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
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 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
• 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
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

• User Notes Section: Required for Revisions/Corrections
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 if you have more than 3 C-Plans
Plan Holder: Initial Personnel

- Tier I/II – 4 Personnel Required
- Tier III – 3 Personnel Required
- Arrive within 8 hours of being activated
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.
Plan Holder: Attestation

- Consultants may sign for the plan holder
- Required to submit the application
- Once submitted, OSPR staff will be notified
Plan Holder: Viewing an Application

• Index Page – Shows all submitted, and in progress applications

• To print your application select Print Preview

• Essentially your “Dashboard”
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 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 an email
Plan Holder: Next Steps

• Starting April 1st – 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: OSPSMT@wildlife.ca.gov

• External Application Training – March 17th, 2022 at 0900 PST

• Resources available on the SMT Website: https://wildlife.ca.gov/OSPR/Spill-Management-Teams