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# Federal On-Scene Coordinator Representative (ET)



## Performance Qualification System (PQS) Workbook

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**Marine Safety Training Guide**  
**Federal On-Scene Coordinator Representative (FOSCR)**  
**Qualification Code (ET)**

This booklet is one section of your personal ‘on the job training’ (OJT) manual. It is your on-the-job guide to qualification as a Federal On-Scene Coordinator Representative. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer) is to observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer must enter his or her name, rate/rank, signature, and initials in the Record of Verifying Officers section.

When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation. Your personnel department (‘Admin’) will enter the appropriate code in your permanent record, to be reflected in your Personal Data Extract (PDE).

**Federal On-Scene Coordinator Representative (ET) Training Requirements:**  
*(Optional items are at the discretion of individual commands)*

	<b>Date Completed</b>	<b>Verifying Officer:</b>
A. Completion of resident training courses (attach copy of completion certificates):		
1. Entry Level Port Operations Course (ELPOC)	_____	_____
<i>Or</i>		
Marine Science Technician “A” School (MST “A”)	_____	_____
2. HMIR or other HAZWOPR equivalent.	_____	_____
3. Oil Spill Control School ( <i>optional</i> ).	_____	_____
B. Completion of correspondence courses (attach copy of completion letter):		
1. Incident Command System ICS-100.	_____	_____
2. Initial Indoctrination for Port Operations (IIPO).	_____	_____
C. Completion of ICS-200 training (attach copy of certificate).	_____	_____
D. Pollution Investigation (PI) qualification (attach copy of letter).	_____	_____
E. Qualification to issue Notices of Violation ( <i>optional</i> ).	_____	_____
F. Completion of PQS Manual.	_____	_____
G. Oral board (unit level) – FOSCR.	_____	_____
H. Completed package with documentation submitted to Training Officer/Coordinator for review.	_____	_____

*All qualification requirements have been satisfactorily completed.*

\_\_\_\_\_  
Training Officer/Coordinator      Date



## FOSCR Tasks - Coast Guard Jurisdiction/Authority:

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ET1	Identify the purpose and the (4) general priorities of the NCP. (40 CFR 300)	_____	_____
ET2	Describe the authority a qualified FOSCR has under the NCP. (40 CFR 300.2)	_____	_____
ET3	Identify the On-Scene Coordinators primary responsibilities. (40 CFR 300.120)	_____	_____
ET4	Identify the notification requirements outlined in the NCP. (40 CFR 300.125)	_____	_____
ET5	Identify the four phases of an oil spill incident. (40 CFR 300.300 – 315)	_____	_____
ET6	Identify the phases of a hazardous substance incident. (40 CFR 300.400)	_____	_____
ET7	Define the types of incidents over which the U. S. Coast Guard, the U. S. Environmental Protection Agency, the U. S. Department of Defense, and the U. S. Department of Energy have FOOSC authority and responsibility. (40 CFR 300)	_____	_____
ET8	Explain COTP authority to prevent access of personnel to vessels or waterfront facilities. (33 CFR 6)	_____	_____
ET9	Explain COTP authority to control vessel movement. (33 CFR 6, 160)	_____	_____
ET10	Explain COTP authority to control vessel and facility operations. (33 CFR 160)	_____	_____
ET11	Explain COTP authority to enlist aid from other local and government agencies. (33 CFR 6)	_____	_____
ET12	Draft a Safety Zone to restrict vessel movement in the vicinity of a spill source. (33 CFR 160; MSM VI)	_____	_____
ET13	Draft a COTP Order. (33 CFR 160; MSM VI)	_____	_____
ET14	Draft an Administrative Order as outlined in the Oil Pollution Act of 1990. (OPA 90; FWPCA; NPFC User Reference Guide)	_____	_____

## FOSCR Tasks – Preliminary Assessment and Actions

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ET15	List the factors for determining the size of a spill (inland and coastal):  a. Minor b. Medium c. Major  (40 CFR 300)	_____ _____ _____	_____ _____ _____
ET16	Define the following characteristics which may be considered prior to responding to a spill:  a. Hazard Class b. Reactivity c. Physical State d. Specific Gravity e. Vapor Density  (CHRIS Manual, NIOSH Pocket Guide, ACGIH Pamphlet, DOT Emergency Response Guidebook)	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
ET17	For a likely source of a spill in your AOR, obtain the following local on-scene data, both current and forecast:  a. Tides & Currents b. Wind conditions c. Temperature	_____ _____ _____	_____ _____ _____
ET18	Plot a simple oil spill trajectory based on the data obtained in ET17. (“Response to Marine Oil Spills,” ITOPF)	_____	_____
ET19	Determine the fate of a common oil (in your AOR) using SPEARS/ADIOS.	_____	_____
ET20	Create an air plume model for a common Hazardous Substance (in your AOR) using SPEARS/ALOHA.	_____	_____
ET21	Identify the agency or agencies which may assist in determining the fate of an oil/hazardous substance spill in your AOR.	_____	_____
ET22	Demonstrate the ability to obtain a:  a. Federal Project Number: b. CERCLA Number:	_____ _____	_____ _____
ET23	Draft the following message traffic:  a. POLREP. b. Request to Open OSLTF. c. Ceiling Increase.	_____ _____ _____	_____ _____ _____

## FOSCR Tasks – Response Resources and Planning

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ET24	Describe each of the following special teams available to assist the FOOSC. Include the type of services they provide, the equipment and/or personnel they may bring to a response, and how they are accessed when needed.		
	<ul style="list-style-type: none"> <li>a. National Strike Force (NSF)                             <ul style="list-style-type: none"> <li>1. National Strike Force Coordination Center _____</li> <li>2. Strike Teams _____</li> <li>3. Public Information Assist Team (PIAT) _____</li> </ul> </li> <li>b. Scientific Support Coordinator (SSC) _____</li> <li>c. Environmental Response Team (ERT) _____</li> <li>d. Navy Supervisor of Salvage (SUPSALV) _____</li> <li>e. The National Response Center (NRC) _____</li> </ul>		
	(40 CFR 300.145)		
ET25	Describe the type of support which might be offered during a pollution incident by the following agencies.		
	<ul style="list-style-type: none"> <li>a. Department of Health and Human Services (HHS) _____</li> <li>b. Agency for Toxic Substances and Disease Disease Registry (ATSDR) _____</li> <li>c. The National Oceanic and Atmospheric Administration (NOAA) _____</li> </ul>		
ET26	List the federal and state agencies involved with pollution response in your AOR. Specifically identify those represented on the RRT. (40 CFR 300.115)		
ET27	Describe the responsibilities and abilities of the RRT and other federal or state agencies which might be involved with pollution response.		
ET28	Describe the FOOSC's public information responsibilities during a pollution response and summarize the Commandant's Public Affairs Policy.		
ET29	Describe the requirements and contents of a Facility Response Plan.		
ET30	Describe the requirements and contents of a Vessel Response Plan and list the minimum portions required to be readily available on each type of vessel in both coastal and inland trade.		
ET31	Describe the authority and role of a Qualified Individual.		
ET32	Explain the purpose of a Certificate of Financial Responsibility (COFR)		

## FOSCR Tasks –Response Funding

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ET33	Describe the purpose of the Oil Spill Liability Trust Fund and the criteria for using the fund. (33 CFR 136.1; NPFC User Guide; FFARM Guide)	_____	_____
ET34	Describe any time limits for making a claim against the fund. (33 CFR 136.101; NPFC User Guide; FFARM Guide)	_____	_____
ET35	Describe the order of presentment for claims. (33 CFR 136.103; NPFC User Guide; FFARM Guide)	_____	_____
ET36	Describe the requirements for a claim. (33 CFR 136.105; NPFC User Guide; FFARM Guide)	_____	_____
ET37	Describe the procedures for the following particular claims:  <ul style="list-style-type: none"> <li>a. Removal costs.</li> <li>b. Natural resources.</li> <li>c. Real/personal property</li> <li>d. Subsistence use.</li> <li>e. Government revenue.</li> <li>f. Profits and earning capacity.</li> <li>g. Government public services.</li> </ul> (33 CFR 136 Subpart C; NPFC User Guide)	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
ET38	Describe the process for making insurance claims. (33 CFR 136.107 & 111)	_____	_____
ET39	Describe the requirements concerning designation of source and advertisement. Identify the agency/individual responsible for making such a designation. (33 CFR 136 Subpart D; NPFC User Guide)	_____	_____
ET40	Describe the types and contents of advertisements. (33 CFR 136.311; NPFC User Guide)	_____	_____
ET41	Describe how the state may access the OSLTF. (33 CFR 133)	_____	_____
ET42	Determine the eligibility of the state(s) in your AOR for funding. (33 CFR 133)	_____	_____
ET43	Describe the state's responsibilities for:  <ul style="list-style-type: none"> <li>a. Removal Actions. (33 CFR 133.17)</li> <li>b. Record keeping. (33 CFR 133.19)</li> <li>c. Record retention. (33 CFR 133.21)</li> <li>d. Investigation to determine the source and responsible party. (33 CFR 133.23)</li> </ul>	_____ _____ _____ _____	_____ _____ _____ _____

## FOSCR Tasks –Response Funding (continued)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ET44	Describe the purpose of the Comprehensive Environmental Response, Compensation, and Liability Act Fund and the criteria for using the fund. (40 CFR 300 Subpart E)	_____	_____
ET45	Identify the differences between obtaining an OSLTF number and a CERCLA number. (NPFC User Guide)	_____	_____
ET46	Describe the CERCLA funding limitations, procedures, and requirements involved in the following:		
	a. Discovery and Notification.	_____	_____
	b. Removal site evaluation.	_____	_____
	c. Removal action.	_____	_____
	d. Remedial site evaluation.	_____	_____
	e. Establishing remedial priorities.	_____	_____
	f. Remedial investigation feasibility studies and the selection of remedy.	_____	_____
	g. Off-site response actions.	_____	_____
	h. State involvement.	_____	_____
	(40 CFR 300 Subpart E)		
ET47	Identify which areas in ET46 fall under U. S. Coast Guard jurisdiction and which may be turned over to the U. S. Environmental Protection Agency for further action.	_____	_____
ET48	Complete the following paperwork and reports:		
	a. Final Financial Summary for spills with no RP and less than \$25,000.	_____	_____
	b. Final Financial Summary for Spills with an RP.	_____	_____
	c. Field ATP (LANTAREA)		
	<i>or</i>		
	Procurement Request and Delivery Order (PACAREA).	_____	_____
	d. CG-5136s.	_____	_____
ET49	Explain the contents and use of Basic Ordering Agreements. (BOAs)	_____	_____
ET50	Explain the procedures and limitations for hiring a BOA contractor.	_____	_____
ET51	Explain the procedures and limitation for hiring a non-BOA contractor.	_____	_____
ET52	Describe the limitations on subcontracting.	_____	_____

## FOSCR Tasks – Oil Spill Control

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ET53	Identify the (4) uses of boom. (33 CFR 154, App. C)	_____	_____
ET54	Identify the advantages/disadvantages of the (4) basic types of boom:		
	a. Curtain Boom.	_____	_____
	b. Fence Boom.	_____	_____
	c. External Tension Member Boom.	_____	_____
	d. Special Purpose Boom (identify possible types):	_____	_____
ET55	Illustrate and identify the (5) basic components of oil discharge containment boom and the purpose of each.	_____	_____
ET56	Illustrate two possible anchoring systems for boom deployment:		
	a. in open water.	_____	_____
	b. near the shoreline.	_____	_____
ET57	Illustrate and state the advantages/disadvantages for the following booming techniques:		
	a. Diversion booming:		
	1. Chevron;	_____	_____
	2. Open chevron;	_____	_____
	3. Cascading.	_____	_____
	b. Exclusion booming.	_____	_____
	c. Containment booming.	_____	_____
ET58	Define and explain the consequences and prevention of:		
	a. boom failure.	_____	_____
	b. entrainment.	_____	_____
	c. structural damage (mechanical boom failure).	_____	_____
ET59	Illustrate and state the advantages/disadvantages of the following physical containment methods:		
	a. Physical barriers (non-boom).	_____	_____
	b. Diking/berming.	_____	_____
	c. Trenching.	_____	_____
	d. Overflow and underflow dams.	_____	_____

## FOSCR Tasks – Oil Removal

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ET60	Identify and explain the mode of operation of the following common skimmer types:  <ul style="list-style-type: none"> <li>a. Weir.</li> <li>b. Suction.</li> <li>c. Submersion.</li> <li>d. Vortex/Centrifugal.</li> </ul>	_____ _____ _____ _____	_____ _____ _____ _____
ET61	Identify the “support items” necessary to conduct skimming operations.	_____	_____
ET62	Identify the skimmer types and sources available in your AOR.	_____	_____
ET63	Explain the effects the following factors will have on skimmer performance:  <ul style="list-style-type: none"> <li>a. Sea state.</li> <li>b. Water depth.</li> <li>c. Debris.</li> <li>d. Oil thickness.</li> <li>e. Oil viscosity.</li> </ul>	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
ET64	Define “adsorbent” and “absorbent” and explain the difference between the two.	_____	_____
ET65	Define and identify the following ‘sorbent types:  <ul style="list-style-type: none"> <li>a. Organic.</li> <li>b. Inorganic.</li> <li>c. Synthetic.</li> </ul>	_____ _____ _____	_____ _____ _____
ET66	Identify common dimensions and appropriate uses for the following forms of ‘sorbents:  <ul style="list-style-type: none"> <li>a. Pad, roll and blanket.</li> <li>b. Sock, pillow, and sweep:</li> <li>c. Pom-pom/snare:</li> <li>d. Particulate:</li> </ul>	_____ _____ _____ _____	_____ _____ _____ _____
ET67	Describe the advantages and disadvantages of pressure washing shoreline oil contamination using high and low pressures and high and low temperatures.	_____	_____
ET68	Explain the conditions and criteria necessary for implementing the following removal methods:  <ul style="list-style-type: none"> <li>a. In-situ burning.</li> <li>b. Bioremediation.</li> <li>c. Dispersion.</li> </ul>	_____ _____ _____	_____ _____ _____



## FOSCR Tasks – Safety & Occupational Health (continued)

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ET76	Identify the training requirements for personnel responding to an oil spill (on site & off site). (29 CFR 1910.120)	_____	_____
ET77	Identify the training requirements for personnel responding to an unknown hazardous substance release. (29 CFR 1910.120)	_____	_____
ET78	Identify the roles of volunteers in an oil response.	_____	_____
ET79	Identify the training requirements for volunteers at an oil response.	_____	_____

