

SETX & SWLA AREA CONTINGENCY PLAN

MSU Contingency Plan Section 4000 Planning

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Section 4000 - Planning

The Planning Section is responsible for the collection and evaluation of incident situation information, preparing situation status reports, displaying situation information, maintaining status of resources, developing an Incident Action Plan, and preparing required incident related documentation.

Useful references:

*-Incident Management Handbook (IMH) Commandant Publication
P3120.A*

*-National Contingency Plan (NCP) Title 40 Code of Federal Regulations
(CFR) Part 300*

Section 4100 - Planning Organization

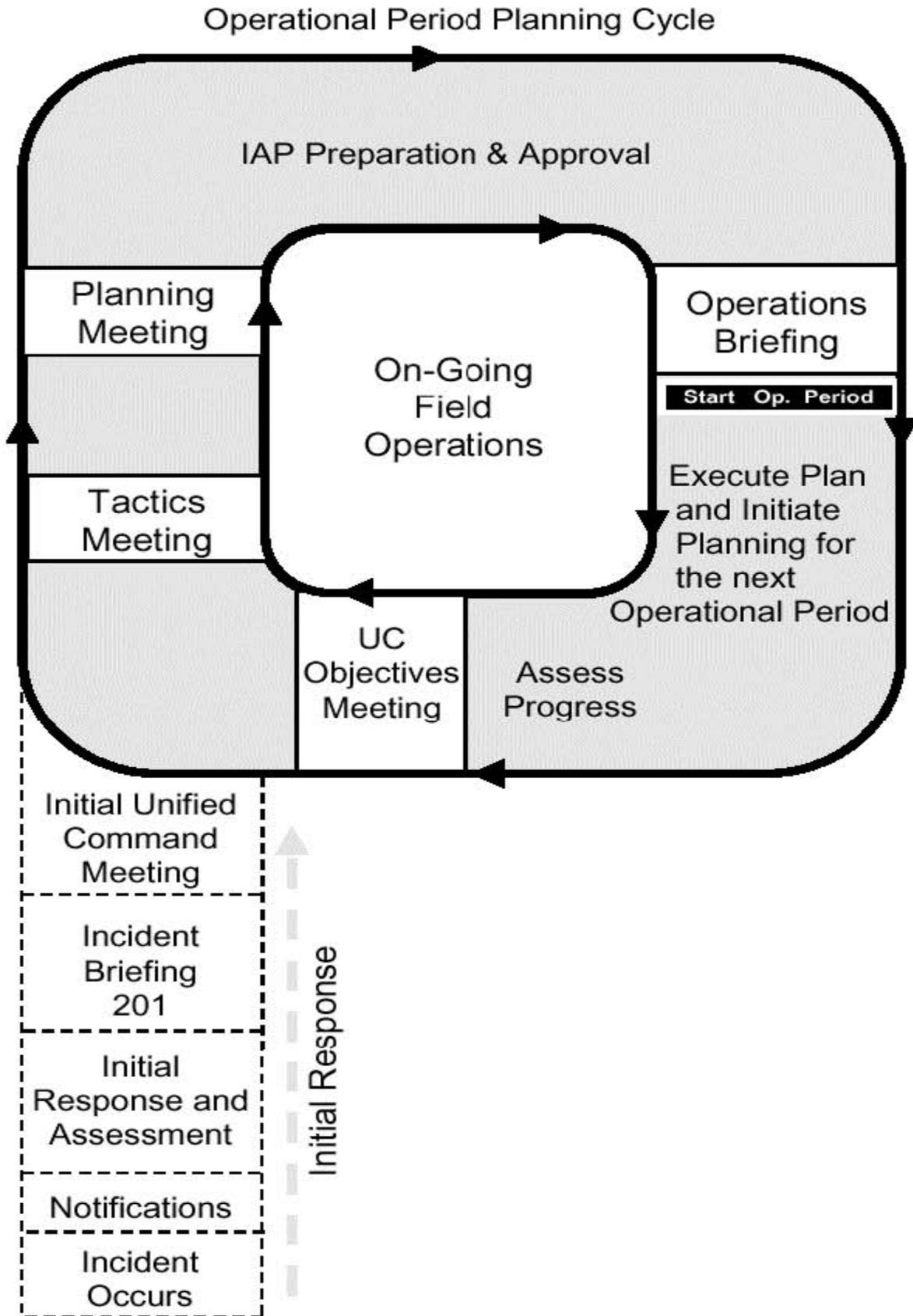
The Planning Section Chief is responsible for providing adequate personnel, goods and information management evaluation regarding incident status and resources. At least one Coast Guard officer shall be assigned to the Planning Section and shall:

- Review common responsibilities.
- Implement and manage the Planning Section branches and units needed to proactively accomplish Planning Section actions.
- Anticipate the need for information describing the status of the response and manage the system required to collect and disseminate response information.
- Provide detailed Incident Action Plans based on projected response needs to the Unified Command.
- Support the Unified Command by evaluating alternative strategies and tactical operation plans that anticipate changing requirements.
- Compile and display information with respect to quantity of oil, loss rate, projected total loss before spill source is secured, weather conditions, current and projected trajectory over time.
- Recommend changes to the UCS organization that anticipates response requirements.
- Evaluate and report to the Unified Command on status of Section's assigned responsibilities, as scheduled.
- Ensure the incident is fully documented and logs, records, and files are organized for use after the incident.
- Maintain Unit Activity Log (ICS 214).

Organizational Elements of the Operations Section



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Section 4200 - Situation

The Situation Unit is responsible for the collection, evaluation, and organization of information about current and possible future status of oil spill and spill response operations. This responsibility includes the compilation of information regarding the type and amount of oil spilled, the amount of oil recovered, the oil's current location and anticipated trajectory, and the impacts on natural resources. The Situation Unit shall:

- Collect, process and organize incident related information to include:
 - Casualty information;
 - Discharge information, observations, and forecasts;
 - Field reports (e.g. POLREPs, SITREPs);
 - Environmental observations and forecasts;
 - Impacts to natural and economic resources; and
 - Status of response operations.
- Ensure a command post display is prepared and maintained.
- Prepare situation summaries.
- Develop projections and forecasts of future events related to the incident.
- Prepare maps and charts for incorporation in the Incident Action Plan.
- Report to the Planning Section Chief on the situation status, as scheduled.

4210 Chart/Map of Area

The NOS Map Finder service provides "one stop shopping" for images and data from a number of National Ocean Service (NOS) offices. The NOAA Office of Coast Survey produces and maintains a suite of nautical charts that cover the coastal waters of the U.S. and its territories. These images and data are offered by theme (e.g., coastal aerial photography, low resolution nautical charts, coastal survey maps, environmental sensitivity index atlases, hydrographic survey outlines, historical maps, water level station data, geodetic control points, and estuarine bathymetry data).

<http://geo.data.gov/geoportal/catalog/main/home.page>

4220 Weather/Tides/Currents

The Weather Forecast Specialist is responsible for acquiring and reporting incident-specific weather forecasts. The Specialist will interpret and analyze data from NOAA's National Weather Service and other sources. This person will be available to answer specific weather-related response questions and coordinate with the Scientific Support Coordinator and Trajectory Analysis Specialist, as needed. Weather forecasts will be supplied by the specialist to the Situation Unit for dissemination throughout the command post.

1. Gather pertinent weather information from all appropriate sources.
2. Provide incident-specific weather forecasts on an assigned schedule.

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3. Provide briefing on weather observations and forecasts to the proper personnel.
4. Maintain Unit/Activity Log (ICS-214).

<http://www.srh.noaa.gov/lch/?mystation=KBPT>

4230 Situation Unit Displays

The Display Processor is responsible for the display of incident status information obtained from Field Observers, resource status reports, aerial and other photographs, and infrared data.

1. Review Common Responsibilities:
2. Determine:
 - a. Location of work assignments.
 - b. Numbers, types and locations of displays required.
 - c. Priorities.
 - d. Map requirements for Incident Action Plan.
 - e. Time limits for completion.
3. Field Observer assignments and communications means.
4. Obtain necessary equipment and supplies.
5. Obtain copy of Incident Action Plan for each operational period.
6. Assist Situation Unit Leader in analyzing and evaluating field reports.
7. Develop required displays in accordance with time limits for completion.
8. Maintain Unit Log (ICS 214)
9. The SITU is responsible for generating numerous incident reports including ICS-209 and U.S. Coast Guard Message Traffic (SITREP-POL/POLREP). An example of a SITREP-POL/POLREP can be found in Marine Safety Manual Vol 6, Chapter 7, COMDTINST 16000.11.

4240 On Scene Command and Control (OSC2)

A system will be used during an incident to manage on-scene command and control. There are various “systems” available for use. The USCG is currently developing OSC2, which can support and complement the Incident Command System, serving as the platform for the integration, display, and redistribution of real-time, or near real-time, response and planning information for use by the Unified Command and the planning and Operations sections of the ICS.

4250 Required Operational Reports

The SITU is responsible for generating numerous incident reports including ICS 209 and the USCG message traffic (SITREP-POL / POLREP). An example of a SITREP-POL/ POLREP can be found in Marine Safety Manual Vol 6, Chapter 7, COMDINST 16000.11.

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The Field Observer (FOBS) is responsible for collecting situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

1. Determine:
 - a. Location of assignment.
 - b. Type of information required.
 - c. Priorities.
 - d. Time limits for completion.
 - e. Method of communication.
 - f. Method of transportation.
2. Obtain necessary equipment and supplies.
3. Perform FOSB responsibilities to include, but not limited to, the following:
 - a. Perimeters of incident.
 - b. Locations of trouble spots.
 - c. Weather conditions.
 - d. Hazards.
 - e. Progress of operation resources.
4. Be prepared to identify all facility locations; e.g., heliports and Division and Branch boundaries.
5. Report information to SITL by established procedure.
6. Report immediately any condition observed which may cause danger and safety hazard to personnel.
7. Gather intelligence that will lead to accurate predictions.
8. Maintain Unit Log (ICS 214).

4250.10 OSC Report

Following any pollution event where federal funds were expended a completion report must be submitted to the NPFC. This may include actual or potential events in which the federal government hired contractors or brought in outside assistance (e.g., Strike Team or Navy), or, at the OSC's discretion, where the Coast Guard monitors a cleanup funded by the responsible party. It does not include investigations where cleanup is not conducted. During long responses interim reports may be appropriate and/or requested by NPFC. Following major or unusual responses, an On-Scene Coordinator's Report is required in addition to the completion report described above.

1. The **Completion Report** consists of an Incident Report, cost documentation forms, and Pollution Removal Funding Authorizations (PRFA). Detailed information for completing this report is found in the Technical Operating Procedures Manual of the National Pollution Funds Center.

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2. **OSC Reports** will be submitted to the Regional Response Team within one year following the completion of removal activities resulting from a major discharge of oil or a major release of hazardous materials, or when requested by the RRT. A copy of the report will also be sent to the Secretary of the National Response Team. The report shall be made in the following format:

Summary of Events—A Chronological Narrative

- Location of Release or Discharge
- Cause of Discharge or Release
- Initial Situation
- Efforts to Obtain Response by Responsible Party
- Organization of Response, Including State Participation
- Resources Committed
- Content and Time of Notice to Resource Trustees
- Damage Assessments and Restoration Efforts
- Details of Threat Abatement
- Treatment Disposal or Alternative Technology Used
- Public Information and Community Relations

Effectiveness of Removal Actions Taken by:

- Responsible Party
- State and Local
- Federal and Special Teams
- Contractors, private groups, and volunteers

Difficulties Encountered

Recommendations and Lessons Learned

- Means to Prevent Recurrence
- Improvement of Response Actions
- Recommended Changes to Contingency Plans

4250.20 Pollution Reports

Commandant (G-MOR) requires message Pollution Reports (POLREPs) for oil spills and hazardous substance releases in the following circumstances:

- Potential MEDIUM or MAJOR discharge or release;
- Actual MEDIUM or MAJOR discharge or release;

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- Any discharge or release where the Oil Spill Liability Trust Fund (OSLTF) is opened or the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Fund is used.

Additionally, a POLREP shall be sent to the Eighth Coast Guard District in the following circumstances:

- Any MINOR oil spill which may generate Congressional, local, state or media interest or which interrupts a mode of transportation (e.g., navigable waterway closure, railroad closure, interstate highway closure, etc.);
- Any release of a quantity of a hazardous substance, pollutant or contaminant that poses a threat to public health, welfare, or the environment.

An initial POLREP shall be sent as soon as possible after initial notification. Subsequent POLREPs shall be sent every time an Authorization to Proceed (ATP) is issued or the ceiling, obligated funds, or expended funds are adjusted on an incident involving the OSLTF or CERCLA Fund. A daily POLREP is not mandatory unless action is taken on the case or on-scene conditions change from those stated in a previous POLREP. When a daily POLREP is not anticipated, state in the “Future Plan” section when the next update is expected.

4260 – Job Aids

A list of job aids for each planning section leader can be found at

<https://homeport.uscg.mil/mycg/portal/ep/contentView.do?contentId=41284&contentType=EDITORIAL>

Section 4300 - Resources

The Resources Unit is responsible for checking assigned personnel and resources into the incident, and keeping track of the status of all resources attendant to the incident. The Resources Unit shall:

- Review common responsibilities.
- Collect, analyze, and disseminate information about the status of current and projected response resources, including:
 - personnel;
 - equipment;
 - vessels;
 - aircraft;
 - vehicles;
 - facilities;
 - materials and supplies.
- Maintain the command post display (resources allocation and deployment).

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- Gather, post, and maintain incident resource status.
- Maintain master list of resources checked in at the incident.
- Prepare Organization Assignment List and Organization Chart.
- Confirm dispatch, and estimated time, of arrival for ordered resources.
- Report to the Planning Section Chief on the status of resources, as scheduled.
- Maintain Unit Activity Log (ICS 214).
- The Incident Action Plan shall be developed in accordance with the Incident Management Handbook and the use of IAP software is encouraged. MSU Port Arthur currently uses the WEB IAP software and badge ID creation software and readers to track resources and the WEB IAP software to develop the IAP.

4310 Resource Management Procedures

4310.10 Check-In Procedures

Check-in recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

- Review Common Responsibilities.
- Obtain work materials, including Check-in Lists (ICS Form 211).
- Establish communications with the Communication Center.
- Post signs so that arriving resources can easily find the check-in locations.
- Record check-in information on Check-in Lists (ICS Form 211).
- Transmit check-in information to Resources Unit on regular prearranged schedule.
- Forward completed Check-in Lists and Status Change Cards to the Resources Unit.

4320 Volunteers

Reference; MSG 0810453Z Jun 09 SUBJ: USE OF VOLUNTEERS DURING OIL SPILL RESPONSE, INTERIM POLICY

In accordance with the National Response Framework, the use of volunteers shall be addressed as follows:

“Volunteer Coordinator” should be federal, state or local official knowledgeable in contingency operations and capable of providing leadership.” 40 CFR 300.185(c)

The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction, and deployment. The Volunteer Coordinator is part of the Planning section and reports to the RESL.

All volunteer activity shall be coordinated through the volunteer coordinator, who will make recommendations to the Federal On-Scene Coordinator/State On-Scene Coordinator (FOSC/SOSC) concerning volunteer assistance.

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The Unified Command (UC) shall direct use of volunteers. All federal, state, and local regulations regarding the use of volunteers must be strictly adhered to and release of liability documentation may be necessary.

Volunteers are a valuable resource during emergency response events. However, in order to manage them efficiently and effectively, it is important to have an approved process in place prior to the event.

Keep in mind that volunteers are just that – volunteers. They will do what they want, when they want, and when you least expect it, if not guided. Strong leadership within a volunteer organization or agency will be important. Volunteers should be encouraged to contact and register to become a part of a voluntary group because the groups have their own leadership that will have the capability to interface directly with the volunteer coordinator. Their participation in preparedness (including planning, establishing roles and responsibilities, training and participation in exercises) is an important step toward effective use of volunteers.

*See Pre-IAP for Form 204's for Volunteers and Coordinator along with Volunteer Checklists.

4320.10 Assistance Options

Volunteers may be used for an oil spill on a case by case basis only under the sponsorship of recognized and reputable local organizations such as those listed below. Any individual contacting the Unified Command concerning volunteer activity shall be referred to a sponsoring organization.

All volunteer activity must be coordinated through the sponsoring organization, which will make recommendations to the FOSC/SOSC concerning volunteer assistance proposals the same as would occur for any other proposed shoreline treatment.

Sponsoring organizations will be responsible for providing proof to the FOSC/SOSC that any necessary federal or state permits have been issued before the FOSC/SOSC will consider any of their requests.

Federal and state agencies will not assume liability for any volunteers traveling to or from a pre cleaning activity, or while engaged in a pre-cleaning activity.

If volunteer cleanup is being used on impacted shoreline, field monitors should ensure that only spilled oil and oiled debris is collected. Non-oiled plastics, bottles, cans, and other common litter are not to be picked up. It is particularly important that volunteer coordinators verify the contents of each bag to ensure dangerous articles are not being recovered. Any bag found to contain a suspicious article should be reported to the field monitor. All bags must be securely fastened and placed in one location for subsequent removal to an approved disposal area.

4320.20 Assignment

1. Beach Pre-cleaning. Volunteers may be used to pre-clean beaches prior to the onshore arrival of oil.
2. Beach Patrol and Surveillance. Volunteers may be used to survey shorelines that have the potential to be impacted by offshore spills.

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3. Wildlife Notification/Cleanup/Rescue. As part of the beach control activity, volunteers may be used to notify wildlife services of injured wildlife and, if adequately trained, assist in wildlife cleanup.
4. Administrative/Logistical Work. Volunteers may be used in computer programming, data management, personnel support (providing food, water, messages) and general coordination support.
5. Crowd Control. Volunteers may be used in cooperation with law enforcement officers to setup police barricades, as long as the work does not involve physical contact with onlookers.
6. Operating telephone networks designed to address public input and concern, and other tasks in the Command Post or uncontaminated area as specified by the FOSC/SOSC.

Volunteer Assignment Options Checklist

- Logistics Unit
- Inventory Control
- Procurement
- Distribution of Personal Protective Equipment (PPE), Equipment, Supplies
- Construction of temporary Support Structures
- Phone Answering, Dispatching, Messaging
- Transportation Unit
- Carpools
- Trucking
- Scheduling
- Dispatching
- Food Preparation and Distribution Unit
- Cooking
- Serving
- Cleaning Up
- Stocking
- Deliveries
- Medical Assistance Unit
- Inventory and Delivery of Medical Supplies
- Transporting Sick or Injured Personnel - Non-Emergency Situations ONLY
- Shoreline Assessment Support Unit
- Clean Up of Non-Oiled Debris and Materials Prior to Oil Impact ONLY

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- Beach Patrol/Wildlife Notification
- Personnel Services Unit
- Accommodation/Lodging Attendant
- Laundry Services
- Message Center Clerk or Runner
- Public Information Unit
- Escorting Media or Visitors in Non-Hazardous Areas ONLY
- Media or Visitor Registration, Credentialing
- Volunteer Registration, Scheduling, Coordination
- Phone Answering, Messaging, Routing
- Photocopying, Filing, Clerical Support
- Media Monitoring, Recording, Web Searches
- Community Door-to-Door Distribution
- Language Translation, Interpretation

4320.30 Volunteer Coordination

The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction, and deployment. The Volunteer Coordinator is part of the Planning Section and reports to the Resources Unit Leader.

- Review Common Responsibilities (page 6-2)
- Coordinate with Resources Unit to determine where volunteers are needed.
- Identify any necessary skills and training needs.
- Verify minimum training needed, as necessary, with Safety Officer or units requesting volunteers (if special skill is required).
- Activate, as necessary, standby contractors for various training needs.
- Coordinate nearby or on-site training as part of the deployment process.
- Identify and secure other equipment, materials, and supplies, as needed.
- Induct convergent (on the scene) volunteers.
- Activate other volunteers if needed (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations).
- Recruit additional volunteers through news media appeals (if needed).
- Assess, train, and assign volunteers to requesting units.
- Coordinate with Logistics for volunteer housing and meal accommodations.

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- Assist volunteers with other special needs.
- Maintain Unit/Activity Log (ICS 214)

4320.40 Training

Workers who receive the task specific or general Safety training must be given a written certification upon successful completion of that training. Because hazards to volunteers vary depending on the task they perform and where they will be assigned during the response, the level of training required varies. Only those volunteers who have been trained will be allowed on site.

Section 4400 – Documentation

The Documentation Leader (DOCL) is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include: Incident Action Plan(s), incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of the documents may originate in other sections. The DOCL shall ensure each section is maintaining and providing appropriate documents. The DOCL will provide duplication and copying services for all other sections. The Documentation Unit will store incident files for legal, analytical, and historical purposes.

1. Review Unit Leader Responsibilities.
2. Set up work area; begin organization of incident files.
3. Establish duplication service; respond to requests.
4. File all official forms and reports.
5. Review records for accuracy and completeness; inform appropriate units of errors or omissions.
6. Provide incident documentation as requested.
7. Organize files for submitting final incident documentation package.
8. Maintain Unit Log (ICS 214-CG).

4410 Services Provided

The Documentation Unit is responsible for the maintenance and protection of all documents relevant to the incident. Thorough documentation is critical to post-incident analysis. Some of these documents may originate in other sections. Incident files will be stored for legal, analytical and historical processes.

- Gather and maintain all relevant and necessary documentation associated with the oil spill
- Legal Section may need to be consulted.
- Ensure each section maintains and provides appropriate documents.
- Provides duplication and copying services.

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- Examples of incident documentation include:
 - Incident Action Plan;
 - Incident reports;
 - Communication logs;
 - Injury Claims; and Situation Status Reports.

The Documentation unit responsible for the maintenance of accurate, up-to-date incident files. This unit shall ensure section is maintaining and providing appropriate documents.

4420 Administrative File Organization

Establishing and maintaining an administration filing system is dependent on the complexity of the incident as well as the potential for future litigation. Typically, the person assigned to the Documentation Unit Leader position will be experienced in the management of such a task. Assistants should review the Job Aid.

Section 4500 - Demobilization

The Demobilization Unit Leader (DMOB) is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

1. Review Unit Leader Responsibilities.
2. Review incident resource records to determine the likely size and extent of demobilization effort and develop a resource matrix.
3. Coordinate demobilization with Agency Representatives.
4. Monitor the on-going Operations Section resource needs.
5. Identify surplus resources and probable release time.
6. Establish communications with off-incident facilities, as necessary.
7. Develop an Incident Demobilization Plan that should include:
 - General information section
 - Responsibilities section
 - Release priorities
 - Release procedures
 - Demobilization Checkout Form (ICS-221-CG)
 - Directory
8. Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
9. Distribute demobilization plan (on and off-site).
10. Provide status reports to appropriate requestors.
11. Ensure that all Sections/Units understand their specific demobilization responsibilities.

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12. Supervise execution of the Incident Demobilization Plan.
13. Brief the PSC on demobilization progress.
14. Maintain Unit Log (ICS 214-CG).

4510 Demobilization Sample Plan

Date:

Incident:

I. General Information

The response is rapidly transitioning from the emergency response phase to a planned recovery effort. The demobilization of incident resources must be conducted in a manner that is safe and efficient, and should not interfere with ongoing operations. Every Staff Officer and Section Chief shall ensure they maintain the appropriate level of staff to support the planned recovery phase. The following will be incorporated into the demobilization effort:

- a. Responders that were operating within the XXXX will be offered the opportunity to undergo critical incident stress management.
- b. Decontamination of personnel, personnel clothing and equipment will be undertaken under the direction of the safety officer.
- c. All responders that are traveling by vehicle for more than 2hours must have a minimum of 6-hours rest, unless exempted by the Unified Command.
- d. Driving between the hours of 2200-0600 will be limited to airport transport to facilitate demobilization. Point to point driving for returning responders will be limited to 12 hours with sufficient breaks outside of 2200-0600 rest hours.
- e. All supervisors, leaders and chiefs will be thoroughly briefed prior to leaving the incident.

II. Responsibilities

- a. The Planning Section Chief shall:
 1. Ensure that the demobilization process and expectations receive wide distribution and that there is an orderly release of resources.
 2. Ensure that all agency/industry specific requirements regarding the demobilization of the agency's/industry's resources are followed. Any deviations must have the approval of the agency/industry Incident Commander.
 3. Review the demobilization plan prepared by the Demobilization Unit Leader. Review Command and General Staff comments and make changes as appropriate prior to presenting the Plan to the Unified Command.
- b. The Operations Section Chief shall:
 1. Identify any excess personnel and equipment available for demobilization and provide a list to the Planning Section Chief.
 2. Identify and decontaminate all tactical resources that require decontamination. Coordinate the decontamination effort with the Safety Officer and Logistics Section Chief.

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3. Where possible, release resources that have pre-established shared transportation together to facilitate demobilization.
- c. The Logistics Section Chief shall:
1. Coordinate all personnel and equipment transportation needs to designated locations to meet travel needs.
 2. Ensure that the Supply and Communications Units are prepared to accept and document the return of all equipment that was checked out through them.
 3. Provide courtesy vehicle safety inspections for all non-contracted vehicles.
 4. Coordinate all vehicle inspections with the Finance/Administration Section Chief.
- d. The Finance/Administration Section Chief shall:
1. Ensure that all personnel and equipment time reports are complete and accurate.
 2. Ensure that any injury and/or equipment claims are well documented and complete.
 3. Adjust Equipment and Time Recorder's schedules to meet demobilization needs.

III. Release Priorities

The following are the release priorities:

1. Federal Government response resources
2. State Government response resources
3. Local Government response resources
4. Industry resources
5. Release priorities may be adjusted to better serve the changing incident situation. Ensure that concurrence is obtained from the agency that provided the resource.

IV. Release Procedures

- a. Sections Chiefs and Command Staff:
1. Have the authority to approve the tentative release list of resources to the Demobilization Unit Leader.
 2. Submit tentative release list of supply resources to the Demobilization Unit Leader a minimum of **24 Hours** prior to the resource's anticipated departure.
- b. Demobilization Unit Leader:
1. Prepare the Demobilization Checkout Form, ICS-221, when the tentative release list is approved by the Unified Command.
 2. Ensure that it is noted on the ICS-221 that the resources requiring decontamination were decontaminated.
 3. Ensure that a resource requiring critical incident stress debriefing is noted on the ICS-221.

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4. Effectively communicate with all staff members in order to identify any changes in the transportation needs of personnel. Ensure timely notification of anyone that will be impacted by changes in established transportation times.
5. Note on the ICS-221 any travel checking and arrival notification procedures that were established between the resource provider and the resource.
- c. Excess resources being demobilized are to follow the directions outlined on their respective Demobilization Checkout Form to ensure that all required signatures are obtained. Signatures include the following units:
 1. SPUL
 2. COML
 3. GSUL
 4. TIME
 5. DOCL
 - 6.

V. Phone Directory

Any time there is a concern over the status of a released resource contact the Demobilization Unit Leader at XXX-XXX-XXXX. Other points of contacts include:

- Coast Guard MSU Port Arthur: 409-723-6500
- XXXX

VI. Approval

Prepared by: _____
Demobilization Unit Leader Date

Reviewed by: _____
Planning Section Chief Date

Reviewed by: _____
Logistics Section Chief Date

Reviewed by: _____
Fin/Admin Section Chief Date

Reviewed by: _____
Operations Section Chief Date

Approved by: _____
Unified Command Date

Approved by: _____
Unified Command Date

Approved by: _____
Unified Command Date

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Approved by: _____
Unified Command Date _____

Section 4600 - Environmental

Environmental section is on the Area Committee work list, and will be improved as part of the 2014 annual update cycle. Please refer to the 2013 ACP work list.

After protecting human life and safety, the next highest priority in spill response is reducing impacts to public, natural, and cultural resources.

The Environmental Unit (ENV) is the central point within the Planning Section for determining how to best protect those resources. Specifically, the ENV is responsible for:

- Spill/plume trajectories
- Identifying all natural, cultural, and economic resources and historic properties likely to be affected by a discharge or release, and making recommendations for priorities to protect these resources;
- Providing guidance for the implementation of Geographical Response Plans (GRPs);
- Working with the Operations Section to establish any additional environmental protection strategies not identified in GRPs;
- Establishing Shoreline Cleanup Assessment Teams (SCAT);
- Using SCAT information to recommend shoreline cleanup recommendations, priorities, and restrictions;
- Providing guidance regarding “how clean is clean” decisions;
- Providing technical review and recommendations regarding the use of alternative technologies;
- Developing a disposal plan
- Providing information to JIC and IC/UC regarding natural resource concerns/impacts;
- Coordinating with NRDA activities; and
- Coordinating with Wildlife Branch and Air Operations Branch on issues involving wildlife hazing.

The SETX & SWLA ACP recognizes that there is shared responsibility between the Unified Command Representatives. Plus, it is broadly recognized that the critical phase of any response, regardless of size, is the initial hours after the spill or release. Given the importance of the ENV’s duties, and because the responsibility and knowledge base for public resources lies with trustee agencies, it is in everyone’s best interests to ensure early critical response decisions are made by the most knowledgeable individuals. Therefore, it is the policy of this ACP that the Environmental Unit Leader (ENVL) shall be a representative of a government natural resource trustee or environmental agency, if available. If no such agency representative is initially available or willing to lead the ENV, a responsible party representative may fill the role of ENVL. Furthermore, as the response action matures, a transition to a responsible party

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designated ENVL may occur with the concurrence of the UC. It is also encouraged that spill response plan holders and responsible parties to designate a Deputy ENVL, who will participate in all meetings attended by and briefings made by the ENVL. These meetings and briefings include, but are not limited to, the following pre-identified ICS scheduled events:

- Initial ICS 201 Briefing;
- Tactics Meetings;
- Planning Meetings;
- Operations Meetings;
- Unified Command Briefings; and
- Press Conferences

All trustee resource agency staff with environmental information/expertise should initially report to the ENVL. This included technical specialists (e.g. Scientific Support Coordinator) identified elsewhere within the ICS organization. However, the SSC is an independent advisor to the FOSC.

The Resources at Risk (RAR) Summary provides information about locations in the incident area which are sensitive due to environmental, archaeo-cultural, or socio-economic resources at risk. Typically this process is conducted within the Environmental Unit. The ICS 232 form identifies and prioritizes incident-specific issues. This checklist is designed to aid in the process. There may be additional incident specific steps required. The steps in this process may vary by incident or operational period.

Getting Started

- Environmental Unit Leader (ENVL) assigns the workgroup to complete the ICS 232 Form. RP should consider having representation on this workgroup
- Participating agencies and organizations contribute expertise and data.
- Are threatened and endangered species (ESA) present? If so, ESA consultation will be required.

Prioritize Resources and Finalize ICS 232 Form

- Review and apply the prioritization policy in the SETX & SWLA ACP
- ENVL or designees guides consensus on final prioritization of RARs

Preparing For Tactics Meetings

- ENVL or designee, coordinating through the PSCG, works with Operations to discuss the ICS 232 Form and design appropriate tactics to protect or mitigate listed resources on the 232. Permits may be required for certain tactics or areas.

4610 GRPs, Fish and Wildlife plans

<http://gisweb.glo.texas.gov/atlas/masterpage.pdf>

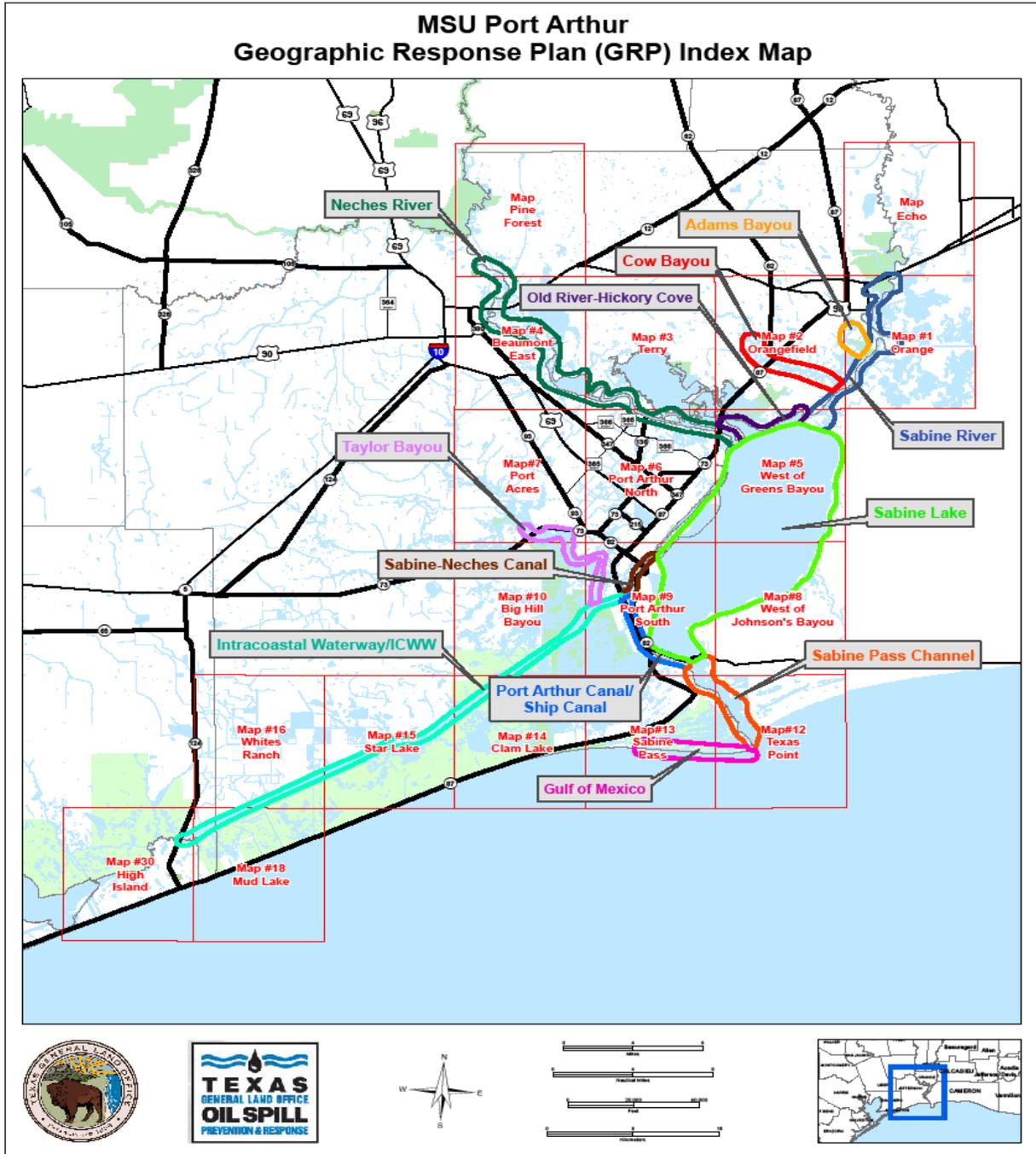
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4620 Natural/Physical Protection Environmental Sensitivity Maps

Please refer to the South East Texas/Southwest Louisiana Geographic Response Plan (GRP) located on the latest version of the Texas General Land Office Tool Kit which can be accessed on the web at:

http://gisweb.glo.texas.gov/atlas/atlas/acp/portarthur/pa_grp_index_map.pdf

An example of the Texas and Louisiana Index maps are below



South East Texas Geographical Index MAP

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4630 Natural Collection Areas and Boom Sites

The natural collection areas and boom sites as outlined in the TGLO Tool Kit (an example is included below) for the MSU Port Arthur AOR, including the Sabine-Neches Channels, The Calcasieu River and the Gulf Intercoastal Waterway (GIWW). The staging areas, access roads to those areas, descriptions of boom sites with distances in feet across openings, areas of caution, notifications and areas of natural collection are all included. Most of the staging areas are public boat ramps with relative ease of access to the shoreline and waterways.

The containment techniques and the equipment to be used will be dependent on several variables. These include weather, wind and current direction and speed, as well as accessibility to the spill location. It is the responsibility of the Incident Commander to assess these variables and make appropriate decisions regarding containment and equipment for each specific incident. Refer to the Containment Techniques section for a detailed explanation of containment methods and physical protection techniques. The type of boom (containment, collection, protection, or deflection) is also to be determined on a case by case basis.

Site Specific Information

TGLO Response Atlas Map#13; Polygon #N/A;
Sabine Pass Channel-Site #119



Site Information

Site 119 is Dick Dowling State Park/Sabine Pass Battleground State Historical Park. This site is located on the West side of the Sabine Pass Channel approximately 5 ½ miles from the Gulf of Mexico. This site could serve as a staging area. There is a boat launch and restroom facilities located on site. Road access is described below.

Latitude: N 29°44'05" Longitude: W 93°53'34"

NOAA chart # 11342 County: Jefferson

Nearest ICW marker: N/A Date last visited: 2/29/00

Access Closest Boat Ramp: Dick Dowling Park/Battleground State Park

Distance: On site

Boat type recommended: Small, medium, or large

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Closest Airport: Jefferson County

Closest Helicopter Landing: This park is large enough to support landing a helicopter, Petroleum Helicopters Inc.

Directions from MSU Port Arthur

To reach Dick Dowling State Park you would take Hwy 69/96 South to Hwy 73 West. Exit onto Hwy 82 South. Travel on Hwy 82 South to Hwy 87 South. Take a Right on Hwy 87 South to Sabine Pass. Continue straight at the 4-way stop in Sabine Pass. This is Spur3322/ Dowling Rd. Dick Dowling State Park is located approximately 1 ½ miles down on the Left hand side of the road.

Trustees/ Contact Numbers

USCG MSU Port Arthur (409) 723-6500 TXGLO-via hotline (800) 832-8224

LA State Police (225) 925-6595

LOSCO-via rotating pager (800) 538-5388

Pin # 129-340

Port Arthur Police (409) 983-8600

Sabine Pass Fire (409) 971-2323

Texas Point National

Wildlife Refuge (409) 971-2909

Resources at Risk

Atlas Priority: Not rated at this time. Area may require attention.

Environmental: This is a historical site and may require attention.

Economic: Historical site

Safety/ Cautionary Notes

Occasionally strong currents and high seas in the Pass Channel

Booming Strategy Recommendation

Recommendation: This site could be used as a staging area.

Number of personnel: N/A

Tidal Influence: High

Water depth at mouth: 18 ft.

Width of inlet: Boat launches 15 ft. wide

Section 4700 – Technical Specialist

Technical Specialist section is on the Area Committee work list, and will be improved as part of the 2014 annual update cycle. Please refer to the 2013 ACP work list.

Certain incidents or events may require the use of THSP's who have specialized knowledge and expertise. THSP's may function within the Planning Section or be assigned wherever their services are required.

4710 Hazardous Materials

4710.10 Hazardous Substances Response Teams

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Texas Commission on Environment Quality

Emergency Response Hotline (24-hour)

Houston Office (Work Days) (713) 767-3563

Toxicologist

The person who studied the nature, effects, and detection of poisons and the treatment of poisoning.

<https://webportal.aiha.org/Custom/ConsultantsSearch.aspx>

3626 Westchase Drive

Houston, TX 77042

Tel: 713.343.4482

Fax: 713.977.1915

Product Specialist

A person that has expertise or knowledge in the characterization of a specific product.

Certified Marine Chemist

The United States Coast Guard and the Occupational Safety and Health Administration require that a certificate issued by a Marine Chemist must be obtained before hot work or fire producing operations can be carried out in certain spaces aboard a marine vessel. The appropriate U.S. Coast Guard Regulations are contained in 46 CFR 35.01-1I (1), 71.60-1I (1), 91.50-1I (1), 167.30-10I (1), and 189.50-1I (1). The appropriate OSHA regulations are contained in 29 CFR 1915.14.

In complying with both the U.S. Coast Guard and OSHA regulations, the Marine Chemist applies the requirements contained in National Fire Protection Association Standard 306. NFPA 306, Control of Gas Hazards on Vessels, describes conditions that must exist aboard a marine vessel. A survey by the Marine Chemist ensures that these conditions are satisfied.

In addition, a Marine Chemist is able to perform similar evaluations on other than marine vessels where an unsafe environment exists for workers, or hot work is contemplated on a system that might contain residues of a flammable or combustible product or materials.

<http://www.nfpa.org/assets/files/pdf/mcdir.pdf>

Certified Industrial Hygienist

An Industrial Hygienist (IH) is a professional who is dedicated to the health and well-being of the worker. Typically, this would have an IH evaluating the health effects of chemicals or noise in a work place. The IH professional traditionally has gained knowledge through a combination of education, training, and experience. Ideally, this knowledge is used to anticipate when a hazardous condition could occur to cause an adverse health effect on workers or the environment. Failing that, the IH must be able to recognize conditions that could lead to adverse health effects to workers or a community population.

<https://webportal.aiha.org/Custom/ConsultantsSearch.aspx>

3626 Westchase Drive

Houston, TX 77042

SETX & SWLA AREA CONTINGENCY PLAN

Tel: 713.343.4482

Fax: 713.977.1915

<http://www.nfpa.org/assets/files/pdf/mkdir.pdf>

Chemist or Chemical Engineer

The branch of engineering that deals with the technology of large-scale chemical production and the manufacture of products through chemical processes.

<http://www.chemic.com/>

Chemic Engineers

4820 Fm 2004 Rd,
Hitchcock, TX 77563
Phone: (409) 986-6504

Sampling

The Sampling Technical Specialist is responsible for providing a sampling plan for the coordinated collection, documentation, storage, transportation, and submittal to appropriate laboratories for analysis or storage.

1. Determine resource needs.
2. Participate in planning meetings as required.
3. Identify and alert appropriate laboratories.
4. Meet with team to develop an initial sampling plan and strategy, and review sampling and labeling procedures.
5. Set up site map to monitor the location of samples collected and coordinate with GIS staff. Coordinate sampling activities with the NRDAR Representative, Investigation Team, and legal advisors.
6. Provide status reports to appropriate requesters.
7. Maintain Unit Log (ICS 214-CG).

4720 Oil

Scientific Support Coordinator

The SSC, in accordance with the National Contingency Plan, will provide the FOSC scientific advice with regard to the best course of action during a spill response. The SSC will obtain consensus from the Federal Natural Resource Trustee Agencies and provide spill trajectory analysis data, information on the resources at risk, weather information, tidal and current information, etc. The SSC will be the point of contact for the Scientific Support Team from National Oceanic and Atmospheric Administration's (NOAA) Hazardous Material Response and Assessment Division.

1. Represent the FOSC in planning meetings.
2. Determine resource needs.

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3. Provide current and forecasted incident status information for the Situation Unit by way of over flight maps and trajectory analysis.
4. Provide weather, tidal, and current information.
5. Obtain consensus from the Federal Natural Resource Trustees regarding response options and report to the FOSC.
6. Develop a prioritized list of the resources at risk.
7. Provide status reports to appropriate requesters.
8. Demobilize in accordance with the Demobilization Plan.
9. Maintain Unit/Activity Log (ICS form 214).

Lightering

The act of unloading goods to or from a commercial vessel to a barge; In addition to local, commercial lightering companies, the National Strike Force and Navy SUPSALV own oil-pumping equipment. They both have recently added equipment capable of pumping highly viscous oils.

Salvage

When salvage operations are required the UC should activate the salvage experts listed above and have them report to the command post or communicate via telephone. The primary written guide on salvage operations is the U.S. Navy Salvage Manual. All parties involved in a salvage response should refer to the manual for specific information relating to salvage techniques.

Salvage efforts may be divided into three phases: stabilization, refloating, and post-refloating. During the stabilization phase, salvors take steps to limit further damage to the vessel and to keep the ship from being driven harder aground or broaching. Response leaders gather information and formulate a salvage plan; the plan specifies actions to be taken during the refloating and post-refloating phases of the salvage. The refloating phase commences when the salvage plan is executed and ends when the ship begins to move from her strand. During post-refloating, the vessel is secured and delivered to the designated port facility.

Shoreline Cleanup Assessment

The Shoreline Cleanup Assessment (SCA) Technical Specialist is responsible for providing appropriate cleanup recommendations as to the types of the various shorelines and the degree to which they have been impacted. This specialist will recommend the need for, and the numbers of, Shoreline Cleanup Assessment Teams (SCATs) and will be responsible for making cleanup recommendations to the Environmental Unit Leader. Additionally, this specialist will recommend cleanup endpoints that address the question of “How Clean is Clean?”

1. Obtain briefing and special instructions from the Environmental Unit Leader.
2. Participate in Planning Section meetings.
3. Recommend the need for and number of SCATs.
4. Describe shoreline types and oiling conditions.

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5. Identify sensitive resources (ecological, recreational, cultural).
6. Recommend need for cleanup and priorities.
7. Monitor cleanup effectiveness.

Natural Resource Damage Assessment

After an oil spill or hazardous substance release, response agencies like the U.S. Environmental Protection Agency or the U.S. Coast Guard clean up the substance and eliminate or reduce risks to human health and the environment. But these efforts may not fully restore injured natural resources or address their lost uses by the public. Through the NRDA process and co-trustees conduct studies to identify the extent of resources injuries, the best methods for restoring those resources, and the type and amount of restoration required.

Specialized Monitoring of Applied Response Technologies (SMART)

SMART is used to scientifically monitor the use of dispersants, other chemical countermeasures, or in-situ burns. These operations however, because of their time sensitivity shall not be delayed pending the arrival of SMART monitoring equipment or personnel.

SMART is used to collect scientific information for the Unified Command to provide a measurement of success in the operation and to improve the knowledge about non-mechanical recovery procedures.

Documents for SMART can be found at:

<http://response.restoration.noaa.gov/oil-and-chemical-spills/oil-spills/resources/smart.html>

Response Technologies (Dispersant, ISB, Bioremediation, Mechanical)

The RT Specialist is responsible for evaluating the opportunities to use various Response Technologies (RT), including mechanical containment and recovery, dispersant or other chemical countermeasures, in-situ burning, and bioremediation. The specialist will conduct the consultation and planning required deploying a specific RT and articulating the environmental tradeoffs of using or not using a specific RT.

1. Participate in planning meetings as required.
2. Participate in Planning meetings, as required.
3. Determine resource needs.
4. Section 4000 Page 4-16
5. Gather data pertaining to the spill including spill location, type and amount of petroleum spilled, physical and chemical properties, weather and sea conditions, and resources at risk.
6. Identify available RT that can be effective on the specific spilled petroleum.
7. Make initial notification to all agencies that have authority over the use of RT.
8. Keep Planning Section Chief advised of RT issues.
9. Provide status reports to appropriate requesters.

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10. Establish communications with Regional Response Team to coordinate RT activities.
11. Maintain Unit/Activity Log (ICS form 214).

Decontamination

The process of removing or neutralizing contaminants that have accumulated on personnel and equipment

Trained personnel in accordance with established standard operating procedures will perform decontamination. The Safety Officer will approve all decontamination procedures, equipment and stations. All workers must be decontaminated when leaving a contaminated area. All equipment and clothing from a contaminated area should be stored in a controlled area near the incident site until decontamination or proper disposal can be accomplished.

Contaminated equipment such as containers, brushes, tools, etc., should be placed in labeled containers. Partially decontaminated clothing should be placed in plastic bags pending further decontamination or disposal. Respirators should be dismantled, washed and disinfected after each use.

Suitable containment structures or portable containers will collect water used for tool and vehicle decontamination. Areas used for decontamination will be monitored for residual contamination.

Dredging

To bring up with various machines equipped with scooping or suction devices.

4730 General

4730.10 Cultural and Historic Properties

4730.20 Legal

The Legal Specialist will act in an advisory capacity during an oil spill response.

1. Participate in planning meetings if requested.
2. Advise Unified Command on legal issues relating to in-situ burning, use of dispersants, and other alternative response technology.
3. Advise Unified Command on legal issues relating to Natural Resource Damage Assessment.
4. Advise UC on legal issues relating to investigation.
5. Calculate and verify the volume of petroleum recovered, including petroleum collected with sediment/sand, etc.
6. Provide status reports to appropriate requesters.
7. Maintain Unit/Activity Log (ICS form 214).

4730.30 Chaplain

The CERT Specialist is responsible for identifying and securing the services of sufficient Chaplains necessary to carry out pastoral care duties to provide for the spiritual and emotional

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needs of all Coast Guard personnel involved in a major disaster. The CERT Specialist is responsible for making an immediate assessment of how many Chaplains are required to provide adequate pastoral care and make the necessary notifications to ensure their immediate response and presence. The CERT Specialist is the Point Of Contact (POC) for all requests from operational units for Chaplains and their services and is responsible for the appropriate assignments and duties of all Chaplains involved in Coast Guard operations. The CERT Specialist reports directly to the IC.

4730.40 Public Health

Public Health Technical Specialists may be needed to provide public health/worker health and safety technical knowledge and expertise in events involving oil, hazardous substance/materials, radiation, or health and medical issues. Public Health Technical Specialists from the Department of Health and Human Services' Centers for Disease Control and Prevention can provide technological assistance in the following areas:

- Human health threat assessment
- Environmental health threat assessment
- Exposure prevention
- Worker health and safety
- Toxicology and health physics
- Epidemiology
- Public health communications

4730.50 Human Resources

The Human Resources Specialist is responsible for providing direct human resources services to the response organization, including ensuring compliance with all labor related laws and regulations. If it is necessary to form a Human Resources Unit, it is normally in the Finance/Admin Section.

- Review Common Responsibilities.
- Provide a point of contact for incident personnel to discuss human resource issues and/or concerns.
- Participate in daily briefings and planning meetings to provide appropriate human resource information.
- Post human resource information, as appropriate.
- Receive and address reports of inappropriate behavior, acts, or conditions through appropriate lines of authority.
- Maintain Unit/Activity Log (ICS-214).

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4730.60 Critical Incident Stress Management

The CISM Specialist is responsible for identifying and securing the immediate response and services of sufficient CISM team members necessary to carry out CISM duties to provide for the psychological and emotional needs of all Coast Guard personnel involved in a major incident. The CISM Specialist is the POC for all requests from operational units for CISM services and is responsible for the appropriate assignments and duties of all CISM team members involved in the evolution. Due to the importance of the mental well-being of all response personnel and the highly specialized nature of the program, the CISM Specialist would be assigned to the command level of the organization and would report directly to the IC or UC.

4730.70 Law Enforcement

Many federal, state, and local governmental agencies work together during a law enforcement situation. Federal, state, and local agencies with have both distinct and complementary jurisdictions. Coordination is extremely important.

Name: Cameron Parish Sheriff's Department
Personnel available: As needed
Resources available: Can provide traffic/crowd control
Daytime telephone number: (337) 775-5111
24-hour telephone number: (337) 775-5111
Address: Cameron Parish Sheriff's Department
P.O. Drawer A
Cameron, LA 70631

Name: Calcasieu Parish Sheriff's Department
Personnel available: As needed
Resources available: Can provide traffic/crowd control
Daytime telephone number: (337) 491-3600
24-hour telephone number: (800) 259-3737
Address: Calcasieu Parish Sheriff's Department
5400 East Broad Street
Lake Charles, LA 70601

Name: Port Arthur Police Department
Personnel available: As needed
Resources available: Can provide evacuation assistance
Daytime telephone number: (409) 983-8611
Address: Port Arthur Police Department
P.O. Box 1089
Port Arthur, TX 77640

Name: Beaumont Police Department
Personnel available: As needed.
Resources available: Can provide evacuation assistance.
Daytime telephone number: (409) 880-3800
Address: Beaumont Police Department
255 College Street
Beaumont, TX

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Name: Nederland Police Department
Personnel available: As needed.
Resources available: Can provide evacuation assistance.
Daytime telephone number: (409) 722-4965
Address: Nederland Police Department
P.O. Box 1165
Nederland, TX 77627

Name: Orange Police Department
Personnel available: As needed
Resources available: Can provide evacuation assistance
Daytime telephone number: (409) 883-1026
Address: Orange Police Department
P.O. Box 520
Orange, TX 77630

Name: Bridge City Police Department
Personnel available: As needed
Resources available: Can provide evacuation assistance
Daytime telephone number: (409) 735-5028
Address: Bridge City Police Department
260 Rachel
Bridge City, TX 77611

Name: Groves Police Department
Personnel available: As needed
Resources available: Can provide evacuation assistance
Daytime telephone number: (409) 962-0244
Address: Groves Police Department
P.O. Box 846
Groves, TX 77619

Name: Port Neches Police Department
Personnel available: As needed
Resources available: Can provide evacuation assistance
Daytime telephone number: (409) 722-1424
Address: Port Neches Police Department
Port Neches, TX 77651

4730.80 Search and Rescue

Many federal, state, and local governmental agencies work together during a Search and Rescue (SAR) situation. While the U.S. Coast Guard is ultimately responsible for SAR on the navigable waterways of the United States, it relies heavily upon state and local assets to successfully resolve cases, with minimal loss of life.

U.S. Sector Houston/Galveston
Command Center
713-678-9055/57/58/

4730.90 Marine Fire

Each Geographic Response will provide valuable contact information and additional resources in the event of a marine fire or marine casualty.

Section 4800 – Permits and Consultations

Permits and Consultations are on the Area Committee work list, and will be improved as part of the 2014 annual update cycle. Please refer to the 2013 ACP work list.

4810 Fish and Wild Life Permits

Supervisor

U.S. Fish and Wildlife Service
17629 El Camino Real Suite 211
Houston, TX. 77058
Phone: (281) 286-8282
Fax: (281) 488-5882
Cell: (713) 542-1873

Supervisor

Texas Parks and Wildlife
1502 FM 517 East
Dickinson, TX 77539
Phone: (281) 534-0100
Fax: (281) 534-0122

Texas Commission on Environmental Quality

MC225 P. O. Box 13087
Austin, TX 78711- 3087
phone: (512) 239-2523
fax: (512) 239-4814
pager: (512) 896- 8476

4810.10 Permit requirements

No Federal, State, or local permits are required for on-site response actions conducted pursuant to CERCLA responses. The term on-site means the extent of contamination and all suitable areas in very close proximity to the contamination necessary for implementation of the response activities. Permits, if required, shall be obtained for all response activities conducted off-site.

4810.11 Section 7 of the Endangered Species Act (ESA)

As soon as practicable after a response is under control, which may occur when the case is closed, the FOOSC initiates consultation (either formal or informal, as appropriate) with the National Marine Fisheries and the U.S. Fish and Wildlife Service (the Services) ESA listed species and/or critical habitat have been affected. The FOOSC should ensure that the following information is completed before the case is closed. After the case is closed, the information and a cover letter requesting consultation will be sent to the Services.

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- Provide a description of the emergency.
- Provide an evaluation of the emergency response actions and their impacts on listed species and their habitats, including documentation of how the Services' recommendations were implemented, and the result of implementation in minimizing take.
- Provide a comparison of the emergency response actions as describes above with the pre-planned countermeasures and information in this ACP.

More guidance regarding Section 7 consultation can be found in the Inter-agency Memorandum of Agreement Regarding Oil Spill Planning and Response Activities under the Federal Water Pollution Control Act's National Oil and Hazardous Substance Pollution Contingency Plan and the Endangered Species Act.

4820 State Historic Preservation Office (SHPO) Consultation

In order to ensure that response actions do not inadvertently harm historical and culturally sensitive sites, the SHPO shall be consulted. The SHPO will evaluate areas where response actions are to be conducted for potential impact to historic and culturally sensitive sites.

Texas Historical Commission Archeology Division
P.O.Box12276
Austin, TX 78711-2276
Phone: (512)463-6096
Fax: (512) 463-8927

4830 Applicable or Relevant and Appropriate Requirements (ARARs)

The lead and support agencies shall identify requirements applicable to the release based upon an objective determination of whether the requirements specifically address a hazardous substance, pollutant, contaminate, location, or other circumstance found at a CERCLA site.

4840 Disposal

Under the Recovery and Protection Branch Director, the Disposal Group Supervisor is responsible for coordinating the onsite activities of personnel engaged in collecting, storing, transporting, and disposing of waste materials. Depending on the size and location of the spill, the Disposal Group may be further divided into strike teams, task forces, and single resources.

1. Obtain briefing from person relieving.
2. Receive briefing from supervisor.
3. Identify resources assigned to the Division/Group.
4. Provide the IAP to subordinates, as needed.
5. Review Division/Group assigned tasks and incident activities with subordinates.
6. Implement IAP for Division/Group.
7. Supervise Division/Group resources and make changes as appropriate.

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8. Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
9. Coordinate activities with adjacent Division/Group.
10. Determine need for assistance on assigned tasks.
11. Submit situation and resources status information to the Branch Director or the OSC as directed.
12. Report hazardous situations, special occurrences, or significant events, e.g., accidents, sickness, discovery of unanticipated sensitive resources, to the immediate supervisor.
13. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
14. Resolve logistics problems within the Division/Group.
15. Participate in the development of Branch plans for the next operational period, as requested.
16. Consider demobilization well in advance.
17. Debrief as directed at the end of each shift.
18. Implement disposal portion of Incident Action Plan.
19. Ensure compliance with all hazardous waste laws and regulations.
20. Maintain accurate records of recovered material.
21. Brief Recovery and Protection Branch Director on activities.
22. Maintain Unit/Activity Log (ICS 214).

4850 Waste Management and Temporary Storage Options

1. Has the RP determined if the material being recovered is a waste or a reusable product?
2. Has all recovered waste been containerized and secured so there is no potential for further leakage while the material is being stored?
3. Has the RP identified each of the discrete waste streams?
4. Has a representative sample of each waste stream been collected?
5. Has the sample been sent to an approved laboratory for the appropriate analysis; i.e., hazardous waste determination?
6. Has the RP received an appropriate waste classification and waste code number for the individual waste streams?
7. Has the RP received a temporary EPA identification number and generator number, if they are not already registered with EPA?
8. Has the RP obtained pre-approval for the temporary storage locations?
9. Has the RP retained the services of a registered hazardous waste transporter, if waste is hazardous?
10. If the waste is nonhazardous, is the transporter registered?

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11. Is the waste being taken to an approved disposal site?
12. Is the waste hazardous or Class I nonhazardous?
13. If the waste is hazardous or Class I nonhazardous, is a manifest being used?
14. Is the manifest properly completed?
15. Are all federal, state, and local laws/regulations being followed?
16. Are all necessary permits being obtained?
17. Has the RP submitted a disposal plan for approval/review?

4860 Decanting

Decanting is a vital part of the recovery process. The inability to decant water from recovered oil/water mixtures and return the excess water into the recovery area significantly reduces the volume of available temporary storage capacity; thus, reducing the effectiveness of the on-water skimming and recovery operations. The inability to return the excess water containing some amount of oil will delay recovery operations and possibly lead to a complete cessation of recovery operations until additional temporary storage can be arranged. It is essential that the return of oil and oily water associated with the mechanical recovery process be clearly authorized so that responders are not placed at legal risk when carrying out recovery operations.

Although no pre-approval for decanting exists within the One Gulf Plan area, decanting will be considered on a case-by-case basis by Unified Command. In considering whether to permit decanting, criteria to be addressed will, at a minimum, include:

1. Availability of additional storage;
2. Resources at risk;
3. Toxicity of proposed discharge; and
4. Other incident specific considerations.