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
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.
External SMT: Regions and Tiers

- Tier, Area Contingency Plan (ACP), Regional Planning Area (RPA)
External SMT: Initial Personnel

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

• Required to submit the application
• Once submitted, OSPR staff will be notified
External SMT: Viewing an Application

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

• You submitted an application
• Application was reviewed and had some deficiencies
• Email is sent from OSPRSM@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