



External Spill Management Team Online Submission Training Session

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

March 17 , 2022

Q&A Session Agenda

- Welcome and OSPR Team 9:00-9:05
- MS Teams Orientation 9:05-9:10
- Application System Overview 9:10-9:15
- Preparation Guide 9:15-9:20
- System Walkthrough 9:20-9:45
- Live Scenario Demo 9:45-9:55
- Open Q&A Session 9:55-10:25
- Conclusion and Next Steps 10:25-10:30

OSPR's SMT Team



Rachel Fabian
SMT Coordinator



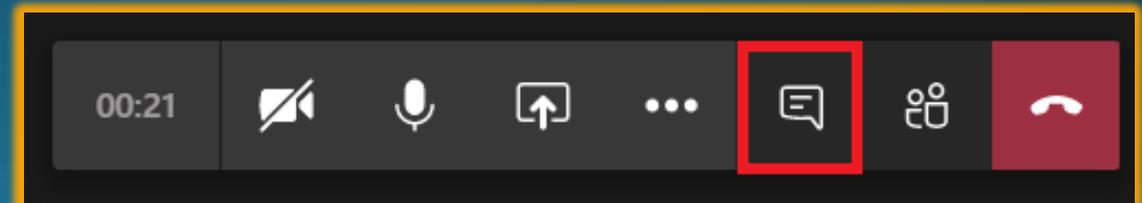
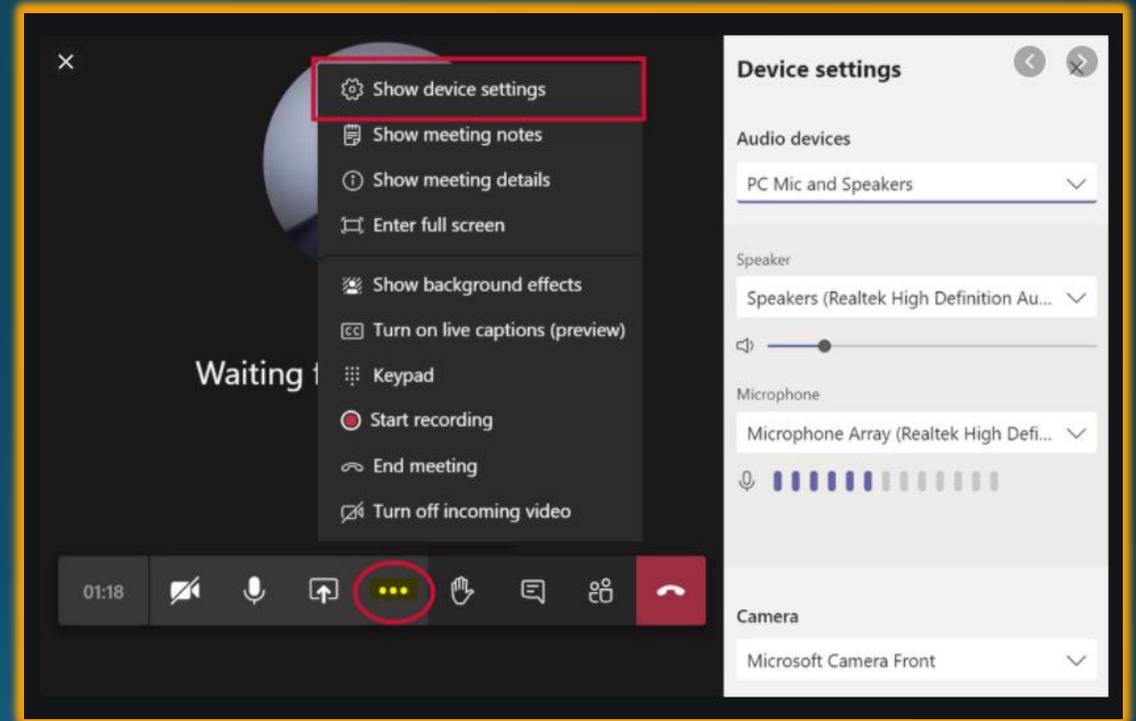
Shane Keefauver
SMT Specialist



David Reinhard
Response Certification
& Planning Unit
Supervisor

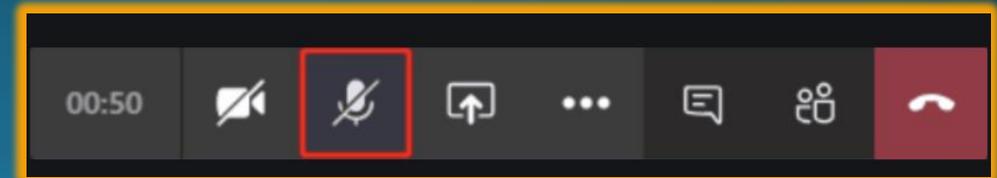
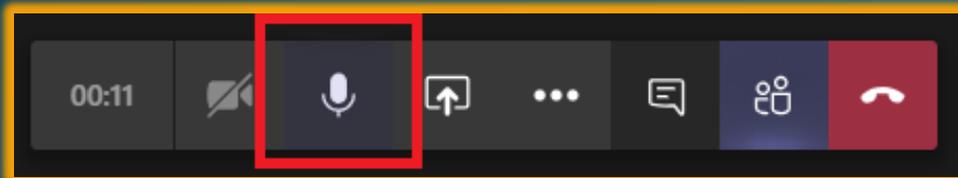
MS Teams Orientation

- 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 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. Submitting an application 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
- Regions & Tiers
- Contact information for the applicant/contact person/agent for service of process in California

System Walkthrough

- Registration
- Applicant Information
- Regions & Tiers
- 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)
- [CDFW: 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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External SMT: 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

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.

Applicant Information

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

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

Phone... skeefauv@gmail.com

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

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

Phone... Email...

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...

Agent for Service of Process

First... Last...

External SMT: Regions and Tiers

- Tier, Area Contingency Plan (ACP), Regional Planning Area (RPA)

Index : Applicant Information : Regions & Tiers

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 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

- **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 | |
|------|------|-----|---------------|
| 1 | 1, 2 | All | Edit Delete |

Create New Tier

External SMT: Initial Personnel

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

[Index](#) > [Applicant Information](#) > [Regions & Tiers](#) > [Initial Personnel](#)

Initial 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 region(s), include attachments providing information for each geographic region(s).

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.

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.

| ICS Position | Type of Personnel | Number Trained | Personnel Provider | |
|--------------------------|---------------------------------|----------------|--------------------|------------------------------------------------------------------------|
| Incident Commander | Personnel Employed by Applicant | 1 | | Edit Delete - add to ICS Position |
| Safety Officer | Subcontracted Personnel | 1 | Company DEF | Edit Delete - add to ICS Position |
| Operations Section Chief | Subcontracted Personnel | 1 | Other Company | Edit Delete - add to ICS Position |

[Create New ICS Position](#)

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External SMT: 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 'Cascading Personnel'. At the top, there is a navigation bar with a home icon and a breadcrumb trail: 'Index > Applicant Information > Regions & Tiers > Initial Personnel > Cascading Personnel'. The main heading is 'Cascading Personnel'. Below the heading, there are two paragraphs of text. The first paragraph, titled 'Basis for Certification', explains that applicants requesting certification in more than one classification must provide information supporting the spill management team's ability to meet the requirements of the highest tier. The second paragraph, titled 'Cascading Response Personnel', requires applicants to indicate the number of cascading response personnel, including alternates, who can arrive on-scene within 24 hours. Below the text, there is a note for applicants indicating Cascading Response Personnel. A table with four columns is present: 'ICS Position', 'Type of Personnel', 'Number Trained', and 'Personnel Provider'. Below the table, there is a list of ICS positions with 'Add' buttons next to each. At the bottom of the form area, there are 'Back' and 'Next' buttons. The footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', 'Accessibility', and 'Contact Us'.

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

Cascading Personnel

Basis for Certification: If the applicant is requesting certification in more than one 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 |
| Add Incident Commander... | | | |
| Add Safety Officer... | | | |
| Add Assistant Liason Officer... | | | |
| Add Assistant Public Information Officer... | | | |
| Add Operations Section Chief... | | | |
| Add Planning Section Chief... | | | |
| Add Logistics Section Chief... | | | |
| Add Finance Section Chief... | | | |

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External SMT: Attestation

- Required to submit the application
- Once submitted, OSPR staff will be notified

The screenshot shows a web application interface for an "Attestation" form. At the top, there is a navigation menu with links: "Index", "Applicant Information", "Regions & Tiers", "Initial Personnel", "Cascading Personnel", and "Attestation". The main heading is "Attestation". Below the heading 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". Underneath these fields is the instruction "Please type in the full legal name of the applicant." At the bottom of the form area are two buttons: "Back" and "Submit Form". The footer of the page contains links for "Back to Top", "Conditions of Use", "Privacy Policy", "Accessibility", and "Contact Us", along with the copyright notice "Copyright © 2022 State of California".

Index | Applicant Information | Regions & Tiers | 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.

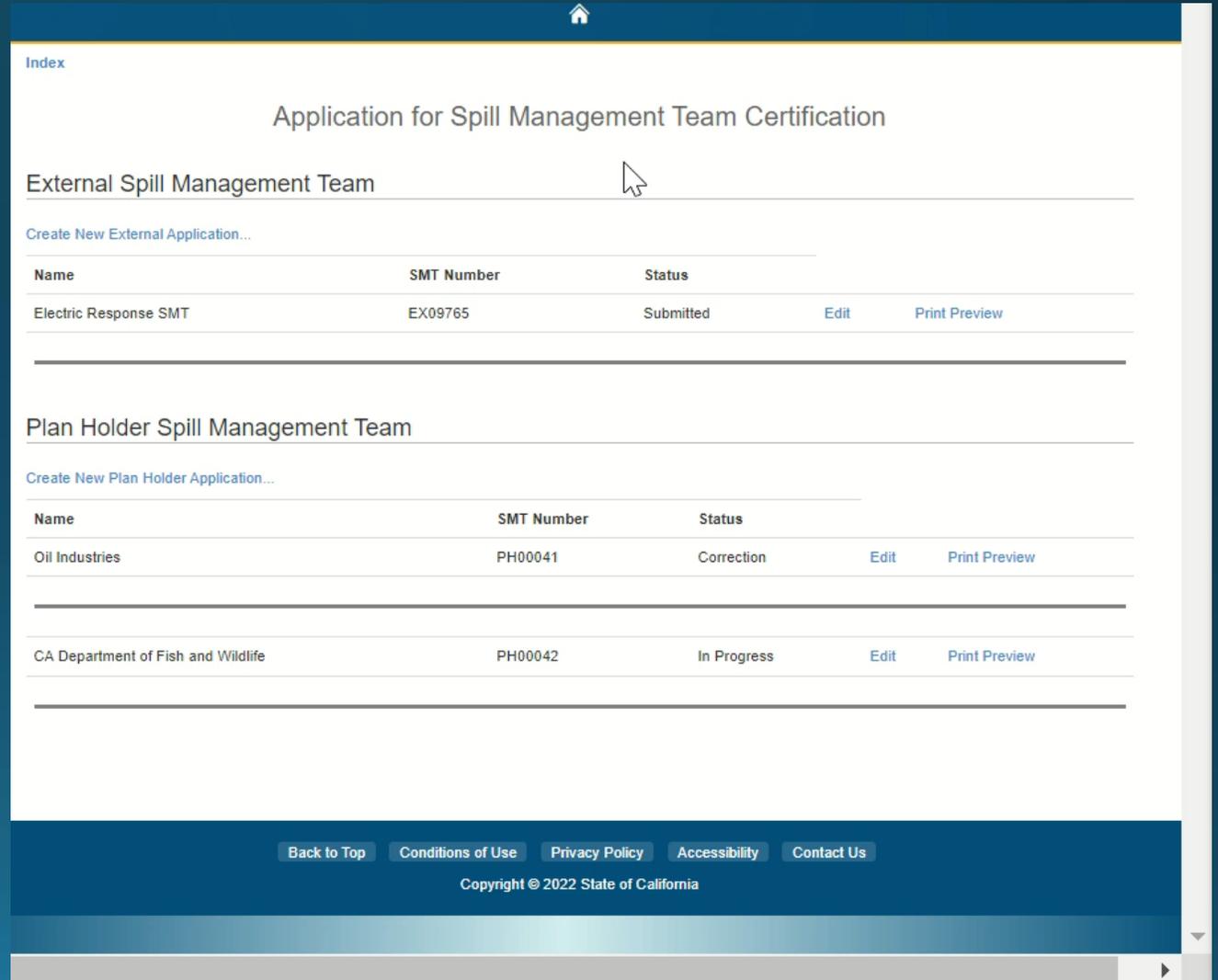
[Back](#) [Submit Form](#)

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External SMT: Viewing an Application

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



The screenshot displays a web application interface for viewing spill management team certification applications. The page is titled "Application for Spill Management Team Certification" and is divided into two main sections: "External Spill Management Team" and "Plan Holder Spill Management Team". Each section includes a "Create New" link and a table of existing applications with columns for Name, SMT Number, Status, Edit, and Print Preview.

[Index](#)

Application for Spill Management Team Certification

External Spill Management Team

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

| Name | SMT Number | Status | | |
|-----------------------|------------|-----------|----------------------|-------------------------------|
| Electric Response SMT | EX09765 | Submitted | Edit | Print Preview |

Plan Holder Spill Management Team

[Create New Plan Holder Application...](#)

| Name | SMT Number | Status | | |
|------------------------------------|------------|-------------|----------------------|-------------------------------|
| Oil Industries | PH00041 | Correction | Edit | Print Preview |
| CA Department of Fish and Wildlife | PH00042 | In Progress | Edit | Print Preview |

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External SMT: 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 SMT staff reviews the re-submission

External SMT: Q&A Session

- Type your questions into the chat, raise your hand using Microsoft Teams, or send OSPRSMT@wildlife.ca.gov an email



External SMT: Next Steps

- Starting April 1st – Create a DFW account by registering online
- Access the online application
- Fill out the application by June 30, 2022 if you are going to be listed in a plan
- Email any questions or documents to:
OSPRSMT@wildlife.ca.gov
- Resources available on the SMT Website:
<https://wildlife.ca.gov/OSPR/Spill-Management-Teams>

What
Next?