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## 9100 Emergency Notification

### 9110 Area Committee Spill Notification List

Notify proper federal and state agencies corresponding with the location of the spill incident.

DATE/TIME OF CALL: \_\_\_\_\_

#### FEDERAL AGENCIES:

_____ NATIONAL RESPONSE CENTER	1-800-424-8802 (24 HRS)
_____ USCG ACTIVITIES BALTIMORE	410-576-2693 (24 HRS)
_____ USCG GROUP EASTERN SHORE	757-336-6511 (24 HRS)
_____ USCG ATLANTIC AREA COMMAND CENTER	757-398-6231 (24 HRS)
_____ ATLANTIC STRIKE TEAM	609-724-0008 (VOICE)
_____ NOAA SSC (GARY OTT) PAGER	757-759-7243 PIN 578816
_____ USFWS CHESAPEAKE BAY FIELD OFFICE	410-573-4519
_____ EPA REGION III	215-814-3255 (24 HRS)

#### STATE AGENCIES:

_____ COUNTY/CITY FIRE DEPARTMENT OF AFFECTED AREA	
_____ MD EMERGENCY MANAGEMENT AGENCY	410-517-3600
_____ PA DEPT OF ENVIRONMENTAL RESOURCES	717-787-4343 (24 HRS)
_____ DE DEPT OF NATURAL RESOURCES	302-834-4531
_____ MDE (EMERGENCY RESPONSE DIV.)	410-974-3551 (24 HRS)
_____ MD PORT ADMINISTRATION (SAFETY OPS.)	410-631-5223
_____ DC DEPT OF CONSUMER AFFAIRS	202-727-7000
_____ DC DEPT OF EMERGENCY PREPAREDNESS	202-727-6161 (24 HRS)
_____ VA OFFICE OF EMERGENCY SERVICES	1-800-468-8892 (24 HRS)

## 9120 Checkoff For Initial Response

- \_\_\_\_\_ 1. Dispatch Response Resources (USCG, State, Local.)
- \_\_\_\_\_ 2. Draft press statement.
- \_\_\_\_\_ 3. Assess personal safety.
- \_\_\_\_\_ 4. Assess the fire/explosion hazard (based on product).
- \_\_\_\_\_ 5. Determine the threat to public health.  
Consider issuing a Safety Zone at the site.
- \_\_\_\_\_ 6. Secure or isolate the source.
- \_\_\_\_\_ 7. Determine the following with respect to the incident:  
\_\_\_\_\_ Responsible Party (RP).  
\_\_\_\_\_ Environmental impact/resources at risk  
\_\_\_\_\_ Wildlife impacted.  
\_\_\_\_\_ Status of spill (secured, ongoing, contained, on  
land/water, cleanable, etc).
- \_\_\_\_\_ 8. Evaluate the severity of the incident:  
\_\_\_\_\_ Initial response adequate to handle spill?  
\_\_\_\_\_ Estimate duration of response.
- \_\_\_\_\_ 9. Issue the following required USCG documents:  
\_\_\_\_\_ Notice of Federal Interest (every case).  
\_\_\_\_\_ Letter of Designation of Source (when necessary).  
\_\_\_\_\_ Administrative/Directive Order (when necessary).  
\_\_\_\_\_ Issue Letter of Federal Assumption (when necessary).

### 9130 Checkoff List for Response Strategy

- \_\_\_\_\_ 1. Evaluate the level of response necessary.
- \_\_\_\_\_ 2. Determine if any special circumstances exist:
  - \_\_\_\_\_ Fire/explosion hazard.
  - \_\_\_\_\_ Vessel Grounding (large potential accompanying spill).
  - \_\_\_\_\_ Need for lightering/salvage operations.
  - \_\_\_\_\_ Sinking oils.
- \_\_\_\_\_ 3. Implement response structure. Determine what level of support is needed to successfully respond to incident.
- \_\_\_\_\_ 4. Mobilize response personnel
  - \_\_\_\_\_ Determine number needed.
  - \_\_\_\_\_ Need for USCG Reserve augmentation
  - \_\_\_\_\_ USCG District Response Group (DRG) support needed.
  - \_\_\_\_\_ Spill of National Significance (SONS) augmentation.
- \_\_\_\_\_ 5. Mobilize equipment needed.
  - \_\_\_\_\_ Determine quantity, type, response time, staging area.
  - \_\_\_\_\_ If lightering required locate/ID barges and other vessels and determine response times to area.
- \_\_\_\_\_ 6. Logistical needs.
  - \_\_\_\_\_ Personnel needs (food, lodging, clothing, etc).
  - \_\_\_\_\_ Alternate command post needed.
  - \_\_\_\_\_ Communications plan established (frequency, equipment).
  - \_\_\_\_\_ Arrangements for aviation overflights.
- \_\_\_\_\_ 7. Address any local issues.
  - \_\_\_\_\_ Water intakes affected (drinking and industrial).
  - \_\_\_\_\_ Need to evacuate and relocate private citizens.
- \_\_\_\_\_ 8. Funding issues.
- \_\_\_\_\_ 9. Need/use for volunteers.
- \_\_\_\_\_ 10. Natural Resource Damage Assessment.

## 9140 Checkoff List for Containment and Cleanup

- \_\_\_\_\_ 1. Develop strategy for spill area.
- \_\_\_\_\_ 2. Identify staging areas for waste (debris, absorbents).
- \_\_\_\_\_ 3. Evaluate effectiveness of containment.
- \_\_\_\_\_ 4. Evaluate effectiveness of recovery.
- \_\_\_\_\_ 5. Determine following with regard to spill:
  - \_\_\_\_\_ Location/boundaries (overflight info).
  - \_\_\_\_\_ Trajectory (future weather, tides/currents)
- \_\_\_\_\_ 6. Possibility of chemical countermeasures.
- \_\_\_\_\_ 7. Shoreline cleanup
  - \_\_\_\_\_ Evaluate countermeasures in use for effectiveness.
  - \_\_\_\_\_ Refine technique based on evaluation/situation.

## 9150 Checkoff List for Storage and Disposal

- \_\_\_\_\_ 1. Identify materials recovered and any hazards associated with them. Use laboratory testing if necessary.
- \_\_\_\_\_ 2. Can waste be recycled or reused.
- \_\_\_\_\_ 3. If applicable, determine recycling locations for:  
\_\_\_\_\_ Waste oil.  
\_\_\_\_\_ Oily Water.  
\_\_\_\_\_ Hazardous Materials.
- \_\_\_\_\_ 4. If applicable, determine disposal locations for:  
\_\_\_\_\_ Debris.  
\_\_\_\_\_ Oiled Sorbents.  
\_\_\_\_\_ Waste oil.  
\_\_\_\_\_ Oily Water.  
\_\_\_\_\_ Contaminated soil.  
\_\_\_\_\_ Hazardous Materials.
- \_\_\_\_\_ 5. Determine if temporary storage areas are needed for:  
\_\_\_\_\_ Debris.  
\_\_\_\_\_ Oiled sorbents.  
\_\_\_\_\_ Waste oil.  
\_\_\_\_\_ Contaminated soil.  
\_\_\_\_\_ Hazardous Materials.
- \_\_\_\_\_ 6. Arrange transportation, if necessary.

**9160 Checkoff List for Securing Operations**

To Be Developed

## 9170 Checkoff List for Cost Recovery and Documentation

- \_\_\_\_\_ 1. Access the Oil Spill Liability Trust Fund (OSLTF).
- \_\_\_\_\_ 2. Establish contracts with contractors.
- \_\_\_\_\_ 3. Issue PRFAs to other agencies.
- \_\_\_\_\_ 4. Collect Daily Resource Reports from Coast Guard units, contractors, and other agencies.
- \_\_\_\_\_ 5. Collect invoices from contractors and SF-1080s from other agencies.
- \_\_\_\_\_ 6. Review invoices and SF-1080s certify for accuracy.
- \_\_\_\_\_ 7. Send certified SF-1080s and invoices to National Pollution Funds Center.
- \_\_\_\_\_ 8. Conduct Natural Resource Damage Assessment (NRDA).  
\_\_\_\_\_ Notify affected natural resource trustees.  
\_\_\_\_\_ Establish NRDA network within Incident Command System.  
\_\_\_\_\_ Appoint a Lead Administrative Trustee (LAT).  
\_\_\_\_\_ Conduct an initial pre-assessment.  
\_\_\_\_\_ Conduct a pre-assessment screen.  
\_\_\_\_\_ Prepare an assessment plan.  
\_\_\_\_\_ Conduct assessment following "Type A/B" rules.  
\_\_\_\_\_ Prepare a post-assessment report.