|  |  |  |
| --- | --- | --- |
| **1. Incident Name:** | Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.  |  **Resource Request Message****ICS Form 213RR-EPA** |
|  **Requester** | **2. Date/Time Prepared** | **A. Logistics Resource Request Number (assigned by Logistics Section):** | (Pre-printed # here) |
| **3. ORDER**  **Note: One 213RR per funding source**  | 3a. Funding Source (if known): FEMA MA#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CERCLA OPA Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3b. TO # or TDD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3c. Qty | 3d. Unit | 3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information.(Ops indicate if request is TACTICAL) | 3f. Requested Reporting | 3g. (RESL) Tactical? Y/N  | 3h. LSC/FSC | 3i. PC PO |
| Location: | Date/ Time: |
|   |   |   |   |   |   | Vendor or Agency:  |   |   |
| Vendor or PO #: |  |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO #:  |    |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO#:  |    |
| ETA: |   |
| Cost:  |   |
| **4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known :****\_\_\_CHECK IF THIS REQUEST WAS PLACED WITH START/ERRS** | **5. Requester** 5a. Requester Position and Signature: (Print Name)  |
| 5b. Contact Method/Number(s): |
| **6. Section Chief/Command Staff Approval:** Date/Time: |
| **Logistics**  | **7. LSC Notes:**  |
| **8. Logistics Section Signature:** Date/Time: |
| **9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature:** Date/Time:Was property available from excess? (Check EMP Equipment, IFMS and/or GSA) Yes, reassign resources to incident.  No, then submit ICS Form 213 RR-EPA to EOC or FSC for processing.  |
| **10. Order placed by (check box):** SPUL  PROC OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE ORDER WAS PLACED\_\_\_\_\_\_\_\_\_\_\_\_DATE RECEIVED\_\_\_\_\_\_\_\_\_\_\_ |
| **Finance** | **11. Reply/Comments from Finance:**  |
|
| **12. Finance Section Signature:** Date/Time: |
| **Planning** | **13. RESL - Note availability of each resource request:** |
|
| **14. RESL Review/Signature:** Date/Time: |
| Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (*Revised 6/2009)* |

Copy 1, White, Documentation Unit copy

|  |  |  |
| --- | --- | --- |
| **1. Incident Name:** | Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.  |  **Resource Request Message****ICS Form 213RR-EPA** |
|  **Requester** | **2. Date/Time Prepared** | **A. Logistics Resource Request Number (assigned by Logistics Section):** | (Pre-printed # here) |
| **3. ORDER**  **Note: One 213RR per funding source**  | 3a. Funding Source (if known): FEMA MA#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CERCLA OPA Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3b. TO # or TDD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3c. Qty | 3d. Unit | 3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information. (OPS indicate if resource is tactical). | 3f. Requested Reporting | 3g. (RESL) Tactical? Y/N  | 3h. LSC/FSC | 3i. PC PO |
| Location: | Date/ Time: |
|   |   |   |   |   |   | Vendor or Agency:  |   |   |
| Vendor or PO #: |  |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO #:  |    |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO#:  |    |
| ETA: |   |
| Cost:  |   |
| **4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known :** | **5. Requester** 5a. Requester Position and Signature: (Print Name)  |
| 5b. Contact Method/Number(s): |
| **6. Section Chief/Command Staff Approval:** Date/Time: |
| **Logistics**  | **7. LSC Notes:**  |
| **8. Logistics Section Signature:** Date/Time: |
| **9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature:** Date/Time:Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Yes, reassign resources to incident.  No, than submit ICS Form 213 RR-EPA to EOC or FSC for processing.  |
| **10. Order placed by (check box):** SPUL  PROC OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Finance** | **11. Reply/Comments from Finance:**  |
|
| **12. Finance Section Signature:** Date/Time: |
| **Planning** | **13. RESL - Note availability of each resource request:** |
|
| **14. RESL Review/Signature:** Date/Time: |
| Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (*Revised 6/2009)* |

Copy 2, Goldenrod, Resource Unit copy

|  |  |  |
| --- | --- | --- |
| **1. Incident Name:** | Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.  |  **Resource Request Message****ICS Form 213RR-EPA** |
|  **Requester** | **2. Date/Time Prepared** | **A. Logistics Resource Request Number (assigned by Logistics Section):** | (Pre-printed # here) |
| **3. ORDER**  **Note: One 213RR per funding source**  | 3a. Funding Source (if known): FEMA MA#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CERCLA OPA Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3b. TO # or TDD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3c. Qty | 3d. Unit | 3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information. (OPS indicate if resource is tactical). | 3f. Requested Reporting | 3g. (RESL) Tactical? Y/N  | 3h. LSC/FSC | 3i. PC PO |
| Location: | Date/ Time: |
|   |   |   |   |   |   | Vendor or Agency:  |   |   |
| Vendor or PO #: |  |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO #:  |    |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO#:  |    |
| ETA: |   |
| Cost:  |   |
| **4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known :** | **5. Requester** 5a. Requester Position and Signature: (Print Name)  |
| 5b. Contact Method/Number(s): |
| **6. Section Chief/Command Staff Approval:** Date/Time: |
| **Logistics**  | **7. LSC Notes:**  |
| **8. Logistics Section Signature:** Date/Time: |
| **9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature:** Date/Time:Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Yes, reassign resources to incident.  No, than submit ICS Form 213 RR-EPA to EOC or FSC for processing.  |
| **10. Order placed by (check box):** SPUL  PROC OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Finance** | **11. Reply/Comments from Finance:**  |
|
| **12. Finance Section Signature:** Date/Time: |
| **Planning** | **13. RESL - Note availability of each resource request:** |
|
| **14. RESL Review/Signature:** Date/Time: |
| Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (*Revised 6/2009)* |

Copy 3, Blue, Finance Section copy

|  |  |  |
| --- | --- | --- |
| **1. Incident Name:** | Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.  |  **Resource Request Message****ICS Form 213RR-EPA** |
|  **Requester** | **2. Date/Time Prepared** | **A. Logistics Resource Request Number (assigned by Logistics Section):** | (Pre-printed # here) |
| **3. ORDER**  **Note: One 213RR per funding source**  | 3a. Funding Source (if known): FEMA MA#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CERCLA OPA Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3b. TO # or TDD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3c. Qty | 3d. Unit | 3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information. (OPS indicate if resource is tactical). | 3f. Requested Reporting | 3g. (RESL) Tactical? Y/N  | 3h. LSC/FSC | 3i. PC PO |
| Location: | Date/ Time: |
|   |   |   |   |   |   | Vendor or Agency:  |   |   |
| Vendor or PO #: |  |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO #:  |    |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO#:  |    |
| ETA: |   |
| Cost:  |   |
| **4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known :** | **5. Requester** 5a. Requester Position and Signature: (Print Name)  |
| 5b. Contact Method/Number(s): |
| **6. Section Chief/Command Staff Approval:** Date/Time: |
| **Logistics**  | **7. LSC Notes:**  |
| **8. Logistics Section Signature:** Date/Time: |
| **9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature:** Date/Time:Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Yes, reassign resources to incident.  No, than submit ICS Form 213 RR-EPA to EOC or FSC for processing.  |
| **10. Order placed by (check box):** SPUL  PROC OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Finance** | **11. Reply/Comments from Finance:**  |
|
| **12. Finance Section Signature:** Date/Time: |
| **Planning** | **13. RESL - Note availability of each resource request:** |
|
| **14. RESL Review/Signature:** Date/Time: |
| Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (*Revised 6/2009)* |

Copy 4, Yellow, Finance Section/Procurement Unit copy

|  |  |  |
| --- | --- | --- |
| **1. Incident Name:** | Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.  |  **Resource Request Message****ICS Form 213RR-EPA** |
|  **Requester** | **2. Date/Time Prepared** | **A. Logistics Resource Request Number (assigned by Logistics Section):** | (Pre-printed # here) |
| **3. ORDER**  **Note: One 213RR per funding source**  | 3a. Funding Source (if known): FEMA MA#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CERCLA OPA Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3b. TO # or TDD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3c. Qty | 3d. Unit | 3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information. (OPS indicate if resource is tactical). | 3f. Requested Reporting | 3g. (RESL) Tactical? Y/N  | 3h. LSC/FSC | 3i. PC PO |
| Location: | Date/ Time: |
|   |   |   |   |   |   | Vendor or Agency:  |   |   |
| Vendor or PO #: |  |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO #:  |    |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO#:  |    |
| ETA: |   |
| Cost:  |   |
| **4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known :** | **5. Requester** 5a. Requester Position and Signature: (Print Name)  |
| 5b. Contact Method/Number(s): |
| **6. Section Chief/Command Staff Approval:** Date/Time: |
| **Logistics**  | **7. LSC Notes:**  |
| **8. Logistics Section Signature:** Date/Time: |
| **9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature:** Date/Time:Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Yes, reassign resources to incident.  No, than submit ICS Form 213 RR-EPA to EOC or FSC for processing.  |
| **10. Order placed by (check box):** SPUL  PROC OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Finance** | **11. Reply/Comments from Finance:**  |
|
| **12. Finance Section Signature:** Date/Time: |
| **Planning** | **13. RESL - Note availability of each resource request:** |
|
| **14. RESL Review/Signature:** Date/Time: |
| Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (*Revised 6/2009)* |

Copy 5, Pink, Logistics Section/Supply Unit copy

|  |  |  |
| --- | --- | --- |
| **1. Incident Name:** | Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.  |  **Resource Request Message****ICS Form 213RR-EPA** |
|  **Requester** | **2. Date/Time Prepared** | **A. Logistics Resource Request Number (assigned by Logistics Section):** | (Pre-printed # here) |
| **3. ORDER**  **Note: One 213RR per funding source**  | 3a. Funding Source (if known): FEMA MA#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CERCLA OPA Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3b. TO # or TDD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3c. Qty | 3d. Unit | 3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information. (OPS indicate if resource is tactical). | 3f. Requested Reporting | 3g. (RESL) Tactical? Y/N  | 3h. LSC/FSC | 3i. PC PO |
| Location: | Date/ Time: |
|   |   |   |   |   |   | Vendor or Agency:  |   |   |
| Vendor or PO #: |  |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO #:  |    |
| ETA: |  |
| Cost: |   |
|   |   |   |   |   |   | Vendor or Agency: |    |   |
| Vendor or PO#:  |    |
| ETA: |   |
| Cost:  |   |
| **4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known :** | **5. Requester** 5a. Requester Position and Signature: (Print Name)  |
| 5b. Contact Method/Number(s): |
| **6. Section Chief/Command Staff Approval:** Date/Time: |
| **Logistics**  | **7. LSC Notes:**  |
| **8. Logistics Section Signature:** Date/Time: |
| **9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature:** Date/Time:Was property available from excess? (Check EMP equipment, IFMS and/or GSA) Yes, reassign resources to incident.  No, than submit ICS Form 213 RR-EPA to EOC or FSC for processing.  |
| **10. Order placed by (check box):** SPUL  PROC OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Finance** | **11. Reply/Comments from Finance:**  |
|
| **12. Finance Section Signature:** Date/Time: |
| **Planning** | **13. RESL - Note availability of each resource request:** |
|
| **14. RESL Review/Signature:** Date/Time: |
| Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (*Revised 6/2009)* |

Copy 6, Green, Requester’s copy

**Instructions for Requester and General Routing of the ICS Form 213RR-EPA**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ICS Form 213RR-EPA Instructions for Requester –** **Complete all white blocks. Use ink pens only and press hard while writing legibly to transfer text through six copies.**1. Incident Name
2. Date/Time Prepared (Military Time)
3. Order: (Note: Only one ICS Form 213RR-EPA per funding source)
	1. Check Appropriate box for Funding Source, if known (confer with FSC if unclear).
* FEMA - also note Mission Assignment number (MA#), if applicable
* CERCLA
* OPA
* Other
	1. Task Order (TO) # or Technical Direction Document (TDD) #; if known
	2. Quantity
	3. Unit (each, gross, pallet, box, gallons, team, pair, feet, etc.)
	4. Detailed Description (be specific – add attachments as necessary)
	5. Requested Reporting Location for delivery including Date/Time
1. Suggested Source – Completed by Requester if known, if not, LSC/FSC/EOC will determine
2. Requester Validation
	1. Position, Signature (please print legibly)
	2. Contact Number(s) or instructions to update Requester
 | **ICS Form 213RR-EPA Routing Information**1. Requester submits ICS Form 213RR-EPA to Logistics – Requester keeps GREEN copy
2. Logistics receives ICS Form 213RR-EPA from Requester – LSC keeps PINK copy
3. LSC (SPUL) goes to RESL and OPS to determine if resource is either Tactical or Non-Tactical

 TACTICAL Defined as items required specifically for OPS. Applies to Equipment, Supplies, Services and Personnel Reassignments.RESL determines if resource is on-site and available. Yes: RESL reassigns resource, keeps GOLDENROD and returns remaining copies to LSC for further distribution No: RESL returns forms to LSC (SPUL) for orderingWhen ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as neededNON-TACTICAL Defined as items indirectly supporting the incident. Applies to Equipment, Supplies, Services and Personnel ReassignmentsLSC determines if resource is on-site and available.Yes: LSC reassigns resource, keeps WHITE copy and distributes copies as neededNo: LSC orders equipment; LSC/SPUL distributes copies as neededWhen ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on ICS Form 213RR-EPA and distributes copies as needed

|  |  |  |  |
| --- | --- | --- | --- |
| **Copy** | **Color** | **Who** | **Purpose** |
| 6 (Bottom) | Green | Requester | Copy to show the request was submitted |
| 5 | Pink | LSC/SPUL  | LSC/SPUL keeps copy for all 213RRs submitted |
| 4 | Yellow | FSC/PROC | When order is placed through FSC |
| 3 | Blue | FSC | Completion of order when received |
| 2 | Goldenrod | RESL | If tactical order is placed |
| 1 (Top) | White | LSC/ Documentation Unit | LSC/SPUL keep at completion of order – given to Documentation Unit for record keeping |

 |
| ICS Form 213RR-EPA Routing Flowchart. Provides a visualization for the Routing Information provided in the "ICS Form 213RR-EPA Routing Information" section above this chart.**ICS Form 213RR-EPA****Routing Flowchart** |