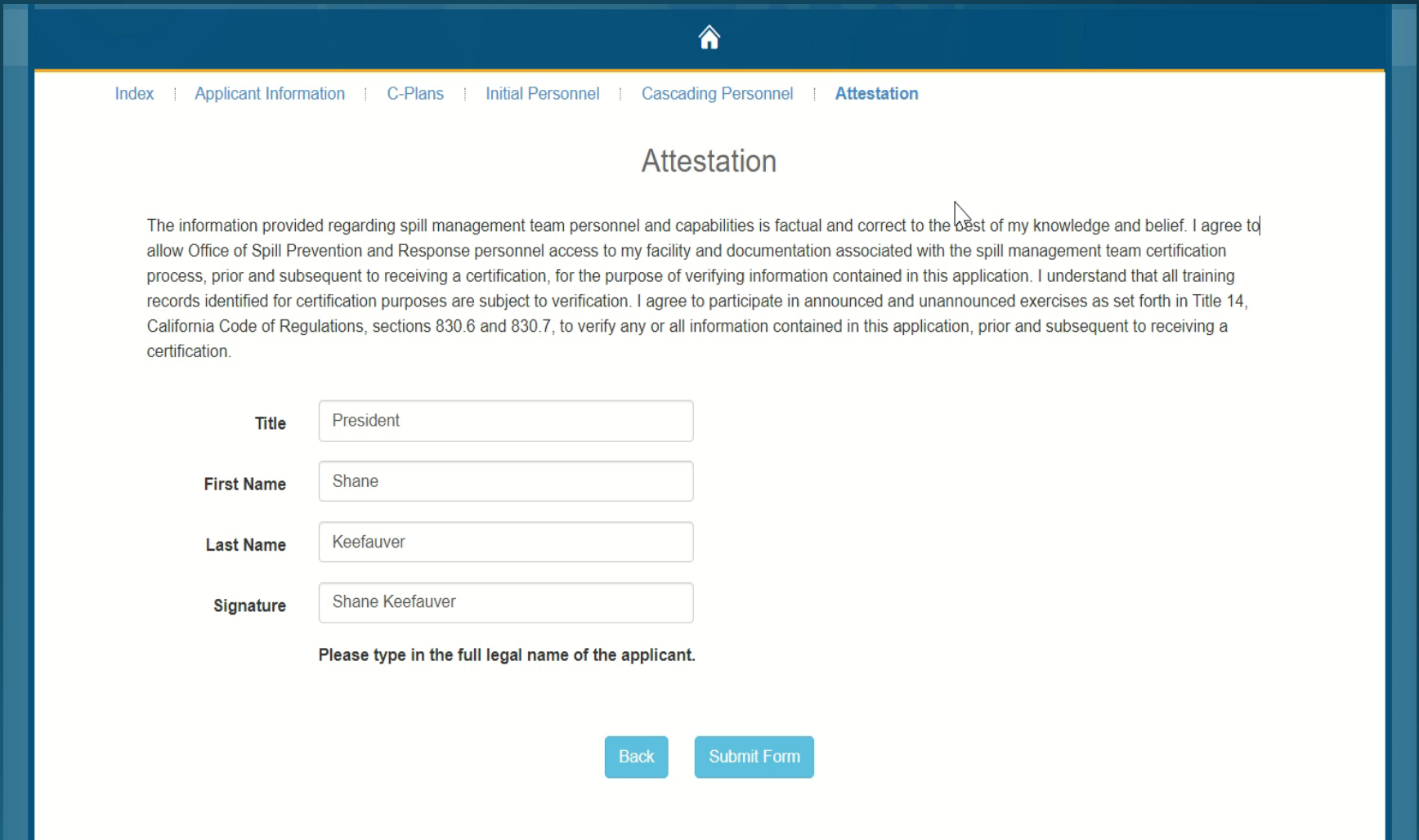
Back Next

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# Plan Holder: Attestation

- Consultants may sign for the plan holder
- Required to submit the application
- Once submitted, OSPR staff will be notified



The screenshot shows a web application interface for the 'Attestation' step. At the top, there is a navigation bar with a home icon and a breadcrumb trail: 'Index | Applicant Information | C-Plans | Initial Personnel | Cascading Personnel | **Attestation**'. The main heading is 'Attestation'. Below this 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: 'Title' (President), 'First Name' (Shane), 'Last Name' (Keefauver), and 'Signature' (Shane Keefauver). At the bottom, there is a note: 'Please type in the full legal name of the applicant.' and two buttons: 'Back' and 'Submit Form'.

Index | Applicant Information | C-Plans | Initial Personnel | Cascading Personnel | **Attestation**

## 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.

**Title**

**First Name**

**Last Name**

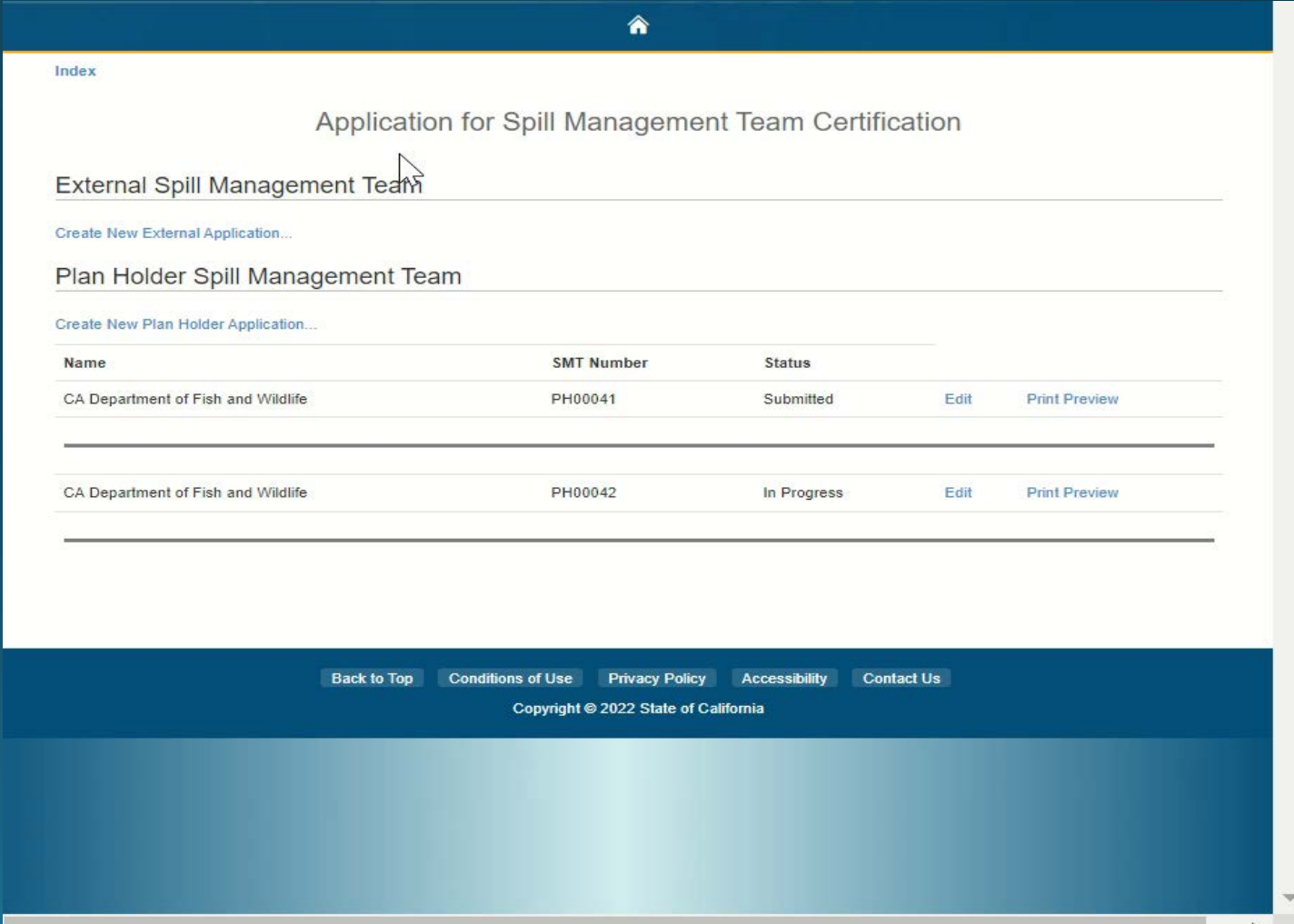
**Signature**

Please type in the full legal name of the applicant.

[Back](#) [Submit Form](#)

# Plan Holder: Viewing an Application

- Index Page – Shows all submitted, and in progress applications
- To print your application select Print Preview
- Essentially your “Dashboard”



Index

Application for Spill Management Team Certification

External Spill Management Team

Create New External Application...

Plan Holder Spill Management Team

Create New Plan Holder Application...

Name	SMT Number	Status		
CA Department of Fish and Wildlife	PH00041	Submitted	<a href="#">Edit</a>	<a href="#">Print Preview</a>
CA Department of Fish and Wildlife	PH00042	In Progress	<a href="#">Edit</a>	<a href="#">Print Preview</a>

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# Plan Holder: Live Scenario Demo

## Scenario:

- You submitted an application
- Application was reviewed and had some deficiencies
- Email is sent from [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov) regarding deficiencies and how to rectify them
- Once deficiencies are remedied and the application is re-submitted, OSPR staff reviews the re-submission



# Plan Holder: Q&A Session

- Type your questions into the chat, raise your hand using Microsoft Teams, or send [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov) an email



# Plan Holder: Next Steps

- Starting April 1<sup>st</sup> – Create a DFW account by registering online
- Access the online application
- Fill out the application by June 30, 2022
- Email any questions or documents to: [OSPRSMT@wildlife.ca.gov](mailto:OSPRSMT@wildlife.ca.gov)
- External Application Training – March 17<sup>th</sup>, 2022 at 0900 PST
- Resources available on the [SMT Website](https://wildlife.ca.gov/OSPR/Spill-Management-Teams):  
<https://wildlife.ca.gov/OSPR/Spill-Management-Teams>

What  
Next?