

PRFA
SAMPLE STATEMENT OF WORK FOR REMOVAL ACTIONS

The task list below addresses the specific removal actions that are ordered through PRFA's (Pollution Removal Funding Authorization) in support of FOSC's/OSC's. When modification or amendment to this PRFA is required, the "Amendment to Pollution Removal Funding Authorization" shall be used and a new task list shall be assigned if new tasking is identified.

The recipient agency of the PRFA shall perform the following (as identified by the appropriate check marks below):

- collect facts regarding the discharge of oil into navigable waters, to include its source and cause;
- identify potentially responsible parties (RP's);
- analyze the nature, amount, and location of discharged oil;
- analyze the probable direction and time of travel of discharged oil;
- identify pathways to human and environmental exposure;
- provide analysis of discharges posing a substantial threat to the public health or welfare of the United States;
- provide temporary/permanent stabilization prior to the mobilization of other responders;
- provide appropriate personnel, equipment, and supplies to contain and remove discharged oil from navigable waters and shoreline;
- document all site-specific costs incurred by the contractor and the recipient agency for the removal actions;
- identify active or historical facility processes or operations that may have contributed to the discharge of oil;
- prepare a sampling plan that describes the number, type, and location of samples and the type of analysis (for example, sampling and analysis plans for collection of multimedia environmental samples; petrochemical product or waste oil or crude oil);
- collect representative oil sample(s) and submit them to the U. S. Coast Guard Marine Safety Lab for appropriate analyses;
- develop site specific Health and Safety Plans (HSP's);
- review, prepare, and submit all required accounting/accounting records in accordance with the National Pollution Funds Center (NPFC) Instruction 16451, "Technical Operating Procedures for Resource Documentation under the Oil Pollution Act (OPA) of 1990";
- submit Pollution Reports (POLREPS) at periodic intervals as specified by the issuing FOSC/OSC;
- provide daily progress reports and/or consultations to the OSC/FOSC, as necessary;
- develop health and safety procedures for response activities, such as OSHA levels of protection associated with a site;
- recommend cleanup and disposal options;
- review completeness of disposal documentation, such as manifests, waste profile data, and other information;

- obtain permits from local, state or federal agencies, associated with the contractor's response activities;
- provide or arrange for site security to prevent unauthorized access of any persons or animals to preserve public safety, such as armed or unarmed security services;
- identify concerned local and elected officials;
- conduct deed and title searches as appropriate;
- conduct waste profile analysis;
- perform and advise on wildlife capture, recovery, and stabilization.