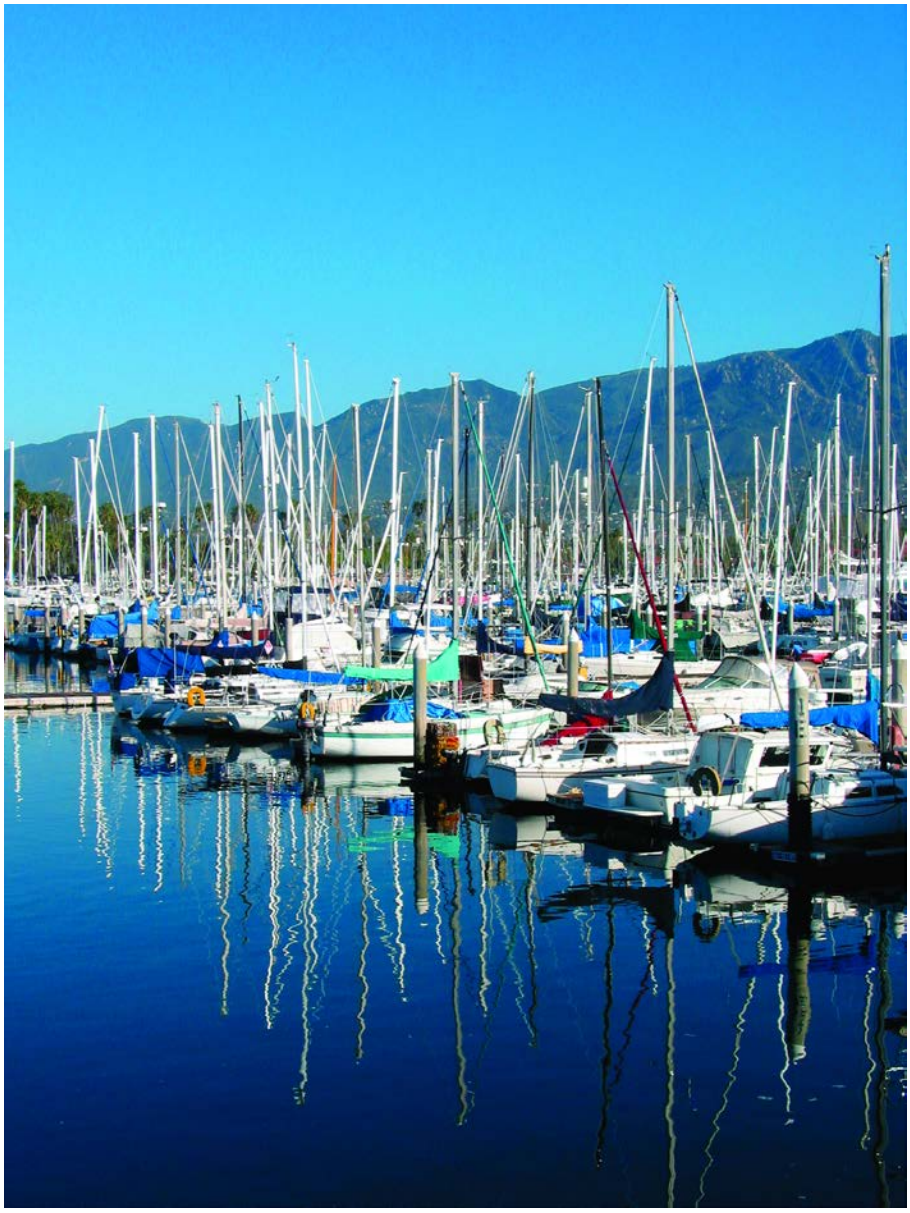
Marinas and Yacht Clubs Spill Response Communication Packet



Partnering Organizations

Dear California Marina and Yacht Club Operators:

As a result of large scale oil spills on San Francisco Bay such as the *M/V Cosco Busan* and *M/V Dubai Star* incidents, efforts have been made to increase communication with marinas and yacht club operators during an oil spill event. In 2010, several federal, state, local government entities, and boating organizations started the San Francisco Bay and Delta **Marinas and Yacht Clubs Oil Spill Preparedness Working Group**[1] (the Working Group) as a part of the San Francisco Bay and Delta Area Committee (SFBDAC).

The Working Group's purpose and goals include: Development of oil spill response notification procedures to incorporate and enhance communication capabilities between the Unified Command (UC), county's office of emergency services offices, and the harbors and marinas. The Work Group's intent is to strengthen communication capabilities set forth by the SFBDAC. The Work Group focused on the following goals which include:

- Identify tools/resources that already exist within current information infrastructure;
- Create new tools/resources to cover gaps within current information infrastructure; and
- Develop methods to educate all parties about what avenues are available to find information, as well as methods to keep it updated so it may be trusted for dependability.

Since marinas and yacht clubs are waterfront stakeholders and you have extensive local waterways and boating knowledge, we have developed <u>an educational tool</u> (enclosed **Marinas and Yacht Clubs Spill Response Communication Packet**) to assist you during these large scale spill emergencies. You are encouraged to use, customize, and to share this educational tool with others in developing theirs or your own specific plans for your individual facility. The Spill Response Communication Packet components include:

- **Collective List of Resources.** This list includes: The county's office of emergency services contacts, information about the California Department of Fish and Wildlife's Office of Spill Prevention and Response (OSPR) Cal Spill Watch Website; social media applications (e.g., Twitter and Facebook), and up-to-date information regarding oil spill response operations;

- **County Office of Emergency Services Local Agency Contacts.**

- **The OSPR's Response Equipment Grantees and Equipment Location.** This list includes <u>ONLY</u> OSPR's Equipment Grantees. Additional response equipment may be available within your county. For more information contact your county office of emergency services. Refer to the packet handout entitled "County Office of Emergency Services Local Agency Contacts."

- **Resource Phone Tree**. This tool provides information on the required and recommended notifications required of the marinas and yacht clubs in case of an oil spill, as well as additional resources to be considered (e.g., oil spill cleanup contractors, and salvage and vessel assist companies). In addition, this form provides guidance on the information needed to report an oil spill incident to the National Response Center (NRC).

[1] Working Group members include: The California State Park Division of Boating and Waterways & California Coastal Commission's Boating Clean and Green Program; The California Department of Fish and Wildlife, Office of Spill Prevention and Response; the Governor's Office of Emergency Services; the U.S. Coast Guard; the San Francisco Bay Conservation and Development Commission; the California Association of Harbormasters and Port Captains; the Marina Recreation Association; the Clean Marinas California Program; the Pacific Inter-Club Yacht Association; the Western Marine Insurance Service Corporation; and the San Francisco Baykeepers.

- **Third party claim process description and sample of the marine oil spill cost recovery procedures -- spill response--cost estimate**
- **Oil Spill Plan Template Example**
- **Information about the use of oil spill cleanup agents in waters of the State**
- **Regulations applicable to the use of Dispersants**
- **The California Department of Fish and Wildlife's, Office of Spill Prevention and Response Equipment Grant Program.**

We encourage you to review this information, keep it updated, use and share it with your staff. The documents listed above are available electronically at https://calspillwatch.dfg.ca.gov/ (Marinas and Yacht Clubs tab).

We also recommend that you and your staff take the appropriate response training such as the Hazardous Material Operations training and the on-line Incident Command System courses (ICS 100 and 200). The ICS courses are available at: http://training.fema.gov/EMIWeb/IS/IS100b.asp http://training.fema.gov/EMIWeb/IS/IS200b.asp

If you have any questions regarding the above-listed documents, please contact:

Cindy Murphy
California Department of Fish and Wildlife
Office of Spill Prevention and Response Grants Contract Manager (916) 375-4746
Cindy.Murphy@wildlife.ca.gov

Robert Butchart
Governor's Office of Emergency Services (Cal OES)
Maritime Emergency Service Coordinator
(510) 816-7416
robert.butchart@calema.ca.gov

Vivian Matuk
Environmental Boating Program Coordinator
California State Parks Division of Boating & Waterways
California Coastal Commission
(415) 904-6905
vmatuk@coastal.ca.gov

Partnering Organizations

LIST OF RESOURCES TO GET INFORMATION DURING AN OIL SPILL EVENT (occurring outside of your facility)

In order to obtain information in case of an oil/fuel spill event, please check **ALL** the following resources **starting from 1 to 3.**

1. Contact your County Office of Emergency Services

In addition, please use the following resources:

2. Check the California Department of Fish and Wildlife/Office of Spill Prevention and Response (OSPR) CalSpillWatch Website at https://calspillwatch.dfg.ca.gov/ *Information will be provided as available.*

3. Follow OSPR in Twitter at www.twitter.com/dfg_ospr

RESPONSE EQUIPMENT GRANT FAQ

What is the Response Equipment Grant?
The Department of Fish and Wildlife, Office of Spill Prevention and Response would like to provide a grant to any local government entity to provide response equipment that can be pre-positioned (pre-staged) throughout the state. The equipment will be deployed by the grantee to contain a spill or to protect local resources.

Who can apply for the equipment grant?
Any local public agency or tribe in the State of California, including cities, counties, tribal nations, fire departments, Port Districts, Public Utility Districts, and Emergency Management Departments.

Who will receive the equipment grant?
In order to be considered, agencies must be at risk of an oil spill occurring in their jurisdiction. Grant awards will be selected based on the following:

- Threat and magnitude of an oil spill in waters of the state
- Proximity to ecological sensitive sites
- The proximity of existing nearby response equipment or personnel
- Ability to deploy spill response equipment

Are there any fees associated with the equipment grant?
There are no fees, matching funds, or out-of-pocket expenses associated with receiving the equipment grant. If you choose to insure the equipment, your insurance provider may charge you to add to your policy.

Who can I contact for help?
Cindy Murphy, Local Government Coordinator at (916) 375-4746 or cindy.murphy@wildlife.ca.gov.

TRAINING FAQ

How long is the training?
Training will be eight hours in length.

What will the training consist of?
The training will consist of basic safety and equipment deployment including:

- Health and safety concerns when deploying equipment on oil spills
- Equipment familiarization
- Care, storage, and maintenance of the equipment
- Booming techniques
- Spill reporting and notification
- Decontamination of personnel and equipment
- A practical hands-on deployment of the equipment

- Limitations of the equipment

Some jurisdictions are supplementing this training on their own with HAZWOPER/HAZMAT training and water safety/boat operations training. This training is designed to allow equipment users to safely deploy the equipment.

Who should be trained?
The people deploying the equipment should be trained. Additionally, individuals or organizations who are first responders in the county where the equipment will be stored, and/or deployed, may participate in training.

Can someone who has not been trained deploy the equipment?
Once an organization has ownership of the equipment, it is in their discretion to determine who may deploy the equipment. For the safety of all personnel, anyone who may deploy the equipment should be trained.

Who will provide the training?
A list of vendors will be provided upon request.

Are funds available for backfill staff during training?
No funds are available for backfill staff during training. It is the responsibility of each individual agency to handle staffing issues during the scheduled training.

EQUIPMENT FAQ

Where should the equipment be stored?
It is up to your organization to provide storage for the equipment trailer. Many agencies will store the trailer in a secure location near the water. Since the trailer can be moved, it may also be staged at a centralized location which can be easily accessed.

Does the response equipment need to be stored at a fire department or marina?
Not necessarily. You decide where you want to store the equipment. Fire departments are in a prime position to deploy the boom because of their 24-hour presence, staff numbers, training and equipment (boats). It is often beneficial to store the equipment at a marina because responders and the equipment can be staged at one location.

What happens when we use the equipment?
If the equipment is used for a response action at OSPR's request (any significant marine or inland aquatic oil spill), reimbursement funds may be available for replacement or boom decontamination. If you deploy your boom without prior authorization, reimbursement may not be available.

Will OSPR maintain the response equipment?
No. You will own the equipment; therefore the maintenance will be your responsibility.

Office of Spill Prevention and Response (OSPR) - Response Equipment Grantees and Equipment Location (February, 2017)

This list includes ONLY the Office of Spill Prevention and Response (OSPR) Response Equipment Grantees and the equipment location. This list does not include other response equipment that may be available at your County. For more information about additional response equipment in your County, contact your County Office of Emergency Service. List provided in this packet (County Office of Emergency Services - Local Agency Contacts handout).

Information about the Office of Spill Prevention and Response (OSPR) Response Equipment Grant is found in this Toolkit. We encourage you to contact and partner with your local public agency to access and use this grant.

For the most updated OSPR Response Equipment Grantees, equipment location list and for question related to OSPR's Response Equipment Grant, please contact: Cindy Murphy, Department of Fish and Wildlife, OSPR Grants Contract Manager cindy.murphy@wildlife.ca.gov or https://www.wildlife.ca.gov/OSPR

Grantee	Contact Info	Email	Contact Info (after hours)	Equipment Location	1000' (unless noted)	County
City of Berkeley, Marina Division		Jmann@ci.berkeley.ca.us	**(510) 542-3171 or (510) 542-3172 (24/7)**	201 University Ave Berkley 94710	6x6/600'	Alameda
City of Oakland, Fire Department 12	Cathey Eide 510-238-6069; 510-334-4183	ceide@oaklandnet.com	**Oakland Fire (510) 444-3322 (24/7)**	568 Bellevue Ave Oakland 94610	6x6	Alameda
City of Oakland, Fire Department 3	Cathey Eide 510-238-6069; 510-334-4183	ceide@oaklandnet.com	**Oakland Fire (510) 444-3322 (24/7)**	1445 14th Street Oakland 94612	6x6	Alameda
City of Oakland, Lake Merritt	Cathey Eide 510-238-6069; 510-334-4183	ceide@oaklandnet.com	**Oakland Fire (510) 444-3322 (24/7)**	Lake Merritt	4x6	Alameda
East Bay Regional Park District	Kevin Takei (510) 544-3172; (510) 715-5100; Fred Cortopassi (510) 544 - 3171	ktakei@ebparks.org	**(510) 881-1833 (24/7) Police/Fire Dispatch**	1231 McKay Ave, Alameda 94501	4x8	Alameda
Port of Oakland	Jeff Jones (510) 627-1360; (510) 773-9988	jjones@portofoakland.com	**Airport Operations (510) 563-3361 (24/7)**	651 Maritime Street, Oakland 94610	4x8	Alameda
Butte County Fire Department	Russell Fowler, Captain	Russ.fowler@fire.ca.gov		Kelly Ridge Fire Station (22 Walnut Avenue, Oroville, CA)		Butte
City of Richmond, Fire Department 64	Kathryn Gerk, CEM (510) 685-6402	kathy_gerk@ci.richmond.ca.us	**(510) 685-6402 (24/7)**	4801 Bayview Ave., Richmond 94804	6x12	Contra Costa
City of Richmond, Port	Kathryn Gerk, CEM (510) 685-6402 / James Matzorkis, Port Director (510) 620-6784	kathy_gerk@ci.richmond.ca.us	**(510) 215-4606 (24/7)**	1311 Canel Blvd., Richmond 94804	8x12	Contra Costa
Contra Costa County, Health/Haz	Adam Springer (925) 335-3216	Adam.Springer@hsd.cccounty.us	**Adam Springer (925) 335-3232 (24/7)**	4585 Pacheco Blvd., Martinez 94553 / County Corporate Yard	6x6	Contra Costa
East Bay Regional Park District	Scott Possin (510) 544-3108	spossin@ebparks.org	**(510) 881-1833 (24/7)**	900 B Dornan Dr Richmond 94801	6x6	Contra Costa
Crescent City, Harbor District	Charles Helms, Harbor Master (707) 464-6174x24(Office)	chelms@ccharbor.com	**Charles Helms(707) 954-0892 (24/7)**	101 Citizens Dock Rd Crescent City, 95531	6x12	Del Norte
Cher-Ae Heigts Indian Community of the Trinidad	Mike Hostler (707) 599-0719	cherae.roads@gmail.com	**Mike Hostler (707) 599-0719 or 1-800-648-2464**	1 Cher-Ae Lane Trinidad, 95570	8x12	Humboldt
Humboldt Bay Harbor, Rec Con Dst	Suzie Howser, Shelter Cove Fire (707) 986-7507	showser@humboldtbay.org	**Shelter Cove Fire (707) 986-7507 (24/7)**	9126 Shelter Cove Rd., Whitethorn, 95486	4x6	Humboldt
Humboldt Bay Harbor, Rec Con Dst	Suzie Harbor District (707) 443-0801	showser@humboldtbay.org	**Security (707) 498-2552 (24/7)**	601 Startare Drive, Eureka, 95501	6x12	Humboldt
Yurok Tribe Environmental Program	William Patterson, (707) 482-1822 xt. 1001	wpatterson@yuroktribe.nsn.us	**William Patterson, Assistant Director- Pollution Prevention Division (707) 482-1822 xt. 1001**	Yurok Tribe Environmental Program, PO Box 1027	6x12	Humboldt
City of Avalon Harbor Dept	Brian Bray (310) 510-0535	brianbray@cityofavalon.com	**(310) 510-0535 (24/7)**	1 Falls Canyon Road, Avalon CA 90704	4x6	Los Angeles
County of Los Angeles Beaches & Harbors			**Marina del Rey (310) 305-9522**	Marina del Rey	6x12	Los Angeles
Marin County, Parks &Open Space	Brian Sanford (415) 609-4486 or 473-7473 / Ari Golan (415) 259-9897 or (415) 473-2055	Bsanford@marincounty.org; Agolan@marincounty.org	**Sanford Pgr. (415) 451-9165 Golan Pgr. (415) 451-8740**	Seadrift Rd Stinson Beach:Bolinas Lagoon (tennis court)	6x6	Marin
Richardson's Bay Regional Agency	Bill Price, Harbor Administrator (415) 971-3919	bprice@co.marin.ca.us	**Harbor Administrator, Richardson's Bay Regional Agency (415) 971-3919**	3501 Civic Center Dr. San Rafael, CA 94903	6x12	Marin
City of Monterey, Fire Department	Barry Perkins (831) 646-3906	PerkinsB@ci.monterey.ca.us	**Duty Officer (831) 647-7300 (24/7)**	32 Cannery Row. (USCG Station Yard)	6x6	Monterey
Alta Volunteer Fire Protection District	Chief Bryce Birkman (530) 613-0920	afpd.cert@gmail.com	**Chief Bryce Birkman (530) 613-0920**	Alta Fire Station on 33950 Alta Bonny Nook Road, Alta, CA.	6x6	Placer
Peninsula Fire District	Andrew Courtright (530) 259-2306	courtright@peninsulafire.net		Peninsula Fire Protection District Station 2 (801 Golf Club Road; Lake Almanor, CA 96137)		Plumas
Plumas County Environmental Health / OES	Jerry Sipe (530-283-6367)	JerrySipe@countyofplumas.com		Rodgers Flat PG&E		Plumas
City of Sacramento, Fire Department	Jerry Apodaca (916) 808-1693 or 916-216-0293	japodaca@sfd.cityofsacramento.org	**both numbers answered 24/7**	3230 J Street Sac. 95814 (behind Safeway store)	6x12	Sacramento
City of Oceanside, Dept of Harbors & Beaches	Paul Lawrence (760) 435-4032	plawrence@ci.oceanside.ca.us	**Paul Lawrence, Harbor Manager (760) 435-4029**	Oceanside Harbor Boat Launch	4x6	San Diego
San Francisco, Fire Dept	Asst. Deputy Chief (415) 558-3680	thomas.harvey@sfgov.org	**(415) 274-0582 (24/7)**	Pier 22 1/2 (SF Fire Dpt Station 35), San Francisco 94105	6x12	San Francisco
San Francisco, Police Marine Patrol	Keith Matthews (415) 378-5402	keith.matthews@sfgov.org	**Keith Matthews (415) 378-5402 Dispatch (24/7)**	2951 Hyde Street, San Francisco 94109	4x6	San Francisco
San Francisco, Port	Daley Dunham (415) 274-0454	daley.dunham@sfport.com	**(415) 274-0400 (24/7)**	Pier 50 SF 94111	6x6	San Francisco
Port San Luis Harbor District	Chris Muson, Planner/Analyst (805) 595-5431 / Port San Luis Harbor District (805) 595-5431	chrism@portsanluis.com	**Planner/Analyst, Port of San Luis Harbor District (805) 595-5431**	3950 Avila Beach Dr. - trailer is located at Harbor Terrace Avila Beach, CA 93424	6x12	San Luis Obispo
City of Brisbane Marina	Michael Hahn, Harbor Master (650) 583-6975	mhahn@ci.brisbane.ca.us	**Brisbane Municipal Marina (650) 583-6975**	400 Sierra Point Parkway Brisbane, CA 94005	6x12	San Mateo

Grantee	Contact Info	Email	Contact Info (after hours)	Equipment Location	1000' (unless	County
City of Foster, Fire Department	John Mapes (650) 286-3350	jmapes@fostercity.org	**SMC Public Safety Communications (650) 363-4907 (24/7)**	1040 E. Hillsdale Blvd., Foster City, 94404	4x6	San Mateo
City of South San Francisco Fire Department	Matthew Samson (650) 875-6961	matt.samson@ssf.net	**Matthew Samson (650) 515-1041**	480 North Canal Street; South San Francisco, CA 94080	6x6	San Mateo
San Mateo County, Fire Station 13	Donald Snaman (650-306-4150) / Douglas Fry, Fire Chief (650) 740-7202	dsnaman@redwoodcityport.com DougF@bscfd.org	**Donald Snaman (650-306-4150)**	509 Seaport Court, Redwood City, CA 94063	6x12	San Mateo
San Mateo County, OES	Stephen Mahaley (650) 363-4790	smahaley@smcgov.org	**(650) 363-4790 Dispatch (24/7)**	Coyote Pt. Marina, 1900 Coyote Pt. Dr. 94401	6x12	San Mateo
City of Santa Barbara, Waterfront Dept	Mick Kronman (805) 897-2587		**Harbor Dispatch (805) 564-5530 (24/7)**	132-A Harbor Way, SB, 93109	6x12	Santa Barbara
Santa Barbara County Office of Emergency Servi	Robert Troy (805) 883-8036	rtroy@sbcoem.org		132-A Harbor Way, SB, 93109		Santa Barbara
Santa Barbara County Office of Emergency Servi	Robert Troy (805) 883-8036	rtroy@sbcoem.org		TBD		Santa Barbara
Santa Cruz Harbor, Port District	Don Kinnamon (831) 475-6161	dkinnamon@santacruzharbor.org	**(831) 212-4261**	135 5th Ave. Santa Cruz, 95062	6x6	Santa Cruz
Siskiyou County CUPA	Rick Dean (530) 841-2113	rdean@co.siskiyou.ca.us		Dunsmuir Fire Department (5915 Dunsmuir Avenue; Dunsmuir, CA 96025)		Siskiyou
City of Petaluma, Fire Department 3	Cary Fergus (707) 849-7458)	cfergus@ci.petaluma.ca.us	**Sonoma County Dispatch - RedComm (707-576-1371)**	831 South McDowell Blvd, Petaluma, 94952	6x12	Sonoma
Sonoma County Fire & Emergency Services	Andrew Parsons (707) 565-1174	andrew.parsons@sonoma-county.org	**Sonoma County Dispatch - (707-576-1371)**	8600 Windsor Road; Windsor, CA 95492	6x12	Sonoma
Ventura Port District	Pat Hummer (805) 947-7900	phummer@venturaharbor.com	**(805) 642-8618 (24/7) (805)947-7900 (Between 2-6 am)**	1603 Anchors Way Drive, ventura, 93001	6x6	Ventura
Long Beach Fire Department	Kurt Borsting (562-241-0098)	kurt.borsting@longbeach.gov		TBD	PENDING	Los Angeles
Morongo Band of Mission Indians	Floyd Velasquez (951-755-5309)	fvelasquez@morongo-nsn.gov		11581 Potero Road, Banning, CA 92220	PENDING	Riverside
San Mateo County Harbor District	John Draper (650-726-4382)	jdraper@smharbor.com		1 Johnson Pier, Half Moon Bay, CA 94018	PENDING	San Mateo
Bodega Bay Fire Department	Justin Fox (707-875-3700)	jfox@bbfpd.org		TBD	PENDING	Sonoma
Yuba City Fire Department	Peter H. Daley, III (530-822-4698)	pdaley@yubacity.net		795 Lincoln Road, Yuba City, CA 95991	PENDING	Sutter

For additional response equipment resources, check the Oil Spill Response Organizations (OSRO) at https://www.wildlife.ca.gov/OSPR/OSRO

SPILL NOTIFICATION AND EMERGENCY CONTACT NUMBERS
Resource Phone Tree

Form Updated on _____ *(Boating Facility Operator: Please include the date when this form was updated)*

Complete the entire form found on this packet (Section: Information Needed To Report A Spill Incident To The National Response Center - NRC) before you call NRC.

Required Notification

1. Call **ALL** the following agencies first as follows **(Required).** ***Note***: *If you are the responsible party, you need to make this notification within 30 minutes.*

    a. National Response Center **1-800-424-8802 or 202-267-2675**
    b. State Warning Center **1-800-852-7550 or 916-845-8911**

State law requires the spiller to notify these agencies in the event of a spill. Failure to report can result in potential fines. Reporting a spill does not always result in the assessment of fines. Immediate notification is required so that cleanup efforts can begin promptly. However, anyone is encouraged to report a spill that presents a threat to public health or the environment.

2. Recommended Notification

a. United State Coast Guard (depending on your region, call one of the sectors below)
    i. Sector San Francisco (415) 399- 3547
    ii. USCG Humboldt Bay (707) 839-6103)
    iii. Sector Los Angeles - Long Beach (310) 521-3801
    iv. Sector San Diego (619) 278-7033
b. CA Department of Fish and Wildlife report line **800-OILS911**
c. 9-1-1 or the Local Emergency Response Agency (e.g. Fire Department) and local Certified Unified Program Agency (CUPA) http://cersapps.calepa.ca.gov/Public/Directory/

3. If Boating Facility Operator isn't on-site, Contact him/her or the marina/yacht club person in charge and other important staff
    - Name: _____
    - Title: _____
    - Office Phone Number: _____
    - Mobile Phone Number: _____
    - Home Phone Number: _____

4. Boating Facility notifies appropriate parties (Ex City Mayor, City and/or County Officials, among others)

5. Report oiled wildlife to the Oiled Wildlife Care Network **877- 823 - 6926** http://www.vetmed.ucdavis.edu/owcn/

Additional Resources to be Considered. *This section needs to be completed in coordination with the boating facility operator.*

- Oil Spill Cleanup Contractor. (Ex: Check Oil Spill Response Organizations (OSRO) (http://www.dfg.ca.gov/ospr/Science/oil_spill_response_organizations.aspx)

Contractor: _____

- Salvage Companies (include a minimum of 3) http://www.dbw.ca.gov/PDF/AWAF/BoatSalv.pdf
  1. Name: _____
     Phone Number: _____
  2. Name: _____
     Phone Number: _____
  3. Name: _____
     Phone Number: _____

- Additional Divers, if needed (include a minimum of 3)
  1. Name: _____
     Phone Number: _____
  2. Name: _____
     Phone Number: _____
  3. Name: _____
     Phone Number: _____

- Vessel assists: (800) 367-8222

- Nearby boatyards or boat repair facilities (include a minimum of 3)
  1. Name: _____
     Phone Number: _____
  2. Name: _____
     Phone Number: _____
  3. Name: _____
     Phone Number: _____

INFORMATION NEEDED TO REPORT A SPILL INCIDENT TO THE NATIONAL RESPONSE CENTER - NRC

Before calling the National Response Center (NRC) (**1-800-424-8802 or 202-267-2675)** to report a spill, collect as much information about the incident as possible including:

Reporting Party

Reporting Party Name and Last Name: _____

Reporting Party Phone Number: _____

This phone number belongs to a ____Cell Phone ___ Pager ___ Work Phone number ___ Home Phone number

Reporting Party Organization's Name: _____

Reporting Party Organization's Type (Ex: Federal Government, Fire Department, Foreign Agency, Local Government, Military, N/A, Police Department, Private Citizen, Private enterprise, Public Utility, Sea Partners Program, State Government, Tribe, Unknown) _____

Reporting Party Organization's Address: _____

Suspected Responsible Party

Suspected Responsible Party Name and Last Name:_____

Suspected Responsible Party Phone Number: _____

This phone number belongs to a ____Cell Phone ___ Pager ___ Work Phone number ___ Home Phone number

Suspected Responsible Party Organization's Name: _____

Suspected Responsible Party Organization's Type (Ex: Federal Government, Fire Department, Foreign Agency, Local Government, Military, N/A, Police Department, Private Citizen, Private enterprise, Public Utility, Sea Partners Program, State Government, Tribe, Unknown) _____

Suspected Responsible Party Address _____
_____

Vessel Registration number: _____
Vessel Name: _____
Vessel Slip # (if applicable): _____

Date and time of the incident: _____

Location of the incident (Address and if at a slip, slip #):
_____

Source and cause of the discharge: _____

Types of material(s) discharged (Ex Diesel, Gasoline, Oil, Other): _____

Estimated quantity of materials discharged: _____

Danger or threat posed by the discharge: _____

Number and types of injuries (if any): _____

Weather conditions at the incident location:_____

Other information to help emergency personnel respond to the incident:

_____

_____

_____

National Response Center Report Case Number: _____ **Time and Date:** _____

State Warning Center Report Case Number: _____ **Time and Date:** _____

Give a short narrative of the event and the result from your action

_____

_____

_____

_____

_____

On-Line Reporting Tool

The National Response Center (NRC) has deployed an On-Line Reporting Tool. http://www.nrc.uscg.mil/nrchp.html This tool provides users of the internet the ability to easily submit incident reports to the NRC. In addition, the tool will transmit an email containing the report number back to the Reporting Party. The on-line HELP feature will assist users in all facets of the tool. We invite you to utilize the NRC On-Line Reporting Tool by clicking here.

Reports taken by the NRC are based on the "Incident Type." Each Incident Type requires a different subset of information. The NRC On-Line Reporting Application "HELP" feature describes these areas in detail. All incident types are available for submission via the application.

The NRC will contact the Reporting Party within 30 minutes of receiving an online report to provide an official NRC Report Number. If you have not received an email confirmation from the NRC within 45 minutes of submitting a report, please contact us by phone using our toll free number (800-424-8802).

Third Party Claim Process for Marine Oil Spill Cost Recovery Procedures for State and Local Government Agencies

The State of California Department of Fish and Wildlife's Office of Spill Prevention and Response (OSPR) is the lead agency in responding to oil spills in marine waters of the state. Generally, the state and local government agencies perform removal actions under the direction of the Incident's Unified Command. Working within the Incident Command System (ICS) structure, OSPR can assist state and local agencies to recover their response costs.

Responsible Party Funds - In most cases, responsible parties are held liable for all damages and costs incurred as a result of an oil pollution incident. In the event a responsible party (RP) is designated and accepts financial responsibility to pay full spill response costs, state and local agencies should seek reimbursement directly from the RP. In some instances, these costs may be coordinated through OSPR.

Federal Funds - If the Federal Oil Spill Liability Trust Fund is opened to provide funds for a spill incident, the OSPR may function as Finance Liaison for State agencies. Local government agencies should seek reimbursement directly from the Federal On-Scene Coordinator (FOSC). Whenever the Federal Fund is opened, each state and local agency should immediately submit a Pollution Removal Funding Authorization Request (PRFA) to the FOSC.

Upon approval/authorization from the FOSC, the assisting Agency will provide a daily estimate of personnel & operating costs listing activities authorized by the Incident Command (sample provided separately, document entitled: *SAMPLE Marine Oil Spill Cost Recovery Procedures -- Spill Response--Cost Estimate*).

Reimbursement using the PRFA process usually results in full recovery of costs if proper documentation is complete.

For further information and forms, please refer to Annex C, Operational Administration, Appendix I, Spill Funding Procedures,@ of the National Contingency Plan.

State Funds - If Federal Funds are not available, or will not be available in an adequate period of time, and a RP does not exist (or is unable or unwilling to provide adequate and timely cleanup), State of California Oil Spill Response Trust Fund may be accessed. This fund may be used to pay necessary costs for responding to, containing, and cleaning up the oil spill. State and local agencies should submit their invoices to the State of California Office of Spill Prevention and Response. If a claim is under $50,000, the claim may be submitted directly to OSPR. If the claim exceeds $50,000, it must be submitted to the federal fund prior to submission to OSPR.

Documentation Requirements - In order to recover costs, expenses must be properly documented to provide an accurate accounting of payments due. Furthermore, if litigation is required, documentation must be admissible in court. Documentation requirements will vary between responsible parties. If reimbursement is being sought from a RP, documentation

requirements should be coordinated with the RP, discussed and agreed upon as early as possible in the response process.

Cost documentation should be completed as close to the time of activity as possible. When completed, the documentation should provide a complete and accurate audit trail for internal and external auditors so that compliance with applicable regulations, guidelines, and procedures can be verified. Documentation should, at a minimum, include the following:

Personnel Costs - Detail should include; name of employee, classification, activity/duty, hours worked, hourly salary and total costs for employee on a daily basis. These daily costs should be summarized to total the entire personnel costs of the billing period.

Operating Costs - Line-item or object detail should be provided on a daily basis, with a summarized total by billing period. Equipment usage costs should be detailed and include the hourly or daily usage rate of each item.

Each agency should provide adequate cost documentation to support each item of expense. For example; copies of signed employee time reports, and support for the hourly billing rates (how the rates were determined); copies of vendor invoices; and travel expense claims, including airline and rental care charges, per diem and mileage charges and per diem schedules.

Please contact Sandi Potstada at sandi.potstad@wildlife.ca.gov or Kelly Abe at kelly.abe@wildlife.ca.gov with further questions or concerns.

Third Party Claim Process for Marine Oil Spill Cost Recovery Procedures for Private Entity

If a private entity is damaged as a result of the oil spill, the first avenue of reimbursement would be to follow the claims process established by the RP who will likely publish a toll free number for a larger spill. If there is no RP claims process available, it is advisable to file a claim with the National Pollution Fund Center (NPFC) using the information on their website at www.uscg.mil/npfc

Types of claims for private entities allowed under the Oil Pollution Act include:

- Removal costs
- Real or Personal Property Damage
- Loss of Profits and Earning Capacity
- Subsistence Loss

If federal funds are sought, thorough documentation is required by NPFC. Refer to the Claimant Guide located on NPFC's website and 33 CFR Part 136 "Oil Spill Liability Trust fund; Claims Procedures; Designation of Source; and Advertisement" for further details. Contact NPFC at 1-800-280-7118 or arl-pf-npfcclaimsinfo@uscg.mil for additional information on the claims process.

SAMPLE Marine Oil Spill Cost Recovery Procedures -- Spill Response--Cost Estimate

Recommended tracking costs. There may be additional cost that can be reimbursed.
For further information and forms, please refer to Annex C, Operational Administration, Appendix I, Spill Funding Procedures of the National Contingency Plan.

Facility Name _____
Incident Name _____
Incident Date _____

Date Prepared _____
Billing Period _____

PERSONNEL COSTS

Date	Employee	Hourly Rate	Hours	Subtotal Personnel Costs	Subtotal Travel & Per Diem
2/18/2010	Responder	$59.01	12	$708.12	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
Total Costs				**$708.12**	**$0.00**

TRAVEL EXPENSES COSTS

Mileage	Mileage Reimbursement Rate	Total Cost of Mileage	Hotel, Air, Per Diem	Fuel Costs	Subtotal Cost
25	$0.50	$12.50	$500.00	$0.00	$512.50
		$0.00			$0.00
		$0.00			$0.00
		$0.00			$0.00
		$0.00			$0.00
Total Costs		**$12.50**	**$500.00**	$0.00	**$512.50**

RESPONSE EQUIPMENT AND DISPOSAL COSTS

Item	Quantity	Rate per unit	Subtotal Costs
Response Equipment			
Disposal Cost			
Other: _____			
Other: _____			

SAMPLE

TOTALS

Estimate Grand Total	$
PERSONNEL COSTS	
TRAVEL EXPENSES COSTS	
RESPONSE EQUIPMENT & DISPOSAL COSTS	
TOTAL	

Spill Plan Template - Example

Even if Spill Prevention, Control, and Countermeasure Plan (SPCC) regulations do not apply to your facility[1], an SPCC or Oil Spill Contingency Plan should still be developed. Note: If you have a fuel dock on site, you have this information on file with your Certified Unified Program Agency (CUPA). It is your responsibility to review this plan on an annual basis**. Even if you do not have a fuel dock on site, you should have a plan that helps you get ready for any emergency.**

On the Water Incident

1. Assess magnitude of spill.
2. If possible, identify the material that has been spilled.

   a. If gasoline
      i. Evacuate area immediately. ***Gasoline spills are extremely dangerous.***
      ii. Clear area of people and create a safety zone.
      iii. Shut off power.
      iv. Contact the Fire Department: 911 and follow the notification procedure found in the handout entitled "SPILL NOTIFICATION AND EMERGENCY CONTACT NUMBERS Resource Phone Tree."
      v. Look for source - Stop source if able to do so safely.

   b. If not gasoline – Continue with steps 3-7 below

3. Identify for source.
4. Stop source if able. *Do not use any soap or dispersing agents. It is illegal!*
5. Contain spill if possible, place containment boom or absorbent materials. Remember to use adequate personal protective equipment (*appropriate response training is recommended* i.e. First Responder Awareness and First Responder Operations).
6. When the incident is secured complete an Incident Report. To properly report the spill, please check the handout found in this packet entitled "***SPILL NOTIFICATION AND EMERGENCY CONTACT NUMBERS Resource Phone Tree***"
7. Record information about the boat owner/operator (boat registration number).

Bilge Contaminated with Diesel, Transmission Fluid, Oil and Water

- If you smell gasoline, refer to numerals 2 a**. *(i-iv)*** above
- If the bilge is contaminated with diesel, transmission fluid, oil and water
   i. Disable the bilge pump
   ii. If pumping is necessary, the vessel owner/operator should contact their insurance agency and be referred to an outside service or hazardous waste handler. They can call a boatyard or local clean up services depending on what may be applicable.

On Land Incident

Treat this spill as a hazardous spill. The key is to prevent oil from reaching water or drains.
Call 911

- If oil only, stop spread of oil with sandbags, containment boom and or absorbent materials. Use personal protective equipment (PPE).
- Drain Barrier Kit, place over drain, if necessary.

[1] A facility that meets the following requirements must have SPCC Plan if there is an aggregate aboveground oil storage capacity greater than 1,320 U.S. gallons (includes oils stored in 55 gallon containers or larger, that when aggregated, total oil storage exceeds 1,320 gallons), or a completely buried storage capacity greater than 42,000 U.S. gallons, and there is a reasonable expectation of an oil discharge into or upon navigable waters of the U.S. or adjoining shorelines. In California, those sites are regulated under the Aboveground Petroleum Storage Act and they must submit notifications to their local CUPA and maintain current SPCCs
http://www.epa.gov/oem/docs/oil/spcc/spccbluebroch.pdf

Emergency Response Plans

It is essential for your facility to have emergency response plans. Establish a single binder for all of your emergency response plans. Give it a bright cover so it stands out. You may also want to keep the plans with the facility material safety data sheet (MSDS) binder in an accessible location. Make sure each employee knows where it is and what type of information it contains. Prepare individual plans for all likely threats such as fuel and oil spills, health emergencies, fires, earthquakes, etc. Keep the plans SIMPLE.

Some components for the emergency response plans include:

□ **Site Plan:** Show valves, pipes, tanks, structures, roads, hydrants, docks, power and fuel shutoffs, hazardous material storage locations (e.g., solvents, fuels, pool chemicals, pesticides - indicate quantities). Include location of storm drains on the property and any storm drains that empty in the facility (*Contact your City to access this information*). Include information on parking lot drains.

□ Develop a Spill Response Inventory List including the list of materials and equipment available on site (i.e. fire extinguishers, oil absorbents and booms), characteristics, quantity and location (maps are ideal). Explain how the equipment should be used and disposed. If material and equipments are locked, include information on how to access them. Include a list on the protective equipment you have and its location.

***Recommendation:* It is ideal to have at least two times the length of the largest vessel of boom to contain a spill and even consider more quantity. Develop a list of local responding companies. You may also want to communicate with your neighboring marinas to find out what emergency equipment they have.**

□ **Action:** State what action should be taken during an emergency and, based on likely threats, what equipment should be deployed.

□ **Personnel:** Identify who (by name or title) is responsible for taking what action, e.g., deploying equipment, contacting emergency agencies, etc. Designate one person on the marina/yacht club staff as the official spokesperson for the facility. Have an updated list of staff phone numbers.

□ **Phone Numbers:** Refer to the Handout entitled *SPILL NOTIFICATION AND EMERGENCY CONTACT NUMBERS - Resource Phone Tree (packet handout developed by our group)*

THE USE OF OIL SPILL CLEANUP AGENTS IN WATERS OF THE STATE

At the time of an oil spill incident, all Oil Spill Cleanup Agents (OSCA) must be approved in advance of use by the Region IX Regional Response Team (RRT). This includes dispersants, in-situ burning and chemical OSCAs. Once the RRT grants approval, a product can be used. In order for a product to be considered for use, the product must be listed on the National Contingency Plan (NCP) and licensed by the Administrator of the Office of Spill Prevention and Response (OSPR).

California Government Code Section 8670.13.l(b) states that sorbents and other cleanup devices that do not employ the use of active chemical cleanup agents, or are otherwise determined not to cause aquatic toxicity, are not subject to the licensing provisions. A list of products that have met the exemption criteria as well as products currently licensed as oil spill cleanup agents, can be found at the OSPR web-site listed below.

Please be advised, the Office of Spill Prevention and Response restricts the use of loose particulate materials for purposes of on-water spill response. As such, loose particulate materials must be contained, either in pillows, socks or within the confines of booms or booming operations, for use in cleanup for all waters of the State. These restrictions are necessary to ensure that large quantities of foreign materials are not lost to the environment where they can become available to wildlife.

Additional Contact Information:

U.S. Environmental Protection Agency:
www.epa.gov/oilspill/ncp

Mr. Lance Richman
(415) 972-3022
richman.lance@epa.gov

Office of Spill Prevention and Response:
www.wildlife.ca.gov

Ms. Ellen Faurot-Daniels
(831) 649-2888
ellen.faurotd@wildlife.ca.gov

Use of Dispersants

It is illegal to use soaps or other dispersing agents to dissipate and/or mask oil on the water. Violators are subject to Federal civil or criminal penalties of $40,000 per day, per incident (33 CFR 135.305).

California civil and criminal penalties can range from $1,000 to $1,000,000 depending on the facts of the violation. (Fish & Game C. §5650.1, §12002; Government C. §8670.64 et seq.)

There are other California statutes that also prohibit water pollution, eg. Water Code, Harbors & Navigation Code, Penal Code.

For more information visit: http://www.dfg.ca.gov/ospr/fed_region_9.aspx