



SMALL MARINE FUELING FACILITIES, MOBILE TRANSFER UNITS, VESSELS CARRYING OIL AS SECONDARY CARGO/TABLETOP EXERCISE EVALUATOR WORKSHEET

1.	Name of Facility or Vessel Plan:
2.	Contingency Plan Number:
3.	Name of Evaluator:
4.	Date of Exercise:
5.	Location of Drill/Exercise or actual response:
6.	Spill Management team used (check one): <input type="checkbox"/> 1. Local response spill management team <input type="checkbox"/> 2. Dedicated company spill management team. <input type="checkbox"/> 3. Professional spill management service (name of the spill management service used)
7.	Time started: Time completed:
8.	Response plan scenario used (check one): <input type="checkbox"/> Most probable discharge: <input type="checkbox"/> Maximum most probable discharge: <input type="checkbox"/> Reasonable worst case discharge: <input type="checkbox"/> Worst case discharge: Size of (simulated) spill (bbls/gals):
9.	List of drill objectives. Instructions: Mark the objectives exercised during this drill. Provide comments, detailing Objectives that worked well or that were deficient.
Met <input type="radio"/> Not Met <input type="radio"/> Not Tested <input type="radio"/> Not Observed <input type="radio"/>	1) NOTIFICATIONS: Actual notifications shall be made to the Plan Holder's Oil Spill Response Organization and Qualified Individual, the California Office of Emergency Services and the National Response Center, and shall be initiated and documented at the start of the drill/exercise.



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Met <input type="radio"/>	2) STAFF MOBILIZATION: Assemble the Spill Management Team (SMT) on-site at the Command Post identified in the contingency plan.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	3) INCIDENT COMMAND SYSTEM: Organize the initial responders to operate under the framework of the Incident Command System (ICS), as outlined in the U.S. Coast Guard's Incident Management Handbook. This shall include implementation of the initial response phase of the operational planning cycle (Planning "P").
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	4) UNIFIED COMMAND: Identify and form a Unified Command. The Unified Command shall develop initial objectives and priorities for the response.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	5) PUBLIC INFORMATION: Provide the necessary interface between the Unified Command and the media/public. Develop and issue at least one fact sheet and/or one press release.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	6) LIAISON: Identify relevant stakeholders and initiate contact as appropriate.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	7) SAFETY: Conduct an initial site safety assessment, identify hazards using the Safety Data Sheet (SDS) and conduct a safety briefing. As appropriate, work with the local emergency agencies to identify and alert populations at risk from these hazards.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	8) OPERATIONS: Coordinate and manage field operations with a rated Oil Spill Response Organization (OSRO) on-site, in accordance with initial UC objectives and priorities.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	



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Met <input type="radio"/>	8.1) SOURCE CONTROL AND ASSESSMENT Locate the source and initiate emergency shutdown procedures according to the contingency plan. Provide an estimate of the quantity and extent of the discharge and an initial trajectory.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	8.2) FIREFIGHTING: Identify and make notifications to the firefighting resources identified in the contingency plan, as appropriate.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	8.3) CONTAINMENT: Describe procedures to deploy spill response resources immediately available, as identified in the contingency plan.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	8.4) WILDLIFE RECOVERY AND REHABILITATION: To initiate proper wildlife protection procedures; make actual notifications to the Oiled Wildlife Care Network.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	9) PLANNING: Develop strategies and tactics based on the initial objectives and priorities, for inclusion in an ICS 201 Form.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	9.1) SITUATION UNIT: Collect, organize, and display information about the current status of the spill. At a minimum this would include the following: the name of the incident; chart/map of incident; an organization chart (ICS 207); information on current and forecasted weather, tides and currents.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	



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Met <input type="radio"/>	9.2) RESOURCE UNIT: Maintain the status and location of all incident resources and establish a Check-in List (ICS 211)..
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	9.3) ENVIRONMENTAL UNIT: Gather environmental data including weather, tides, currents, and resources at risk (initial ICS 232) based on environmentally sensitive sites identified in the ACPs.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	9.4) WASTE MANAGEMENT AND DISPOSAL: Gather information and discuss elements of a waste management plan, including procedures for waste segregation, characterization, minimization, quantification, overall waste management and final disposition, as appropriate.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	9.5) DOCUMENTATION: Collect, maintain and organize all documents generated during the drill/exercise. These documents shall be provided to the Administrator upon request.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	10) LOGISTICS: Provide necessary incident support in terms of personnel, facilities, and services.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	10.1) PERSONNEL AND FACILITY SUPPORT: Identify and provide the necessary support of all personnel associated with the response including lodging, food services, transportation, communication, and operational/administrative space and services.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	



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This form is an Evaluator Worksheet to be used while evaluating an exercise. It's designed to track the objectives exercised and whether or not the objective was met. All objectives cannot be reviewed by one individual and this worksheet can be used to compile multiple evaluations into one document.

Include the following information.

1. **Name of Facility or Vessel Plan:** Name of company/plan holder conducting the exercise.
2. **Contingency Plan Number:** The Contingency Plan number assigned by OSPR. Example; Facility Plan number E1-11-1111, Vessel Plan number 08-01-1111.
3. **Name of Evaluator:** The name of the person doing this evaluation.
4. **Date of Exercise:** Date exercise was conducted.
5. **Location of Drill/Exercise or Actual Response:** Address where the drill/exercise was held. If an actual response, the location; coordinate, address, berth, pier, etc..
6. **Spill Management Team used:** During the exercise, who was filling the ICS positions, local responders, company spill management team or a professional spill management team?
7. **Time started:** Time of the start of the exercise. **Time completed:** Time when the exercise was called.
8. **Response plan scenario:**

Most probable discharge; for **USCG** regulated vessels, a discharge of 50 barrels (2,100 gallons) from the vessel during oil transfer operations. For **USCG** regulated facilities, a discharge of the lesser of 50 barrels (2,100 gallons) or 1% of the volume of the Worst Case Discharge. For **EPA** regulated facilities, a small discharge is a volume of 50 barrels (2,100 gallons) or less, provided this amount is less than the worst-case discharge.

Maximum most probable discharge; (1) For **USCG** regulated vessels, a discharge of 2,500 barrels (105,000 gallons) of oil for vessels with an oil cargo capacity equal to or greater than 25,000 barrels (105,000 gallons), or 10% of the vessel's oil cargo capacity for vessels with a capacity of less than 25,000 barrels (1,050,000 gallons). For **USCG** regulated facilities, a discharge of the lesser of 1,200 barrels (50,400 gallons) or 10% of the volume of a worst case discharge. For **EPA** regulated facilities, a discharge of greater than 2,100 gallons (50 barrels) and less than or equal to 36,000 gallons (858 barrels) or 10% of the capacity of the largest tank at the facility, whichever is less.

(2) 10% of the vessel's oil cargo capacity for vessels with a capacity of less than 25,000 barrels. **Reasonable worst case discharge;** the volume of the largest fuel tank of a **nontank vessel**. For **small marine fueling facilities**, the amount of additional spillage that could reasonably be expected to enter California marine waters during emergency shut-off, transfer or pumping operations if each hose or pipeline ruptures or becomes disconnected, or if some other incident occurs which could cause or increase the size of an oil spill. The spillage shall be calculated as follows: the maximum time to discover the release from the pipe or hose in hours, plus the maximum time to shut down flow from the pipe or hose in minutes or hours (based on historic discharge data or the best estimate in absence of historic discharge data for the facility) multiplied by the maximum flow rate expressed in barrels per hour (based on the maximum relief valve setting or maximum system pressure when relief valves are not provided) plus the total line fill drainage volume expressed in barrels. For **mobile transfer units:** the total tank storage capacity.

Worst case discharge; For **USCG regulated vessels;** a discharge of a vessel's entire hazardous substance cargo during adverse weather conditions (33 CFR 155.3030). In addition, planning contingencies should also anticipate situations where a vessel does not lose the entire cargo but the consequences of the release present a significant and substantial risk to human health or the environment. Furthermore, a company must be prepared to respond to any individual chemical it is authorized to carry. For **USCG regulated facility:** means a discharge of the entire volume of the largest hazardous substance cargo line (including the content of any associated breakout tanks) measured from the transfer manifold on the dock to the first valve inside the secondary containment of the facility. (*National Preparedness for Response Exercise Program (PREP) Guideline, Aug. 2002*).
9. **List of exercise objectives:** The Administrator shall give credit for all objectives successfully tested during the exercise. For those objectives not successfully tested, the Administrator may require an additional drill/exercise within 6 months of the drill/exercise completion. (CCR 820.01(d))