



Refer to page 8 for instructions on how to complete and submit this form.

Purpose: This form must be completed by owners or operators of facilities pursuant to California Code of Regulations (CCR), Title 14, section 805.5. This form and its attachment must accompany the Response Manual when submitted to the Office of Spill Prevention and Response (OSPR) for review and approval. Collectively these documents constitute the oil spill contingency plan that is required by Government Code section 8670.29 that must be submitted to OSPR by facility owners and operators.

A. PLAN HOLDER INFORMATION

1. Plan Holder: The single entity (owner or operator) that is responsible for maintaining the contingency plan.

Plan Holder Name:

Legal Company Name:

Plan Name:

Plan Holder Point of Contact

Name:

Mailing Address:

Phone Number:

Email:

Alternate Point of Contact (optional)

Name:

Mailing Address:

Phone Number:

Email:

2. Address of principal place of business of the plan holder, if different from above.

Mailing Address:

Phone Number:

Email:

3. Owner Information

Facility Owner Company Name:

Owner Point of Contact Name:

Mailing Address:

Phone Number:

Email:

4. Operator Information

Facility Operator Company Name:

Operator Point of Contact Name:

Mailing Address:



Phone Number:

Email:

For onshore production facilities, provide the CalGEM Operator number:
California Environmental Reporting System identification number, if issued:

5. Agent for Service of Process. The agent for service of process must reside in California.

Agent for Service of Process Name:

Mailing Address:

Phone Number:

Fax Number:

Email:

B. RESPONSE MANAGEMENT INFORMATION

1. Primary Qualified Individual. The primary qualified individual must represent all the facilities covered by the contingency plan.

Qualified Individual Name:

Mailing Address:

24-Hour Phone Number:

Email:

Alternate Qualified Individual (optional):

Name:

Mailing Address:

24-Hour Phone Number:

Email:

2. Certified Spill Management Team (SMT) Information

Indicate whether the plan holder utilizes internal, external, or a combination of personnel providers for the plan holder's certified SMT. If a combination of internal and external personnel is used, check both boxes below and provide the appropriate details. If the plan holder relies on external personnel to provide all or part of its certified SMT, the contingency plan attachment must include documentation of a contract or other approved agreement with each external provider relied upon.

Each spill management team must be certified by OSPR for the appropriate tier classification, based on the facility's reasonable worst-case spill volume provided in section C. of this form. Refer to California Code of Regulations, title 14, sections 830.1 through 830.11.

☐ The plan holder is relying on internal plan holder personnel, or a mix of internal and external personnel, for a certified SMT.

Internal/Plan Holder SMT Application Number:

☐ The plan holder is relying on one or more external providers of personnel to meet the requirement for a certified SMT.



Name of External SMT:

External SMT Number:

Name of External SMT:

External SMT Number:

Specify the section number within the accompanying attachment where the evidence of a contract or agreement with a certified spill management team is located:

C. FACILITY INFORMATION

1. OSPR-Regulated Facility Information

Enter all OSPR-regulated facilities covered by the plan, including the facility name, facility type, reasonable worst-case spill volume, type(s) of oil handled, as defined in 14 CCR section 790, latitude/longitude (decimal degrees), and the OSPR response region for each facility. Latitude and longitude are not required for pipelines and railroads. The response regions are described in 14 CCR section 790. See the instructions page for guidance and attach additional pages as necessary.

Facility Name	Facility Type	RWCS Volume	Type of Oil	Latitude	Longitude	Region (S/C/N)

2. Reasonable Worst-Case Spill (RWCS) Volume Calculations

Plan holders should utilize the RWCS volume calculator tool, available on OSPR's website. If the plan holder's RWCS volume calculation employs model output or additional parameters not included in the RWCS Calculator, the full calculation and all parameters, pursuant to 14 CCR section 805.13, must be included in the contingency plan attachment.

The largest RWCS volume for this plan is: _____ barrels.

Specify the section number within the accompanying attachment where the calculation(s) are located:

3. Certificate of Financial Responsibility (COFR)

List the COFR number for each facility covered by the contingency plan. The information provided in this table must align with the certificate issued by OSPR. The facility name and RWCS volume on the COFR application must match the RWCS volume provided in Table C.1 above. If a COFR has not been issued but an application has been submitted, please state "submitted" in the Certificate Number column. Attach additional pages as necessary.

Facility Name	Certificate Number



D. PREVENTION AND PROTECTION MEASURES

1. Specify the section number within the accompanying attachment where the Prevention and Protection Measures information described in 14 CCR subsection 805.15(a) is located:

☐ The plan holder acknowledges that the maintenance schedules and procedures must be provided to the Administrator within 5 days of request.

2. Please check all schedules and procedures that apply to the operations of facilities covered by this plan.

☐ Maintenance schedule and procedures for any pipelines and tanks, including internal and external inspections, for assessing corrosion, damage, lateral or vertical movement, and leaks.

☐ Maintenance schedule and procedures, including inspections, for ensuring any secondary containment is intact, including protection of drains leading off the property.

☐ The schedule and process for discovering and assessing unauthorized activity in a right-of-way.

☐ For a railroad, the maintenance schedule, and procedures, including inspections, for the track, signaling equipment, and switching equipment.

E. HAZARD EVALUATION STUDY AND OFFSITE CONSEQUENCE ANALYSIS

1. Hazard Evaluation Study

Specify the section number within the accompanying attachment where the summary of the hazard evaluation study conducted pursuant to 14 CCR subsection 805.15(b) is located:

2. Offsite Consequence Analysis

Specify the section number within the accompanying attachment where the offsite consequence analysis and summary of the resources at risk from a spill, pursuant to 14 CCR subsection 805.15(c), is located:

3. Environmental Sensitive Site Protection Coverage

For facilities posing impacts to tidally influenced waters, indicate the area contingency plan(s) and geographic response area(s) impacted by the 12-hour trajectory:

F. RESPONSE RESOURCES

1. Waters of the State at Risk

Indicate the types of waters potentially impacted by each facility covered by the contingency plan.

Facility Name	Within ¼ mile of tidally influenced waters of high-volume port	Within ¼ mile of tidally influenced waters of facility transfer area / Santa Barbara	Within ¼ mile of non-tidally influenced perennial waters	Within ¼ mile of non-tidally influenced intermittent or ephemeral waters



		Channel (FTA/SBC)		

2. Response Capabilities

The plan holder must demonstrate response resources defined in 14 CCR subsection 805.15(d), are either provided by a rated oil spill response organization (OSRO) with appropriate service ratings (as described in 14 CCR section 819.02) or with plan holder-owned resources. Any plan holder-owned equipment must be rated by the Administrator as described in 14 CCR section 819.02.

Specify the section number within the accompanying attachment where the OSRO contract(s) are located:

- Primary Rated OSRO Name:
- Secondary Rated OSRO Name:

Specify the contracted rated OSRO(s) or plan holder resources utilized to meet the requirements for the following services, as described in 14 CCR section 805.15. Shoreline cleanup or low light detection capabilities may be provided by entities other than a rated OSRO but must meet the requirements described in section 805.15. Enter "N/A" for any services not required for the facilities covered by the plan.

- Marine On-Water Containment and Recovery:
- Inland On-Water Containment and Recovery:
- Terrestrial Services:
- Environmental Sensitive Site Protection:
- Shoreline Cleanup:
- Non-Floating Oil:
- Low Light Detection:
- Comments on OSRO Coverage:

3. Shoreline Cleanup

Specify the section number within the accompanying attachment where shoreline cleanup description, pursuant to 14 CCR subsection 805.15(d)(8), is located:

4. Plan Holder-Owned Response Resources

- ☐ No required response resources are provided by the plan holder.
- ☐ The plan holder provides required response resources in part or entirely, in accordance with 14 CCR subsection 805.15(e).

Specify the section number within the accompanying attachment where the required response resources that are provided by the plan holder are listed:

If the plan holder provides required response resources in part or entirely, acknowledge each requirement below.



- ☐ All plan holder-owned and controlled response resources identified in the contingency plan must be available, deployable, and operational for an exercise, drill, or spill. The plan holder must notify the Administrator when major equipment identified in the contingency plan is removed from service for a period of 24 hours or more for maintenance, sale, or any other reason.
- ☐ Notification must be made to the Administrator 15 calendar days prior to removing equipment for planned or anticipated removal, and within 24 hours after removing equipment for unplanned or unanticipated reasons.
- ☐ The plan holder must demonstrate that backup equipment is available during the time that the major plan holder-owned and controlled equipment is out of service. Backup equipment may be provided from the plan holder's own inventory or may be made available from another source.
- ☐ The plan holder must notify the Administrator within 24 hours when the major plan holder-owned and controlled equipment is back in service.
- ☐ If plan holder-owned and controlled response resources identified in the contingency plan are to be moved out of the plan holder's planning area, and that movement may impact the plan holder's containment, recovery, or storage capability within the first six hours of a spill, the plan holder will make a request to the Administrator to temporarily reduce the minimum oil recovery capability before the response resources can be moved.

5. Applied Response Technologies and Oil Spill Cleanup Agents

- ☐ The plan holder has not identified any non-mechanical methods of response, such as oil spill cleanup agents or applied response technologies.
- ☐ The plan holder has identified non-mechanical method of response considered appropriate and acknowledges that all such methods must be identified and utilized in accordance provisions of the California Oil Spill Contingency Plan, the National Oil and Hazardous Substances Pollution Contingency Plan, the applicable federal area contingency plan, the California Dispersant Use Plan, and all applicable state laws and regulations, specifically 14 CCR section 886.1.

Specify the section number within the accompanying attachment where information on non-mechanic response methods including names, quantities, and deployment timeframes are located:

6. Oiled Wildlife Care Requirements

- ☐ The plan holder is relying on the Oiled Wildlife Care Network (OWCN) to provide rescue and rehabilitation services for wildlife impacted by an oil spill. The plan holder will request this support via the OWCN Response Hotline 1-877-UCD-OWCN (1-877-823-6926).
- ☐ The plan holder is relying on a wildlife rescue and rehabilitation provider other than the OWCN.

Specify the section number within the accompanying attachment where information regarding wildlife rescue and rehabilitation provider and capabilities, pursuant to 14 CCR subsection 805.15(g), are located:

G. ICS, COMMUNICATIONS PLANS, AND CLAIMS FOR DAMAGES

1. Incident Command System

The incident command system or the unified command structure must be used as required by 14 CCR subsection 805.15(h)(1).

- ☐ The plan holder will integrate with the state incident command system or a unified command.
- ☐ Plan holder acknowledges that OSPR will serve as Environmental Unit Leader, Liaison Officer, Volunteer Unit Leader, and Wildlife Branch Director for oil spill response in California.



2. Communications Plans

- ☐ The communication plans to be used during a spill are those used in the incident command system.
- ☐ The plan holder will use communications plans different than those used in the incident command system
The alternate communications plans are located within the accompanying attachment in section number:

3. Claims for Damages

- ☐ The plan holder must immediately and widely advertise the way it will accept and pay claims for damages as a result of an oil spill, pursuant to Government Code section 8670.51.1. This must include at least a website, phone number, press releases, and a notice published in a prominent local newspaper that is circulated in the areas affected by the spill. The website must be sufficiently optimized and tagged to appear prominently in internet searches about the incident.

H. DRILLS AND EXERCISES

- ☐ The plan holder must comply with the requirements of California Code of Regulations, title 14, section 820.1 to ensure that the elements of the plan will function in an emergency.
- ☐ The plan holder or operator must ensure that all response resources identified as plan holder-owned participate in equipment deployment drill at least once every three years or as required in 14 CCR section 820.1, with the exception of terrestrial equipment, which must be verified by an inspection at least once every three years, pursuant to California Code of Regulations title 14, section 819.03.
- ☐ Environmental Sensitive Site Protection. If the plan holder relies on plan holder-owned equipment for environmental sensitive site protection resources, a drill must be conducted at least once every three years. The amount of boom required to be deployed is the amount needed for the site strategy or strategies identified in the drill scenario, but no more than the amount required at protection hour six pursuant to section 828.1 of this chapter.

I. SAFETY TRAINING

- ☐ The plan holder must ensure that all facility personnel who are likely to be engaged in oil spill response maintain all safety training required by state and federal safety laws, in accordance 14 CCR subsection 805.15(i). The plan holder must ensure that all appropriate personnel engaged in oil spill response receive training in oil spill response and cleanup equipment usage and operations.
- ☐ Training records must be maintained for three years from the date of the training. All such documentation must be made available to the Administrator upon request within five calendar days.

J. CERTIFICATION STATEMENT

The accompanying attachment must include the statement below that is signed under penalty of perjury by an executive within the plan holder's management, pursuant to 14 CCR subsection 805.15(k):

I certify that, to the best of my knowledge and belief, under penalty of perjury under the laws of the State of California, that the information contained in this oil spill contingency plan, which includes the response manual and the accompanying attachment, is true and correct and that the plan is both feasible and executable. By signing this statement, I agree to all the mandatory statements of this form and attest that the plan will comply with each regulation that is represented by those statements. I also certify that the company will maintain a level of readiness that will allow effective implementation of the contingency plan.

Specify the section number within the accompanying attachment where the certification statement is located:



INSTRUCTIONS

This form must be completed by owners or operators of facilities pursuant to California Code of Regulations (CCR), Title 14, section 805.5. This form and its attachment must accompany the Response Manual when submitted to the Office of Spill Prevention and Response (OSPR) for review and approval. Collectively these documents constitute the oil spill contingency plan that is required by Government Code section 8670.29 that must be submitted to OSPR by facility owners and operators. This form can be found on OSPR's website at <https://wildlife.ca.gov/OSPR>.

1. Submit completed application via the following methods:

- By e-mail to: facilitycplans@wildlife.ca.gov

Note: For security purposes, ZIP files transmitted via e-mail will not be accepted.

- An online version of this form may be completed through the application on the Office of Spill Prevention and Response's website at: (application link to be inserted)

2. Miscellaneous instructions:

- If a question does not apply, answer "not applicable."
- If additional space is required, supplemental pages may be attached.
- Incomplete forms will not be processed until OSPR receives all required information.
- Confidentiality. The process for asserting a claim of confidentiality for any information required by this application is described in Title 14, California Code of Regulations, section 790.3

3. Attachment. The "contingency form attachment" is referenced multiple times throughout this document. This attachment must be submitted with this form to meet the requirements described in section 805.15. The attachment must be a single pdf document that is usable, readable, searchable, and printable by the Administrator. This includes all maps, diagrams, photographs, documentation of contracts or other approved agreements, text, hyperlinked content, etc. If documents are scanned .pdf documents, the content in those documents must be tagged for accessibility and so that they are searchable. Plan holders are asked to provide the section numbers where specific required information is located within the attachment.

Section A. Plan Holder Information

A.1. Enter the name of the plan holder, the legal company name, and the name of the plan. The plan holder may be the owner or operator of the facilities covered by the plan, or a trade name. The plan name should be a descriptive name for the facility or facilities covered by the plan. Provide the point of contact for communications regarding the contingency plan, as well as an alternate point of contact, if desired.

A.2. Enter the address of the principal place of business of the plan holder, if different from the plan holder address entered in A.1.

A.3. Enter the owner information (name, point of contact, address, phone number) as defined in 790(o)(17).

A.4. Enter the operator information (name, point of contact, address, phone number) as defined in 790(o)(17). For onshore production facilities, enter the California Geological Energy Management Division (CalGEM) operator number. If issued, operators must enter the California Environmental Reporting System identification number.

A.5. Enter the name, address, telephone number, facsimile number, and email of an agent for service of process designated to receive legal documents on behalf of the plan holder. The agent must be located in California.

Section B. Response Management Information

B.1 Provide the name and contact information for the qualified individual, as defined in section 790(q)(1). The qualified individual must be fluent in English, located in the continental United States, available on a 24-hour basis, and have full written authority to implement the contingency plan. Provide the name and contact information for an alternate qualified individual, if applicable.

B.2 Indicate the composition of the plan holder's certified spill management team (SMT). The SMT may consist of personnel employed by the plan holder or persons affiliated with the plan holder, contracted personnel (referred to as an external SMT), or a combination thereof. The SMT must be certified to the Tier consistent with the plan holder's



reasonable worst-case spill volume and type(s) of waters impacted as defined in 830.3, and it must be certified to respond in all geographic regions in which the plan holder operates. The applicable SMT number(s), as well as documentation of a contract or other approved agreement with any external SMTs relied upon, must be included in the Contingency Plan Attachment. The SMT may have an interim certification for purposes of satisfying contingency plan requirements.

Section C. Facility Information

C.1. Provide a list of facilities covered by the contingency plan, including the facility name(s), facility type, reasonable worst-case spill (RWCS) volume as applicable to the facility type as defined in section 805.13, petroleum products handled, latitude and longitude for each facility (excepting pipelines and mobile facilities), and the OSPR field response team (FRT) region in which each facility is located as defined in section 790. Attach additional pages as necessary.

Applicable facility types include:

- a. Marine Terminal
- b. Onshore Pipeline
- c. Small Marine Fueling Facility
- d. Mobile Transfer Unit
- e. Onshore Production Facility
- f. Offshore Platform
- g. Offshore Pipeline
- h. Railroad
- i. Other

C.2. Plan holders should utilize the RWCS volume calculator tool, available on OSPR's website. All parameters and calculations used to determine the reasonable worst-case spill volume must be included in the attachment. If the RWCS volume calculation employs modeled output to quantify any parameters, all the inputs, assumptions, and a depiction or graph of the output must be included in the contingency plan attachment pursuant to section 805.13.

Enter the largest RWCS volume for facilities covered by the plan. This volume will be used to determine the plan holder's Tier for the certified SMT and Drills and Exercises, as identified in section 830.3 and section 820.1, respectively.

C.3. Provide the certificate of financial responsibility (COFR) number for each facility covered by the contingency plan. Facility names must be consistent with the information provided in C.1. If a COFR application has been submitted but the certificate has not yet been issued, specify "Submitted" in the "Certificate Number" column. Attach additional pages as necessary.

Section D. Prevention and Protection Measures

In D.1, specify the section in the contingency plan attachment that describes the leak detection and alarm systems, protection methods, and oil detection in low light conditions, as described in subsection 805.15(a).

In D.2, acknowledge the requirement to provide maintenance schedules and procedures to the Administrator and indicate which items apply to the facilities covered by the plan.

Section E. Hazard Evaluation Study and Oil Spil Consequence Analysis

E.1. Specify the section number within the contingency plan attachment where the summary of the hazard evaluation study conducted pursuant to section 805.15(b)

E.3. For facilities posing impacts to tidally influenced waters, indicate the area contingency plan(s) and geographic response area(s) impacted by the 12-hour trajectory pursuant to section 805.15(c)(1)(D)3.

Section F Response Resources

F.1. Provide information regarding the types of operating environments and waters impacted by each facility's operations. Types of waters are determined by utilizing the Southwest Environmental Response Management Application, on the National Oceanic and Atmospheric Administration's website and referencing the definitions of the respective risk zones and water types described in section 790.

For each facility covered by the contingency plan, enter the facility name and indicate the risk zones and water types impacted.



F.2. Provide the name(s) of the primary oil spill response organization (OSRO) the plan holder is relying on to provide the response services specified in section F, as well as the name of the secondary OSRO if applicable. Include the OSRO contract(s) as part of the contingency plan attachment.

Specify which OSRO is providing each of the response services listed. Each OSRO must have a rating from OSPR in accordance with section 819 through 819.07 to provide the listed services consistent with the plan holder's RWCS volume, geographic regions, operating environment, and products handled, with the exception of shoreline cleanup and low light detection. Provide explanatory comments regarding OSRO services, if needed.

F.3. Shoreline Cleanup

Specify the section number within the contingency plan attachment where the shoreline cleanup description, pursuant to section 805.15(d)(8), is located.

F.4. Plan Holder-Owned Response Resources.

If the plan holder is not providing any of the required response resources listed in section F.2., check the first box to indicate this.

If the plan holder is utilizing plan holder-owned response resources to meet requirements for response resources listed in section F.2, entirely or in part, check the second box to indicate this.

If the second box is checked, specify the location within the contingency plan attachment where the information described in section 805.15(e) is located and acknowledge the statements regarding plan holder-owned response resources.

F.5. Applied Response Technologies and Oil Spill Cleanup Agents

If the plan holder has not identified any non-mechanical response methods, check the first box to indicate this.

If the plan holder has identified non-mechanical response methods, check the second box to indicate this and acknowledge the requirement to utilize these methods in accordance with 886.1 and the Regional Contingency Plan.

Specify the section number within the contingency plan attachment that includes information on the oil spill cleanup agents and applied response technologies including names, quantities, and deployment timeframes for each method proposed.

F.6. Oiled Wildlife Care Requirements

If the plan holder is relying on the Oiled Wildlife Care Network (OWCN) to provide rescue and rehabilitation services for wildlife impacted by an oil spill, check the first box to indicate this.

If the plan holder is relying on a wildlife rescue and rehabilitation provider other than the OWCN, check the second box to indicate this. Specify the section number within the contingency plan attachment where information regarding the wildlife rescue and rehabilitation provider is located.

Section G. ICS, Communications Plan, and Claims during an Incident.

G.1. Incident Command System

Acknowledge the statement that the plan holder will integrate with the state incident command system or unified command.

Acknowledge the statement that OSPR will serve as Environmental Unit Leader, Liaison Officer, Volunteer Unit Leader, and Wildlife Branch Director for oil spill response in California.

G.2. Communications Plans

If the plan holder plans to use communication plans from the incident command system during spill response, check the first box.

If the plan holder will use communications plans different than those used in the incident command system, check the second box and specify the section number within the contingency plan attachment where the alternate communications plans are located.

G.3. Claims for Damages



Acknowledge the claims for damages statement.

Section H. Drills and Exercises

Acknowledge the statement that the plan holder will meet the drill and exercise requirements in accordance with 820.1.

If the plan holder identified any plan holder-owned required response resource equipment, acknowledge the statement regarding drill and inspection frequency requirements. If no plan holder equipment is identified, leave the acknowledgement blank.

If plan holder-owned response resources are utilized to meet environmental sensitive site protection requirements, acknowledge the statement regarding drill requirements. If no plan holder-owned resources are identified for environmental sensitive site protection, leave the acknowledgement blank.

Section I. Safety Training

Acknowledge the statements specifying that personnel will have requisite safety training pursuant to applicable state and federal law, and that training records will be maintained for three years and provided to OSPR upon request.

Section J. Certification Statement.

Specify the section number within the contingency plan attachment where the signed and dated certification statement is located.