



**TANK VESSELS, NONTANK VESSELS, AND MARINE FACILITIES TABLETOP**

**EVALUATOR WORKSHEET**

1.	Name of Facility or Vessel Plan:
2.	Contingency Plan Number:
3.	Name of Evaluator:
4.	Date of Exercise:
5.	Location of 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 exercise objectives. Instructions: Mark the objectives involved in this exercise. 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.



**TANK VESSELS, NONTANK VESSELS, AND MARINE FACILITIES TABLETOP**

**EVALUATOR WORKSHEET**

<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p>2) STAFF MOBILIZATION: Assemble the Spill Management Team (SMT) identified in the contingency plan.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p>3) INCIDENT COMMAND SYSTEM: Organize the SMT to operate under the framework of the Incident Command System (ICS), as outlined in the U.S. Coast Guard Incident Management Handbook. This shall include implementation of the operational planning cycle (Planning "P").</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p>4) UNIFIED COMMAND: Form a Unified Command (UC) consisting of Federal, State, and Responsible Party representation. Local Representation may be included as appropriate. The UC shall develop Incident Objectives (ICS 202), set response priorities, and identify any limitations and constraints.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p>5) PUBLIC INFORMATION OFFICER (PIO): Provide an interface between the UC and the media/public. Develop and issue at least one written fact sheet and one press release during each operational period.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p>6) LIAISON OFFICER: Initiate contact with stakeholders, and assess their needs and available resources. Monitor the arrival of Agency Representatives at the Incident Command Post and keep them informed of the incident status.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p>7) SAFETY OFFICER: Conduct an initial site safety assessment and develop a Site Safety Plan (ICS 208). Monitor operations to ensure compliance with the Site Safety Plan.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p>8) OPERATIONS: Coordinate and manage field operations with facility-owned resources and/or a rated Oil Spill Response Organization (OSRO) in accordance with UC objectives and/or action plans. Field operations include, but are not limited to, facilitation of overflights, containment of spill, and on-water and shore-based recovery. Provide a list of available facility and/or OSRO resources and deployment timeframes.</p>



**TANK VESSELS, NONTANK VESSELS, AND MARINE FACILITIES TABLETOP**

**EVALUATOR WORKSHEET**

<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>8.1) SOURCE CONTROL:</b> Locate the source of the spill and initiate emergency shutdown procedures according to the contingency plan.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>8.2) ASSESSMENT:</b> Provide an estimate of the quantity and extent of the discharge and an initial trajectory. Develop a process for long term assessment of field operations and provide updates to the Planning Section Chief on the effectiveness of tactical operations.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>8.3) VESSEL EMERGENCY SERVICES:</b> Notify the contracted vessel emergency services provider identified in the contingency plan and develop a salvage plan, as appropriate.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>8.4) LIGHTERING:</b> Request lightering services identified in the contingency plan and develop a lightering plan, as appropriate.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>8.5) FIREFIGHTING:</b> Identify and make notifications to the firefighting resources identified in the contingency plan, as appropriate.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>8.6) SHORELINE PROTECTION:</b> Evaluate and identify sufficient resources to effectively implement the protective booming strategies contained in the Area Contingency Plan (ACP) and the respective industry contingency plan for the identified resources at risk.</p>



**TANK VESSELS, NONTANK VESSELS, AND MARINE FACILITIES TABLETOP**

**EVALUATOR WORKSHEET**

Met <input type="radio"/>	<b>8.7) WILDLIFE RECOVERY AND REHABILITATION:</b> Initiate proper wildlife protection procedures by making actual notifications to Oiled Wildlife Care Network as soon as the threat to wildlife is identified.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	<b>8.8) SAFETY OF RESPONDERS AND PUBLIC:</b> Identify health hazards associated with the discharged product (use Safety Data Sheet) and, as appropriate, work with 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"/>	<b>9.0) PLANNING:</b> Develop strategies and tactics based on the UC Objectives and in coordination with other ICS sections, for inclusion in a ICS 201 Form or an Incident Action Plan (IAP).
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	<b>9.1) SITUATION UNIT:</b> Collect, organize, and disseminate information about the current status of the spill. At a minimum, display 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; a meeting schedule (ICS 230); and an Incident Status Summary (ICS 209).
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	<b>9.2) RESOURCE UNIT:</b> Maintain the status and location of all incident resources, and establish a process for resource ordering, tracking, and demobilization in coordination with Logistics and Finance. Maintain, update and distribute the organization assignment list/incident organizational chart (ICS 203/207) and Check-in List (ICS 211).
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	
Met <input type="radio"/>	<b>9.3) ENVIRONMENTAL UNIT:</b> Gather environmental data including weather, tides and currents. Generate an initial ICS 232 identifying environmental, economic, and other resources at risk, based on sensitive sites identified in the ACP's and trajectory data.
Not Met <input type="radio"/>	
Not Tested <input type="radio"/>	
Not Observed <input type="radio"/>	



**TANK VESSELS, NONTANK VESSELS, AND MARINE FACILITIES TABLETOP**

**EVALUATOR WORKSHEET**

<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>9.3.1) WASTE MANAGEMENT:</b> Properly manage the recovered product and develop a Waste Management Plan for approval by the UC. The plan will include appropriate procedures for obtaining permits and/or waivers, waste segregation, characterization, minimization, quantification, overall waste management and final disposition, as appropriate.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>9.3.2) APPLIED RESPONSE TECHNOLOGY (ART):</b> Assist the ART Team Lead Technical Specialist, National Oceanic and Atmospheric Administration Scientific Support Coordinator, and/or other designated and trained natural resource trustee or response agency personnel, in evaluating the opportunities to use on-water response methods including chemical dispersants and in-situ burning; and/or shore-based oil spill cleanup methods including bioremediation and chemical shoreline cleaning agents, utilizing the state and federal policies and procedures adopted in the Region IX Regional Contingency Plan and the Federal ACPs.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>9.4) DOCUMENTATION:</b> Collect, maintain, organize, and disseminate as appropriate, all documents generated during the drill/exercise. Adequate documentation services shall be provided for all other sections. These documents shall be provided to the Administrator upon request.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>9.5) VOLUNTEER MANAGEMENT:</b> The Plan Holder will identify and coordinate with the appropriate emergency volunteer management program that has authority to screen, register, train and manage affiliated and/or unaffiliated volunteers.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>10) LOGISTICS:</b> Identify and provide necessary personnel, facilities, services and materials to support the incident response.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>10.1) COMMUNICATIONS:</b> Establish an intra-organization communications system and establish communications between the administrative functions and the field units. Develop an Incident Communications Plan (ICS 205) for the response organization.</p>



**TANK VESSELS, NONTANK VESSELS, AND MARINE FACILITIES TABLETOP**

**EVALUATOR WORKSHEET**

<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>10.2) PERSONNEL SUPPORT:</b> Identify and provide the necessary support of all personnel associated with the response including lodging, food services, transportation, operational/administrative spaces, security and a Medical Plan (ICS 206), as appropriate.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>10.3) INCIDENT COMMAND POST (ICP) EQUIPMENT AND SUPPORT:</b> Provide and support equipment necessary for the ICP infrastructure including internet service, telecommunication service, printers, copiers, and scanner/fax machines.</p>
<p>Met <input type="radio"/></p> <p>Not Met <input type="radio"/></p> <p>Not Tested <input type="radio"/></p> <p>Not Observed <input type="radio"/></p>	<p><b>11) FINANCE:</b> Authorize and/or administer procurement of response resources including trained and qualified personnel, response and support equipment (e.g., printers, copiers). Document and track daily expenditures and provide cost estimates for continuing operations. Establish and disseminate third-party claims procedures to the PIO, Liaison and Situation Unit.</p>

Other agencies represented and contact numbers if available: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Questions or comments can be directed to the Drills and Exercises Unit at 916 445-9338.**

**For submissions, contact OSPR at [osprdrills@wildlife.ca.gov](mailto:osprdrills@wildlife.ca.gov) or FAX 916 327-0907.**

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## TANK VESSELS, NONTANK VESSELS, AND MARINE FACILITIES TABLETOP EVALUATOR WORKSHEET INSTRUCTIONS

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 or 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))